ODISHA JOINT ENTRANCE EXAMINATION – 2016 (OJEE – 2016)

WEB BASED COUNSELLING-cum-ADMISSION INSTRUCTIONS

For Admission to
FIRST YEAR BACHELORS DEGREE COURSES
IN
ENGINEERING / TECHNOLOGY /
ARCHITECTURE / PLANNING / PHARMACY/

INTEGRATED MBA / MASTERS DEGREE IN COMPUTER
APPLICATION (MCA)

AND
FIRST YEAR MASTERS DEGREE COURSES
IN
BUSINESS ADMINISTRATION (MBA) / M. TECH / M. ARCH /
M. PLAN / M. PHARM
AND
SECOND YEAR COURSES [THIRD SEMESTER]
IN
ENGINEERING / TECHNOLOGY / PHARMACY / MASTERS
DEGREE IN COMPUTER APPLICATION (MCA) UNDER
LATERAL ENTRY
AND
INTEGRATED PHYSICS, CHEMISTRY,
MATHEMATICS

IMPORTANT INFORMATION

- Rank cards for examinations conducted by OJEE is available in website **www.ojee.nic.in and www.odishajee.com**. It should be downloaded and print out taken by the candidates for use in the OJEE 2016 counselling.

- A candidate, only with valid **OJEE-2016 rank card/JEE MAIN/NEET(AIPMT) / CAT, MAT, XAT, ATMA, CMAT, NIMCET, GATE, GPAT etc.**, is eligible for admission through counselling of OJEE-2016, Odisha. The counselling schedule will be available on OJEE-2016 website: **www.ojee.nic.in and www.odishajee.com** around third week of June, 2016. The counselling will be done through the website: **www.ojee.nic.in** only.

- It is hereby informed to all rank holders that downloading the rank card does not **GUARANTEE** a seat, which is subject to availability on the basis of the candidate's rank and options exercised by the candidate.

- **No change** in the category of candidates beyond what has been notified in the results shall be allowed under any circumstances.

- **Please note: S (Odisha State); ZZ (Outside State); OL (Outlying Odia speaking tracts); NRI (Non-Resident Indian); GE (General; Odisha State); SC (Scheduled Caste); ST (Scheduled Tribe); PC (Physically Challenged); ES (Ex-Serviceman); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver).**

- For claiming seats under any reserved category (ST/SC/ES/PC/GC/Women) candidate must be native of Odisha and must produce 'RESIDENT/NATIVITY CERTIFICATE' (Appendix – I) and relevant certificate justifying the category at the time of document verification during Counselling.

- For OL category, the candidate has to produce Appendix- V at the time of document verification during Counselling and has to appear Odia test at JEE Cell, Gandamunda on the notified date.

- For Ex-Serviceman (ES) category, the candidate has to produce Appendix- I V at the time of document verification during Counselling and it should be signed by Secretary Rajya Sainik Board.

- For NRI category the candidate has to produce Indian passport and other relevant document(s) at the time of document verification during Counselling.

- For TFW scheme, the candidate must produce 'RESIDENT OF ODISHA CERTIFICATE' (Appendix –I) and 'INCOME CERTIFICATE' (Appendix-VII) of parents from local Tahasildar at the time of document verification during Counselling. Income from all the sources should be less than 6 lakhs per annum.

- OJEE/JEE MAIN/NEET qualified candidates seeking admission under physically challenged (PC) category are required to report for the medical test at SCB Medical College Cuttack Odisha and the date will be notified in the website **www.ojee.nic.in**.

Note: "The general public/ guardian / parents and students intended to take admission into different Professional and Technical Institutions of Odisha are hereby informed through this Instruction Brochure that if they have any complain regarding admission process / procedure, admission fees, they can file complaint in shape of affidavit with supporting authenticated documents to the Member Secretary PPB-cum-Principal, Bhubanananda Odisha School of Engineering (BOSE), Cuttack who in turn will place the matter to PPB (Policy Planning Body) for disposal under the provisions of Odisha Professional Educational Institutions (Regulation of Admission and Fixation of Fee), Act, 2007".

It has been impressed upon by the Hon'ble Supreme court of India that if any incident of ragging comes to the notice of the concerned authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel the concerned student from the Institution

Preface

The contents of this Counselling Brochure will guide the candidates to understand about the Universities/ Colleges offering the courses, procedure of the Web Counselling and precautions to be taken at various stages of the Web Counselling. Candidates as well as their parents are advised to go through the procedure of Web Counselling methods and Frequently Asked Questions (FAQs) while exercising the choice filling.

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Address for Communication:

Chairman,
Odisha Joint Entrance Examination-2016
JEE Cell, Gandamunda,
Khandagiri, DIST- Khurda.
Bhubaneswar -751030
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IMPORTANT STEPS TO FOLLOW BY CANDIDATES TO PARTICIPATE IN WEB BASED COUNSELLING

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4. PAY YOUR COUNSELLING FEE

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ADMISSION RULES FOR OJEE - 2016, ODISHA

1. A candidate can seek admission only against a valid OJEE- rank card/ JEE MAIN/ NEET(AIPMT)/ CAT/ MAT/ XAT/ ATMA / GATE/ GPAT / NIMCET etc. rank card.

2. **Document Verification:** The original certificates will be verified and one set of photocopies (self-attested) is required to be submitted during document verification at the Nodal Centre. Please do not deposit any original document at the Nodal Centre.

3. **Eligibility Criteria**: The minimum eligibility criteria for admission into different courses (B.Tech/ B.Arch. / B Plan/ B.Pharm / B.Tech (Lateral Entry)/B.Pharm (Lateral Entry) / PGAT for M.Tech/ M.Tech (Part Time)/M.Arch and M.Pharm/ M Plan/ MCA/ MCA (Lateral Entry) /MBA / Integrated MBA/ Integrated MSc through OJEE are as mentioned in the information brochure 2016 and in the Counselling Brochure 2016. They have to produce the pass certificate and mark-sheets in original during document verification at nodal centre. For MCA 2nd Year Direct course the minimum eligibility criteria is pass in the Bachelor's Degree examination of minimum three years duration in BCA, B. Sc (IT/ Computer Science/ ITM / IST) from any University of Odisha or from a recognized University as defined by UGC and must have passed in Mathematics as a course at 10+2 level or at Graduate Level. Business Mathematics at +2 level are not permitted. The candidate should have obtained at least 50% (45% in case of candidate belonging to SC/ST category) at the qualifying Examination for MCA 2nd Year Direct course.

4. **Registration/ Choice filling and locking**: A candidate has to first register in the web site and fill his/her Choices. You make sure that choices are given in desired serial (best choice as first and second best as second and so on). Always "SAVE" your choices whenever you are working. Finally selected choice should be locked with the help of OTP (One Time Password) received in the registered mobile. It is not possible to change the choices or order of choice after locking the filled choice. If the candidate does not lock his choice through OTP, then the last filled choice shall be automatically locked after the period of choice filling and locking is over. The detail step by step procedure for, registration, choice filling, locking, registration and counselling fee payment, seat allotment, withdrawal and up-gradation is elaborated in the brochure later.

5. **Payment of Counselling and University Regd fee**: All candidates who are willing to participate in admission process has to pay a non-refundable Counselling fee **of Rs.450/-** and a non-refundable fee of **Rs.5000/-** (for allotment in all the colleges i.e., Government Institutions / Self Sustaining Courses / Institutions running Public-Private-Partnership (PPP) mode and Private Institutions) towards University Registration fee **after locking the choices.** These total payment of **Rs5,450/-** has to pay in favour of OJEE by online through Debit card/Credit card/Online banking or through SBI challan (offline) only. Payment method details are in the registration site. Printing of challan for SBI Branch payment will be activated after two days of registration or immediately next day of last date of registration.

6. **Document Verification/ Withdrawal**: After choice locking and payment of fees, all the registered candidates have to report at the assigned nodal centre in assigned schedule for verification of their respective documents. A candidate is liable to lose his allotted seat in the case of any, irregularity or unfulfillment of data and their supporting documents as per OJEE admission guidelines. After the document verification at nodal centre, a **Temporary seat allotment** shall be done. All the candidates shall

get a chance for **withdrawal** after temporary allotment, if they wish to do so. **The candidate is advised not to report to the temporarily allotted college under any circumstances.** All the candidates (whether temporarily allotted a seat or not) who exercise the option of withdrawal after the temporary allotment will be out of the counselling/allotment process and will not be considered for further process under any circumstances for this round of selection. The remaining candidates will be considered for auto up-gradation. A final allotment will be available on the website www.ojee.nic.in. Then the candidates can download their respective individual allotment letters from the website after log-in. The candidate is required to report to the finally-allotted college/course for admission. The reported candidate to the finally-allotted college shall receive the registration card from the respective colleges/universities to which they are admitted to.

7. **Auto Up-Gradation/Final Allotment**: All the candidates (whether allotted a seat or not) who have not reported for document verification or candidates who exercise the option of withdrawal after the first round temporary allotment stage will be out of the counselling/allotment process and will not be considered for further allotment/up-gradation under any circumstances. The remaining registered candidates (whether allotted a seat or not) will be considered for auto up-gradation. After up-gradation the final round of seat allotment shall be displayed. With this final allotment candidates can take print out of their final allotment letter and shall report to the allotted college/institute.

8. **Second Round of Counselling**: As per the notified schedule, the second round of counselling will start. Only vacant seats left after 1st round counselling will be displayed. The candidates who had registered (in the first round of counselling) but not allotted a seat in the 1st round of counselling, withdrawn candidates of 1st round counselling and all the newly registered candidates shall only be considered in the 2nd round of counselling. Allotted candidates of 1st round will not be allowed to participate in 2nd round counselling.

9. A candidate who paid the non-refundable University Registration Fee of Rs.5000/- **forfeits the same paid by him/her, if he/she decides not to join the college and courses which he/she has got in final allotment.**

10. The candidate has to submit one copy of Rank card at nodal centre during document verification.

1.0 WEB COUNSELLING PROCEDURE

The web counselling and admission process involves the following **seven** steps:

I. Online registration.

II. Online choice filling.

III. Online choice locking by OTP (One Time Password) through registered Mobile Phone.

IV. Payment of counselling fee and university registration fee through Internet Banking/Debit Card/ Credit card/ State Bank challan (offline) at SBI branch. Rs.5450/-.

V. Verification of all documents at Nodal Centre.

VI. Display of Temporary seat Allotment (Not to be used for admission purpose)

VII. Withdrawal of Seats. (Payment Refund electronically as per bank account data submitted by candidate).

VIII.   Auto-up-gradation and final allotment (Final round allotment)

IX.   Reporting at the allotted Institute. (As per notification by the concerned institute).

Please follow step by step procedure for web based counselling.

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING
(For further details, visit: www.ojee.nic.in, www.odishajee.com)

I. ONLINE REGISTRATION

The qualified candidates of OJEE 2016 and other candidates who have qualified national level Entrance Tests as mentioned previously are required to register ONLINE through internet from places of their convenience through the OJEE counselling website www.ojee.nic.in to participate in counselling process.

The detailed procedure given below:

1. A candidate has to open the website **www.ojee.nic.in** and click on "**New Registration**."

2. All the streams B.Tech/ B.Arch./ B. Plan / B.Pharm/ B.Tech (Lateral Entry) / B.Pharm (Lateral Entry) / PGAT for M.Tech / M.Tech (Part Time) /M.Arch /M Plan and M.Pharm/ MCA/ MCA(Lateral Entry) /MBA / Integrated MBA / Integrated MSc. (Physics, Chemistry, Mathematics) will appear on the computer screen; click on the desired stream.

3. The candidate will register online by entering the following data mentioned in their rank card.

   (a) **Roll number**

   (b) **Date of Birth**

(Note: The candidate must not disclose the above information to anyone. The candidate is advised to call the OJEE cell to clarify his/her doubts, if any. OJEE Cell help line numbers are available at OJEE 2016 website **www.odishajee.com** *and* **www.ojee.nic.in**)

- Once the above data submitted by the candidate the candidate will be permitted to proceed further to generate his/her own password.

- The length of the password must be of 8-13 characters with at least one special character, one upper case character, one lower case character & one numeric value, e.g., Rajupadhi@12. The password will be case sensitive.

- The candidate can login directly with Roll Number as login ID and the generated password as Password. Candidates are advised to record/remember their password for all future Logins. Whenever the candidate performs LOG-IN operation, he/she has to LOG-OUT at the end of each session.
  Confidentiality of the password is the sole responsibility of the candidate and all care must be taken to protect its security. Candidates are advised not to disclose or share their password with anyone. OJEE-2016 is not responsible for violation or misuse of the password of the candidate or any issue arising due to misuse of password.

- If a candidate forgets his/her password, he/she needs to approach the OJEE-2016 official at JEE cell, Gandamunda, Bhubaneswar or nodal officer at any of the nodal centres with his/her photo identification

proof and downloaded rank card for generation of new password.

- A candidate can change his/her password after login, if desired.

4. After login, the personal data of the candidate will automatically appear on the screen as per OJEE-2016 data base. The candidate must verify his/her personal data. In case of discrepancies, the candidates are required to bring the same to the notice of OJEE office at JEE cell, Gandamunda Bhubaneswar for the rectification of the same, otherwise such discrepancies may lead to cancellation of the allotted seat. If some field are editable, please edit the wrong data previously entered and now corrected data is entered. Candidate can take a printout of the registration slip with the above personal data.

- **It is the sole responsibility of the candidate to verify his/her personal data, including category, subcategory, state of eligibility and gender as per documentary evidence. By changing the category, sub category, state of eligibility and gender, the eligibility of the candidate may change. OJEE is not responsible for any omissions in the details and the consequences thereafter.**

- *If the personal data verified and submitted by the candidate is found to be wrong at the time of verification of certificates at any stage, the allotment of seat/ admission is liable to be cancelled.*

- Once this personal data is verified and submitted, the candidate will not be allowed to change the personal data under any circumstances.

5. The following interface will be available after successfully logging in to the system:

   a. Registration Details.
   b. Edit Registration.
   c. Available Choices.
   d. Fill Choices
   e. Display Filled Choices
   f. Change Password
   g. Fee Payment

II. ONLINE CHOICE FILLING

Instructions on Exercising Choice Filling:

- The candidates have to visit OJEE 2016 web page www.ojee.nic.in and go through the Counselling / Information Brochure to know about the Colleges, Courses offered and other details. He/she may refer to the for previous year's admission data. This helps the candidate to prepare a List of Choices in order of Preference. Previous year data is available on archive folder-2015 in www.odishajee.com.

- **Exercising choice filling means, the candidate has to select Colleges and courses he/she wishes to join and arrange them in the order of priority. Best choice, 1st choice and 2nd best 2nd choice and it goes on. There is no limit to the choices, candidates are advised to fill their choice judiciously.**

Preparatory work to be made by the candidates at home for filling their choice of college/institute and branches:

- The candidate should consult only his/her parents on the selection of courses and Colleges he/she wishes to join.

- Candidates should arrange the filled in choices in order of their preferences of college / branch. One college with one branch is treated as one choice. For example, College of Engineering & Technology (CET), Mechanical branch is first choice. Similarly, College of Engineering & Technology (CET), Electrical branch is another choice and so on. He/ She may use the **SWAP** and **MOVE** options to change the priority of already filled in choices.

For Tuition Fee Waiver (**TFW)** candidates, the Choices of colleges and branches for both the TFW seats (for example, CET, Mechanical Engg – TFW) and the non-TFW seats (for example, CET, Mechanical Engg) will be offered in the choice filling screens. The TFW candidates can fill in their choices from among the above list of TFW and non-TFW seat matrix mentioning their preferences. Reminding that TFW seats are very few (only 5%, means 3 for 60 seat capacity. So giving only TFW choice may lead to non-allotment.

Procedure to be followed for exercising options on Internet:

1. The procedure for exercising choices and seeking pertinent information is guided through appropriate messages and tabs on the computer screen.

2. As per the eligibility of the candidate, available seat information relating to institutions, disciplines (B. Tech/ B.Arch./ B. Plan / B. Pharm/ B. Tech (Lateral Entry)/B. Pharm (Lateral Entry) / PGAT for M. Tech/ M. Tech(Part Time)/ M. Arch/ M Plan and M. Pharm/ MCA/ MCA(Lateral Entry) / MBA/ Int.MBA), branches (e.g., Mechanical, Electrical, Civil, Electronics, Computer Science Engineering etc.) will be displayed.

3. The candidate can give his/her choices judiciously in order of preference from the list of available seats as per his/her own wish. It is advised to provide as many choices as wishes of candidate. Always save your work intermittently in all sessions you log in.

4. The candidates are permitted, if they so desire, to change or re-order (through **move**/**swap** options) their choices, delete earlier choices and add new choices any number of times until they lock their final choices by OTP.

III. CHOICE LOCKING OF CHOICES THROUGH OTP (ONE TIME PASSWORD)

After Registration and choice filling at his/her convenient place, the candidate has to lock his final choice on or before the due date notified.

1. After filling the choices in the order of the candidate's preference, he/she must lock his/her choices after giving the One Time Password (OTP) received by the candidate in his/her registered mobile number. **The candidate must take the print out of the locked choices. If the candidate does not lock his choice through OTP, then the last filled choice shall be automatically locked after the period of choice filling and locking is over. (Before proceeding for locking the choice be sure to make a final look to the choices exercised because once locking the choice using OTP, no further modification to choices cannot be done under any circumstances.)**

2. After locking the choices, if a candidate logs in again, then only the locked choices given by the candidate will be displayed. But **he/she cannot change the choices under any circumstances after locking his/her choices.** Even it is out of purview of OJEE officials to allow any changes on choices. Therefore it is strongly recommended that the candidates should make practice of writing choices in own preference and correct its order prior to work out on computer screen. **It is also strongly advised that the candidate should give maximum number of choices in order of his/her preference before final locking.**

Important Note:

1. **It should be clear to the candidate that the choice finally locked through OTP can not be changed under any circumstance. Therefore, candidates should take special care and be very sure before finally locking the choices. You can save choices many times in different times you are logging in, but locking is one time activity.**

2. **The OTP like the password is secret number that should not be shared with anyone.**

IV. PAYMENT OF COUNSELLING FEE AND UNIVERSITY REGISTRATION FEE

A. COUNSELLING FEE

All register candidates (OJEE 2016/JEE (MAIN)/NEET (AIPMT)/ CAT/XAT/CMAT/MAT/ ATMA/GATE/GPAT/NIMCET) have to pay a Non-refundable counselling fee of Rs. 450/- (Rupees Four Hundred fifty Only).

B. UNIVERSITY REGISTRATION FEE

A candidate has to pay a Non-refundable fee of Rs. 5,000/- for allotment in all the colleges towards University Registration Fee has to be paid before you are reporting at nodal centre for document verification. Non production of document towards fee payment will lead to rejection of candidature for allotment. Your document verification is incomplete if you cannot produce fee payment document.

Select "Fee Payment" menu after you login using your user id (roll no) and password (you have generated).

You are given options "Online Payment" to pay by Debit card/ Credit card/ Net banking of any scheduled bank. You can initiate payment and complete the process. Your payment detail is automatically passed to our server. You can print confirmation of payment page.

You can opt for off line payment. Select SBI Challan Branch Payment. If you click this option "State Bank Collect" page will open. You enter your roll number and proceed. SBI challan will appear, print this and make the payment in SBI branch. Please retain the copy and submit the original at Nodal Center. You keep photocopy with you. This facility of printing challan will be available after 2 days of registration. If you opt for online payment, payment option is available at the same instant. Candidates applying for two different streams should register and make payment differently.

i.e For example if a candidate wishes to take part in counselling for two courses, he/she has to deposit Rs.5450/- for each course twice during registration and choice locking process.

V. REPORTING AT NODAL CENTER, F O R DOCUMENT VERIFICATION
(All registered candidates)

(Make **sure that you have paid counselling and university registration fee before you report at nodal centre**)

DOCUMENT VERIFICATION

All the candidates registered, should report at the nodal centre for document verification. At the time of document verification at the nodal centre two sets (One set: Original, Other set: Self attested Photocopy) of prescribed relevant certificates are required. Please refer web page for Course wise requirement of certificates. **Please submit the self-attested photo copies of documents at nodal centre and take back all originals**.

For **State (S) Domicile** candidates, any one of the followings 3 documents is mandatory.

a. Resident/ Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar.

b. Certificate of Employment of candidate's Parent / Spouse (Appendix- II). Employer : Govt. of Odisha / Govt. of India / Govt. of India undertakings / Govt. of Odisha undertakings located in Odisha at the time of application in original

c. Qualifying Examination Pass Certificate from Odisha in original and self-attested Photocopy

1. Downloaded rank card (OJEE/JEE (Main)/ or Score card (CAT/XAT/CMAT/MAT/ATMA/GATE/GPAT/NIMCET /NEET (AIPMT) etc.)

2. Online registration slip

3. Online/offline payment slip.

4. HSC or any other relevant certificate showing the date of birth

5. 10 + 2 Mark Sheet [For Engineering, Pharmacy, Integrated MBA],

   Final Diploma Mark Sheet (for Lateral Entry to B Tech) or

   BCA, B.Sc./+3 Sc (IT/CSE) Mark Sheet and +2 Mark sheet for MCA, MCA Lateral Entry) or

   +3 Mark sheet (For MBA) or

   +3 Mark sheet and +2 Mark sheet (for +3 Sc. / B.Sc. Lateral Entry) or

   B. Tech/ B. Arch/B. Pharm. final mark sheet for PGAT

6. 10 + 2 Pass certificate [For Engineering, Architecture, Pharmacy, Integrated MBA or Final Diploma Pass Certificate (for Lateral Entry) or BCA, B.Sc/+3 Sc [IT/CSE] certificate for MCA Lateral Entry & MCA 2nd Year Direct) or +3 pass certificate (For MCA, MBA, &+3 Sc. / B.Sc. Lateral Entry and) or B. Tech/B. Arch/B. Pharm pass certificate for PGAT.

7. Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar

8. Original SC/ST certificate by birth state of Odisha (Appendix-III)

9. Income Certificate for TFW candidates (Appendix – VII) for the year 2016

10. Green Card issued by Family Welfare Department of Govt. Of Odisha

11. Original certificate of Ex-Serviceman from Rajya Sainik Board (Appendix-IV)

12. Original Certificate in support of Outlying Odia Speaking Tract (OL) category (Appendix – V)

13. Certificate in support of NRI

14. PC Candidates have to appear before PC Board, at SCB Medical College on declared date. This date will be published during counselling period.

15. Certificate of Employment of candidate's Parent / Spouse (Appendix- II). Employer : Govt. of Odisha / Govt. of India / Govt. of India undertakings / Govt. of Odisha undertakings located in Odisha at the time of application.

16. Qualifying Examination Pass Certificate from Odisha.

17. Checklist signed by the candidate at the bottom (Annexure – I)

18. Full time work experience certificate of minimum two years in a registered firm /Company / Industry /Educational and /Government, Autonomous Organisation in the relevant field in which admission is sought for admission to M.Tech (Part-Time). The candidate has to submit a No Objection Certificate from the present employer for admission to the course at the time of document verification.

- The candidates are required to get prepared with the aforesaid required documents as per their course/category/subcategory etc. before the document verification at the nodal center.
- The Women candidates have to submit the Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar failing which she can't claim Women quota.
- For MBBS admission it is mandatory to produce the Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar failing which his seat shall be forfeited.

VI. TEMPORARY SEAT ALLOTMENT

During this step, the choices submitted by the candidates will be processed and seats will be allotted in the order of rank based on their locked choices. The allotment result will be available on the website www.ojee.nic.in and SMS alert regarding allotment will be sent to candidates. The candidate CAN READ HIS TEMPORARY SEAT allotment only.

Candidates are advised not to report at allotted Institution based upon Temporary allotment as it is not the final one.
Note for Colleges/Institute: No college/institution should accept the candidate without final allotment letter.

VII. WITHDRAWAL PROCESS:

In case the candidate (with or without temporary allotment) desires to withdraw from the OJEE counselling process he/ she can approach Nodal Centre where he/she had verified his/her documents within the specified duration. University registration fee will be refunded in the account details given by the candidate during withdrawal process. All the candidates except those who have withdrawn from counselling after the temporary allotment stage are considered as In-Process Candidates and are eligible for Final seat allotment through auto-upgradation.

VIII. AUTO-UPGRADATION AND FINAL ALLOTMENT.

After deducting the candidates who have withdrawn from counselling, the auto-up gradation will be carried out among all the remaining candidates. A final allotment will be available on the website www.ojee.nic.in with SMS alert. Then the candidates can download their respective individual final allotment letters from the website after log-in.

IX. REPORTING AT THE FINAL ALLOTTED INSTITUTE

The Candidate after getting final allotment has to take a print out of the final allotment letter and has to report at the College/University he/she has been finally allotted within NOTIFIED working days from the publication of the result. This notice will be served at that time either by OJEE or the Institute.

2.0 SEAT ALLOTMENT PROCEDURE:

For allotment of a seat, the Rank, the eligibility, the reservation criteria etc. of a candidate will be checked. The admissions shall be subjected to the verification of credential and documents in the nodal centre. Based on the options exercised by the candidates [as recorded in the server after locking by the candidates at the nodal centre] allotment of seats will be taken up. While allotting the seats, the Rank and the Category will be considered. The allotment process reads the options exercised by a candidate in order of preference at each stage. The number of options to be exercised is not limited, but the candidate is advised to give maximum numbers of choices.

For any course, before the allotment starts, the following **three steps** are required to be completed.

Step-1: The candidate registers successfully against the desired stream(s) and fills up and locks the choices before going for document verification.

Step-2: If a candidate has appeared for more than one stream, then he/she has to register separately for all the streams. Counselling fee and university registration fee are to be deposited for every registration.

Step-3: At the Nodal Centre, the document verification is done. Withdrawal facility is available at nodal centre only. Candidate should physically go to withdraw. The candidate is advised to judiciously fill the choices and lock it through OTP as desirable. There is no maximum limit for the choice filling.

The candidates who have successfully executed all these three steps above are considered for the seat allotment.

2.1. RESERVATION OF SEATS TO VARIOUS CATEGORIES:

Acronyms of various categories are as follow:

S – Odisha state candidates, ZZ – Outside state candidates, OL – Odias belonging to outlaying Odia speaking tracts, NRI – Non-resident Indians, GE – General (Un reserved), SC – Scheduled Caste ST – Scheduled Tribe, PC – Physically challenged, WO – Women, GC – Green card, ES – Child of Ex- Service man

Number of Seats and Reservation

Exact number of seats and branches will be available at OJEE-2016 web site www.ojee.nic.in and www.odishajee.com.

i. Only natives of Odisha state will be eligible to avail all reservations seats under clause 2.1 of Information brochure -2016.

ii. Seats available under General Category in any course are those "available after deducting the number of seats pertaining to all the Reserved Categories from the total number of seats available for that particular course after taking into account the All India Quota JEE MAIN, N E E T -2016, CAT, XAT, CMAT, MAT, ATMA, GPAT, GATE, NIMCET etc.) and NRI quota in that course".

In state of Odisha there is no "OBC" quota for Admission. Therefore, the OBC all India qualified candidate will be treated as General Candidate (GE) and has to secure GE candidate qualified Mark or Score.

(I) For Bachelors Degree Courses in Engineering / Architecture the reservation is as given below:

i. For Government Engineering Stream, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, 2.1.5, 2.1.6 and 2.1.7 of information brochure can also compete under general category provided they satisfy all conditions of eligibility for the same.

For the Bachelors Degree Courses in Engineering / Architecture / Planning in Govt. Institutions, the reservation is as given below.

CATEGORY	% OF RESERVATION
Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Ex-Servicemen	3%
Oriya (Odia) belonging to outlying Oriya (Odia) speaking tracts (OL)	3%
Women	30% in each category except 'OL' and
Tuition Fee Waiver (TFW)	Upto 5% (Supernumerary) of sanctioned seat

*'NRI & ZZ quota' is not applicable in Government Colleges.

ii. For Private Engineering Stream the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, 2.1.5, 2.1.6 and 2.1.7 of information brochure can also compete under general category provided they satisfy all conditions of eligibility for the same.

For the Bachelors Degree Courses in Engineering/ Architecture in Private Institutions the reservation is as given below.

- 5% seats are reserved for NRI and another 15% is reserved for JEE (MAIN)-2016.
- If candidates are less than 5% in NRI, the balance seat will be transferred to the general seat and allotment will be done as per general merit.
- If candidates are less than 15% in JEE (MAIN)-2016, the balance seat wills be transferred to the general seat and allotment will be done as per general merit.

Therefore for allotment of the seats to the candidates, the reservations applicable are as given below for the balance seats after deducting JEE (MAIN)-2016 and NRI seats from the total intake.

CATEGORY	% OF RESERVATION
Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Ex-Servicemen	3%
Tuition Fee Waiver	5% (Supernumerary) [Except NRI]
Women	30% in each category (SC, ST, GC, PC, Ex-Service)
ZZ (Out state category)	

'OL' is not applicable for private institution.

There is no reservation category for Engineering Lateral Entry both for Diploma Holders as well as for +3 Sc. / B.Sc. degree holders.

- **For MBA, the reservation is as given below:**

(II) For MBA in Private Colleges, the reservations are:

5% seats are reserved for NRI and another 15% is reserved for CAT, XAT, CMAT, MAT and ATMA (3.0% each) in Private Professional Colleges.

- If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat will be transferred to the general seat and allotment will be done as per general merit.
- All India quota seats to the tune of 15% for MBA programs shall be filled up from the merit list of CAT, XAT, CMAT, MAT and ATMA. Vacant seats, if any, in these categories shall be interchanged in the first instance and then converted to general category and allotment will be done as per general merit.

For MBA stream, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4 and 2.1.6 can also compete under general category provided they satisfy all conditions of eligibility for the same.

Therefore for allotment of the seats to the candidates, the reservations applicable are as given below for the balance seats after deducting CAT, XAT, CMAT, MAT, ATMA and NRI seats from the total intake.

CATEGORY	% OF RESERVATION
Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Women	30% in each category (SC,ST,GC,PC)

(III) For MBA in Government Institutions, the reservations are same as in Private institutions mentioned above. CAT, XAT, CMAT, MAT, ATMA and NRI are not applicable in Government Institutions.

(IV) For the MBA (Integrated) Courses, the reservations are same for Private Institutions and Government Institutions.

- **For MCA, the reservation is as given below:**

(V) For MCA in Private Colleges, the reservations are:

5% seats are reserved for NRI in Private Professional Colleges.

- If candidates are less than 5% in NRI, the balance seat will be transferred to the general seat and allotment will be done as per general merit.

- All India quota seats to the tune of 15% for MCA programs shall be filled up from the merit list of NIMCET. Vacant seats, if any, in these categories shall be interchanged in the first instance and then converted to general category and allotment will be done as per general merit.

For MCA streams, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4 and 2.1.6 can also compete under general category provided they satisfy all conditions of eligibility for the same.

Therefore for allotment of the seats to the candidates, the reservations applicable are as given below for the balance seats after deducting NRI seats.

CATEGORY	% OF RESERVATION
Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Women	30% in each category (SC, ST, GC, PC)

(VI) For MCA in Government Institutions, the reservations are same as in Private institutions mentioned above. NIMCET and NRI are not applicable in Government Institutions.

For Lateral Entry in MCA there is no reservation

- **For Pharmacy the reservation is as given below:**

(VII) For B. Pharm in Private Colleges, the reservations are:

For Pharmacy streams, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, and 2.1.7 can also compete under general category provided they satisfy all conditions of eligibility for the same.

For the Bachelor's Degree Courses in Private Pharmacy Institutions the reservation is as given below.

- 5% seats are reserved for NRI in Private Professional Colleges.

- If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat will be transferred to the general seat and allotment will be done as per general merit.

- All India quota seats to the tune of 15% for Pharmacy program shall be filled up from the merit list of JEE MAIN-2016 and AIPMT (NEET)-2016. Vacant seats, if any, in these categories shall be

interchanged in the first instance and then converted to general category and allotment will be done as per general merit.

Therefore for allotment of the seats to the candidates, the reservations applicable are as given below for the balance seats after deducting NRI seats.

CATEGORY	% OF RESERVATION
Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Tuition Fee Waiver	5% (Supernumerary) [Except NRI]

For Lateral Entry in Pharmacy there is no reservation

Post Graduate Admission Test for Engineering/Technology, Pharmacy, Planning and Architecture (PGAT)

(VIII) For M.Tech, M.Arch, M Plan and M.Pharm the reservation is as given below:

- 5% seats are reserved for NRI in Private Professional Colleges. No NRI seats are reserved for Government Colleges offering M.Tech, M.Arch, M Plan and M.Pharm.

- If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat will be transferred to the general seat and allotment will be done as per general merit.

- After deducting the NRI seats 50% of the remaining seats will be allocated to All India Post Graduate Aptitude Tests (GATE & GPAT) and remaining 50% to PGAT candidates.

- If candidates are less than 50% in GATE/GPAT score, the balance seat wills be transferred to the PGAT and allotment will be done as per general merit.

- All the candidates claiming seat under GATE/GPAT should produce Valid GATE/GPAT score card in original during counselling process.

For M.Tech, M.Pharm, M Plan and M.Arch streams, the candidates belonging to categories 2.1.1 can also compete under general category provided they satisfy all conditions of eligibility for the same.

In state of Odisha there is no "OBC" quota for Admission. Therefore, the OBC all India qualified candidate will be treated as General Candidate (GE) and has to secure GE candidate qualified Mark or Score.

2.2 TRANSFER OF VACANT SEATS:

Transfer of vacant seats from one category to another is applicable only when there are vacant seats in that category. For example, if some SC seats are vacant after all allotment, then those seats will be transferred to General seats. Similarly if ST reserved category are not filled up due to non-availability of candidates belonging to ST category, then vacant seats may be filled up by candidates belonging to General Category.

Seats reserved under all other category like PC, GC, Ex-Servicemen etc. will be filled up by general category candidates in case the same are not filled up from the reserved category except TFW category.

In case of any change in the percentage of reservation of seats / reservation criteria mentioned in the clauses above on the basis of guidelines from PCI / MHRD / AICTE / Government of Odisha, it will also be published in OJEE-2016 website.

2.3 CERTIFICATES:

a. A candidate seeking admission on reserved seat shall be required to produce a Certificate to that effect.

b. No certificate for reserved category shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Odisha.

c. If a candidate fails to submit the certificates as required under sub-rule (ii) during certificate verification, her/his candidature shall be considered for admission under general category.

d. In case the above certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has been already granted admission, such admission shall be cancelled.

e. Reservation for Physically Challenged Candidates: OJEE 2016 qualified candidates seeking admission under Physically Challenged category are required to report for the medical test at SCB Medical College, Cuttack. The exact schedule will be notified in the website www.ojee.nic.in and www.odishajee.com. The decision of the medical board is final and binding.

f. Reservation for the Child of Ex-Servicemen -

   i. A candidate claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Authority in the format provided in the brochure as Appendix-IV.

g. The seats remaining vacant against all the reserved categories will be filled up from the rank list of unreserved category.

Reservation under TFW Scheme:

Eligibility criteria for TFW:

- TFW scheme will be applicable to all approved Technical Institutions offering B.Tech, B. Pharm program and Lateral Entry provisions of these programs.

- Sons and daughters of parents whose annual income is less than Rs. 6.0 lakhs (Rupees Six lakh only) from all sources are eligible for seats under this scheme. The candidates who will be interested in taking admission under this scheme have to produce income certificate issued by local Tahasildar (Appendix - VII) during document verification.

- The waiver is limited to the tuition fee as approved by the Government of Odisha Fee Committee for self-financing Institutions and by the Government for the Government Institutions. All other fees except tuition fee will have to be paid by the beneficiary.

- The candidate should be a native of Odisha and has to produce Resident/ Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar during document verification.

- TFW scheme is applicable to all AICTE approved technical institution offering B.Tech, B.Pharm and Lateral Entry for this programme.

Candidate has to produce the following documents for claiming TFW scheme at the nodal centre during document verification.

a) Resident of Odisha certificate (Appendix –I). The candidate has to submit the Residence certificate in the prescribed format i.e., Appendix-I issued not earlier than January 2016.

b) Income certificate of parents from local Tahasildar (Appendix-VII). The candidate has to submit the Income certificate in the prescribed format i.e., Appendix-VII issued not earlier than January 2016.

Minimum Eligibility Criteria:

I. For admission into 1ˢᵗ year Degree courses in Engineering/Technology, Architecture

1. Engineering and Technology:

Passed 10+2 examination of CHSE, Odisha or equivalent with Physics and Mathematics as compulsory subjects along with one of the subjects from Chemistry/ Biology/ Biotechnology/ Technical Vocational Subject/ Electronics/ Computer science/ Information Technology/ Geology/ Statistics. The candidate should have passed individual subject and must have obtained at least 45% marks (40% in case of candidates belonging to SC/ST category) in the above subjects taken together.

OR

1.Language 2. Physics 3. Mathematics 4. Any one of (Chemistry, Biology, Bio-technology, Technical vocational subject) 5. Any other subject. The candidate should have passed individual subject and must have obtained at least 45% marks (40% in case of candidates belonging to SC/ST category) in the above subjects taken together.

There is no age limit to take admission into Engineering & Technology courses.

- **Eligibility for Admission to Marine Engineering:**

> 1. A candidate must be 12th pass with minimum 60% in PCM (Physics, Chemistry and Mathematics) and the candidate should have obtained with minimum of 50% marks in English Language at 10th or at 12th standard. A candidate must be below 25 years as on 31ˢᵗ December, 2016.
> 2. Eyesight for candidates should be 6/12 in both eyes, including no colour blindness. They should have 6/12 in there better Eye and 6/18 in other left Eye.
> - *Candidates opting for Marine Engineering (MAE) as choice must ensure themselves satisfying all above conditions strictly. Any deviation or furnishing of any wrong information related to eligibility criteria or got an allotment in MAE and latter detected not fulfilling as per above eligibility criteria, the admission will be cancelled at any stage and the candidate will be out of that round counselling process.*
> - *Candidates are advised before giving a choice in Marine Engineering (MAE) must ensure themselves regarding the eligibility guidelines to avoid any dissatisfaction for being getting cancellation of allotment at any stage of counselling process(even at institute level if mark and physical standard norms are not true as mentioned above).*

2. Architecture:

Passed 10+2 examination of CHSE, Odisha or equivalent with Mathematics as compulsory subject and 50% aggregate in any five subjects taken together as indicated in anexxure-II.
There is no age limit to take admission into Architecture.

3. Minimum Eligibility Criteria of other courses:

Please refer Clause 3 minimum eligibility criteria of the Information Brochure (OJEE-2016) for other courses.

Admission to Integrated-MBA:

Integrated-MBA: (Admission to Integrated-MBA is subject to approval of the course by AICTE/UGC/Govt. of Odisha/ Govt. of India/BPUT/Other University of the state).

ODISHA JOINT ENTRANCE EXAMINATION – 2016
OJEE – 2016 ADMISSIONS
Manual Choice Entry Form

Note:
1. Download the list of college, course and seat matrix from website <http://www.ojee.nic.in>.
2. Give maximum number of choices to avoid disappointment of not securing a seat.
3. Use the filled in manual choice form while entering choices on computer screen.
4. Use similar form (Photocopies of this form), if this is insufficient bygiving continuous preference numbers.

Preference No.	Name of the University / College	Name of the Branch	Preference No.	Name of the University / College	Name of the Branch
1			27		
2			28		
3			29		
4			30		
5			31		
6			32		
7			33		
8			34		
9			35		
10			36		
11			37		
12			38		
13			39		
14			40		
15			41		
16			42		
17			43		
18			44		
19			45		
20			46		
21			47		
22			48		
23			49		
24			•		
25			•		
26			•		

FREQUENTLY ASKED QUESTIONS

1. Who are eligible for Admission?

   Ans: Candidates should refer to the Information Brochure 2016 available in the OJEE 2016 web-site.

2. Who belongs to S-Category?

   Ans: The candidates satisfying any one of the following three conditions (a, b, c) will be treated as S- category for taking admission into OJEE 2016

   a) The candidate must have passed 10+2 examination from any of the recognized institution in the State of Odisha.

   b) Parents of the candidate must be natives of Odisha. To claim benefit under this category, candidate shall furnish at the time of Counselling, a nativity certificate, in prescribed form (Appendix-I) from a Revenue Officer not below the rank of Tahasildar of the area where his/her parents have nativity.

   c) Sons / daughters / spouse of the permanent employees of Government of Odisha / Govt. of India/Govt. of Odisha undertakings/Govt. of India undertakings, serving in the State of Odisha at the time of application. To claim the benefits under this category, candidate has to submit a certificate from the employer of his/her parents/spouse in the prescribed form (Appendix-II) at the time of counselling.

3. My father is working in Jindal steel, Angul, Chhendipada Road for last five years, but my father's native place is in the state of Chhattisgarh. I have passed +2 Science from CHSE, Odisha and I am a women candidate. Can I claim reservation under women category?

   Ans: No, all candidates under reservations such as SC (Scheduled Caste); ST (Scheduled Tribe); PC (Physically Challenged); ES (Ex-Serviceman); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver) seeking admission through OJEE 2016 must be natives of Odisha and must produce Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar. However, as you have passed +2 Science from Odisha state you will be considered as a state category candidate. For further details please refer the Information Brochure of OJEE – 2016 available in the OJEE 2016 web-site.

4. I have not received my final 10+2 results. Am I eligible for Certificate Verification?

   Ans: No, candidates who have passed 10+2 on the day of Certificate verification are only eligible and they have to produce proof of passing the qualifying examination.

5. I have wrongly filled OL category in the application form, actually I belong to Odisha state category, what will be my position?

   Ans: Your choices will be processed according to general rank. You have to produce the documents mentioned for S category. However the candidate will not get any reserved category status under any circumstances.

6. I have wrongly filled OL category in the application form, actually I belong to outside state category, what will be my position?

Ans: Your choices will be processed according to general rank for ZZ category.

7. I belong to OL category, if I will not get a seat in Government College, can I give option for private college?

Ans: Yes, the candidate can give option for both Government and Private College according to his/her preference. But allotment in private college is strictly based on the ZZ category rank.

8. I belong to Outside state (ZZ) category, what is the % of seats reserved in Government as well as in Private college?

Ans: There will be no seats for Outside state (ZZ) category in Government Colleges. But seats are available in Private Colleges. The number of seats derived for allotment to the outside state candidates (ZZ) by taking into account the proportionate quantum of candidature / applications received in the concerned programme subject to maximum of 25 % of the general seats i.e., after deduction of all the reserved category. No other reservation under this category is applicable.

9. I am outside candidate and belong to SC category, can I claim for SC seat in any college?

Ans: No, all reservation such as SC (Scheduled Caste); ST (Scheduled Tribe); PC (Physically Challenged); ES (Ex-Servicemen); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver) including women seeking admission through OJEE 2016 must be natives of Odisha state and must produce 'Nativity/Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar.

10. I am appearing for Supplementary Examinations. Am I eligible for Certificate Verification?

Ans: No. One should produce proof of passing the qualifying examination.

11. Marks sheets have not been received. Am I eligible for any one of the following?

Ans: A candidate must produce proof of passing the qualifying examination and qualifying mark sheet during verification.

12. Will an acknowledgement be issued for having received the Original Certificates?

Ans: OJEE 2016 will verify the photocopies of the required documents with originals. Hence OJEE 2016 will not keep any original certificates / mark sheets / documents except Original Appendices. Print out of the verified document will be given to the candidate after successful verification of all the documents.

13. At the time of filling the application for OJEE 2016, I have wrongly filled my category. Accordingly my Category has been printed in my admit card. I too did not notice it and report the same to the Verification Officer at the time of Certificate Verification. Can I change it now?

Ans: No. It is the responsibility of the candidate to verify for the correctness of the data immediately after getting the admit card.

14. Is it possible to change Caste/ Sex/Special category Status etc. during Certificate Verification when not

mentioned correctly at the time of filling the application for OJEE 2016 Examination?

Ans:No, after uploading of admit card in the websites, OJEE 2016 has corrected all complaints made by the candidates regarding caste, sex, category etc. before declaration of the entrance result. Therefore, OJEE 2016 at this stage can not do any thing for change of any category.

15. How do I know the correct status of my Certificate Verification?

Ans: Before leaving the Certificate Verification counter in the nodal center please check up the Receipt of Certificates given to you and verify whether all the details are printed correctly or not. If any mistakes are there, ask the Verification Officer for their correction immediately and ask for revised receipt of Certificates duly signed by him.

16. How can I get Institute profile?

Ans: In website, by clicking on "Institute profile".

17. Is it compulsory for all candidates in OL category to attend the Certificate Verification at Bhubaneswar only?

Ans:Yes, OL category candidates should attend for Certificates Verification at JEE Cell, Gandamunda, Bhubaneswar only. All the OL candidates have to appear for Odia Test conducted by OJEE-2016. The candidate has to pass the Odia Test in M.E. (VII standard) with minimum 40% marks to be conducted by OJEE 2016 committee at the time of counseling process.

18. What are PC Board?

Ans: All the PC candidates have to report for the Medical Board to be conducted at SCB Medical College, Cuttack on the scheduled date and time mentioned in the website / newspaper. Those candidates who do not qualify the test conducted by Medical board, will be considered for allotment under any other category to which he/she belongs based on General Ranking.

19. I am seriously ill and not in a position to attend the Certificate Verification. Then what I have to do?

Ans: The candidates must attend personally the Certificate Verification; otherwise the candidate has to forfeit his/her seat.

20. I lost all my Original Certificates during traveling. I have Xerox copies only with me; can I attend the Certificate Verification?

Ans: Yes, only when the candidate produces FIR lodged against the loss of Certificates/documents and photocopies of all the lost documents. After getting the required original certificates from respective Board/University he/she must report at the designated nodal centre for verification before the end of document verification period otherwise he/she has to forfeit his/her seat.

21. I have not received my Caste Certificate. Am I eligible under Caste Category?

Ans: No.

22. In my application I have wrongly filled my Caste category. Can I correct it at the time of verification of Caste?

Ans: No.

23. Please list out the Original Certificates to be produced by me for verification at the nodal center.

Ans: Please see Annexure – I.

24. What is a Choice?

Ans: The selection of the "college and course" you wish to join and arrange them in the order of preference.

25. Where from I can exercise my options?

Ans: You can exercise filling of choices from home or anywhere using computer with internet facility.

26. How many choices I can exercise?

Ans: You can exercise any number of options you like, and there is no Minimum & Maximum limit. It is advised to give judicious number of choices to avoid disappointment of not securing a seat.

27. Can I select all branches in a college?

Ans: Yes. You can select but arrange (write) them in order of priority.

28. Can I change my choices?

Ans: You can change the choices any number of times within the stipulated time allotted to you.

29. Which options will be considered for allotment of seats?

Ans:The Options entered by you in the final locking at nodal center will be considered for allotment.

30. If I do not report at my allotted college, can I get the refund of the University Registration fee paid at the nodal centre?

Ans: No.

31. If I am upgraded automatically from Private College to Govt./University College, how can I get back the excess amount paid towards University Registration fee?

Ans: A candidate has to pay Rs.5000/- for allotment in all the colleges i.e., Government Institutions/Self Sustaining Courses/ Institutions running/Public-Private-Partnership (PPP) mode and Private Institutions towards a part of admission fees. So the question of excess payment of University Registration fees doesn't arise.

32. What is the Income limit for granting tuition fee exemption?

Ans: The annual Income of the parents from all sources should not exceed more than 6 lakh Rupees under the TFW scheme.

33. I am a native of a place Chhendipada, Angul District. But I have an income certificate issued by Tahasildar of Cuttack district. Will this certificate be admissible during certificate verification?

Ans: No, you have to produce the Income Certificate issued by Tahasildar of your place of nativity only.

34. I do not have income certificate right now, my parents' annual income is below 6 lakh Rupees. Shall I be granted tuition fee exemption?

Ans: No, in the absence of relevant income certificate, candidate will not be allowed to take admission under TFW scheme. He/she must register before claiming seat under TFW scheme.

35. I got a seat in one college in 1st Round and auto-upgraded to another college in 2nd Round, can I continue in first college?

Ans: No. Candidates have to automatically move along with the auto-upgradation procedure of allotment as per the final choices locked by them.

36. Can I get information regarding range of rank admitted in previous year to a particular college?

Ans: Yes, the detailed rank-wise data for 2015 are given in OJEE and NIC websites: www.odishajee.com

37. How can I obtain the Seat Matrix?

Ans: The seat Matrix will be available in OJEE websites: www.ojee.nic.in and www.odishajee.com before Counselling.

38. I have passed +2sc from outside Odisha. My father is working in private sector in Odisha. Can I get seat in Govt Engg College?

Ans: No. You should satisfy "S" category criteria to get Govt college seat. You can get Private college seat.

39. I am from outside Odisha and passed diploma from outside state. Can I get lateral entry admission?

Ans: Yes, after 1st round of counselling, if there is vacant seats in Private Engg College, you will get Lateral Entry admission.

40. If I could not lock my choice using OTP?

Ans: Your choice will be locked automatically when time of Choice filling and Locking closes. So just take care to save your choices while working. Saved choices are autolocked and preserved in server.

41. What is difference between saving and locking?

Ans: While exercising your preferred choices, please save it repeatedly in short time span. Saving you can do several times. But locking by using OTP is one time facility. Once data is locked using OTP cannot be changed due to any reason. So lock only when you are sure of your choices done correctly and completed in all manners.

APPENDIX-I
(See Rule 3)

Office of the ………… Miscellaneous Certificate Case No……. of 2016

RESIDENT / NATIVITY CERTIFICATE OF ODISHA

This is to certify that Shri / Smt./ Miss … .…………………………………………………son/ daughter / wife of Shri ……………………………………………………………….............. is a native of the District of……………………………………. in the State of Orissa and he / his family ordinarily reside in Village / Town …………………..P.S………………...Tahasil ………………………………… in the District of ………................

This certificate is being granted only for the purpose of OJEE-2016 Odisha.

Signature of the applicant

Signature of Revenue Officer
Date:

Round Seal of the Office   Designation (with seal of office)

Note: 1. Revenue Officer means the Chief Officer in charge of Revenue Administrative in the District, Sub-Division of Tahasil and includes an Additional District Magistrate and Additional Tahasildar.

2. No part of the form should be mutilated in any manner. In case of mutilation the certificate is liable to be rejected.

APPENDIX – II

CERTIFICATE OF EMPLOYMENT OF CANDIDATE'S PARENT / SPOUSE

Employer - Government of Odisha / Government of India / Government of India Undertakings and Government of Odisha Undertakings located in Odisha at the time of application (Strike off whichever is not applicable). This shall not be considered as a proof of permanent resident certificate for candidates opting for admission under any reserved category.

1. Name and Address of Organisation /

   Office in which employed

2. Name and Designation of the certifying authority

   (Employer / Head of Office / Organisation)

3. a) Name in full and designation of employee to

   whom certificate is being issued.

   b) Whether in permanent employment

   c) Present Place and State of posting

   d) Permanent address as per service records

4. Name of the candidate in full

5. Relationship of the employee with the candidate: Father / Mother / Husband / Wife

   (Strike out whichever is not applicable)

6. Details of the Institution from which the

   candidate has passed / appeared at

   10+2 /+3, any other Examination

7. Particulars of employment of the employee

   Place. . . . . Date of Joining. . . . . Period of Service. . . . .

Full Signature of Employee   **Signature of the Employer /**
       Date. . . . .   **Head of Office / Organisation**

                                                                     Date:

Round Seal of the Office   Designation with Seal of Office

Note: In case the employee is on deputation either from Government of Odisha or India, the above certificate should be signed by the original employer.

APPENDIX – III
'SC/ST CERTIFICATE BY BIRTH'
(See Rule-8 (I))

This is to certify that Sri / Smt / Miss ....

Son / daughter of Shri .... of

Village / Town ....P.S .... Tahasil ....

in the district of ....of the State of Odisha belongs to the ....

Caste / Tribe which is recognized as Scheduled Caste / Tribe under Constitution (Scheduled Castes) Order 1950 / the Constitution (Scheduled Tribes) Order, 1950 as amended by the Scheduled Castes and Scheduled Tribes (Amendment) Orders Act 1976.

The Place of birth of Sri / Smt / Miss ....is

Village / town ....P.S .... Tahasil ....

in the district of ....of the State of Odisha.

Full Signature of the Applicant

Round Seal of Office

Signature of Revenue Officer
Designation with seal of the office
Date

Note : This certificate should be issued by Tahasildar of the place of residence of parent in Odisha. No part of the form should be mutilated in any manner. In case of mutilation the certificate is liable to be rejected.

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2015)
APPENDIX – IV
Certificate of Ex-Servicemen

1. Name of the Candidate

2. Full name of employee / person

3. Permanent address as per service records

4. Rank in Defence Service

5. Full name of the Candidate

6. Relationship of the employee / person with the Candidate

7. Last place of posting including details of unit

8. Awards received if any

Signature of Secretary Rajya Sainik Board

Designation with Seal of Office

**Full Signature of
Candidate's Parent** ....

Date ....

CERTIFICATE OF AUTHENTICITY OF ORIYAS (ODIAS) BELONGING TO OUTLYING ORIYA (ODIA) SPEAKING TRACT [OL CATEGORY]

This is to certify that Sri / Smt / Miss ....Son / Daughter / Spouse of Sri / Smt / Miss... of Village / Town ....P.S ....Tahasil .... in the district of ....of the State of .... whose full signature is given below is an Oriya(Odia) and belongs to an outlying Oriya(Odia) speaking tract as defined in resolution No-13411-Gen. Dated 8th August ,1969, of Government of Odisha erstwhile political & services Department (Now: G.A Department) as specified below.

Full Signature of the Applicant

Round Seal of Office

Signature of the officer not below the Rank of Tahasildar (Outside Odisha)

Date:

Designation with Seal of Office

APPENDIX – VII
INCOME CERTIFICATE
(See Rule – 3)

Office of the…………………………**Miscellaneous Certificate Case No.** ....**of 2016.**

This is to certify that, Sri / Smt / Miss …………………………………….............………........ Son / Wife/Daughter of Shri ……………………………………………Village………………………….. P.O………………………P.S.…………………………Tahasil …………………… in the District of …………………………………………………..In the state of Odisha has an annual income   Rs.   ……………………………………… (Rupees………………………………………………………………………………) only from the sources specified below.

SOURCE   **ANNUAL INCOME**

Agriculture Land--- **Rs.**

Salaries --- **Rs.**

Business-- **Rs.**

Any other sources

to be specified-- **Rs.**

                                                      _____

Total   Rs.

This Certificate is being granted only for purpose of …………………………………………....... ....

Full Signature of the Applicant   **Signature of Revenue Officer**

                                                      Date:

Round Seal of the Office   Designation (with Seal of Office)

Note: 1. Revenue Officer means the Chief Officer in charge of Revenue Administrative in the District, Sub-Division of Tahasil and includes an Additional District Magistrate and Additional Tahasildar.
   2. No part of the form should be mutilated in any manner. In case of mutilation the certificate is liable to be rejected.

APPENDIX – VIII
(To be deposited at the Institution/University Level)

DECLARATION

Name of the candidate ....OJEE-2016/JEE MAIN Roll No…………………………………………… Rank. .... Category .... Stream ....

1. This is to undertake that I have taken admission in the College/Institute ………………………… .... in .... out of my own accord. This allotment is based on the choice exercised by me during counselling process.

2. I have surrendered my Rank Card. I also understand that the Rank card is no more valid and against the same, I cannot take admission in other discipline in the same college or in another college in any discipline.

3. I understand that no change of branch or choice of college is permitted in the first year. Subject to regulation of the University and performance in first year branch change may be permitted in second year only.

4. I understand that Rs. 5000/- paid by me towards University and Insurance Fees.

5. We understand that, we will not claim any refund of Rs……………………(in full or Part) deposited at the time of counselling process, even in the case of not joining/withdrawal from the allotted college/course.

6. I also understand that the fee that I am paying during admission is provisional. I have to pay the balance if the actual fee is more or will be refunded if the fee is less.

7. I understand that I shall report to the college within the dates mentioned in the allotment letter of OJEE-2016.

8. We declared that, we have read and understood the above provisions completely and will also abide by them.

Further, this is to certify that, I have downloaded the correct allotment letter for admission.

Date: Signature of the Guardian   Signature of the Candidate

ODISHA JOINT ENTRANCE EXAMINATION (OJEE – 2016)

LIST OF DOCUMENTS REQUIRED FOR VERIFICATION

(Please come to the nodal centre arranging the documents in the order mentioned below)

Sl. No.	Check	Documents	Remarks
1		Original Rank Card	
2		Original on line registration slip	
3		H.S.C. or any other relevant certificate showing the date of birth	
4		10 + 2 Pass certificate (For Engineering, Architecture, BHMS, BAMS, Int-MBA & Pharmacy) or Final Diploma Pass Certificate (for Lateral Entry) or +3 pass certificate (For MCA, MBA, MCA-Lateral Entry, MCA 2nd year Direct & B.Sc. Lateral Entry) or B. Tech/B Plan/B. Arch/B. Pharm pass certificate for PGAT.	
5		10 + 2 Mark Sheet (For Engineering, Architecture, BHMS&BAMS, MCA-Dual Degree, Int-MBA & Pharmacy) or Diploma Mark Sheet (for Lateral Entry) or +3 Mark sheet and +2 Mark sheet (For MCA, MBA, MCA-Lateral Entry, MCA 2nd year direct & B.Sc. Lateral Entry) or B. Tech / B. Arch / B. Pharm final mark sheet for PGAT.	
6		School Leaving / College Leaving Certificate	
7		Original 'Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar.	
8		Original Certificate of Employment of Candidate's parent / Spouse (Appendix – II) Employer: Govt. of Odisha / Govt. of India / Govt. of India	
9		Original SC / ST certificate by birth (Appendix – III).	
10		Original Certificate of Ex-serviceman (Appendix – IV).	
11		Original Green Card issued by Family Welfare Department of Odisha.	
12		Original Certificate in support of Outlying Odia Speaking Tract (OL) (Appendix – V)	
13		Original Certificate in support of NRI	
14		Income certificate for TFW candidates (Appendix – VII)	
		Other document(s) if any	

Signature of the verifying Officer   **Signature of the candidate**

Importance of
Password/OTP:

- Password is very important and should be held confidentially. All care must be taken to protect its security. The candidate should not reveal the password to anybody as it might lead to modification/tempering of his and her data.

- Password is essential for Login, Change of options, locking of options and for viewing & printing of allotment letter.

- The candidate can change her/his password only if she/he knows the previous password. If the candidate forgets password, he/she needs to approach the OJEE-2016 officials at JEE Cell, Gandamunda, Bhubaneswar, Odisha or any other nodal officer in the nodal centers with his / her **identification proof and Rank Card for generation of New password.**

- **The length of the password must be of 8-13 characters with at least one special character, one upper case character, one lower case character & one numeric value, e.g., Rajupadhi@12. The password will be case sensitive.**

- Candidates are advised to record/remember their password for all future Logins.

- **Confidentially of password is the sole responsibility of the candidates.**

- Candidates are advised not to disclose or share their password with anybody.

- OJEE-2016 is not responsible for any misuse of the password by the Candidate or by others.

- 'OTP' one time password will be sent to the registered mobile number when you will click the option 'LOCK' your choice.

- Don't share your password/OTP with anybody and give your own mobile number during registration

MARK CRITERIA FOR ADMISSION TO DIFFERENT COURSES

SL NO	STREAM	GENERAL	SC, ST	SUBJECT
1	B TECH CANDIDATE SHOULD PASS THROUGH ANY ONE CRITERIA	45%	40%	1.PHYSICS, MATHEMATICS, ANY ONE OF (CHEMISTRY, BIOLOGY, BIOTECH,TECHNICAL VOCATIONAL SUB, ELECTRONICS, C.S, IT, STATISTICS,GEOLOGY) **OR** 2. A. LANGUAGE B. PHYSICS,C. MATHEMATICS, D. ANY ONE(CHEM, BIOLOGY, BIOTECH, TECHNICAL VOCATIONAL SUBJECT), E. ANY OTHER SUBJECT
	MARINE ENGG	---	---	Must be 12th pass with minimum 60% in PCM (Physics, Chemistry and Mathematics) and the candidate should have obtained with minimum of 50% marks in English Language at 10th or at 12th standard.
2	B ARCH	50 %	50 %	MATHEMATICS AS A CUMPULSORY PAPER AT 10 +2 LEVEL AND AVERAGE IS TAKEN ON SUBJECTS MENTIONED IN CONDITION **2**.
3	B PLAN	45%	40%	SAME AS B TECH
4	B PHARM	45%	40%	1.PHYSICS, CHEMISTRY, ANY ONE OF (MATHEMATICS, BIOLOGY, BIOTECH,TECHNICAL VOCATIONAL SUB, ELECTRONICS, C.S, IT, STATISTICS,GEOLOGY)
5	LE TECH	45%	40%	DIPLOMA
6	LE PHARM	45%	40%	DIPLOMA IN PHARMACY
7	MBA	50%	45%	GRADUATION LEVEL
8	MCA	50%	45%	BACHELOR DEGREE IN ANY STREAM 3 YEARS DURATION MUST HAVE PASSED MATHEMATICS AT 12TH LEVEL OR AT GRADUATION LEVEL **BUSINESS MATHEMATICS IS NOT ALLOWED**
9	LE MCA	50%	45%	BACHELOR DEGREE of 3 YEARS DURATION in BCA, BSc (IT/CS/IST/ITM), MUST HAVE PASSED MATHEMATICS AT 12TH LEVEL OR AT GRADUATION LEVEL **BUSINESS MATHEMATICS IS NOT ALLOWED**
10	INT-MBA	45%	40%	10 +2 LEVEL
11	M TECH/ M ARCH/ M PLAN/ M PHARM	50%	45%	As per **Table-12** of Information Brochure (OJEE-2016) LEVEL
12	B SC LE	45%	40%	PCM OR PCB AT GRADUATION LEVEL
13	Integrated MSc	45%	40%	As per Sl. No. 1

RESERVATION FOR DIFFERENT STREAMS IN DIFFERENT CATEGORY

	COURSES	All Values in Percentage							
		SC	ST	GC	PC	ES	TFW	WOMEN	OL
1	B. TECH / B. PLAN	8	12	5	3	3	5	30	3 (Govt. Institute only)
2	B. ARCH	8	12	5	3	3	0	30	3 (Govt. Institute only)
3	PGAT	8	12	0	0	0	0	0	0
4	B PHARMA	8	12	5	3	0	5	0	0
5	MCA	8	12	5	3	0	0	30	0
6	MBA / Int-MBA	8	12	5	3	0	0	30	0
7	LE TECH / LE PHARM	0	0	0	0	0	5	0	0
8	LE MCA	0	0	0	0	0	0	0	0
9	INTEGRATED MSC	8	12	0	0	0	0	0	0

ANNEXURE-III

DOCUMENT REQUIREMENT SUMMERY

For State (S) Domicile candidates, **any one** of the followings 3 documents is mandatory.

a. Resident/ Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar

b. Certificate of Employment of candidate's Parent / Spouse (Appendix- II). Employer : Govt. of Odisha / Govt. of India / Govt. of India undertakings / Govt. of Odisha undertakings located in Odisha at the time of application in original

c. Qualifying Examination Pass Certificate from Odisha in original and self-attested

Photocopy

1. Downloaded rank card (OJEE/JEE (Main)/AIPMT) or Score card (CAT/XAT/CMAT/MAT/ATMA/GATE/GPAT/NIMCET etc.)

2. Online registration slip

3. Payment Slip (Online/offline)

4. HSC or any other relevant certificate showing the date of birth

5. 10 + 2 Mark Sheet [For Engineering, Pharmacy, Integrated-MBA, Final Diploma Mark Sheet (for Lateral Entry) or BCA, B.Sc./+3 Sc (IT/CSE) Mark Sheet and +2 Mark sheet for MCA, MCA Lateral Entry) or +3 Mark sheet (For MBA) or +3 Mark sheet and +2 Mark sheet (for +3 Sc. / B.Sc. Lateral Entry) or B. Tech/ B. Arch/B. Pharm. final mark sheet for PGAT

6. 10 + 2 Pass certificate [For Engineering, Architecture, Pharmacy, Integrated-MBA or Final Diploma Pass Certificate (for Lateral Entry) or BCA, B.Sc/+3 Sc [IT/CSE] certificate for MCA Lateral Entry & MCA 2nd Year Direct) or +3 pass certificate (For MCA, MBA, &+3 Sc. / B.Sc. Lateral Entry and) or B. Tech/B. Arch/B. Pharm pass certificate for PGAT.

7. Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar

8. Original SC/ST certificate by birth state of Odisha (Appendix-III)

9. Income Certificate for TFW candidates (Appendix – VII) from concerned Revenue Officer not below than Tahsildar

10. Green Card issued by Family Welfare Department of Odisha

11. Original certificate of Ex-Serviceman from Rajya Sainik Board Only (Appendix-IV)

12. Original Certificate in support of Outlying Odia Speaking Tract (OL) category (Appendix – V)

13. Certificate in support of NRI

14. PC Candidates have to appear before PC Board, at SCB Medical College on declared date.

15. Certificate of Employment of candidate's Parent / Spouse (Appendix- II). Employer : Govt. of Odisha / Govt. of India / Govt. of India undertakings / Govt. of Odisha undertakings located in Odisha at the time of application

16. Receipt of Counselling and University Registration fee payment made at Nodal centre at the time of document verification

17. Qualifying Examination Pass Certificate from Odisha

18. Checklist signed by the candidate at the bottom (Annexure – I)

19. Full time work experience certificate of minimum two years in a registered firm / Company / Industry / Educational and / Government, Autonomous Organisation in the relevant field in which admission is sought for admission to M.Tech (Part-Time). The candidate has to submit a No Objection Certificate from the present employer for admission to the course at the time of document verification.

- **The candidates are required to get prepared with the aforesaid required documents as per their course/category/subcategory etc. before the document verification at the nodal centre.**

- **The Women candidates have to submit the Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar failing which she can't claim Women quota.**