

USER MANUAL (GUIDELINES) FOR ONLINE APPLICATION FOR DMLT / DMRT

THE FOLLOWING STEPS ARE TO BE FOLLOWED FOR ONLINE APPLICATION FOR DMLT/ DMRT COURSES

1. PRELIMINARY REGISTRATION

(ପ୍ରିଲିମିନାରୀ ରେଜିଷ୍ଟ୍ରେସନ୍ ପରେ ଆପଣ ନିଜର ରେଜିଷ୍ଟ୍ରେସନ୍ ଇ-ମେଲ ଆଇଡି ଓ ପାସୱର୍ଡ ସୁରକ୍ଷିତ ଜାଗାରେ ଲେଖି ରଖନ୍ତୁ , କାରଣ ଚଏସ ଲକ୍ କଲିକ୍ସନ୍ ଓ ଆଲଟମେଣ୍ଟ ଲେଟର ଡାଉନଲୋଡ କଲିକ୍ସନ୍ ଏହା ଆବଶ୍ୟକ)

2. ONLINE APPLICATION

3. DOCUMENT VERIFICATION

4. DOWNLOAD MERIT LIST

5. ONLINE CHOICE LOCKING

6. DOWNLOAD ADMISSION LETTER FOR PROVISIONAL ADMISION

PRE-REQUISITES :

A) Valid e-mail ID and valid Mobile Number (Pls do not give any DND activated Mob No)

(ଆପଣଙ୍କର ନିଜସ୍ୱ ଇ-ମେଲ ଥିବ, ନହେଲେ ନୁଆ ଇ-ମେଲ ଖୋଲନ୍ତୁ, ଏବଂ ନିଜର ମୋବାଇଲ ନମ୍ବର ଥିବା ଆବଶ୍ୟକ)

B) Scan of Pass Port Size Photograph of Applicant (.jpg / .jpeg Formats) (200 x 265 Pixel)

(ନିଜର ପାସପୋର୍ଟ ଫଟୋ ସ୍କାନ କରି ଥିବା ଆବଶ୍ୟକ)

C) Scan of Signature of Applicant (.jpg / .jpeg Formats) (260 x 80 Pixel)

(ନିଜର ଦସ୍ତଖତ ର ସ୍କାନ କରି ଥିବା ଆବଶ୍ୟକ)

D) Online Bank Challan through Online SBCollect mode - Rs 500/- for One Course and Rs 1,000/- for Both Courses DMLT / DMRT paid in separate challans.

E) Copy of Certificates indicating + 2 Marks and date of Birth (10th Certificate)

STEP-1:-

- Before going for Online Application , First the candidate has to Register his/her name under Preliminary Registration.
- For Preliminary Registration, the Candidate need to have a valid e-mail id, if not, he/she is advised to open an e-mail id preferably in yahoo / gmail / rediffmail / hotmail etc.
- Once the candidate has registered in one mail id, then the same e-mail id can not be registered again.
- In preliminary Registration, the candidate has to fill his/her e-mail id, Name as per the matriculation certificate (automatically will be shown Capital letters / upper case).
- While entering the e-mail, if the e-mail is not registered previously, then this will be shown that, AVAILABLE , if it is already registered, then it will be shown that, ALREADY TAKEN.
- The candidate has to enter a password and the password should consists of minimum 6 to 8 Characters long, should contain at least 1 upper Case (Capital letter), One lower Case (Small letter), one Special Character (like !@#\$%&* etc) and One numeric Character (Number) as for example:- Purna@78
- After successfully entering the password, the candidate has to re-enter the password again in the next field. If the both fields will mismatch, then it will not register. So, both should be same.

- (h) Then the candidate has to select a secret question and to write his / her secret answer. The **secret question and secret answer** has to be remembered. In case the candidate forgets his /her password, then under the forgot password option, the secret question and answer will be required for recovery of the pass word.
- (i) After filling up all the desired information required under the Preliminary Registration, the Candidate should click **CLICK HERE TO PROCEED FOR ONLINE APPLICATION.**
- (j) A candidate registered his /her name once is not advised to register again and again as it will create more confusion regarding his / her password and log in id.
- (k) If a candidate forgets his /her password, then he / she has to mail to the Technical help email- dmethelpline@gmail.com to retrieve the same..
- (l) After successful registration and filing Application form Online, if a candidate want to Edit or make correction to his / her application, then he / she should **Log In (Upper Right side)** and Can **EDIT** his /her application, also can take the printout of the application.

The screenshot shows a web browser window with the URL dmetodisha.in/DMLT%20DMRT%202019-20/PRELIM%20REGDN/Candidate%20Registration.aspx. The page title is "PRELIMINARY REGISTRATION FOR SELECTION IN TO DMLT / DMRT COURSES IN ODISHA (2019-20)". Below the title is a green banner with the text "PRELIMINARY REGISTRATION FOR SELECTION IN TO DMLT / DMRT COURSES IN ODISHA (2019-20)" and a "Forgot Password | Log In" link. The registration form contains the following fields and labels:

- Please enter your valid e-mail address: Available
- Name of Candidate : (As mentioned in the Matriculation Certificate)
- Password: (Password must between 6 to 8 characters)
- Please retype Password :
- Please select a security Question: (Dropdown menu)
- Your Security Answer:

A blue button labeled "Click Here to Proceed for Online Application" is located below the form fields.

STEP-2:-

- (a) After successful Preliminary Registration, the Next page will come which is **ONLINE APPLICATION** Page like below.
- (b) In this page, you have to select (click the round button) whether you are applying for **DMLT or DMRT or applying for Both DMLT / DMRT Courses.**
- (c) Then **your Name will automatically be viewed** (as you have entered during the Preliminary Registration) , but you can not reenter here, neither you can change here.
- (d) The Please select the Category / Reserved Category from the drop down menu. **If you belongs to more than a single category , like suppose one belongs to SC and having PH and EX-S certificate also, then he / she has to select all the three from the drop down list by pressing the SHIFT key down.** And if one want to deselect one, then also one can select the category by pressing down the Shift Key.
- (e) Then put your Date of Birth in the next field. Once you will click on the Box , automatically a calendar will be viewed and you can select the Date / Month and Year from that Calendar. The date of birth should be as per your matriculation certificate.
- (f) Next you put your nationality, Sex and your Marital Status in the consecutive fields.

- (g) In the next column, please enter your permanent Address and if your present address is same , then please tick the Box and your permanent address will be automatically typed in the Present address section. No need to fill it again.
- (h) If you address differs, then please fill it again without selecting (Tick) the check box mentioned as Please select if Present address is same.....

ONLINE APPLICATION FOR SELECTION IN TO DMLT / DMRT COURSES IN ODISHA (2019-20)

1. Name of the Course applied for : DMLT DMRT Both DMLT & DMRT

2. Name of the Applicant : PURNA CHANDRA PRADHAN

3. Category Claimed (To Select Multiple Category Press " ctrl+Click ") : SC
PH
EX-S/DF
UR

4. Date of Birth (As per matriculation certificate) : 31/12/2002

5. Nationality : INDIAN

6. Sex : MALE

7. Marital Status : UNMARRIED

8. Permanent Address : At / Plot No / Taluk : PATABERANA

9. Present Address : At / Plot No / Taluk : PATABERANA

Please select if Present address is same as permanent address

STEP-3:-

- (a) In the **Point No-10, you can find your e-mail id is already showing** and there is no need to fill it again. As the e-mail id has already registered during Preliminary Registration Phase.
- (b) Then you enter your **Fathers Name**
- (c) The **next filed (12)** is required to be filled up In case you want to give your guardian details, and relationship of your guardian with you and the address of your guardian in details (if you want to fill up). **Which is optional**. Otherwise you may leave this section Blank

8. Permanent Address : At / Plot No / Taluk : PATABERANA
Post / Area / Lane : SARANGADHARPUR
Via / Subdivision : RANPUR
District / Town : NAYAGARH
Pin : 752069
State : ODISHA
Mobile No : 9776040400 (Do not put zero before Mob. No)

9. Present Address : At / Plot No / Taluk : PATABERANA
Post / Area / Lane : SARANGADHARPUR
Via / Subdivision : RANPUR
District / Town : NAYAGARH
Pin : 752069
State : ODISHA
Alternate Mobile No : 9776640400 (Do not put zero before Mob No)

Please select if Present address is same as permanent address

10. E-mail ID : pcpradhan@rediffmail.com

11. Father's Name : JAGANNATH PRADHAN

12. Guardian's Name (If father is dead) :

13. Relationship with Candidates : FATHER

14. Address of Father / Guardian : At / Plot No / Taluk :
Post / Area / Lane :
Via / Subdivision :

STEP-4:-

- (a) After filling up the personal information details, in the next phase (15), please fill up the Year in which you have passed your Qualifying Examination that is **(10+2) or INTERMEDIATE** , and the candidates who have passed out in 2019 also can apply.
- (b) Then fill the name of the Qualifying Examination like **10+2 / Intermediate** etc that you have passed out.
- (c) Please mention the Name of the Board / Council like **CHSE / ICSE/ CBSE/ NIOS** etc from which you have passed your Qualifying Examination.
- F) Then enter the details of the SB Collect Reference Number. If you are applying one course then give one reference number and in case you are applying for 2 course, then write both reference number separated by slash(/).Rs 500/- for One Course and Rs 5,00/- x 2 for Both Courses DMLT / DMRT**
- (d) Next please fill up the marks as mentioned against each Subject , **First write your full marks, then fill the marks secured by you and automatically the % will be shown.** There is no need to fill up the % as it will be calculated automatically.
- (e) Then please select the option, that you have **passed out Odia** as a subject
- (f) Then make a Scan copy of your pass port size photograph, scan your full signature (after writing on a plain paper) , ask the Computer professional to save as **.jpg or .jpeg** format only and select the photo and signature (scan copies) and then click on the **SUBMIT** button.
- (g) After that, you will be redirected to a page where all the Information will be shown that you have entered already. If you want to take the print out of the application , you can **click Print**.
- (h) If you found some information is wrong that you have entered, then click on HOME and you can find EDIT option in the top and you can click EDIT, then you can change the information, then you can click on UPDATE and again can take the printouts.**

The screenshot shows a web browser window with the URL `dmetodisha.in/DMLT%20DMRT%202018-19/APPLICATION%20DETAILS/update%20Onlineapplication.aspx`. The main content is a table with the following data:

S/no	Subject	Full Mark	Mark Secured	% of Marks
1	Physics (Theory + Practical)	100	68	68.00
2	Chemistry (Theory + Practical)	100	67	67.00
3	Biology (Bot. / Zoology) (Theory + Practical)	100	89	89.00
4	Total	300	224	74.67
5	Passed Odia (Put tick mark)	<input checked="" type="checkbox"/> ME STANDARD <input type="checkbox"/> 10TH STANDARD <input type="checkbox"/> +2 SCIENCE		

Below the table, there are two upload sections:

- 20. Upload Photo (Only .Jpg / .Jpeg / formats)**: A photo of a young man is displayed. Below it is a "Choose File" button with the text "No file chosen".
- 21. Upload Signature**: A signature "Dharmendra Barik" is displayed. Below it is a "Choose File" button with the text "No file chosen".

At the bottom of the form, there are two buttons: **UPDATE** and **CANCEL**.

STEP- 5:-

- a) After filling up the information in the online application form, and uploading the photo and signature of the applicant, please click the SUBMIT button and this will be redirected to the next page.

- b) **The challan money for one single course will be Rs.500/- and for both the course is Rs.1000/- only.**
- c) The Candidate can now take the Print out of his filled in application form by clicking on **the button PRINT** to submit the application at the time of verification along with the original **SB Collect Copy** (Application fees) and other documents to the verification team.
- d) Application forms without the **SB Collect Copy** (Application Fees) will be rejected outright.

DOUBTS & CLARIFICATIONS (IF ANY) :-

- (a) While entering the information, if some wrong entry is made , some spelling mistakes are found, then nothing to be worried. You can log In (Right Top Corner of the Preliminary Registration page), then click on the EDIT Link (Upper of the page below the Heading Blue colour) and then you can change your information. Then below, you can find out the UPDATE button and click on that.
- (b) If you have not taken the print outs of your application, any time till the end of the online Application, one can take the printouts as well as can EDIT the application information.
- (c) Each time you EDIT Your application, every time you need to upload your scan copies of Pass Port Photo and Signature.
- (d) Once any information is changed / Edited , you should take a fresh print out of your application.
- (e) **After taking the Printout of your Online Application, No need to send it to any of the office. Keep the Application along with the documents as mentioned in the Application ready. Check the web site for Verification Venue before the verification schedule. And Bring your documents (self attested Xerox copies and Original copies) to the Verification venue. After verification, submit the Xerox documents along with Original copy of SB Collect to the Verification team. Please check the verification venue from the website.**
- (f) It is advisable that the candidate should personally come for verification to the verification venue. But in case any problem occurs, the candidate can send any authorized person with an application (that I am here by authorizing _____ to verify the documents on behalf of me) / authorization letter and ask the authorized person to come with his any of the ID card for verification with all original and xerox set of documents.

- (g) After the verification is over, the provisional merit list will be published in the DMET Website (dmetodisha.gov.in)
- (h) After the merit list is published, the candidate will go for Choice Locking online and they can seat at any internet connected system and can select the choice of their colleges which details will be published as Guidelines like this before the process starts.
- (i) **At any point of time if any candidate found any technical difficulty in filling the application form, they are advised to call in Mob-08917682098/ (only during office hours 10 a.m to 6 p.m)**
- (j) After successful fill up the application form, please log out. Do not disclose your password to others.
- (k) Anytime if you want to change some information already entered, you can LOGIN again and can take the help of EDIT Option. Also if you want to change your password, you can click the link and change your password.

Technical Team

Contact-08917682098