

INSTRUCTION MANUAL FOR ONLINE REGISTRATION AND APPLICATION FOR P G DIPLOMA COURSES IN ODISHA

(A) MINIMUM REQUIREMENT BEFORE ONLINE REGISTRATION

The followings are the Minimum eligibility Criteria for eligibility to apply online for PG Diploma Courses in Odisha

- 1) The candidate must have appeared NEET 2018
- 2) The candidate should be a Regular Employee under State Govt. of Odisha
- 3) The Candidate must have minimum 5 Years of length of Service in State Govt. of Odisha
- 4) The Candidate must have minimum 10 Years before Superannuation.

If the Candidate satisfies all of the above criteria, then he / she should have the following documents ready before Registering his / her name online.

- a) NEET 2018- Roll No and Score Card
- b) Service Certificate (Download the Format) and make it filled and signed from CDMO
- c) Scan copy of Passport Size Photograph (in .jpeg format within 100 Kb)
- d) Scan copy of Full Signature (in .jpeg format within 60 Kb)
- e) Bank Draft of Rs.1000/- drawn in any State Bank of India branches to be in favor of **"Convener Admission and Counseling Committee, DHS Odisha"**, payable at **HOD Building Branch, Bhubaneswar"**
- f) Category Certificate if any Reservation claimed

After keeping all the documents ready, the candidate is advised to register his / her name in the Online System (E-counseling system and fill up the application). After successful filling up the application online, the candidate is advised to take 2 copies of the Print out of the Application and to verify his / her Original documents as per the schedule. After the document verification is over, eligible candidates will be allotted a Merit Rank and after that, the candidate will lock his / her choice of preference of Courses and Institution as per schedule. After the choice locking is over, candidates will be allotted a seat as per their merit cum preference of choices. The

candidates are advised to download their allotment letters from this website and to proceed for admission as per the schedule.

STEP-1 (PRELIMINARY REGISTRATION)

- 1) Only eligible candidates are eligible to Register online. Other candidates will not.
- 2) Eligible candidates should enter their NEET Roll No and their Date of Birth (Select from the Calender)
- 3) Automatically their NEET Score will appear in below mentioned field. If at any case, the NEET Score does not appear, the Candidate should wait a while to appear and still if the score does not appear, candidate should chk their Java Script in their browser or can try from another system or Can update their browser.
- 4) Then the candidate should enter his / her valid email ID , which will be his / her Log In ID
- 5) Then the candidate should enter his / her own password and retype the password again. The password should contain One Alpha, one numeric value and one special character and minimum 6 characters long. Like "**Pcp@78**". And maximum 8 Characters long.
- 6) Next the candidate should select a secret question and enter answer to selected secret question, which will help them in recovering Password, in case the candidate loses his / her password.
- 7) **All Candidates are advised to write down their registered email ID and Password , so that they should nor forget it, as User ID and Password are important for next step of Choice Locking, Download of Allotment letter etc. Candidates are advised not to disclose their ID and Password to others.**
- 8) **A candidate can register only once in the system. Means, the same NEET ID, same email ID can not be used more than once for registration. If while registering the NEET Roll no, it displays, already exists, then the candidate should not register again , but they are advised to Log in by using their USER ID and Password.**
- 9) In case the Candidates fails to remember his / her password, then they are advised to mail to Technical Help email- imperialecosystems@gmail.com (Or) Can Call - 09776040400.
- 10) After filling up preliminary Registration details, Please click – **CLICK HERE TO PROCEED FOR ONLINE APPLICATION.**

The screenshot shows a web browser window with the URL `dmetodisha.in/pgdiplomacounseling2018/PRELIM%20REGDN/Candidate%20Registration.aspx`. The page title is "ADMISSION IN TO PG DIPLOMA IN MEDICAL EDUCATION". The candidate's details are as follows:

- Enter your NEET Roll Number : 1805029047
- Enter Your Date of Birth : 06/06/1988
- NEET Score : 602
- Please enter your valid e-mail address: asterinfosys@yahoo.com (Available)
- Name of Candidate : SOUMYARANJAN PANDA
- Password: ***** (Password must between 6 to 8 characters)
- Please retype Password : *****
- Please select a security Question: WHAT IS YOUR FATHER? (dropdown menu)
- Your Security Answer: *****

A blue button at the bottom of the form reads "Click Here to Proceed for Online Application". The Windows taskbar at the bottom shows the time as 2:14 PM on 14/05/2018.

STEP-2 (ONLINE APPLICATION/ BASIC INFORMATION)

- 1) Here, the Details of the information about the Candidate as per the NEET record will be displayed. Information (Data) like Name of the Candidate, fathers Name, Mothers Name, Date of Birth as per the NEET Record will be displayed.
- 2) The candidate has to select the Gender
- 3) Select the Category and Sub category to which you belong to
- 4) While selecting the Sub Category and you belong to more than one sub category, then Please Select (Click Control Key and Select the Sub category / Categories) to which you belong to. By double clicking the category by pressing the Ctrl Key, the category will be deselected / removed.
- 5) If belongs to PH category , mention the percentage of PH (Only Locomotor disability)
- 6) The e-mail Id already filled up during Preliminary Registration will be displayed here and will not be changed.

7) Enter your Contact Mobile number and alternate mobile no in respective boxes.

PG DIPLOMA COUNSELLING x DMET TRANSFER POLICY x

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ADMISSION IN TO PG DIPLOMA IN MEDICAL EDUCATION

BASIC INFORMATION

Name of the Applicant: SOU MYARANJAN PANDA

Father's Name: SUBASH CHANDRA PANDA

Mother's Name: MANJULATA PANDA

Date of Birth (As per matriculation certificate): 06/06/1988

Gender: MALE

Reserved Category: UN RESERVED

Reserved sub Category: PH, GCH, EX-S

If belongs to PH, then Percentage of Disability:

e-mail address / log In ID: asterinfosys@yahoo.com

Contact Mobile Number: 9776040400

Alternate Mobile Number: 7873040400

EDUCATION DETAILS

Institute from which	Internship	MBBS Full Marks (Total)
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8) Enter your MBBS details. While entering MBBS Full marks and secured marks, marks in all the 4 years means MBBS Part-1 to 4 (Grand Total Appeared Marks and Grand Total secured marks) will have to be entered.

9) Enter your Payment Bank Draft details in respective fields.

10) **No need to Fill up the NEET Score Details as it will be displayed from the system from your NEET data.**

11) Enter your MBBS registration details. In case Registration Certificate it is mentioned Like 3 Years etc, then Calculate the Due date of Registration and mention it accordingly in dd/mm/yyyy form.

12) Enter your present place of posting including your Date of Superannuation as per your Service Book Record.

13) In Type of Your Job, mention which kind of Job you are in. If you are not in Regular Job presently, then you are not eligible.

14) Also, if your superannuation is less than 10 years as on date of application, then also, you are not eligible.

PG DIPLOMA COUNSELLING x DMET TRANSFER POLICY x

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EDUCATION DETAILS

Qualification	Institute from which Passed	Year of Passing	Internship Completion Date (DD/MM/YYYY)	MBBS Full Marks (Total Marks of All Years)	MBBS Secured Marks
MBBS	SCB MCH, CUTTA	1993	31/01/1989	2700	1234

PAYMENT DETAILS

Amount	Draft Number	Bank Name	Branch Name	Draft Date
1000	123456	STATE BANK OF I	KAPILAPRASAD	12/05/2018

NEET SCORE DETAILS (2018)

NEET Roll No	NEET Score	NEET Percentile	NEET All India Rank
1805029047	602	93.2507	8781

MBBS REGISTRATION DETAILS

MBBS Registration No	Registration Authority	Registration Date	Registration Valid up to
1234/78	ODISHA STATE M	07/05/2018	3 YEARS

PRESENT PLACE OF POSTING

Present Place of Posting	District / CDMO Office	Type of Job	Date of Superannuation
PHC (N) , BARAN	KHURDHA	REGULA	28/01/2069

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- 15) Fill up your Service Particulars as filled in your Service Certificate duly signed and authorized by CDMO.
- 16) If your present status of Job is continuing, then fill up To date is 31/03/2018
- 17) Select Type of Job, Enter Place of posting, District and select from the calendar from which date and to which date you were / are working in that head quarter. After filling up the from date and to date, please wait a while, automatically the no of days (duration days) will be calculated and displayed.
- 18) If you want to add more than one place of posting, enter chronologically date wise which will be easy to calculate. You can add mre than one record by clicking ADD.
- 19) Once the record is added, it will be reflected above the Row. And if want to delete, Click on Delete to remove the data from the list.
- 20) Just like service particulars, fill up your leave details in respective boxes.
- 21) If your present status of leave is continuing, then fill up To date is 31/03/2018
- 22) Once the record is added, it will be reflected above the Row. And if want to delete, Click on Delete to remove the data from the list.

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SERVICE PARTICULARS

SLNO	Type of Job	Place of Posting	District	Date of joining	Present Status	Date of Relieve	No of days
1	REGULAR	PHC (N) , NUAGAON	NAYAGARH	28/04/2009	CONTINUING	18/05/2018	3308

Type of Job	Place of Posting	District	From Dt	Present Status	To Date	Duration (Days)
SELECT		NAYAGARH		SELECT		0
ADD						DELETE

LEAVE PARTICULARS

Type of Job	Place of Posting	District	From Dt	Present Status of Leave	To Date	Duration (Days)
SELECT				SELECT		
ADD						DELETE

Permanent Address

At / Plot No / Taluk : PATABERANA

Post / Area / Lane : SARANGADHARPUR

Via / Subdivision : RANPUR

District / Town : NAYAGARH

Pin : 752026

Present Address

Please select if Present address is same as permanent address

At / Plot No / Taluk : PATABERANA

Post / Area / Lane : SARANGADHARPUR

Via / Subdivision : RANPUR

District / Town : NAYAGARH

Pin : 752026

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- 23) Fill up your Permanent address and present address separately in respective boxes. But if your present address is same as permanent address , then select the Check Box (Tick) mark so that both the address will be same.
- 24) Then upload your scanned copy of Photograph and Signature.
- 25) Then click on the button SUBMIT.
- 26) After clicking on the SUBMIT button, if the data are filled up perfectly, then it will be redirected to another page called Print Application Page.
- 27) If any data is not filled perfectly or left blank, then it will be shown as validation error and reenter the data again and to follow the procedure.
- 28) The total data of the application should be filled soon within few minutes. If it will be late, while submitting data , it will be closed and you will be redirected to a Log In page, in that case, you have to log in again by entering your user ID and Password and to fill the data again as the data will be lost due to delay. But you need not to register again. As already you are registered, but the application data are incomplete.

LEAVE PARTICULARS

Type of Job	Place of Posting	District	From Dt	Present Status of Leave	To Date	Duration (Days)
SELECT				SELECT		
					ADD	DELETE

Permanent Address		Present Address	
<input checked="" type="checkbox"/> Please select if Present address is same as permanent address			
At / Plot No / Taluk	: PATABERANA	At / Plot No / Taluk	: PATABERANA
Post / Area / Lane	: SARANGADHARPUR	Post / Area / Lane	: SARANGADHARPUR
Via / Subdivision	: RANPUR	Via / Subdivision	: RANPUR
District / Town	: NAYAGARH	District / Town	: NAYAGARH
Pin	: 752026	Pin	: 752026
State	: ODISHA	State	: ODISHA

Please Upload the Passport Size Photograph

Choose File Photo Purna Imperial.jpg

Please Upload the Signature

Choose File SIGN1.jpg

Submit Cancel

Print Edit Logout

APPLICATION FOR PG DIPLOMA IN MEDICAL EDUCATION IN ODISHA FOR THE YEAR 2018-19

BASIC INFORMATION

Applicatipn No : 1805140007

No. of Total Days Present: 3308 Days

No. of Total Days Absent : 0 Days

No. of Total Days Service: 3308 Days

Current Job Type : REGULAR

Status : ELIGIBLE

Name of the Applicant

SOUMYARANJAN PANDA

Father's Name

SUBASH CHANDRA PANDA

Mother's Name

MANJULATA PANDA

Date of Birth (As per matriculation certificate)

06/06/1988

Gender

MALE

Reserved Category

UN RESERVED

Reserved sub Category

PH,GCH

Percentage of Disability



- 29) Please check all the information in that print page before taking the print out of the data in the application.
- 30) If any data / information filled is wrong, you can click EDIT button and reenter the data / information again and repeat the procedure again.
- 31) Otherwise you can take 2 copies of printouts and then click the button LOG OUT to exit from the system.

ADMISSION IN TO PG DIPLOMA IN MEDICAL EDUCATION

BASIC INFORMATION

Name of the Applicant	SOUMYARANJAN PANDA
Father's Name	SUBASH CHANDRA PANDA
Mother's Name	MANJULATA PANDA
Date of Birth (As per matriculation certificate)	06/06/1988
Gender	MALE
Reserved Category	UN RESERVED
Reserved sub Category	PH GCH EX-S
If belongs to PH, then Percentage of Disability	
e-mail address / log In ID	asterinfosys@yahoo.com
Contact Mobile Number	9776040400
Alternate Mobile Number	7873040400

EDUCATION DETAILS

- 32) Once you are logged out from the system, then you can Log IN again to fill / edit / print your data any time.
- 33) After the online application is over, bring all your Original documents (NEET Score Card, 10th Certificate, MBBS Certificate & Mark Sheets, Internship completion certificate, up to date resident certificate, category Certificate, Service Certificate, Copy of document like Copy of the Service Book indicating Date of Superannuation or any authenticity Certificate where superannuation date is mentioned, Bank Draft in Original, Copy of the printed application, Copy of Adhar Card with a set of Xerox copies in order) for document verification as per the schedule.

34) After document verification, merit list will be published and choice locking, allotment will be given in this website.

35) Please visit DMET website and e-counselling website regularly to get notified about different Notifications and no personal communication will be done in this matter.

PG DIPLOMA COUNSELLING x Login for Online Application x

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ADMISSION IN TO PG DIPLOMA IN MEDICAL EDUCATION

New Registration

Login Form

Please enter your Registered Email ID:

Password:

Submit Reset

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In case any Technical difficulties, you can contact on 09776040400 or email your problem to – imperialeusystems@gmail.com