INSTRUCTION MANUAL FOR CHOICE FILLING / LOCKING / DOWNLOAD ALLOTMENT LETTER OF COMBINED ALLIED COUNSELLING FOR ADMISSION IN TO DIFFERENT ALLIED/ PARA MEDICAL / PHARMACY / PHYSIOTHERAPY COURSES IN ODISHA

(The Instructions and Screenshots given below are just indicative only)

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Common Instructions:-

1) Eligible Candidates, those whose name are in the Merit List, they are only eligible for Choice Filling & locking
2) Candidates, those who have applied more than once by submitting false or forged Adhar card details, their applications and courses are merged in to one application and in such cases, these Candidates need to login with their User ID and Password of the valid applications only.
3) Since, Choice filing and Locking is an OTP based application, during the Choice locking, automatically system generated OTP will be send to the registered Mobile no of the Candidate. So, while locking the Choices, the candidate should ensure that, the registered Mobile number should be with him for OTP purpose.
4) All candidates are advised to Lock their Choices, if anybody fails to lock their choices, Convener office will not held responsible for any unseen events.
5) Sometimes, if OTP will not be received by Candidates in their registered Mobile Number, they are advised to Chk the network connectivity and second, the SPAM folder of their SMS Inbox. If still not received the OTP, then they can contact in the e-mail **combinedallied.compl@gmail.com** (for such problem during office time.
6) During online application process, all applicants were SMSed their Application number with User ID and Password in their registered Mobile number. So lost of user ID and Password is not a problem which will be addressed. But still, if any candidate has lost their User ID and Password, they can email for the same from their Registered email ID mentioning their application number to- **combinedallied.compl@gmail.com .** Communication by third party will not be entertained at all. No password will be sent through SMS or Mobile Phone.
7) **After Login for Choice Filling, Candidates are advised to check their Category, applied Courses and no of seats shown to them (course wise / category wise) and in case any differences, they can bring this matter immediately to the notice of the Convener before filling/locking their choices.**
8) After Choice locking is over, candidates are advised to **take a printout** of their locked choices for their own references.
9) Since, the Choice locking process is an OTP based application, choice locked automatically, choice locked by any other person like complains will not be entertained at all.
10) **Choice once locked will not be modified further**. So before choice locking cross check the filled choices and their Choice Preference (Choice No) are in order.
11) Since, Allotment will be done as per Merit and preference basis, candidates are advised to fill their choices in order of preferences of Courses / Colleges / Categories or as they may like.
12) Means, from the combined merit rank, first Rank-1's choices will be taken in to consideration. His choice preferences will be evaluated against the vacancies available at his rank no and if vacancy exists, automatically course and college will be allotted. Once against a choice preference, allotment will be done, then the next choice of the candidates will not be taken in to consideration. Rather the next candidate in Merit will be taken for allotment.
13) Only a Candidate will get one (01) allotment, So, choices should be given accordingly. Means, suppose, a candidate is having Rank -1 has applied for D-Pharm, DMLT, DMRT, CCLT, COTT and since his Rank is 01, he may get all courses allotted in Govt colleges. But as per Rule, he can get only 01 Allotment as per his preference of Choices. Like, if his 1st choice is D-Pharm and he gets allotment in Dpharm, then his choice after 2nd preference will not be taken in to consideration and

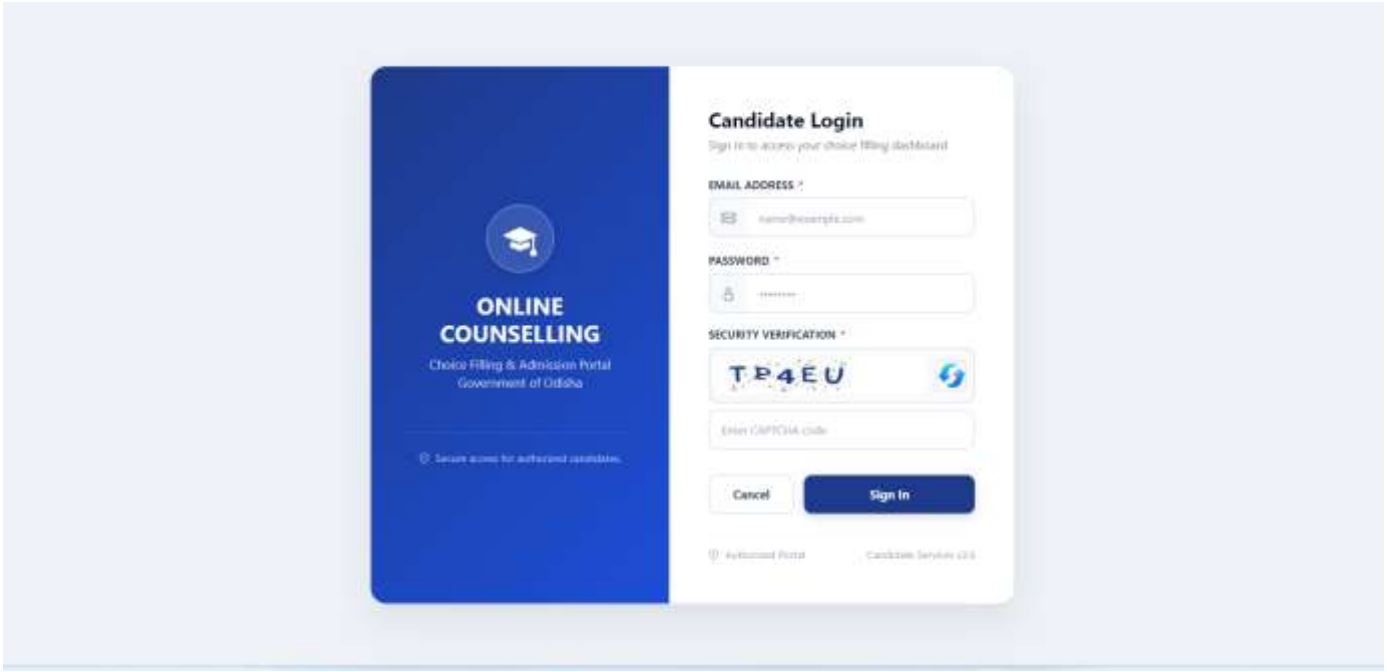
even he cannot claim his 2nd preference as his allotment has already been done against 1st choice. So, candidates need to decide, their preference of their choices and fill choices accordingly.

14) If any candidate does not fill any choices, he / she will not be eligible for allotment.

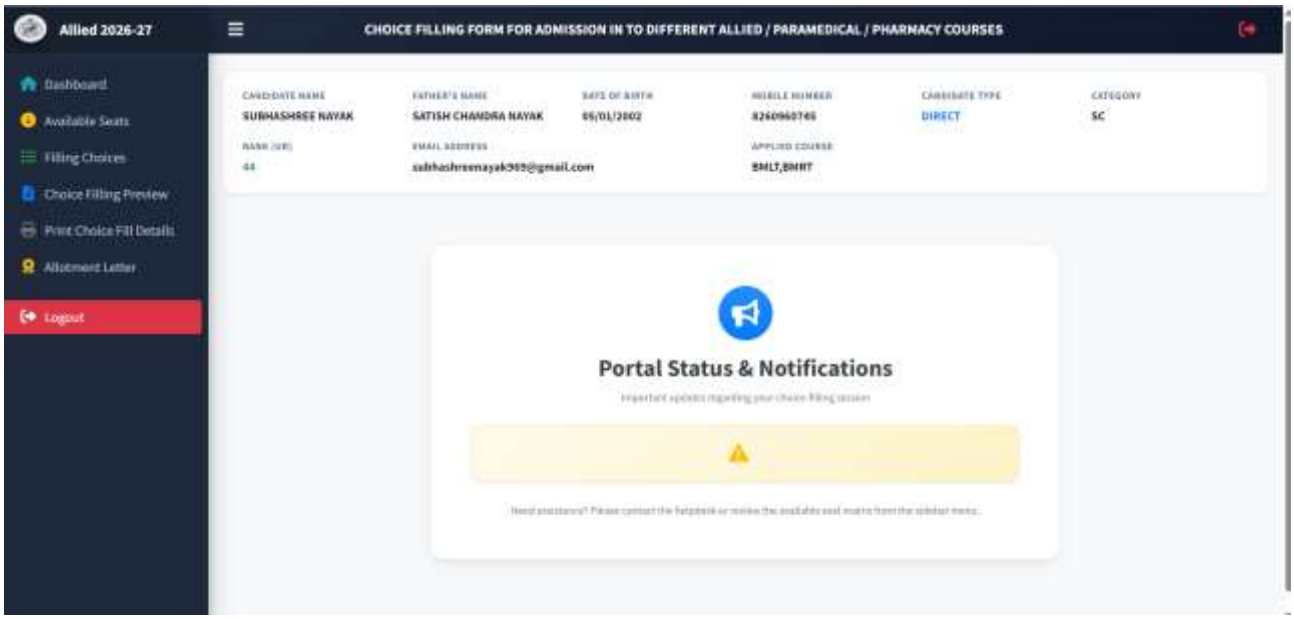
15) If any candidate desirous of seeking admission in any Govt. Institutions, but wrongly gives choice preference to any Pvt. institutions above Govt., and he gets allotment in Pvt. Institutions, he / she will not claim Govt. allotment in this rounds.

Steps in Choice Filling / Locking:-

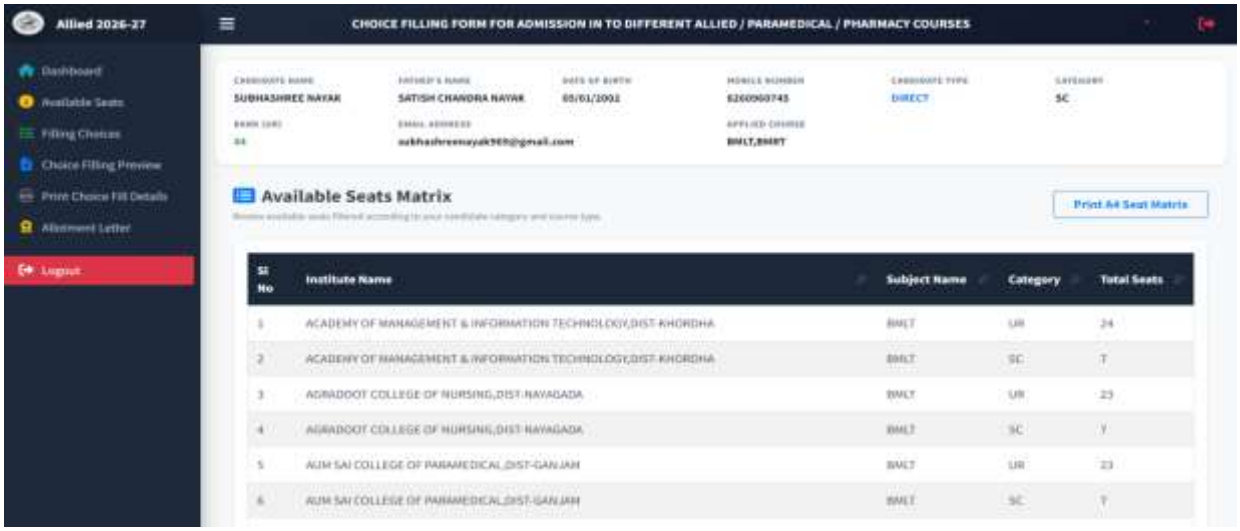
Step-1 :- Log in for Choice Filling / Locking



Step-2 :- Common Dash Board of Choice Filling / Locking

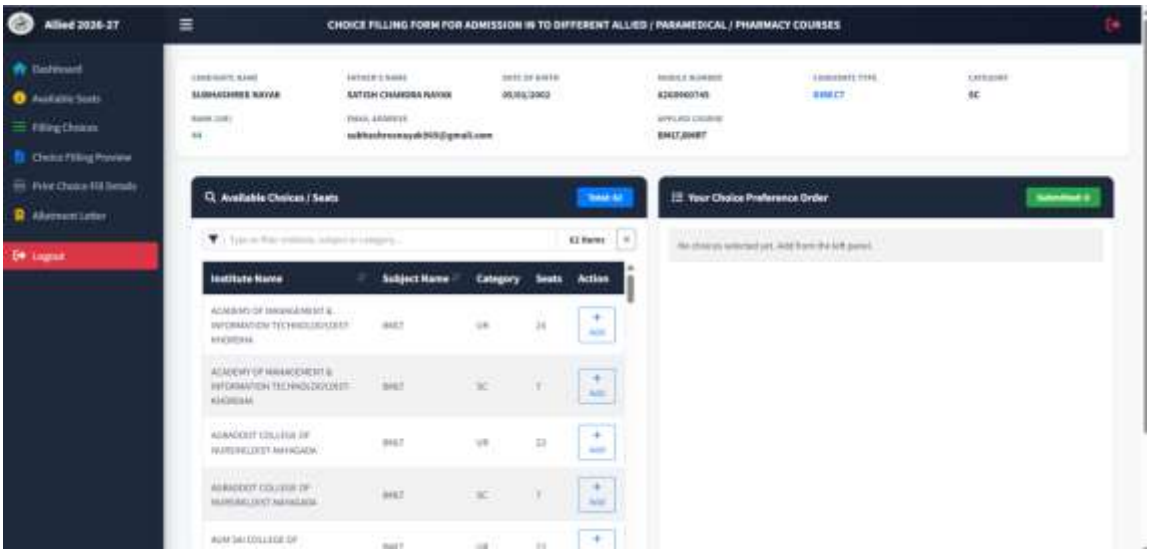


Step-3 :- Check Available Seats (Courses applied , Category applied Institution wise) / Print Available Seat Matrix as per the application

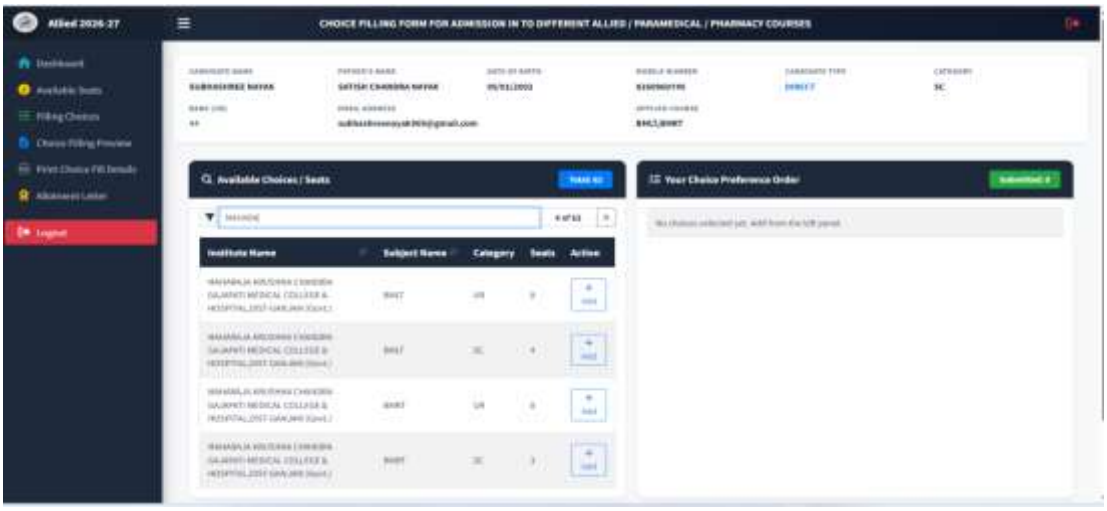


Step-4 :- Filling Choices

a) Click the (+ Add) symbol from left side menu under Total Available choices
b) The selected (+ Add) choices will be moved to Right Panel under Total Submitted Choices
c) You can add (+ Add) as many number of Choices as you can
d) Once you selected (+ Add) a Choice and the choice is moved to right side under Submitted Choice panel, then you can find one choice will be deducted from total no of available choice and one no choice will be added under total submitted choice.



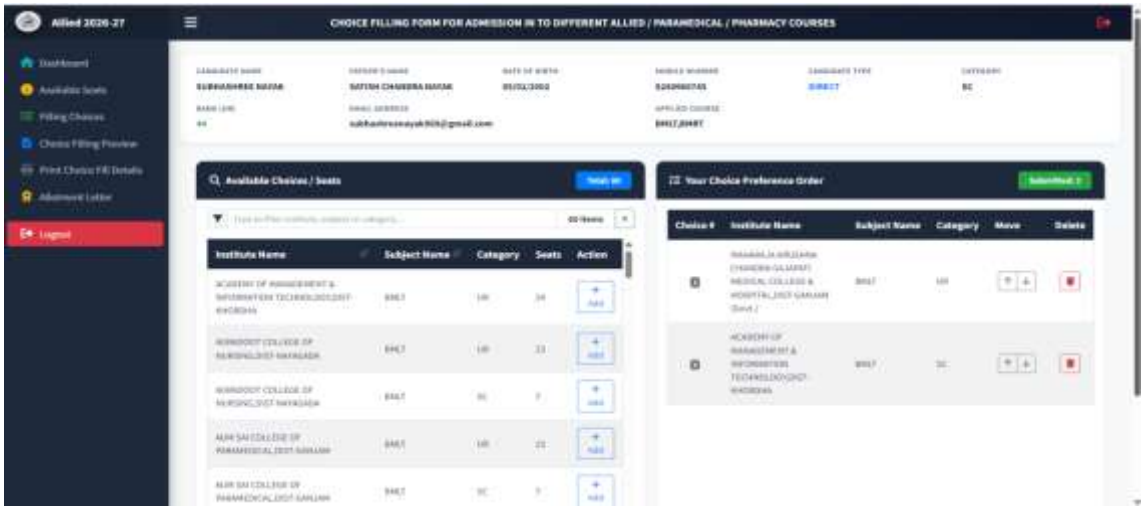
Search Institution / Course from Search Bar



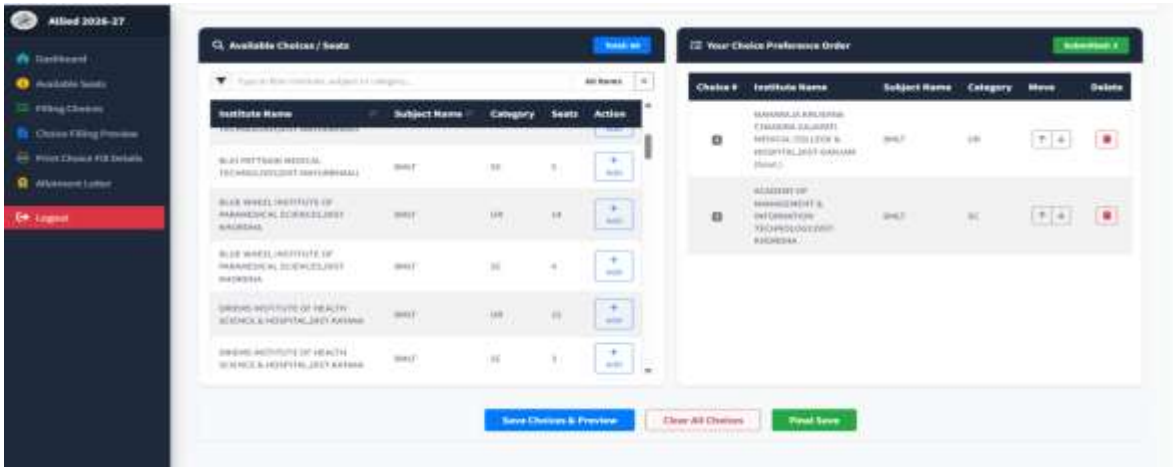
Step-5 :- Filling Choices (In left window) & Changing Preference of Choices (In Right side window)

a) You can change preference of Choices by Clicking (⇩) & (⇧) Upward and Downward arrows. If you want to delete the selected choice, you can click the Delete symbol in Red. Also, if you want to Clear all the Choices and give fresh choices, you can Click on Clear all choices below.

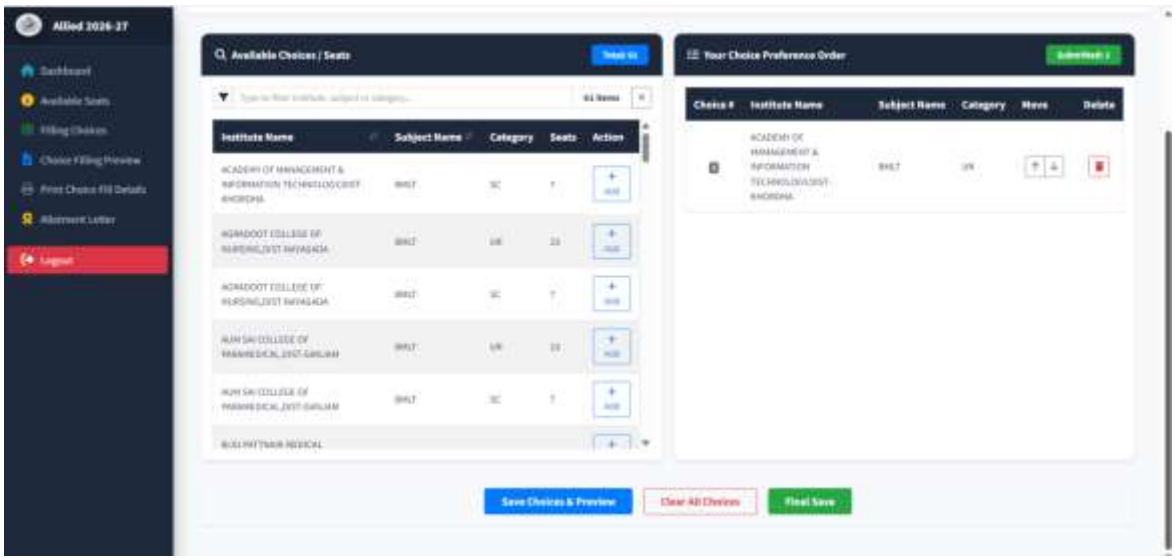
b) After filling the Choices, you can Save the Choices. It is always advisable to Save the Choices after selecting a bunch of choices frequently.



Saving Choices / Clear All Choices / Final Saving Choices :



Deleting any Choice wrongly given (in Right window)



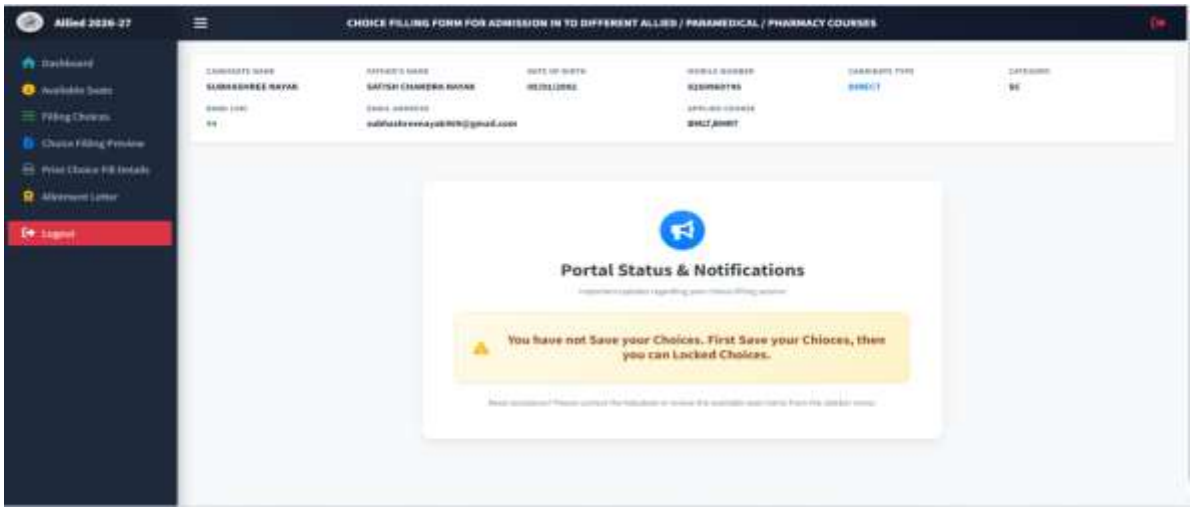
Step-6 :- Choice Filling Preview

a) Once you Save the Choices, automatically, you will be redirected the Choice Fill Preview Page, other wise you can Click the left side link to preview the choices that you have filled.

b) In this stage, also, if you want to refill or edit or change your Choices / choice preferences, you can Click the Filling Choices butoon and can repeat the Step-4 onwards again.

c) Else, you can Lock your Choices and to lock your choices, Click Final Choice Lock button below.

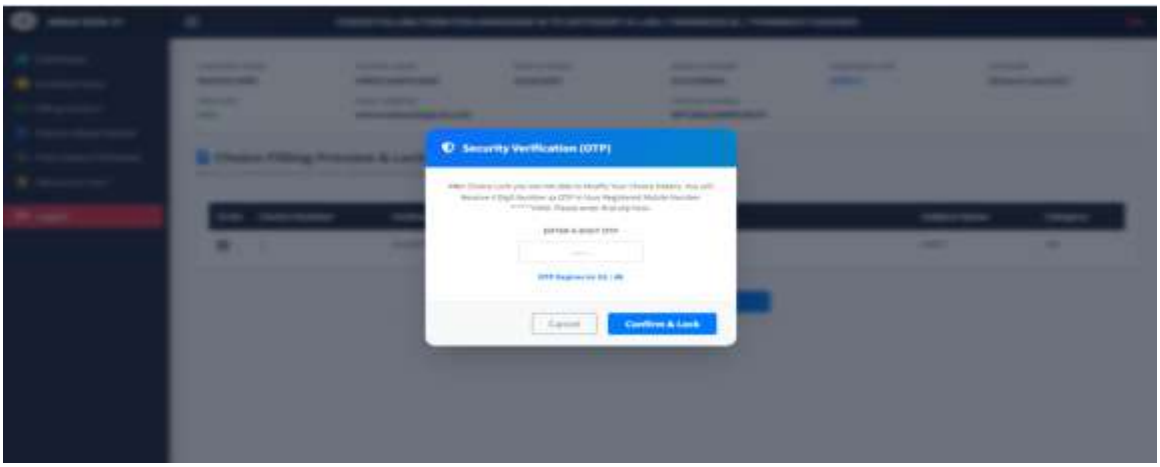
d) A System generated OTP will be sent to your registered Mobile Number.



Step-7 :- Choice Locking / Final Choice Lock

a) You can enter the OTP sent to your registered Mobile Number and then Click OK to lock your Choices Finally.





Step-8 :- Print Choice Fill Details

a) You can now take the Print outs by clicking on the Print Symbol for your reference Purpose only.



Allied Combined Counselling ,Odisha 2022-23

Online Choice Filling for Selection in Admission in to Different Allied/Paramedical/Pharmacy Course

Your Selected Preferred Choices on [redacted] PM

Application No	[redacted]
Candidate Name (Dr.)	[redacted]
Father's Name	[redacted]
Gender	[redacted]
Candidate Type	[redacted]
Candidate Category	[redacted]
Candidate Address	[redacted]
	[redacted]
	[redacted] ODISHA
e-mail id	[redacted]
WhatsApp No. / Mob No	[redacted]
IP Address	172.71.198.11

Step-9 :- Allotment letter

a) As per the Schedule, you can click on the link to Download your Allotments (if any) and can take Printouts and Follow Instructions there in to proceed for Admission.

Step-10 :- Logout

a) After completioon of the activities, you can click Logout to logout from the System. Don't Close browser without Clicking Logout.

In case facing any problems please mail to - e-mail **combinedallied.compl@gmail.com**