# GUIDELINES FOR ONLINE APPLICATION

**(Instructions and Screenshots/Photos mentioned in this manual are for indicative only and may vary as per real time applications. )**

**General Instructions:**

1) Candidates need to decide the courses which they intend to apply.
2) One Candidate can apply for multiple courses as per their choice and eligibility but in one application only. Once the application is submitted no more courses can be added.
3) Candidates need to pay Rs.600/- per each course as application fee. The total application fee for all the courses applied shall be deposited once and not separately.
4) No separate payments for separate courses will be accepted.
5) Candidate can apply separately for Lateral entry and Direct entry and for the courses after 10+2 eligibility and 10th eligibility.
6) Candidates while applying need to ensure that, the application is Finally Submitted and an application number is generated. In case any candidates, does not Finally Submit the application, a valid application number will not be generated and it will be regarded as incomplete application and will be rejected automatically and no grievance can be considered.
7) Courses: All the courses are divided in to 2 parts as per the eligibility of candidates.

   **(a) Bachelor / Diploma / Certificate Courses after 10+2 Science Eligibility**

| Course Short Name | Course Full Name | Eligibility | Duration of Course |
|---|---|---|---|
| **GRADUATION LEVEL COURSE** | | | |
| BPT | Bachelor in Physio Therapy | Pass in +2 Sc with Phy, Chem, Biology taken together with min of 50% marks (40% for SC/ST and 45% for PH) | 4 ½Years |
| BOT | Bachelor in Occupational Therapy | | 4 ½Years |
| BO | B.Sc. Optometry | Pass in +2 Science individually in each subject with Phy, Chem, Biology and/or Mathematics taken together with minimum of 50% marks (40% for SC/ST and 45% for Physically Challenged candidates) | 4 Years |
| BMLT | B.Sc. in Medical Laboratory Technology | | 3 Years |
| BMRT | B.Sc. in Medical Radiation Technology | | 3 Years |
| BOTT | B.Sc. in Operation Theatre Technology | | 3 Years |
| BAT | B.Sc. in Anaesthesia Technology | | 3 Years |
| BEMT | B.Sc. in Emergency Medicine Technology | | 3 Years |
| **DIPLOMA LEVEL COURSE (02 Years)** | | | |
| DPT | Diploma in Perfusion Technology | Pass in +2 Science with Phy, Chem, Biology and/or Mathematics as one of the subjects from a recognized board. For DPharm as per PCI guideline | 02 years |
| D Pharma | Diploma in Pharmacy | | 02 years |
| DMLT | Diploma in Medical Laboratory Technology | | 02 years |
| DMRT | Diploma in Medical Radiation Technology | | 02 years |
| DRTT | Diploma in Radiation Therapy Technology | | 02 years |
| **CERTIFICATE LEVEL COURSE (02 Years)** | | | |
| COA | Certified Ophthalmic Assistant | +2 Science with Phy, Chem, Biology and/or Mathematics as one of the subjects from a recognized board | 02 years |
| COSA | Certified Ophthalmic Surgical Assistant | | 02 years |
| CCLT | Certified Cath Lab Technician | | 02 years |
| **CERTIFICATE LEVEL COURSE (01 Year)** | | | |
| COTT | Certified OT Technicians | +2 Science with Phy, Chem, | 01 year |
| CDT | Certified Dialysis Technician | | 01 year |
| CNT | Certified Neuro Technician | | 01 year |

| CRT | Certified Respiratory Therapist | Biology and/or Mathematics as one of the subjects from a recognized board | 01 year |
| CPTT | Certified Pre Hospital Trauma Technician | | 01 year |
| **CERTIFICATE LEVEL COURSE (06 Months)** | | | |
| CECGT | Certified ECG Technicians | +2 Science with Phy, Chem, Biology and/or Mathematics as one of the subjects from a recognized board | 06 Months |
| CEEGT | Certified EEG Technicians | | 06 Months |
| CEMGT | Certified EMG Technicians | | 06 Months |

**(b) Certificate Courses after 10th Class as Eligibility**

| Course Short Name | Course Full Name | Eligibility | Duration of Course |
|---|---|---|---|
| **CERTIFICATE LEVEL COURSE (06 Months)** | | | |
| CWT | Certified Ward Technician | 10th Pass | 06 Months |
| CBCA | Certified Blood Collection Assistant | 10th Pass | 06 Months |
| CCFA | Certified Course in First Aid | 10th Pass | 06 Months |

**N.B:- For more details please read guidelines notified.**

**Option for Lateral Entry Scheme for DMLT/DMRT/ANM Students for BMLT/BMRT/COA/COSA**

If any student is applying for courses after 10+2 Science as mentioned under (a) above, and passed successfully DMLT/DMRT/ANM, can be eligible for lateral entry to the following courses.

N.B:- Though there is the option for lateral entry for BMLT/BMRT/COA/COSA courses for those who have passed their DMLT/DMRT/ANM, can also apply for Direct entry to complete the course at par with Direct/Regular Candidates. And for these, the candidates need to register separately with a new email ID and Password.

| Course Short Name | Course Full Name | Eligibility | Duration of Course |
|---|---|---|---|
| **COURSES COMING UNDER LATERAL ENTRY SCHEME AFTER 10+2 WITH PASS IN DMLT/DMRT/ANM** | | | |
| BMLT | B.Sc. in Medical Laboratory Technology | Pass in DMLT with min 50 % marks from Odisha DMLT/ DMRT Board. (40% for SC/ST and 45% for PH candidates) | 02 Years |
| BMRT | B.Sc. in Medical Radiation Technology | | 02 Years |
| COA | Certified Ophthalmic Assistant | Pass in ANM from ONMEB | 01 year |
| COSA | Certified Ophthalmic Surgical Assistant | | 01 year |

8)    **Steps to go to the online application site.**
   1)   Candidate can visit www.dmetodisha.gov.in and Click "Allied and Para Medical"
   2)   Then Click "Online Registration/Application" under "Counseling 2023"
   3)   Then you will be redirected to the website "Online Counseling System"
   4)   Then Click "**Allied/Para Medical**" Link button from lower section.
   5)   You will be redirected to the following page.

ONLINE COMBINED COUNSELLING - ALLIED MED / PARA MEDICAL COURSES (O)

| Home | Information Bulletin | Participating Institutes | Notifications | Contact us |

Link for Online Application for Combined Allied Medical Counselling and Admission Odisha 2022-23 will be activated on 28/10/

**Candidate's Corner**

- Counselling Schedule
- Instruction How to Pay Fees
- SB Collect Link to Pay Fees Online
- Instruction for Resizing Photo /Sign
- Instruction Manual for Online Appl
- Preliminary Registration
- Online Application
- Instruction Manual for Choice Filling
- LogIn for Choice Fill/Lock-1st Round

**Steps of Online Counseling Process**

Step **1** Payment of counselling fees online

Step **2** Preliminary Registration

Step **3** Online Application

Step **4** Final submission and print outof online Appication

Step **5** Document Verification

Step **6** Publication of Merit List & Reject List

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6) Under the top banner, you can see related links providing information about the combined counseling.

7) Click on individual pages and read information before applying online.

8) In left side panel, you can links available which are mostly applicable for online application.

9) Click on the link "Counseling Schedule" as well as top link "Notifications" regularly to view ay updates, if any. Always refresh the page before checking new information.

10) Since payment of application fees is important and the 1st step of online application, decide how many courses you want to apply and pay accordingly in advance as a single payment. **Don't give separate payments for separate courses.**

11) Then click on the link " **SB Collect link to pay fees online**".- This is the payment link to give different fees required for counseling and admission.

9) **BEFORE APPLYING KEEP READY - SCAN PHOTO/SIGN/COPY OF REQUIRED CERTIFICATES**

1) Download the instruction manual for Resizing the Photo and Signature and do according to the instructions.

2) Scan all desired certificates and mark sheets as mentioned below.

   a. If applying for any courses after 10+2 eligibility **(Direct entry),** keep ready

      i. 10th certificate as proof of date of birth

      ii. +2 Sc Pass out Provisional certificate (No Online Certificates will be accepted)

      iii. 2 Sc Mark Sheet  (No Online Mark Sheets will be accepted)

      iv. Resident certificate

      v. Reservation Category certificate, if claimed any reservation category like SC/ST/DF-ESM/PH/GCH, if applying for Green card quota, then all pages (12 pages scan copy in a single file required)

   b. If applying for any courses after 10+2 eligibility **(Lateral entry),** keep ready

      i. 10th certificate as proof of date of birth

      ii. DMLT/DMRT/ANM Pass out Provisional certificate

      iii. DMLT/DMRT/ANM Mark Sheet

      iv. DMLT/DMRT/ANM Registration Certificate from respective councils

      v. Resident certificate

   c. If applying for any courses after 10th eligibility , keep ready

      i. 10th certificate as proof of date of birth

      ii. 10th Mark Sheet

      iii. Resident certificate

   d. **Besides the above, Bank Challan Copy and Photo, Signature is compulsory to upload during online application. If any students failed to submit any one of the vital documents, then the**

**application may get rejected. Candidates those who have passed out their 10+2 Science from any other Board/Council, other than CHSE, then they need to submit an equivalence certificate being issued against their names. Candidates applying for Diploma in Pharmacy Courses will be governed by PCI eligibility guidelines.**

10) Process of online application:

After making all the documents ready and finalize the courses to be applied, click on the link Preliminary Registration.

1) Select the application for the academic year- Select 2023 (it is default)

2) Select the type of Courses from ==Graduation Course / Diploma/ Certificate courses after 10+2 eligibility== or ==Certificate Courses after 10<sup>th</sup>==

If you are selecting ==Graduation Course / Diploma/ Certificate courses after 10+2 eligibility,== then select Direct entry or applying under lateral entry. ==Certificate Courses after 10<sup>th,</sup>== have only Direct entry.

3) Then select the Residential Status. if you have a valid resident certificate, then click Resident of Odisha, otherwise Click Resident Outside.

4) Then enter /write your valid e-mail address (this will be your Login ID for future to access this website)

5) Re-enter / Re-type your e-mail ID again.

6) Create / Enter your password (It should be 8 characters, One numeric, One Capital letter, One small letter and One Special Character, as for example, if your nick name is ABCD, password may be like Abcd@123)

7) Re-enter / Re-type your pass word again.

8) Once any e-mail ID is registered, it cannot be used again for another registration. But if you are applying for courses with separate eligibility, you need to register with separate email Ids.

9) Select a secret question from the drop down

10) Enter your answer to the secret question selected against the respective section. Write down all the information in paper for personal record incase you forget any credential.

11) Then enter the Captcha as it is shown.

==12)== After all above information are complete, click the button "==Register and Proceed for Online Application"==



13) After completion of Preliminary Registration, you will be redirected to the next page "Online Application"

14) You will be shown a page like this.
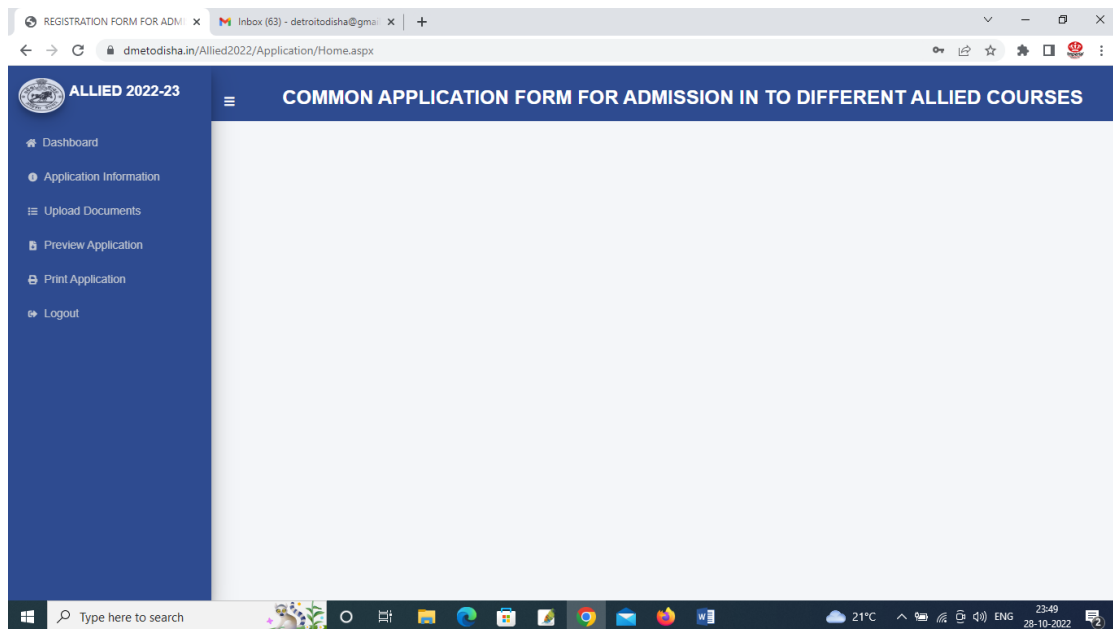
15) From the left side menu under Dashboard, Click on the link "Application Information"

16) In this section **"Applicant Details",** you can find the option Application for the academic Year2023, which is automatically shown from the data filled up during Preliminary Registration. And No need / option to fill up again.

17) Like, right to this, u can get the option , **"Applied for the courses"** which is automatically shown from the data filled up during Preliminary Registration. And No need / option to fill up again.

18) The option "**Applied for Type of Admission"** is automatically shown from the data filled up during Preliminary Registration. No need / option to fill up again.
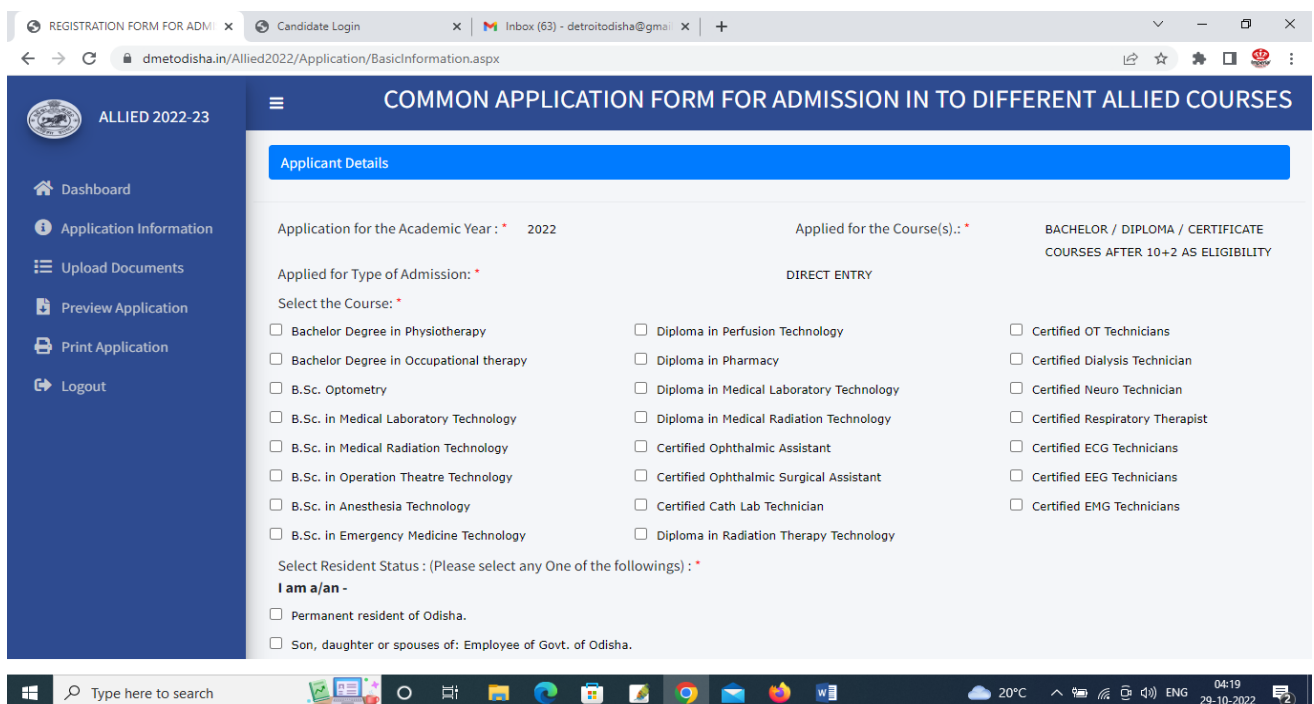


19) Next in **"Select the Course",** you can select / tick mark will be shown when left clicked the mouse on the squire check box against the name of the course and you can select as many as number of courses that you want to apply as per your eligibilities.

20) Then select the option regarding your **"Resident status" – I am a/an………… (**Here all the options that are available to be eligible for state category seats are given. And the candidate needs to select / tick left click of the mouse to which category he/she belongs to. If any doubt in this section, the candidates can refer the Guidelines available in the website under the link "Information bulletin".

21) Then select the option regarding the "**Reservation Category**" that you belong to. If you are selecting /claiming eligibility under any reserved category like SC/ST/PH/Defense or Ex-Service men or GCH-Green Card, you need to upload the scan copy of the certificate of Reserved Category, failing which your claim for the reserved category will not be considered.

22) Next to this under the section "**Personal Information**", fill up the Name of the Candidate, as it is mentioned in 10<sup>th</sup> / Matriculation certificate, Fathers Name, select date of Birth from the Calendar shown, select the Gender, Enter your Mobile Number as well as your WhatsApp number.

23) Mobile number should be 10 characters. Don't put country code like Zero or +91 etc. against the mobile number. The given Mobile Number should be a valid one, as system generated. SMS and OTP will be sent to this number during all phases of online activities like final submission of Application, Choice filling and Locking etc.

24) If you don't have any WhatsApp in your mobile, also you can mention the same Mobile number against WhatsApp section. But it needs to be filled up.

25) Don't enter your e-mail ID as this will be automatically shown from the data filled up during Preliminary Registration Page.

26) Enter your 16 digit Adhar Card Number against the section.



27) In the next section, please enter your **Application Fees particulars**.

28) Enter the number of Courses that you have selected (Mention only integer like 2 , 6, 3 etc. Don't put any words here. Also, mention the correct figure. If you have selected e.g., 7 courses and here you will mention any other number, the Application fees will be checked by authority and will reduce the number of selection of number of courses as per their choice and the candidate will have no claim upon this selection of the course.

29) Then enter the SB Collect reference Number. You can get this reference number from the SB Collect Challan copy during the time of application fee payment from the beginning, before applying online. This will be number like similar to **DUXXXXXX.**

30) Next enter/ select the date of payment, on which date you have paid the application fees.

31) In this Application fees section, it is required to mention only one single reference number, as already it is advised that, payment regarding application fees need to be done in single payment for all the courses applied. Rs.600/- X no of courses applied. **Don't give multiple payments separately for different courses.**

| E-mail ID * | pcpradhan@rediffmail.com | | Adhar No (16 digit) * | Adhar Number |

**Application Fees Particulars :**

| No of Courses applied * | No of Courses applied | | Application Fees (Rs.600/- each)* | Application Fees (Rs.600/- each) |
| SB Collect Reference No * | SB Collect Reference No | | Date of Payment * | Date of Payment |

**Communication Address Details :**

Fill up your Permanent address and address for correspondence / Present Address below:

Permanent Address *                          Present Address*        ☐ Same as Permanent Address

| At / Plot No.:* | Enter At / Plot No. | At / Plot No.:* | Enter At / Plot No. |
| Post/Taluk/Street No.: * | Enter Post/Taluk/Street No | Post/Taluk/Street No.:* | Enter Post/Taluk/Street No |
| Via/Ward No./City / Town : * | Enter Via/Ward No./City / Town | Via/Ward No./City / Town :* | Enter Via/Ward No./City / Town |
| District:* | Enter District | District:* | Enter District |
| PN/ZIP: * | Enter PN/ZIP | PN/ZIP:* | Enter PN/ZIP |
| State: * | Enter State | State:* | Enter State |

Eligibility Particular Details :

32) Then against the section, "**Communication Address details",** first enter your Permanent Address. If your permanent Address is same as your Present Address, then select the squire check box /tick mark by clicking on the left click side of the mouse. Your Permanent Address will be automatically filled against your Present Address. If both the address is different, then you can fill it individually and, in such cases, do not select that check box.

33) Then under the Section "**Eligibility Particular Details",** Select the 10th Board / and +2 Council Board/ University from which you have passed out. If you have passed out from any other Councils / Boards other that CHSE / BOSE, as per the eligibility is concerned, you need to submit an equivalence certificate in lieu of this being issued against your name only.

**Eligibility Particular Details :**

| Passed out 10th Board Exam from | --SELECT-- ⌄ |
| Passed out 10+2 Council Exam from | --SELECT-- ⌄ |

**(For Bachelor/Diploma / Certificate Courses after 10+2 as Direct entry)**

| Subjects | Theory FM | Theory SM | Practical FM | Practical SM | Total FM | Total SM |
|---|---|---|---|---|---|---|
| Physics | TPFM | TPSM | PPFM | PPSM | PFM | PSM |
| Chemistry | TCFM | TCSM | PCFM | PCSM | CFM | CSM |
| Biology (Botany + Zoology) | TBFM | TBSM | PBFM | PBSM | BFM | BSM |
| Mathematics | TMFM | TMSM | | | MFM | MSM |
| Total Marks with Extra Optional (if any) ** Includes all subjects like Eng, MIL etc appeared | | | | | TFM | TSM |
| Total Career Marks in PCB (In %) | | | | | TFMPCB | TSMPCB |
| Total Career Marks in PCM (In %) | | | | | TFMPCM | TSMPCM |
| Career (%) in PCB/PCM which is higher for selection | | | Career (%) in PCB/PCM which is higher for selection | | | |

**N.B-

(a) If you are not having separate marks mentioned in Theory and Practical and marks mentioned combined out of 100/150/200, then Put the FM/SM against Theory only and Put Zero (0) against Practical FM/SM.

(b) For Courses BPT/BOT, marks in PCB will be taken for consideration.

34) The next section is to make entry of your Academic Scores as per your eligibility. For the Courses eligible after 10+2 Science, you need to fill up detail marks secured out of full marks against the subjects mentioned.

35) **In most of the cases, students passing 10+2 Science in last 15-20 years are having their Theory and Practical Marks given combined out of 100. In such cases, the candidate needs to fill the marks**

against Theory Full Marks and Theory Secured Marks and against the Practical Marks need to put Zero. As they do not have practical marks mentioned separately in their Mark Sheets. But in some cases, basically other Councils or old students, their Theory and Practical Marks mentioned separately and, in some cases, Students have more than one paper in Theory having 75 etc Marks in Paper-1 and Paper-2 and 50 marks in Practical. In such cases, the candidate needs to fill up Theory Marks of Both Papers means combined Full Marks in both papers should be 150 and Secured marks to be filled up taking in to consideration of both the papers. And Practical marks in same manner. Don't fill any wrong marks here. If you have any doubts in entering the Marks here, then first get it clarified from the Convener office contact number given in the website. Since in most of the cases Mathematics is not having Practical, it is not mentioned. But in exceptional cases if any Board / Council have Practical in Mathematics, then they need to fill up combined both Theory and Practical Marks here.

36) If separate Botany and Zoology subjects and marks are there, both need to be combined and mentioned under the section Biology Marks. Theory combined marks against theory and Practical Combined marks against Practical. Don't put any one subject marks in case you are having Botany and Zoology papers separately.

37) Then fill up your Total full Marks without extra optional appeared and Total Secured Marks without extra optional against the sections mentioned. Here, don't be confused in filling the Total Marks without Extra Optional. If you have appeared +2 Science from CHSE in last 15-20 years, your Full Marks may be 600, since you may not have any Extra Optional options. But some students who have passed before this period, may have Full Marks 750 and with Extra Optional 900 and in such cases, their Physics/Chemistry/ Math/ Bio marks may be out of 200 marks including Practical. In such cases, please check your mark sheets properly and u can find your marks mentioned separately as Marks with Extra optional, but you have to mention Marks without Extra Optional only. Don't write only sum total of Physics/Chem/Math/Bio marks as 400 here, as Total Marks consists of Marks including English/ Odia / Bengai like any 2 literature subjects also.

38) For CBSE/ICSE/Other Board Marks, they can follow their calculation style as best of 5 or six subjects as the case may be, and to find out this, they can refer the back side of their Mark Sheets for calculation. In such cases, the candidates need to upload the back side of the Mark Sheets /Calculation instructions along with Mark Sheets scan copy in a single combined file for reference. In case the candidate failed to upload the back side of Mark sheet in which calculation instructions are mentioned, then total number of subjects appeared and marks against all subjects will be taken in to consideration without any confusion.

39) Then the next section, calculate your total full marks in PCB – Physics + Chemistry + Biology (Botany + Zoology) and Total secured marks in these subjects.

40) Then the next section, calculate your total full marks in PCM – Physics + Chemistry + Mathematics and Total secured marks in these subjects.

41) Then calculate the career Marks in PCB and PCM Separately and Mention which is higher.

42) Career Marks in PCB or PCM = Total Secured Marks in PCB or PCM / Full marks in PCB or PCM X 100

43) Like the above marks entered against the courses eligible after 10+2 Science, in case of Courses eligible after 10th, only Full Marks in 10th Board and Secured Marks in 10th Board should be mentioned against respective sections.

44) Similarly, against the courses eligible after 10+2 Science and applied under Lateral Entry Scheme, only Full Marks in DMLT/DMRT/ANM Board and Secured Marks in DMLT/DMRT/ANM Board should be mentioned against respective sections.

45) For Lateral entry after 10+2 eligibility, Students passed out from Odisha State DMLT.DMRT Board and ANM from Odisha Nursing and Midwives Examination Board (ONMEB) are eligible to apply.

46) Then upload your scanned Photo and Signature against respective sections and after that Click and Save.

47) While Selecting the Pass port Photo and Sign, it will be shown under that section, cross check that Photo is showing under Photo and Signature against Signature and ensure that it is not be crossed.

| Biology (Botany + Zoology) | TBFM | TBSM | PBFM | PBSM | BFM | BSM |
| Mathematics | TMFM | TMSM | | | MFM | MSM |
| Total Marks with Extra Optional (if any) **Includes all subjects like Eng, MIL etc appeared | | | | | TFM | TSM |
| Total Career Marks in PCB (In %) | | | | | TFMPCB | TSMPCB |
| Total Career Marks in PCM (In %) | | | | | TFMPCM | TSMPCM |
| Career (%) in PCB/PCM which is higher for selection | Career (%) in PCB/PCM which is higher for selection | | | | | |

**N.B-
(a) If you are not having separate marks mentioned in Theory and Practical and marks mentioned combined out of 100/150/200, then Put the FM/SM against Theory only and Put Zero (0) against Practical FM/SM.
(b) For Courses BPT/BOT, marks in PCB will be taken for consideration.

**8. Upload Photo / Sign**

Upload your latest Passport size Photo and Full Signature Below

Photo *
Upload Your latest Passport size Photo: *    [Choose File] No f...sen

Sign*
Upload your Signature:*    [Choose File] No file chosen

[Save]   [Cancel]

48) After Clicking on Save and Completion of the 1st Phase of the Application Process, you will be redirected to the Section **"Upload Documents"** and if you are not redirected to this page, alternatively you can click the option **"Upload Documents"** from left side link menu.

49) The following page will be shown to upload the documents.

50) Select the option that you want to upload and then click the Browse button, select the file and then click Upload.

51) It is always advised to upload the documents in converted pdf formats only. But scan copies in .jpg and .jpeg formats will be accepted. But formats / photo copies taken in Mobile cameras will not be uploaded as the format will be different. In such cases, if the candidate is taking the Photo Copies in Mobile Camera, they are advised to convert the same to pdf formats only and then only it can be uploaded.

52) To convert the photo taken in mobile camera or convert the scan copies in to pdf, candidates can take the help of free open-source website www.ilovepdf.com and convert to desired formats.
Else, candidates can scan with any pdf scanner in their mobile to upload.

53) The individual file size should not be more than 200 Kb.
Sometime scanning in big size file formats will take more time to upload in server.

54) After successfully uploading the documents, you can click on the link **"Preview Application".** You will be redirected to the following page.

55) **In this page, you can see all information that you have entered. Please have a check that all the information you have submitted are correct or not. If found any wrong entry, then click the left side link menu section to make necessary corrections and again follow the same procedure.**

56) **This is not the final step. As you can see in Red it is mentioned that, Application Number will generate after only Final Submission.**

57) Until and unless the application number is not generated, you cannot claim for any grievances. So finally Submit the Application.



58) In the lower part of this page, you can find the **"Final Submit"** button. If you find all information are correct, then **Click on the Check Box given under Declaration** and then Click on the **"Final Submit"** button.

59) SMS will be sent with an OTP in your given Mobile number and enter that OTP to finally Submit the application.

60) Once the application is finally submitted, take a print out of the Application by Clicking **Print Application** Link. Keep one copy for your reference.

61) **Don't send / mail your Application to any office as it is not required. Since it is an online Application.**

62) **If during the online Application process, you failed to submit the information at a single chance, then you can Login again by clicking the Link "Online Application" and by entering your User ID / e-mail and Password and Can continue with the same process again.**

63) **But once the application information is submitted finally, it cannot be changed or modified.**
   **So if required make corrections to the information before final submission.**

64) **In case due to mobile network issues, SMS OTP is not received, you are advised to try later or check your mobile network.**

65) **You can finally submit your application before the last date of application as per schedule.**

66) **After the Application is over, wait for the net instruction as per schedule.**

67) **Don't forget to visit regularly this website for updated information.**