COMMON INSTRUCTIONS HOW TO APPLY ONLINE TO PARTICIPATE IN ONLINE COUNSELING PROCESS

Payment of Fees :-

1. The Candidate need to pay first before filling the online application. The payment link is given in website separately.
2. the payment can be made by using Debit Cards / Credit Cards/ Internet Banking / IMPS / Mobile wallets / Cash Cards etc as different options enabled by State bank of India payment gateway.
3. On successful completion of the transaction, an e-receipt will be generated. Keep one print outs with you for future reference.
4. Non generation of e-Receipt indicates payment failure. On failure of payment, candidates are advised to chk their payment status by clicking payment history.
5. To ensure the security of your data, please close the browser window once your transactions and online applications are completed.
6. Don't save your user ID and Password in the browser. Basically, if you are using any common platform / internet connections, be sure that, you clear all cookies and browsing history after your application / any activities. As in most cases, cookies as well as browser history are saved automatically in that system and can be activated automatically to the next person who uses the same website and data migration will happen. And if, at any circumstances, such situation persists, the Counseling committee will not held responsible.

Guidelines for Scanning and Uploading documents like Photo and Signature:-

Passport Photograph :

1. Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature.
2. The photograph must be a recent passport size colour picture.
3. Make sure that, the picture is in colour, taken against a light coloured, preferably white background.
4. Look straight at the camera with a relaxed face.
5. If you wear glasses, make sure that, there were no reflections and your eyes can be clearly seen.
6. Caps / hats / dark glasses are not acceptable. Religious headwear is allowed but should not cover the face.
7. The dimension / resolution of the photograph should be 200 x 230 pixels. (Or)
8. Height x Width of the image should be 4.5 cm x 3.5 cm.
9. Size of the Photograph should be between 30-50 kb.
10. Ensure that, the size of the scanned photograph is not more than 50 kb. If the size is more than 50 kb, then adjust the settings of the scanner such as DPI resolution , no of colours etc. during the process of scanning.
11. File type should be .jpg / .jpeg
12. Don't use Mobile scanner in this purpose.

Full Signature :

1. The applicant has to sign on a white paper with Black pen ink.
2. Dimensions should be 140 x 60 pixel. (or)
3. Height x Width of the image should be 1.5 cm x 3.5 cm.
4. Size of the image should be between 10-20 kb.

13. Ensure that, the size of the scanned image is not more than 20 kb. If the size is more than 20 kb, then adjust the settings of the scanner such as DPI resolution, no of colours etc. during the process of scanning.
5. File type should be .jpg / .jpeg
6. Don't use Mobile scanner in this purpose.

Scanning the Documents :-

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to true Colour.
3. File size as specified above.
4. Crop the image in the scanner to the edge of the photograph / signature, then use the upload editor to crop the image to the final size as specified.
5. Don't upload the whole scanning of the full page, just crop it to the specific Photo/Signature.
6. The image file should be .jpg/ .jpeg format. Rename the images in your name as AishwaryaPhoto and Aishwaryasign.
7. Candidates using MS Windows or MS Office picture manager, scanned documents in any format can be saved in .jpg/.jpeg formats by using "Save as" option in the file menu. Size can be adjusted by using crop menu and then resize option.

Procedure for uploading the Documents :-

1. While filling the online application, there is a section called. Upload photo / Signature.
2. Click on the respective buttons "Upload Photo" / "upload Signature"
3. Browse and select the location where the scanned Photograph / Signature is saved.
4. Select the file by clicking on it.
5. Click the "Open / Upload"
6. If the file size and format are not as per the guideline, after uploading Photo / Signature, in the final application same will not be previewed.
7. Candidate should ensure that, photo is uploaded at the place of photo and signature in place of signature.
8. If , at any case, the Photo and Signature are interchanged, then the application will be out rightly rejected. Be cautious of this.

Clarifications regarding EWS quota :-

1. Persons, who are not covered under the existing scheme of reservation to the Scheduled Caste, Scheduled Tribe, and Socially and educationally Backward Classes and whose family Gross income is below Rs.8.00 Lakh (subject to any amendments from time to time), are to be identified as EWS or as per the guidelines issued by Govt. and EWS certificates issued to concerned candidate from time to time.

Common Instructions: -

Preliminary Registration Page :-

1. The Candidate need to register first for online application (one time only), choose the button "**Click here for New Registration**"
2. This is the page called as "Preliminary Registration"

3. You have to select, whether you are a resident of Odisha means having a valid resident Certificate issued from Tehsildar or Not

4. Select if you have passed out from any Govt. Medical/Dental Colleges situated in Odisha or Not.

5. Select the year in which you want to participate for Counselling

6. Enter your correct NEET Roll Number

7. Enter your Date of Birth as you have mentioned in NEET application (Select from the Calender shown) after clicking on the entry box (if the calender is not seen, then it might have some problem in your browser, and change the browser or install Java scripts to activate the calender control/ java script, or change the system.)

8. After entering the NEET ID and Date of Birth, please wait few seconds, your NEET Score and Name will be automatically shown in respective sections as per your NEET record.

9. Enter your valid e-mail address and re-type your e-mail address for confirmation.

10. Enter your own created Password and re-type that Password for confirmation. Your Password must be minimum 8 characters long, having one capital letter, one numeric character/number, one special character like Abc@1978. Avoid giving special characters like . (dot), ` (tilde) etc.

11. Select a Secret question from the given choices and enter your security answers to that selected Secret question. This will help you in retrieving / getting your Password, if forgotten at any case.

12. Then enter the Captcha Code as it is shown in the Captcha image.

13. After all information are complete, click the link "**Register & Proceed for Online Application**"

Basic Information Page:

1. After completion of the Preliminary Registration (after clicking of the link – Register and Proceed for Online Application), you will be redirected to the next page control panel #Dashboard where in the left side you can see 5 options (#Dashboard, #Basic Information, # Service Particulars, #Preview Application, # Logout), and after clicking #Basic Information, # Service Particulars, #Preview Application, you will be redirected to the respective sections. But by clicking the # Logout link, you will be Logged out from the system.

2. Automatically, you will be redirected step by step once you will go on filling up desired information step by step.

3. You can view the information entered by you, only after successfully completion of each phase. Which can be **edited any time before final submission** of the data.

4. In the right hand panel, you can see, a welcome message in your name with showing the registered e-mail address and mentioning the status of your application.

5. The above welcome message will be scrolled in Red colour until the application is finally submitted.

6. Once the application is finally submitted, the welcome message scrolled in Red colour will be turned to Blue/Green, and the left side #Basic Information, # Service Particulars, #Preview Application links will be deactivated.

7. Below the welcome message, you can see a status bar indicating the status of your application and it will be progressed as you will go on filling up the desired information in different stages.

8. After clicking the **"Basic Information"** link from left side menu bar, you will be displayed the form where you need to fill up desired information in different parts.

9. Select which course you are applying for. Means for PG-Medical aspirants, options will be shown for Application for Only PG-Medical (MD/MS), Like this for PG-Dental aspirants, it will be shown Application for PG Dental (MDS) by default.

10. Don't enter the Name of the candidate, e-mail ID and date of Birth in respective sections as these information will be automatically retrieved and shown from the preliminary data submitted by you.

11. Enter your fathers / husbands name

12. Enter your valid Mobile Number (No DND Numbers) and Whatsapp Number in respective sections.
13. Select the Gender
14. Select / Chk Tick the Reserved Category and Reserved Sub-Category that you belongs to.
15. Though there is no reservation for OBC category is in the State, but the candidate need to select OBC if he/She is qualified NEET under OBC quota. Else, his/her candidature will be rejected.
16. Select the Resident /Nativity Status.
17. Select the MBBS / BDS Study Institutions. And if the Institution name is not in the list, you can select Others.
18. Select / Chk Tick the option which is applicable to you (means, if you have discontinued PG or continuing PG anywhere, Select / Chk Tick corresponding one, else select the alternative options.) You have to select minimum 2 options as applicable to you.

19. Under the section NEET particulars, just cross check the details of NEET with your score card. Don't make any entry or try to do any changes here.
20. Under the section MBBS / BDS Particulars, enter your Medical / Dental registration number, Name of the Medical / Dental council where you have registered, your registration validity date (if you do not have a particular validity date, put the date nearly 05/15 years from date of Registration).
21. Enter your aggregate percentage of marks in MBBS / BDS. (**Don't put any % symbol here**)
22. In Service Location details, enter your present place of posting, district of posting, your service cadre and your type of job. This information is required if you are under State Govt. service (OMHS cadre / cleared OPSC as a Regular Job holder) to make you relieve to join PG course in proper channel. **Direct candidates / candidates under adhock/ contractual / temporary job/ direct candidates without Govt. Job may leave this section blank**.
23. Fill up the application fee details (Don't fill up the application fee amount, as it will be shown automatically).

Screenshot 1 (top):

Status: Istitutions:*

Declaration / Undertaking :*

☐ I have discontinued P.G. (Medical) or NBEMS Diploma/ DNB/DrNB course before completion or I am continuing

☑ Neither I have discontinued P.G. (Medical) or NBEMS Diploma/ DNB/DrNB course before completion Nor I am continuing

☐ I have completed / I am undergoing P.G.(Medical) Course in any subject

☑ Neither I have completed Nor I am undergoing P.G.(Medical) Course in any subject

3. NEET Particulars

Check Your NEET Details (Roll No/ID/Score) and if any Discrepancies, bring it to the notice during the time of verification

NEET Roll No./ID: *   2266190861   NEET Score:*   638

4. MBBS Particulars

Fill up your academic (MBBS) particulars in the following section

Medical Registration No (OCMR/ICMR): *   [Medical Registration No (OCMR/ICMR)]   Name of the medical council:*   [Name of the medical council]

Registration validity up to: *   [Registration validity up to]   Aggregate Percentage of Marks in MBBS(%):*   [Aggregate Percentage of Marks in MBBS(%)]

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24. Enter the SB Collect reference number like DUFXXXX, Bank reference number, if you have any, else fill up the same SB Collect reference number like DUFXXXX here / repeat again, ad enter the date of payment / select from that calendar control.

Screenshot 2 (bottom):

Registration validity up to: *   28/09/2022   Aggregate Percentage of Marks in MBBS(%):*   67.5

5. Service Location Details

Fill up your present service location if you are employed under Odisha-State Government

Present Place of Posting (CHC/PHC name etc.): *   PHC (N), KAPILAPRASAD, BHUBANESWAR   District of Posting:*   KHURDHA

Service Cadre: *   GOVERNMENT OF ODISHA   Type of Job:*   CONTRACTUAL

6. Application Fee Details

Fill up your Application fees/ counselling fees details

Amount of fees (in Rs.): *   5000   SB Collect reference number (DUIXXX):*   DUF123458AG

Bank Reference No (If any):   [Bank Reference No (If any)]   Date of Payment:*   02/09/2022

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25. Fill up your Permanent Address in left side (Don't use Tab, use Mouse here) followed by fill up your Present Address in Right side. If your Permanent Address is same as Present Address, then Select / Chk Tick the option mentioned against the option same as Permanent Address. Automatically the filled in data against the Permanent Address in left side will be reflected under Present Address.

26. Then upload your Passport size Photo and Signature.

27. After choosing the Photo and Signature file, please wait few seconds so that, the browsed Photo and Signature will be shown to cross check that Photo is uploaded at Photo's place and Signature is uploaded at Signature's place. If any cross reference happens, means signature in place of Photo or Vice Versa, it can be rectified here it self. But once the mistake happened, no way it can be changed later (after final submission of the application).

28. Then Click on "**Save and Continue Service Particulars**".
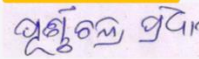

Service Particulars Page (For Direct category):

1. This is the section, where you need to declare your type of service /service category like whether you belong to Direct category or In-service category. To be eligible for In-service category, you must be providing more than 3 years (1095 days) of service to the State Govt. either in any forms of service means say, contractual type or adhoc type or temporary postings or regular job excluding the leaves taken (maternity leave not be taken in to consideration) as on the date being notified in the respective guidelines.

2. Select the option / click the round radio button as a self-declaration whether you belong to Direct category or In-service category one.

3. If you click / self-declare that, you belong to Direct category candidate (means less than 3 years of Service), then after selecting click the lower button "**Save & continue to Print Perview**"
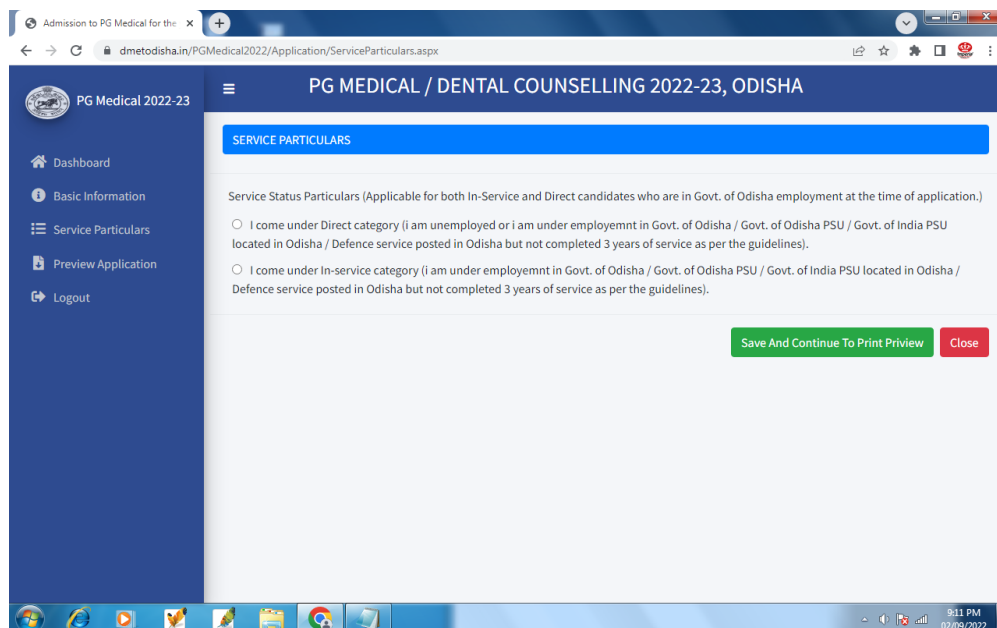
4. After clicking the "Save and Continue to Print Preview", Direct candidates will be redirected to Print Preview of the Application page. Here all candidates belonging to Direct Category are advised to cross check and re-verify all entered data and if found correct in all respect, can click the "**Final Submit**" button.

5. **Once the "Final Submit" button is clicked, you will be warned with a Pop up message that, once finally submitted, you cant be eligible to edit any information again**.

6. If you find some information needs correction, then you can click the corresponding section from left side menu and can re-enter / edit that data and proceed for final submission of the data.

7. **Once you click the "Final Submit" button, an OTP (4 digit) will be sent to your given mobile no, (mobile number which you have given for SMS) and enter that OTP in the given box and then follow the procedure to Finally submit the Application and the application will be finally submitted.**

8. Once the application will be finally submitted, you will be allotted an Application Number and in the below of the application (left side), date of final submit of application.

9. **Any application not finally submitted and without any Application Number will not be considered as a successful application and will be considered as incomplete application**. In such scenarios, these applications will not be considered at any case and the counselling authorities will not held responsible for this.

10. After the application is finally submitted, your left hand side dash board you can only see only 3 options like # Dashboard, # Print Application, # Logout.

11. Once the application is finally submitted, you can see the status of the application will be scrolled in Blue / Green ink and the lower Status bar of the application indicating different stages will be shown as Complete.

12. After the application process is over, you can take the Print Outs of your application, and keep one copy for your own reference.

13. Sign against the space provided in that application lower part (right) and submit along with the desired / notified documents to the verification team as notified by the Convener office during document verification as per schedule.
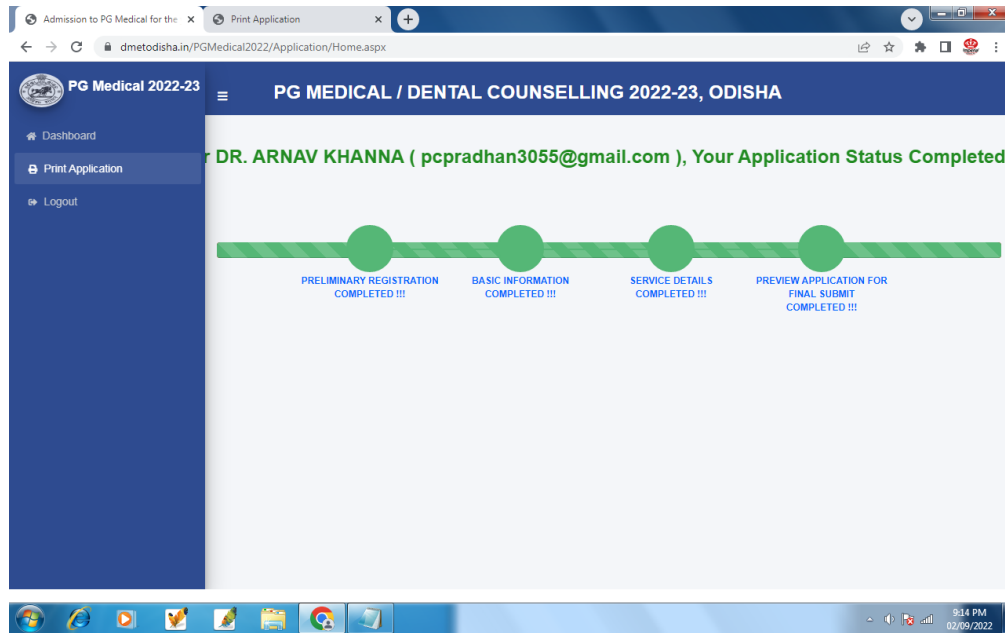
14. After printing of the application (2 copies preferably), logout from the system. Please ensure that, you keep a print out of your application always with you for your own records, as after the process is over, you may not get the link to Print application again. If you failed to do so, then counseling committee will not held responsible for this.

Service Particulars Page (For In-Service category):

1. Under the Service Particular details, if you declare that, you are coming under In-service category, then you will be further asked about your service details.
2. Select the option, whether you have joined on / before 21-03-2016 as your initial appointment and select the appropriate option applicable for you.
3. ***Remember that, if you are applying for In-service category, then you need to be in Job / you must be continuing in your job as on the date of application.**

4. If your initial joining is before 21/03/2016, you will be eligible for @10-20 weightage, else V1-V2 cat

5. As per the initial date of posting either before / after 21-03-2016, you will be automatically shown the areas included under respective categories for calculation of additional weightage.
6. Then, you have to enter your place of posting details in **chronological** order as per the Service Certificate issued by CDMO / Superintendent / Dean's office.

7. Write the Name of the Institution, where you have deployed under the column Name of the Institution.
8. Then Select / Choose the drop down from the areas list shown as per the prospectus / annexure / appendix is concerned.

9. If the area under which you were posted is not in the list of drop-down areas, please recheck the name in the list available in the prospectus / annexure / appendix, and if not available, select "**Others**".

10. Then pick / chose the Date of Joining in that head quarter and select / pick up the date from the calendar control.

11. Then select the present status of posting in that head quarter, whether still you are "**Continuing**" there (as on date which is notified in the guidelines, basically it is up to 31/03/yyyy- year of admission, until and unless, it is changed with notification) or have already "**Relieved**" from that head quarter.

12. If you are already "**Relieved**" from that head quarter, then enter the Date of Relieve by choosing / picking up the Date of Relieve from calendar control.

13. If you are selecting Continuing, then automatically the weightage will be calculated up to 31-03-yyyy of current year of admission or any specific date notified for calculation of weightage of In-service category candidates.

14. Then in the next column, automatically the duration of days (difference of days / number of days worked in that head quarter) will be calculated and no need of editing / making changes is permitted.

15. Then after the 1ˢᵗ Posting details are entered and automatically the duration of number of days is reflected in respective columns, then click the "**Add**" button.

16. Once you click the "Add" button, the data filled will be shown / reflected in the upper part of the headings. And if you want to change / make some alterations, you need to delete the last record…followed by records one by one till you want to edit / correct that record and again re-enter the data chronologically one by one again.

17. **If you will try to enter data in a non-chronological manner, the data will not be saved / entered in the system and validation error will be shown**.

18. Like the above Service particulars enter, you can enter the leave details, if you have any.

19. In case of Leave particulars details, leaves taken under maternity leave will not be taken in to consideration and these duration of these leave periods will be shown as zero days.

20. Like this, leave taken other than maternity leave like EL /CL etc, will be calculated, if the leave exceeds more than 30 days.
21. Like the above service particulars, leave can be added or edited by deleting one by one the last records followed by one by one record till the record you want to be edited / corrected.

Automatic Calculation of Total days of Service:

1. After filling up Service Particulars as well as Leave particulars, automatically the No of total days of Service will be calculated by adding all days of Service durations in number of days.
2. Like the service particulars, total number of leave days will be calculated automatically.
3. In the same manner, total number of days worked in weightage areas will be calculated automatically.
4. Respectively, weightage against the total number of net days worked will be calculated and shown.
5. Suppose, you declared yourself as an In-service candidate and after entering the details of service and leave particulars, if it is found that, the number of days worked after deducting the leave particulars are less than 3 years or say 1095 days, then automatically your status will be converted to Direct Candidate.
6. After filling up all details data, candidates are advised to cross check and re-verify all entered data and if found correct in all respect, can click the "**Final Submit**" button.
7. **Once the "Final Submit" button is clicked, you will be warned with a Pop up message that, once finally submitted, you can't be eligible to edit any information again.**
8. If you find some information needs correction, then you can click the corresponding section from left side menu and can re-enter / edit that data and proceed for final submission of the data.
9. **Once you click the "Final Submit" button, an OTP (4 digit) will be sent to your given mobile no, (mobile number which you have given for SMS) and enter that OTP in the given box and then follow the procedure to Finally submit the Application and the application will be finally submitted.**
10. Once the application will be finally submitted, you will be allotted an Application Number and in the below of the application (left side), date of final submit of application.
11. Any application not finally submitted and without any Application Number will not be considered as a successful application and will be considered as incomplete application. In such scenarios, these applications will not be considered at any case and the counselling authorities will not held responsible for this.
12. After the application is finally submitted, your left hand side dash board you can only see only 3 options like # Dashboard, # Print Application, # Logout.
13. Once the application is finally submitted, you can see the status of the application will be scrolled in Blue / Green ink and the lower Status bar of the application indicating different stages will be shown as Complete.
14. After the application process is over, you can take the Print Outs of your application, and keep one copy for your own reference.
15. Sign against the space provided in that application lower part (right) and submit along with the desired / notified documents to the verification team as notified by the Convener office during document verification as per schedule.
16. If any candidate is found to be submitted wrong facts / entered areas intentionally by selecting from the drop down weightage areas, but actually not coming under, such applications will be outright rejected and legal action as deemed proper will be taken against them.

17. So, all candidates are advised to check the guidelines before filling up the application form.

Caution :

1. **Fill up service particulars in chronological order.**
2. **After each event, please wait few seconds, so that the application page becomes active. Since this application calculates real time basis, it needs few seconds to load the page.**

3. This is the sample of inactive page, and if such kind of page is seen, please wait few seconds to become this page active.
4. Like while going for final submission of the application, sometimes it may happen that, you may not get OTP SMS… due to network issues of server or mobile network service provider. If such scenario happens, then wait and retry sending the OTO SMS after 2 minutes again. Else can try after some time. But final submission of the application is a must, failing which no application number will be generated and your application will not be considered.
5. In no way, non-final submission of application indicating OTP SMS issues will not be entertained as this depends upon the mobile network server as well as mobile network reach of your geographical location. No grievances regarding this issue will be entertained.
6. Submission of false or wrong or manipulated facts is a crime and legal actions as deemed proper will be taken against you.
7. Completion of PG-Medical / Dental / Post MBBS-NBEMS Diploma or continuing / discontinuing means, the candidate must not have completed / continuing / discontinuing above mentioned courses during his / her career. And if any candidate submits undertaking by mis interpreting these facts, and later comes to the notice of the counseling committee, his / her candidature will be rejected besides legal action as deemed proper will be initiated against him/her.
8. Once a candidate successfully applied, in no way he/she can reapply again.
9. All are advised not to wait till the last date and time to submit the application / finally submit the application. As in most of the cases and past experience it is seen that, most students used to try in last moment, which make them fail to apply and these people used to approach to apply in different means / channels, such kind of endeavors are highly discouraged. Last moment

After Application Process is over, please attend Document Verification as per the Schedule.

Please keep the documents in the following order while going for document verification.
1) Print out of the CAF- Online generated Common Application Form
2) Copy of the bank Payment Receipt of SB Collect (Screenshots are discouraged)
3) NEET-PG-2023 Score Card
4) Valid ID proof (Adhar/PAN/Voter ID / Passport etc)
5) Copy of 10th certificate
6) Copy of MBBS mark Sheet-cum-Transcript / Marksheets if separate for different Parts
7) Copy of MBBS Degree/ Provisional Certificate
8) Copy of Internship / Housemanship completion certificate
9) Copy of valid and updated Medical Registration Certificate
10) Copy of certificate claiming reservation category (SC/ST/GCH/DF/PH/OBC/EWS if any)
11) Copy of Resident Certificate of Odisha from competent authority
12) Copy of Service Certificate (if Inservice) (in Annexure-A-available under Notifications)
13) 2 Recent Passport Size Colour Photo similar to uploaded image in CAF

N.B:-

a) In the same order Candidate need to keep original documents while attending document verification

b) Green card means all pages of Green card and in Green card the Name of the Candidate, Fathers Name and Date of Birth should match with 10th Certificate. No year of Birth, age in years, no mismatch in spelling of Name etc. in Green Card.

c) DF/Ex-S Certificate must have been issued from Rajya Sainik Board, Odisha

d) Physically handicapped certificate must have been issued from authorized PH Boards defined by MCC from time to time and as per the notification in Guidelines of respective years.

e) Candidate who are qualified under OBC category must have applied as OBC candidate in NEET, else their OBC will not be considered in the State as NEET-Qualified.

f) If any Candidate will submit resident certificate from Odisha but reserved category certificate from outside, will not be considered.