

INSTRUCTIONS FOR ONLINE REGISTRATION AND APPLICATION TO PG-MEDICAL / PMN DIPLOMA COURSE

This is a simple step by step process how to apply online (preliminary registration and online application) which is just indicative. Candidates are advised to go through the procedure before applying and during the application, if any body faces any technical glitches, they are advised to contact the Technical help line through email or WhatsApp only before the last date of application.

Minimum Preliminary Requisite to apply online :-

- 1) The Candidate must have recent valid Permanent Resident Certificate (PRC) issued by Govt. of Odisha not equivalent to the post of Tehsildar.
- 2) (or) The candidate must have passed from any State Govt. Medical College and Hospital present in Odisha.
- 3) Candidate must have given the application fee as instructed before applying online. The payment Link is given in the home page of the counseling website.
- 4) Candidate must have recent Passport Size Photograph and Signature (scanned with appropriate size as described in the Instruction how to resize Photo and Signature).
- 5) No Selfie or Short Signature is allowed for upload in the application.
- 6) Candidate must keep ready his /her NEET Score card during the time of application.

Step-1 :- Preliminary Registration :-

- 1) The Candidate should fillup the form given in the preliminary registration form.
 - a. To mention whether having a Resident certificate in Odisha or Not ?
 - b. Whether have passed ourr or not from any Govt. Medical Colleges of Odisha or Not ?
 - c. To select the Year of Counselling, it is fixed as current year by default.
 - d. Then to enter your NEET Roll No as mentioned in the NEET score Card / Admit Card
 - e. Then to enter the Date of Birth as per the NEET record.
 - f. Then to wait a while to cross Check the NEET rank and Name of the Candidate do be retrieved from NEET database. If the system is not having any updated latest Java Script then the data may not be retrieved and in such cases, the candidate need to update the latest vesrion of Java Script else need to change the PC for better response.
 - g. There is no need to enter the NEET rank and Name in the fields. Just to cross check whether the NEET Rank and Name are found correct or nopt. If any descricpency found, this ned to be brought immediately to the knowledge of the convener office.
 - h. Then the canidate need to enter his / her email address and to reenter the same email address also.
 - i. Then the candidate need to create his / her own password and retype the password again. In general the password must be 8 characters and must have one capital Letter, One Numeric letter, One Special character. No blank space, #, , (comma), ; (symbol), " (symbol) ! (symbol) are allowed.
 - j. Then the candidate need to select a secret question and enter the secret answer. This will help in retrieving the password in case the candidate forgets password.
 - k. Then enter the captch as shown and click on Register & proceed for online application.

Candidate Register Online

dmctodisha.in/PGMedical2022/Application/PreliminaryRegistration.aspx

PG MEDICAL COUNSELLING, ODISHA - 2025

Preliminary Registration

Do you have Resident Certificate in Odisha ?

Have you passed out from Govt Medical College of Odisha ?

Select Year of Counseling:

Enter NEET Roll Number:

Enter Date of Birth as per NEET Record:

Check NEET Rank:

Check Name of the Candidate (Dr.):

Enter e-mail Address:

Re-enter e-mail Address:

Activate Windows
Go to Settings to activate Windows.

Candidate Register Online

dmctodisha.in/PGMedical2022/Application/PreliminaryRegistration.aspx

Check Name of the Candidate (Dr.):

Enter e-mail Address:

Re-enter e-mail Address:

Enter Your Password:

Re-enter Password:

Select a Security Question:

Enter Security Answer:



Enter Capcha:

[Register and Proceed for Online Application](#)

[Click Here For Login](#) [Cancel](#)

Activate Windows
Go to Settings to activate Windows.

Step-2 :- Basic Information :-

- 1) After the Preliminary Registration stage is over, the candidate will be redirected to the following control panel page where in the left side there are some Menu links like Basic Information, Service Particulars, Preview Application and Logout are there.
 - a. The candidate needs to fill the details information under Basic Information
 - b. To select whether he/she is applying only for MD/MS or Only for PMN Diploma or for Both
 - c. Accordingly the Candidate needs to pay the application fees as instructed
 - d. The name of the Candidate, Date of Birth of the Candidate and e-mail ID is auto filled from NEET database / preliminary Registration and no need to fill it up again.
 - e. Candidate needs to fill up Father's Name, Mobile Number for SMS (Do not give any DND activated Number as SMS may not be received in DND activated numbers), Whatsapp Number, Gender, Reservation Category, Resident Status, MBBS Study Institute.


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2. Basic Information

I am applying for: *

Both the Course (MD/MS/PMNDiploma)

Name of the Candidate (Dr.):*

POOSHAN MOHAPATRA

Father's / Husband's Name: *

ALEKHA

Email ID:*

ronit@gmail.com

Date of Birth (As per NEET Record): *

11/06/2001

Mobile Number (For SMS):*

9658241817

Whatsapp /Telegram No: *

9658241817

Gender:*

MALE

Reservation Category:*

☒ General (UR)
☐ SC
☐ ST
☐ Qualified OBC-(Non Creamy Layer-Central List)-UR
☐ EWS

Reservation Sub Category:*

☐ Physically Challenged (PH)
☐ Ex-Service Men
☐ Green Card (GC)

Resident / Nativity Status:

Resident of Odisha

MBBS Study Institutions:*

SCB MCH CUTTACK

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

- Then the candidate need to select the declration / undertaking as per their presnt status.
- Then the candidate need to cross check their NEET Roll No and NEET Score / or NEET percentile (as the case may be which is mentioned in their NEET Score card and differs from year to year, either Score or Percentile, as the case may be). Here if any descripancies found, it need to be brought to the notice of the convener immediately.
- Then the candidate need to fill up his/her MBBS particulars like Medical (OCMR/ICMR) valid Registration Number, Name of the Mediical Council where registered, Status of the validity of the Registration, whether internship is completed before as per the Guidelines of presnt year or Not ?
- Then the candidate need to fill up their Service Location details (if the candidate is in State Govt. Service and posted at any head quarter like PHC/UPHC/CHC/SDH/DHH/MCH etc), district where posted, service cadre and type of Job. If the candidate is not a service holder under State Govt of odisha, there is no need to fill up this section and may be left blank.
- Then the candidate need to fill up the application fee details, their SB Collect reference number and Bank reference number. (if more than one payment, same can be mentioned by giving comma or slash or hyphen or by writing AND.
- Then the candidate need to fill up their Present address and Permanent Address as per the instruction and if both the address are same, the check box can be ticked for same.

☒ 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 at the time of verification

NEET Roll No./ID: *

25661014017

NEET Score (Percentile)

707

4. MBBS Particulars

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

Medical Registration No (OCMR/ICMR): *

OCMR

Name of the medical council:*

PGMCE

Valid Updated Medical Registration: *

Yes

Internship Completion date before 15/08/2025:*

Yes

15/08/2025

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.):	CPCH	District of Posting:	PURI
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 (DUIXX):	DUIX000111
Bank Reference No (if any):	45854255	Date of Payment:	31/10/2025

7. Address Details

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

Permanent Address * Father / Guardian Name: * At / Plot No.: Post/Taluk/Street No.: Via/Ward No./City / Town.: District: PN/ZIP: State:	Present Address * ☒ Same as Permanent Address Father / Guardian Name: At / Plot No.: Post/Taluk/Street No.: Via/Ward No./City / Town.: District: PN/ZIP: State:
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8. Upload Photo / Sign:

Upload your latest Passport size Photo and Full Signature Below

Photo *

Upload Your latest Passport size Photo: *

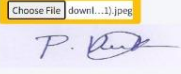
Sign *

Upload your Signature: *

Choose File | do....jpeg



Choose File | down....11.jpeg



[Save And Continue To Service Particulars](#) [Close](#)

- l. Then the candidate need to upload his / her Passport Photo and full Signature (As scanned and resized as per the instruction) and can view while browsing for Upload.
- m. After all the above steps are completed, candidate can click on the link Save and continue to Service Particulars page.

Step-3 :- Service Particulars :-

- 1) After the Basic Information is complete, the candidate will be redirected to the Service Particular Page.
 - a. Here the candidate need to clarify / select the option, whether he/she belongs to Direct Category or Inservice Category. If the candidate is working in any Govt., establishment under the State Odisha but not completed 3 years of service, can declare himself as direct category Candidate. And to select the respective option. Here after selecting the Direct Category Candidates, the application process is complete and the candidate can take the print out after final submission. For Final submission of the application, an OTP will be sent to the candidates given Mobile numbre and after enetring the OTP, the application will be finally submitted and after final submission, an Apllication Number is generated. Any application without Final submission and without generation of a valid

application Number will be treated as Invalid application and will not be taken in to consideration and will be considered as Incomplete application.

- b. If the candidate is declaring as In-service candidate, then the candidate need to declare, whether he/she has joined in the service on/before 21/03/2016
- c. If the Candidate has joined in Service before 21/03/2016, then he/she is eligible to get additional weightage @10-20-30 percent and if after 21/03/2016, then he/she is eligible to get additional weightage @ V1-V2-V3-V4

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SERVICE PARTICULARS

Service Status Particulars (Applicable for both In-Service and Direct candidates who are in Govt. of Odisha employment at the time of application.)

☐ I come under Direct category (I am unemployed or I am under employment in Govt. of Odisha / Govt. of Odisha PSU / Govt. of India PSU located in Odisha / Defence service posted in Odisha but not completed 3 years of service as per the guidelines).

☒ I come under In-service category (I am under employment in Govt. of Odisha / Govt. of Odisha PSU / Govt. of India PSU located in Odisha / Defence service posted in Odisha and completed 3 years of service as per the guidelines).

In-Service Details

☒ I am working prior to 21/03/2016

☐ I am working after 21/03/2016

Place of Posting Details

Fill upto 31st March of current year. If your place of posting is not in the list you can select others

SLNO	Name of the Institutions (PHC/ CHC etc.)	Block / NAC / Municipal / District	Weightage Area	Date of Joining	Date of Relieve	Duration of Service (Days)	Weightage (%)
1	CPH	AGALPUR BLOCK UNDER BOLANGIR DIST	10-20-30	28/01/2020	31/03/2025	1890	51.78

- d. Then the candidate need to fill up their service particulars chronologically starting from initial date of joining till date
- e. Candidate need to fill up the place of posting, then select the Block/PHC/CHC from selected drop down list, then from the date of joining and date of relieve. Then the number of days worked will be calculated automatically as well as the weightage for those duration of days.
- f. Then like the above manner, the candidate can go on adding one by one different place of posting (if any) chronologically.
- g. If the candidate is still on job, then in last, he/she has to fill up date of relief as continuing (or) 31/03/ of the current year as the weightage will be calculated till 31st March of current year.
- h. Similarly the leave particulars (if any) of the Candidate will be filled up chronologically.
- i. Here in the above 02 cases of Service particulars as well as leave particulars, the candidate need to verify their weightage and to cross check with the system calculated weightage, and if they found any discrepancies, they must need to bring this difference to the attention of the convener office for necessary rectification.
- j. Sometimes, if the candidate network is slow or no updated java script available in the system, then the auto calculated weightage by the system will not be reflected and in such cases, they need to update their java script or to fill up their forms in a good network system, so that the function of calculation will work properly.
- k. After completion of fill up of service and leave particulars, next automatically the total number of days worked and the total number of days taken leave will be calculated automatically and the net weightage will be calculated automatically and will be reflected as final weightage.

- l. In the above case, if at any case the net total number of days will be less than 1095 (365 x 3= 1095) days , then automatically the status of the candidate will be converted to Direct, as he/she is having less than 03 years of service after excluding the number of days leave.
- m. If while entering the service particulars, any candidate has made any wrong entry, then he/she has to delete from latest one / lower one to upper one chronologically and to reenter the data again.
- n. After completion of all the service particulars and calculation of weightage automatically, the candidate needs to save all data. And to cross check all the information that he/she has entered and if found correct, then he/she needs to submit the application finally.
- o. If any candidate has made any wrong entry in the service particular fields and wants to change, then while selecting the option, he/she needs to wait a while, so as the system programme will function and download completely to better function, else, the program of calculation may behave differently and wrong calculation may be seen. In such cases students should be cautious and to wait with patience till the weightage program works completely perfectly. Else this needs to be brought to the attention of the technical team for necessary corrections (if anything wrong happens).
- p. After completion of all above service particulars, the candidate needs to choose the appropriate declaration points as suitable for him/her as shown in the following screenshot.

BOLANGIR DIST

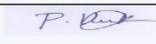
Name of the Institutions (PHC/ CHC etc.)	Block / NAC / Municipal / District	Date of Joining	Present Status	Date of Relieve	Duration of Service (Days)	Weightage (%)
Name of the Institution: --Select--		DD/MM/YYYY	--Select--	DD/MM/YYYY	0	0
Add Delete						

Leave Particulars

Fill upto 31st March of current year, if your leave is 30 days or more at a stretch excluding Maternity Leave, if any

SLNO	Name of the Institutions (PHC/ CHC etc.)	Block / NAC / Municipal / District	Weightage Area	Leave Type	Date of commencement of leave	Date of completion of leave	Duration of leave (Days)	Weightage (%)
1	CPH	AGALPUR BLOCK UNDER BOLANGIR DIST	10-20-30	OTHER LEAVE	01/01/2021	04/03/2021	63	1.73

Name of the Institutions (PHC/ CHC etc.)	Block / NAC / Municipal / District	Leave Type	Date of commencement of leave	Present Status	Date of completion of leave	Duration of leave (Days)	Weightage (%)
Name of the Institution: --Select--		--Select--	DD/MM/	--Select--	DD/MM/	0	0
Add Delete							

Additional Weightage (In %) (Total weightage of Service Particulars - Total weightage of Leave Particulars)	30
Images uploaded by the Candidate	
	
DECLARATION	
I do hereby declare the followings.	
1. I am an INSERVICE candidate.	☒
2. I have not been included in the debarred candidate list as notified by MCC.	☒
3. I shall abide by the rules and regulations as framed by the state counseling committee.	☒
4. That, the information furnished in this application are true to best of my knowledge and belief. If any information furnished in this application are found to be false, my application will be rejected and legal action as deemed proper will be taken against me at any stage of admission.	☒
5. I authorize the authorities to change my category and other credentials as entered in the application form based on evidence presented and verified.	☒
6. I own the responsibility to be in regular touch with the website : www.dmetodisha.gov.in/pgmedical for all information and updates regarding PG admission process, since there is no provision of personal communication during counseling and admission process.	☒
Application finally Submitted on	
	(Full Signature of the Candidate)
Final Submit and Print Cancel	

- q. After selection of the declaration, the candidate need to Finally Submit the application. Once the candidate want to submit the application finally, then an OTP will be sent to his/her mobile number and the candidate need to enter the OTP for final submission of the application.
- r. As latest development from TRAI, as per the latest mandate, all **Service Explicit (SE)** messages must be delivered strictly within the **permissible time window of 10:00 AM to 9:00 PM**. Any SE messages submitted **outside this time window** will be **automatically rejected** by the system. This change are implemented on **31st October 2025 at 00:00 hours** on the **TrueConnect DLT platform**, in compliance with TRAI regulations and in line with the agreement all the TSPs., We request you to **align your message submission schedule** accordingly to avoid delivery failures.
- s. Once the application is finally submitted, the the candidate will be allotted a valid Application Number and once the Application Number is generated, the application process is successful.
- t. Once the application process is successful, the candidate will receive a text message confirm his/her application number , user ID and Password for future reference. Besides, the candidates are requested to take the print out of the final copy of the application and to write their user ID and Password behind the application for future reference.
- u. If the application of the candidate is not finally submitted, then the status of the application will be shown as “Pending” and in such cases, these “Pending” applications will be automatically rejected and no claims regarding the application will be entertained.

The screenshot shows the application form interface with an alert dialog box in the center. The alert box has a blue header 'Alert !!!' and contains the following text: 'After Final Submit you are not able to Modify Your Details. You will Receive 4 Digit Number as OTP in Your Registered Mobile Number *****1817. Please enter that otp here.' Below the text is an input field labeled 'Enter OTP:' with a timer '01:54' and 'Ok' and 'Cancel' buttons.

The background form shows sections for 'Total weightage of Leave Particulars', 'Images uploaded by the Candidate' (with a photo and signature), and a list of declarations with 'Yes'/'No' toggle buttons.

The screenshot shows the 'PG MEDICAL COUNSELLING 2025-26, ODISHA' dashboard. The left sidebar contains navigation links: Dashboard, Basic Information, Service Particulars, Preview Application, and Logout. The main content area displays the application status as 'PENDING' and provides a detailed table of application and personal information.

PG MEDICAL COUNSELLING, ODISHA - 2025			
Application No	PENDING		
Applied for the Course	Both the Course (MD/MS/PMNDiploma) (* No addl. weightage for PMN Diploma)		
NEET Roll No	25661014017	NEET Score (Percentile)	707
All India Rank (UR)	1	Candidate Type	INS
Resident of Odisha	YES	Passed from Govt. MC	YES
Reservation Cat	General (UR)	Reservation Sub- Cat	NA
DO NOT SEND THIS APPLICATION TO PGMCC / SUBMIT THIS AT DOCUMENT VERIFICATION			
Personal Information			
Name of the Candidate (Dr)	POOSHAN MOHAPATRA		
Father's / Husband's Name	ALEKHA		
Date of Birth	11/06/2001	E-mail ID	ronit@gmail.com
Mobile No	9658241817	Whatsapp No	9658241817
Gender	MALE	Nativity Status	Resident of Odisha