

How to apply for Post PG Bond Clearance / Teaching certificate

- Only candidates from 2021 admission batch can apply online
- Candidates need to register first in Post PG Bond Portal of Online counselling portal by DMET Odisha.
- Candidate need to select the admission batch and enter NEET Roll Number
- Then the candidate need to enter his / her date of Birth as per the NEET record
- Then click on the Fetch Details. Candidate will be shown his/her Name as per NEET record and his registered Mobile Number
- Then the candidate need to validate his/her Mobile Number
- The system will send one OTP to the registered Mobile Number of the Candidate.
- The candidate need to enter the OTP received and enter the Captcha as shown to Login to the Portal.
- After successful Login the Candidate need to create his own Password which is required to Login in future.
- Then the candidate will be redirected to the Control Panel page / Home Page of the Candidate Application.
- Candidate can see left side menu **Apply Teaching / Bond Clearance**
- 1) Candidate can check the Candidate information details , his/her Institute of Study, Place of Posting as Senior resident vide order Number details as well as NEET data details
- 2) Candidate can select for which he/ she is applying that is for Post PG Teaching Experience or Post PG Bond clearance or Both
- 3) Then the candidate need to enter
 - a. Date of PG Completion
 - b. Date of declaration of PG Result
 - c. Date of initial joining as Post PG
- 4) Then enter the Service Particulars and dates of postings / worked chronologically from date and to date where worked
 - a. Enter the Reference Order No and Date of SR Posting
 - b. Enter Name of Institute of Post PG Deployment
 - c. Mention type of Institute (If MCH- then Host, if others than MCH, then write Periphery)
 - d. Then enter the Date from which worked as SR
 - e. Then enter the date till which you worked on that MCH/ Periphery
 - f. **** At any case don't put the Date later than Current date of application against To Date**
- 5) Like wise fill up details of Leave Particulars
- 6) Then upload Documents chronologically one by one
 - a. Annexure-A (Summary of Post PG Postings) * **Mandatory**
 - b. Certificate/Letter of PG Completion * **Mandatory**
 - c. Provisional Pass out certificate of PG * **Mandatory**
 - d. Copy of notification of PG Result Publication * **Mandatory**
 - e. Post PG Posting order-1 * **Mandatory**
 - f. Post PG Posting Order-2 (if any)
 - g. Post PG Posting Order-3 (if any)
 - h. Post PG Posting Order-4 (Rest Compiled, if any)
- 7) Click the Button to **Preview Application and Cross check the entered data**
- 8) Then Submit Application to (drop down) DMET Office Directly
- 9) After Final submission Check the Status of the Application and once it is approved, you can download the Online Certificate.
- 10) If any objections found, you can comply the objections through e-mail only.

N.B:- (1) Most candidates are not uploading Annexure-A which is mandatory as all information need to be entered as per Annexure-A. Candidates who have not uploaded the required Annexure-A being issued from concerned Dean, their application will not be taken in to consideration at any case.

(2) When filling Service / leave particulars, filling To date column later than the date of application/ any date not as per the Annexure-A will lead to rejection of the application.