COUNSELLING BROCHURE

FOR

WEB-BASED COUNSELLING-CUM-ADMISSION

TO

FIRST YEAR DEGREE COURSES IN

B.TECH, B.ARCH, B. PLAN, B. PHARM, B.CAT, INTEGRATED MBA (5 YEARS), INTEGRATED M.Sc. (5 YEARS),

&

LATERAL ADMISSION TO SECOND YEAR (THIRD SEMESTER) OF

B. TECH., B. PHARM

&

FIRST YEAR MASTERS DEGREE COURSES IN

MBA, MCA, M TECH, M PHARM, M ARCH, M PLAN

ODISHA JOINT ENTRANCE EXAMINATION – 2022

JEE CELL, GANDAMUNADA, KHANDAGIRI

BHUBANESWAR– 751030, ODISHA

Preface

The contents of this Counselling Brochure will help the candidates have detailed general information about the qualifying and eligibility criteria of different courses, in which he/she can take admission through Web Counselling conducted by OJEE from time to time. It also provides information about procedures of web counselling, documents required and precautions to be taken at various stages of the counselling process. Candidates, as well as their parents, are advised to go through the procedure of Web Counselling and Frequently Asked Questions (FAQs) before beginning the process of counselling and exercising/filling choices for a course.

C O N T E N T S

IMPORTANT INFORMATION

- The Rank cards are available in the website **www.ojee.nic.in and www.odishajee.com** and can be downloaded. A printout of the same can be taken by a candidate for use during the OJEE 2022 counselling.

- A candidate, only with valid **OJEE-2022 / JEE MAIN / CAT / MAT / XAT / ATMA / NIMCET / GATE / GPAT etc.**, **rank card** is eligible for admission through counselling of OJEE-2022, Odisha. The counselling schedule will be available on OJEE-2022 websites around second week of September, 2022 or as shall be published from time to time. The counselling will be done through the website: **www.ojee.nic.in**.

- **Mere possession of a rank card does not guarantee a seat. A seat is allotted depending on the availability on the basis of the candidate's rank and options exercised.**

- **Please note: S (Odisha State); ZZ (Outside State); OL (Outlying Odia speaking tracts); NRI (Non-Resident Indian); GE (General; Odisha State); SC (Scheduled Caste); ST (Scheduled Tribe); EWS (Economically Weaker Section); PC (Physically Challenged); ES (Ex-Serviceman); WO (Women); GC (Children of Green Card Holder), SGS (State Govt School) and TFW (Tuition Fee Waiver).**

- For claiming seats under any reserved category ST / SC / EWS and sub-category like ES / PC / GC / Women / SGS / TFW) candidate must be native of Odisha and must produce 'RESIDENT/ NATIVITY CERTIFICATE' in format (Appendix–I) or certificate issued through online. Further, a relevant certificate justifying the category should also be produced at the time of document *verification* during counselling. Candidates claiming for EWS seats have to produce EWS Certificate (Income & Asset Certificate) from Tahsildar / Additional Tahsildar.

- For claiming **OL** category, a candidate has to produce certificate as at Appendix-V at the time of document verification during counselling and he/she has to appear an **Odia test** at JEE Cell, Gandamunda or through online on a specific date, that will be notified in **www.ojee.nic.in**.

- For Ex-Serviceman (**ES**) category, a candidate has to apply at Rajya Sainik Board office Bhubaneswar, mentioning the roll number and other details. After verification, Rajya Sainik

Board shall furnish a list of qualified candidates to OJEE. Candidates mentioned in that list shall be valid ES candidates and shall be considered to get ES quota seats wherever applicable. Appendix-IV will not be verified by OJEE authorities. Candidates who have received Appendix-IV, will produce it at the institute where they are taking admission under ES quota.

- For NRI category the candidate has to produce Indian passport, and other relevant document(s) at the time of document verification during Counselling.

- To claim TFW scheme, a candidate must produce 'RESIDENT OF ODISHA CERTIFICATE' (Appendix-I)/ certificate issued through online and 'INCOME CERTIFICATE' (Appendix-VII) of parents from local Tahasildar at the time of document verification during Counselling. Income should be less than 8 lakhs per annum.

- Candidates seeking admission under physically challenged (PC) category are required to report for the **medical test at SCB Medical College Cuttack Odisha and the date for the same will be notified in the website www.ojee.nic.in/ www.odishajee.com**. Decision of the Medical Board is final and binding.

Note: "The general public / guardian / parents and students intended to take admission into different Professional and Technical Institutions of Odisha are hereby informed through this Information Counselling Brochure that if they have any complaint regarding admission process / procedure, admission fees, they can file complaint in shape of affidavit with supporting authenticated documents to the Member Secretary PPB, (Policy Planning Body) for disposal under the provisions of Odisha Professional Educational Institutions (Regulation of Admission and Fixation of Fee), Act, 2007".

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

(For further details, visit: www.ojee.nic.in/www.odishajee.com)

JEE MAIN rank holders can participate in the counselling process for courses like B. TECH, B. PLAN, B. ARCH, B. PHARM and Int. M.Sc.

The OJEE-2022 qualified candidates can download their rank cards from the OJEE website and can participate in the counselling for their respective courses.

IMPORTANT STEPS TO FOLLOW IN WEB COUNSELLING

1. REGISTRATION
2. COUNSELLING FEE OF Rs.450/- DEPOSIT. (ONLY THROUGH ONLINE)
3. CHOICE FILLING
4. MOCK ALLOTMENT
5. CHOICE LOCKING USING OWN PASSWORD (**CARE SHOULD BE TAKEN BEFORE LOCKING THE CHOICES. ONCE LOCKED, NO ALTERATION IN CHOICE IS POSSIBLE UNDER ANY CIRCUMSTANCES**).
6. **ALLOTMENT ROUND - I**
7. VIEW SEAT ALLOTMENT, CHOOSE FREEZE / FLOAT OPTION FOR SEAT UPGRADATION, UPLOAD REQUIRED DOCUMENTS (DOCUMENTS TO BE UPLOADED: DEPENDS ON THE CANDIDATE PROFILE), FEE PAYMENT (PART ADMISSION FEE AS SEAT ACCEPTANCE FEE)
8. **ALLOTTED STUDENTS HAVE TO DEPOSIT PART ADMISSION FEE cum SEAT ACCEPTANCE FEE OF Rs.10,000 or 5000/- BASED ON THEIR CATEGORY (Rs.10,000/- FOR GENERAL CANDIDATES AND Rs.5000/- FOR SC/ST/PC CANDIDATES). DEPOSIT CAN ONLY BE DONE ON ONLINE PORTAL THROUGH BILLDESK / SBI / HDFC PAYMENT GATEWAY**.
9. UPLOADED DOCUMENTS WILL BE VERIFIED BY DOCUMENT VERIFYING OFFICER, WHO MAY POST QUERIES (IN CASE OF ANY DISCREPANCY). CANDIDATES WILL BE NOTIFIED THROUGH EMAIL AND SMS REGARDING ISSUES IF ANY. RESOLVE QUERIES RAISED BY DOCUMENT VERIFYING OFFICER (IF ANY) BY SPECIFIED LAST DATE.

10. IF YOU FAIL TO ATTEND THE QUERY RAISED BY DOCUMENT VERIFYING OFFICER WITHIN SPECIFIED TIME, YOUR DOCUMENT VERIFICATION WILL BE CANCELLED AND SEAT ALLOTTED WILL BE WITHDRAWN.

11. **DURING DOCUMENT VERIFICATION, IF THE CANDIDATE FAILS TO PROVIDE REQUIRED DOCUMENTS IN SUPPORT OF THE SEAT ALLOTTED (CATEGORY, SUB-CATEGORY, TFW, WOMEN ETC), DOCUMENT VERIFICATION WILL BE UNSUCCESSFUL AND ALLOTTED SEAT WILL BE CANCELLED. THE CANDIDATE WILL BE ELIGIBLE FOR ALLOTMENT OF SEAT WITH REVISED PROFILE BASED ON THE VACANCY IN SUBSEQUENT ROUNDS.**

12. WITHDRAWAL BY CANDIDATES, NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS. THE OPTION WILL BE MADE AVAILABLE AS PER THE COUNSELLING SCHEDULE.

13. **ALLOTMENT ROUND - II**

14. NEWLY ALLOTTED STUDENTS HAVE TO FOLLOW STEPS 7 THROUGH 10.

15. WITHDRAWAL BY CANDIDATES, NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS WITHIN THE TIME LIMIT AVAILABLE AS PER THE COUNSELLING SCHEDULE.

16. **FINAL ALLOTMENT**

17. STUDENTS TO DOWNLOAD FINAL ALLOTMENT LETTER AND REPORT TO THE ALLOTTED INSTITUTES/COLLEGES.

   CANDIDATES, NEWLY ALLOTTED IN THIS ROUND, HAVE TO FOLLOW STEPS 7 THROUGH 10 TO GET THE FINAL ALLOTMENT LETTER.

18. FOLLOW THE NOTICE OF ALLOTTED INSTITUTE TO REPORT THERE FOR FINAL ADMISSION.

ADMISSION RULES FOR OJEE - 2022

1. A candidate can seek admission only against a valid OJEE / JEE MAIN / NEET / CAT / MAT / XAT / ATMA / GATE / GPAT / NIMCET etc. rank.

   a) JEE MAIN Paper-I qualified (merit listed) candidates are eligible for admission to 1st Year B.Tech / B.Plan Courses subject to fulfilling the eligibility criteria. Here, JEE MAIN merit listed candidates will be given preference over the 2nd OJEE/Special OJEE (B. Tech) Merit listed candidates.

   b) JEE MAIN Paper-II qualified (merit listed) candidates are eligible for admission to 1st Year B.Arch Courses subject to fulfilling the eligibility criteria.

   c) JEE MAIN Paper-III qualified (merit listed) candidates are eligible for admission to 1st Year B.Plan Courses subject to fulfilling the eligibility criteria.

   d) OJEE (B.Pharm)/JEE MAIN paper-I/NEET UG merit listed candidates are eligible for admission to 1st Year B.PHARM Courses subject to fulfilling the eligibility criteria.

   e) OJEE Rank holders of LE-Tech (Diploma) / LE-Tech (BSc) and LE Pharm are eligible for admission to Lateral Entry Courses of B.Tech and B.Pharm Courses respectively subject to fulfilling the eligibility criteria.

   f) OJEE rank holders in MBA and CAT/ MAT/ XAT/ ATMA/CMAT qualified students are eligible for admission to MBA courses subject to fulfilling the eligibility criteria.

   g) OJEE rank holders in MCA / MSc Computer Sc. and NIMCET qualified students are eligible for admission to MCA courses subject to fulfilling the eligibility criteria. OJEE rank holders in MCA / MSc Computer Sc are also eligible to M.Sc Computer Science course.

   h) OJEE rank holders in M.Tech, M.Arch, M.Plan and M.Pharm,/ GATE and GPAT qualified students are eligible for admission to M.Tech, M.Arch, M.Plan and.M.Pharm courses subject to fulfilling the eligibility criteria.

   i) OJEE rank holders under B.CAT courses are eligible for admission in B.CAT courses offered at Biju Patnaik Film and Television Institute, Cuttack.

   In all the above courses, 1st OJEE/JEE Main/NEET merit listed candidates will be given preference over 2nd/Special OJEE merit listed candidates.

2. **Eligibility Criteria**: The minimum eligibility criteria for admission into different courses (B.Tech/ B.Arch./ B Plan/ B.Pharm /B.Tech (Lateral Entry)/ B.Pharm (Lateral Entry)/B.CAT/ PGAT for M.Tech/ M.Tech (Part Time)/ M.Arch/ M. Arch(Executive) and M.Pharm/ M Plam/ MCA/ MBA/ MBA(Integrated) through OJEE are as mentioned in the Information Brochure 2022 and in the Counselling Brochure 2022. They must

produce the pass certificates and mark-sheets in original during online document verification and subsequent final admission.

3. **Registration/ Choice filling and locking**: A candidate should first register in the web site and fill his/her details as per different fields provided, after which he/she can pay the registration fee and FILL CHOICES. Filled choices can be changed as per wish of the candidate before locking the same. Finally selected choice should be locked with the help of OTP (One Time Password) received in the registered mobile. It is not possible to change the choices or order of choice after locking the filled choice. If the candidate does not lock his choice through OTP, then the last filled choice shall be automatically locked after the period of choice filling and locking is over. The detailed step-by-step procedure for registration, choice filling, locking, registration and counselling fee payment, seat allotment, withdrawal and up-gradation is elaborated in the Brochure later.

4. **Fee Payments**:

All candidates who are willing to participate in admission process have to pay a non-refundable Registration Fee of Rs.450/-. They can pay this online by selecting any of the Gateways: SBI / BILLDESK /HDFC for Debit card, credit card, net banking payment options.

After some days of choice filling, Mock Allotment Result will be given on specified date after which choice locking facility will be activated. After locking of choices within due date, 1st Round Allotment will be published on a schedule date. Allotted candidates then have to **exercise freeze/float option**, **make payment (online only) of part admission fee- cum-seat acceptance fee (Rs.5,000/- for SC, ST and PC Candidates and Rs.10,000/- for General Candidates) and upload required documents** by logging through own id. Candidates who have not been allotted should wait for further results of subsequent rounds of counselling.

5. **Document Verification and Withdrawal:**

Document Verification:

Due to the situation of COVID 19, OJEE has taken all the steps for the safety of the students such that no candidates are required to move to any location for document verification. The document verification will be done through online mode only. For which all the allotted candidates have to upload the true copies of required documents

within scheduled date and time in their id only. During document verification, Verifying Officer may raise query for any discrepancy in documents and the candidate has to settle the query within specified date and time. If the query raised is not settled within scheduled date and time, then the verification will be treated as unverified document and the allotted seat will be cancelled. In such case, the candidate will be considered as unallotted candidate for next round and will be allotted in next round from the vacant seats as per their rank, if the part admission/seat acceptance fees are paid.

Candidates, who do not pay the part admission/seat acceptance fees and do not upload their documents for verification, will not be considered in the next round of allotment and those candidates will be out of the counselling process.

All the candidates have to take care while uploading the documents for correctness of the documents. OJEE will not be held responsible for cancellation of allotted seat for incorrect document uploaded by any candidate.

Withdrawal:

All the candidates shall get the chance for withdrawal after allotment within different rounds of counselling. The withdrawal option will be enabled only after paying the part admission/seat acceptance fees. There will be a last date up to which a candidate can withdraw. After that date, any withdrawal is not allowed and the money deposited by candidate as part admission/seat acceptance fees will be forfeited. **Money deposited by candidate as part admission/seat acceptance fees will be refunded by OJEE, only if the candidate withdraws within the scheduled time mentioned for withdrawal following due withdrawal process**. Hence, there will be no refund from OJEE, if the candidate wants to withdraw and get refund after due date of withdrawal.

Seat Allotments and Reporting at the allotted Institute:

All the allotted candidates, who do not participate in the process of document verification and admission fee payment, will be listed out of the counselling process. His/her candidature will not be considered in any further rounds of allotment.

Candidates are advised not to report to the allotted college as per 1st, 2nd Round Allotment under any circumstances. They are advised to wait for **Final Allotment** which takes into account upgradation of their allotted seat/college as per their filled and locked choices. The candidates who exercise the option of withdrawal after the

1st or 2nd round allotment will be out of the counselling/allotment process and will not be considered for further process under any circumstances. The remaining candidates opted for upgradation will be considered for upgradation. A final allotment will be available on the website www.ojee.nic.in. Then candidates can download their respective **Allotment Letters** from the website after log-in. A candidate is required to report to the finally allotted college for admission. The reported candidate to the finally allotted college shall receive the registration card from the respective colleges/universities to which they are admitted to.

Candidates who have taken withdrawal after allotment at any round, will be out of the counselling/allotment process and will not be considered for further allotment/up-gradation under any circumstances. The remaining registered candidates (whether allotted a seat or not) will be considered for up-gradation.

LIST OF DOCUMENTS TO BE UPLOADED ONLINE

AS PER REQUIREMENT

1. Downloaded rank card (OJEE/JEE(Main),NEET-UG)/ or Score card (CAT/XAT/CMAT/MAT/ATMA/GATE/GPAT/NIMCET etc.) depending on the course of counselling.
2. HSC or any other relevant certificate showing the Date of Birth (Birth Certificate)

3. Mark sheets
   - 10 + 2 Mark Sheet (for B.Tech., B.Pharm, B. Arch, B. Plan, B.CAT and Integrated MSc/MBA)
   - Final Diploma Mark Sheet (for Lateral Entry to B Tech)
   - BCA, B.Sc./+3 Sc (IT/CSE) Mark Sheet and +2 Mark sheet for MCA
   - +3 Mark sheet (For MBA)
   - +3 Mark sheet and +2 Mark sheet (for +3 Sc. / B.Sc. Lateral Entry)
   - B. Tech/ B. Arch/ B. Pharm, final mark sheet (for M.Tech/ M.Arch/ M.Plan/ M.Pharm)

4. Pass Certificates
   - 10 + 2 Pass certificate (for B.Tech., B.Pharm, B. Arch, B. Plan, B.CAT and Integrated MSc/MBA)
   - Final Diploma Pass Certificate (for Lateral Entry to B.Tech)
   - BCA, B.Sc/+3 Sc [IT/CSE] Pass certificate for MCA
   - B.Tech/ B.Arch/ B.Pharm pass certificate for PGAT (M.Tech/ M.Arch/ M.Plan/ M.Pharm.

5. Resident/Nativity Certificate, in original, from concerned Revenue Officer not below the rank of Tahsildar. (Preferably Online Certificate)

6. Original SC/ST certificate by birth of State of Odisha (Preferably, Online Certificate)

7. Income Certificate for TFW candidates (online format of Revenue Department Govt. of Odisha) for the financial year 2021-2022.

8. EWS Certificate (Income & Asset Certificate) from Tahsildar / Additional Tahsildar.

9. Green Card issued by Family Welfare Department of Govt. Of Odisha.

10. For Ex-Serviceman, candidates have to apply at Rajya Sainik Board and verify whether their name is recommended or not.

11. Original Certificate in support of Outlying Odia Speaking Tract (OL) category (Annexure – III)

12. Certificates / Documents in support of NRI.

13. Certificate of Employment of candidate's Parent / Spouse (Annexure - IV). Employer: Govt. of Odisha / Govt. of India / Govt. of India undertakings / Govt. of Odisha undertakings located in Odisha at the time of application.

14. Full time work experience certificate of minimum two years in a registered firm / Company / Industry / Educational and / Government, Autonomous Organisation in the relevant field in which admission is sought for admission to M.Tech (Part-Time) courses. The candidate has to submit a No Objection Certificate from the present employer for admission to the course at the time of document verification.

• **The candidates are required to get prepared with the aforesaid required documents and any other if notified later in the website as per their course/category/subcategory etc. before online document verification.**

• **All Women candidates have to submit the Resident/ Nativity Certificate (Appendix-I) from concerned Revenue Officer not below the rank of Tahsildar, failing which she can't claim Women quota.**

(For Physically Challenged candidates, they need not upload their medical certificate. But they have to attend the Medical Board at SCB Medical College and Hospital, Cuttack during scheduled time of the PC Board, failing which, the candidate will not be considered under PC category)

SEAT ALLOTMENT PROCEDURE, RESERVATION OF SEATS AND ELLIGIBILITY FOR DIFFERENT COURSES:

1. SEAT ALLOTMENT PROCEDURE

For allotment of a seat, the rank, eligibility, reservation criteria etc. of a candidate will be checked. The admissions shall be subject to the verification of credentials and documents during counselling process. Based on the options exercised by the candidates (as recorded in the server after locking of choices by the candidates), allotment of seats will be taken up. While allotting the seats, the Rank and Category shall be considered as per the declaration by the candidate. The allotment process takes into account all the options/choices exercised by a candidate in order of preference at each stage. The number of options to be exercised is not limited, and a candidate is advised to give maximum numbers of choices.

For any course, before the allotment starts, the following three steps are required to be completed.

Step-1: The candidate registers successfully against the desired stream (s)

Step-2: Counselling fee Deposit through the prescribed method

Step-3: Fills up and locks the choices. A candidate is advised to judiciously fill the choices and lock it through own password/OTP. There is no maximum limit for the choice filling.

Candidates who have successfully executed all these three steps above are considered for the seat allotment. Withdrawal facility is available online mode only.

For allotment to lateral entry seats under B.Tech, first allotment will be done to Diploma holders (LE-Tech-Diploma) rank holders then to B.Sc degree holders (LE-Tech-BSc) rank holders. Therefore, all LE-Tech (BSc) rank holders must take care while filling their choices.

2. RESERVATION OF SEATS TO VARIOUS CATEGORIES:

Acronyms of various categories are as follow: S – Odisha state candidates, ZZ – Outside state candidates, OL – Odia belonging to outlaying Odia speaking tracts, NRI – Non-resident Indians, GE – General (Un reserved), SC – Scheduled Caste, ST – Scheduled Tribe, EWS- Economically Weaker Section, PC – Physically challenged (same as PwD or PC), WO – Women, GC – Green card, ES – Child of Ex- Service man and SGS- State Government School.

To claim the State (S) Domicile Category a candidate, should have any one of the followings 3 mandatory documents.

   a. Resident/ Nativity Certificate (Appendix-I/Online Certificate) in original from concerned Revenue Officer not below than Tahsildar

   b. Certificate of Employment of candidate's Parent / Spouse (Appendix- II/). Employer: Govt. of Odisha / Govt. of India / Govt. of India undertakings / Govt. of Odisha undertakings located in Odisha at the time of application.

   c. Qualifying Examination Pass Certificate from Odisha.

2.1 Number of Seats and Reservation

Exact number of seats and branches will be available at OJEE-2022 web site www.ojee.nic.in and www.odishajee.com.

i. Only natives of Odisha state will be eligible to avail all reservation for seats under clause 4.5.1 of Information brochure -2022.

ii. Seats available under General Category in any course are those "available after deducting the number of seats pertaining to all the Reserved Categories from the total number of seats available for that particular course after taking into account the All-India Quota JEE MAIN, NEET-2022, CAT, XAT, CMAT, MAT, ATMA, GPAT, GATE, NIMCET etc. and NRI quota in that course" as applicable.

In state of Odisha there is no "OBC" quota for Admission. Therefore, the OBC all India qualified candidates will be treated as General Candidates (GE) and should have secured qualified Marks/Score fixed for GE candidate.

(A) For Bachelors Degree Courses in Engineering / Architecture, the reservation is as given below:

i. For **Engineering courses in Government Institutes**, the candidates belonging to categories 4.5.1, 4.5.2, 4.5.3 and 4.5.4 of Information Brochure can also compete under general category provided they satisfy all conditions of eligibility for the same. For the Bachelors Degree Courses in Engineering / Architecture / Planning in Govt. Institutions, the reservation is as given below table-I.

Table-I

Category	Percentage Reservation
Scheduled Caste (SC)	8%
Scheduled Tribe (ST)	12%
Economically Weaker Section (EWS)	10%
Oriya (Odia) belonging to outlying Oriya	3%
Tuition Fee Waiver (TFW)	Up to 5% (Supernumerary)
Sub-Category	
Green Card	5% in each category except 'OL' and 'TFW'
Physically Challenged	5% in each category except 'OL' and 'TFW'
Ex-Servicemen	3% in each category except 'OL' and 'TFW'
Women	30% in each category except 'OL' and 'TFW'
SGS (State Govt. School) students completed high school and higher secondary schools from State Government Schools only	15% in each category except 'OL' and 'TFW'

'**NRI-quota' is not applicable in Government Colleges**.

ii.   For **Engineering courses in Private Institutes,** the candidates belonging to categories 4.5.1, 4.5.2, 4.5.3 and 4.5.4 of information brochure can also compete under general category provided they satisfy all conditions of eligibility for the same.

For the Bachelors Degree Courses in Engineering/Architecture in Private Institutions the reservation is as given below.

• 5% seats are reserved for NRI and another 15% is reserved for JEE (MAIN)-2022.

• If the total numbers of candidates available/applied in NRI are less than 5% of the total seats, the balance number of seats will be transferred to the general category and allotment will be done as per general merit.

• If the total numbers of candidates applied are less than 15% of the total seats in JEE (MAIN)-2022, the balance seats will be transferred to the general seat and allotment will be done as per general merit.

Therefore, for allotment of the seats to the candidates, the reservations applicable are as given below table-II for the balance seats after deducting JEE (MAIN)-2022 and NRI seats from the total intake capacity for a course.

'OL' is not applicable for private institution.

Table-II

Category	Percentage Reservation
Scheduled Caste (SC)	8%
Scheduled Tribe (ST)	12%
Economically Weaker Section (EWS)	10%
Tuition Fee Waiver (TFW)	5% (Supernumerary)
Sub-Category	
Green Card (GC)	5% in each category
Physically Challenged (PC)	5% in each category
Ex-Servicemen (ES)	3% in each category
SGH (State Govt High school) students completed high school and higher secondary schools from State Government Schools only	15% in each category except 'TFW'
Women	30% in each category except 'TFW'

There is no reservation category available for admission into Lateral Entry to B.Tech program for Engineering (For Diploma Holders) and for admission into Lateral to B.Tech (For +3 Sc. / B.Sc degree holders), except 5% for Physically Challenged (PC) and 5% for TFW seats (Supernumerary). TFW (Tuition Fee Waiver), these supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in last Academic year.

(B) For MBA, the reservation is as given below:

i. For MBA in Private Colleges, 5% seats are reserved for NRI and another 15% is reserved for CAT, XAT, CMAT, MAT, and ATMA etc. (3.0% each/divided equally among themselves) in Private Professional Colleges.

• If the total numbers of candidates applied in NRI are less than 5% of the total seats, the balance seats will be transferred to the general category seat and allotment will be done as per general merit.

- All India quota seats to the tune of 15% for MBA programs shall be filled up from the merit list of CAT, XAT, CMAT, MAT and ATMA. Similar to the NRI category, all the vacant seats in each, if any, in this category shall be interchanged among themselves in the first instance. If vacancy is still available then the seats shall be converted to general category and allotment will be done as per general merit.

For MBA stream, the candidates belonging to categories 4.5.1, 4.5.2, 4.5.3 and 4.5.4 can also compete under general category provided they satisfy all conditions of eligibility for the same. Therefore, for allotment of the seats to the candidates, the reservations applicable are as given below table-III for the balance seats after deducting CAT, XAT, CMAT, MAT, ATMA and NRI seats from the total intake capacity.

Table-III

Category	Percentage Reservation
Scheduled Caste (SC)	8%
Scheduled Tribe (ST)	12%
Economically Weaker Section (EWS)	10%
Tuition Fee Waiver (TFW)	5% (Supernumerary)
Sub-Category	
Green Card	5% in each category except 'TFW'
Physically Challenged	5% in each category except 'TFW'
Women	30% in each category except 'TFW'

i. For **MBA in Government Institutions**, the reservations are same as in Private institutions mentioned above. **CAT, XAT, CMAT, MAT, ATMA and NRI are not applicable in Government Institutions.**

ii. For the **MBA (Integrated) Courses**, the reservations are same for Private Institutions and Government Institutions.

(C) For MCA, the reservation is as given below:

i. For **MCA in Private Colleges**, the reservations are:

5% seats are reserved for NRI in Private Professional Colleges.

- If total numbers of candidates available/applied in NRI are less than 5% of the total seats, then the balance seats will be transferred to the general category and allotment will be done as per general merit.

- All India quota seats of 15% of the total intake capacity, shall be filled up from the merit list of NIMCET. Vacant seats, if any, in this category shall be converted to general category and allotment will be done as per general merit.

For MCA streams, the candidates belonging to categories 4.5.1, 4.5.2, 4.5.3 and 4.5.4 can also compete under general category provided they satisfy all conditions of eligibility for the same. Therefore, for allotment of the seats to the candidates, the reservations applicable are as given below table-IV for the balance seats after deducting NRI and NIMCET merit listed seats.

Table-IV

Category	Percentage Reservation
Scheduled Caste (SC)	8%
Scheduled Tribe (ST)	12%
Economically Weaker Section (EWS)	10%
Tuition Fee Waiver (TFW)	5% (Supernumerary)
Sub-Category	
Green Card	5% in each category except 'TFW'
Physically Challenged	5% in each category except 'TFW'
Women	30% in each category except 'TFW'

ii. For **MCA in Government Institutions**, the reservations are same as in Private institutions mentioned above. **NIMCET and NRI are not applicable in Government Institutions.**

(D) For B.Pharmacy the reservation is as given below:

For Pharmacy streams, the candidates belonging to categories 4.5.1, 4.5.2, 4.5.3 and 4.5.4 can also compete under general category provided they satisfy all conditions of eligibility for the same.

For the **Bachelor's Degree Courses in Private Pharmacy Institutions**, the reservation is as given below.

5% seats are reserved for NRI in Private Professional Colleges.

If total number of candidates applied/available in NRI category are less than 5% of the total seats, the balance will be transferred to the general seat and allotment will be done as per general merit.

All India quota seats to the tune of 15% for Pharmacy program shall be filled up from the merit list of JEE MAIN-2022 and NEET-2022. Vacant seats, if any, in this category shall be interchanged among themselves for allotment in the first instance, and then converted to general category and allotment will be done as per general merit.

Therefore, for allotment of the seats to the candidates, the reservations applicable are as given below table-V for the balance seats after deducting NRI seats.

Table-V

Category	Percentage Reservation
Scheduled Caste	8%
Scheduled Tribe	12%
Tuition Fee Waiver	5% (Supernumerary)
Sub-Category	
Green Card	5% in each category except 'TFW'
Physically Challenged	5% in each category except 'TFW'

For Lateral Entry in Pharmacy there is no reservation except for 5% TFW seats

i. For B.Pharm in Government Institutions, the reservations are same as in Private institutions mentioned above. **JEE Main, NEET and NRI quota is not applicable in Government Institutions.**

(E) Admission in Post Graduate Courses of Engineering/Technology, Pharmacy, Planning and Architecture:

For M.Tech, M.Arch, M.Plan and M.Pharm, the reservation is as given below table-VI. 5% seats are reserved for NRIs in Private Professional Colleges. No NRI seats are reserved in Government Colleges offering M.Tech, M.Arch, M.Plan and M.Pharm.

If total number of available candidates in NRI are less than 5% of the total seats, the balance seat will be transferred to the general category and allotment will be done as per general merit.

After deducting the NRI seats, 50% of the remaining seats will be allocated to All India Post Graduate Aptitude Tests (GATE & GPAT for M.Pharm) and remaining 50% to PGAT(Entrance test conducted by OJEE) qualified candidates.

If candidates available with valid GATE/GPAT scores are less than the number of seats allocated in this category (as explained above), the balance seat will be transferred to the PGAT qualified candidates and allotment will be done as per general merit.

All the candidates claiming seat under GATE/GPAT should produce Valid (Qualified) GATE/GPAT score card in original during counselling process.

For M.Tech, M.Pharm, M.Plan and M.Arch streams, the candidates belonging to categories 2.1.1 can also compete under general category provided they satisfy all conditions of eligibility for the same.

Table-VI

Category	Percentage Reservation
Scheduled Caste	8%
Scheduled Tribe	12%
Economically Weaker Section (EWS)	10%
Sub-Category	
Physically Challenged	5% in each category

(F) Admission in B.CAT courses

From last year, **Biju Pattnaik Film & Television Institute, Odisha (BPFTIO), Cuttack** has started offering Bachelor's Program in Cinematic Art and Technology under Three (03) Streams i) **Cinematography** ii) **Film Editing** and iii) **Sound Recording and Design.** The reservation is as per the para (A) of Engineering / Architecture / Planning in Govt. Institutions **except SGS reservation**.

2.2 TRANSFER OF VACANT RESERVED CATEGORY SEATS TO GENERAL CATEGORY:

Transfer of vacant seats from one category to another is applicable only when there are vacant seats in that category. For example, if some seats under SC category are vacant after all the available candidates have been allotted, then those seats will be transferred to General category. Similarly, if ST reserved category seats are not filled up due to non-availability of candidates belonging to ST category, then vacant seats may be filled up by candidates belonging to General Category.

In case of EWS category, the vacant seats if any under EWS will not be transferred to general category rather the vacant seats will be filled up in the next year under lateral entry following the same rules of reservation, where the lateral entry scheme is applicable. For the courses where no lateral entry scheme is applicable, the vacant EWS arises due to non-availability of EWS candidates or not opted by any EWS candidates will be filled by candidates belonging to General Category.

Seats reserved under all other sub-category like PC, GC, Ex-Servicemen etc., if remained vacant, will be filled up by corresponding category seats. Any vacant seats, still remaining unfilled, will be filled up by general category candidates in case the same are not filled up from the available reserved category candidates. It should be noted here that the same rule does not apply for vacant seats under TFW scheme, where the vacancy is left unfilled.

In case of any change in the percentage of reservation of seats/ reservation criteria mentioned in the clauses above on the basis of guidelines from Government of Odisha / PCI / MHRD / AICTE etc., it will be published in OJEE-2022 website from time to time.

All the Reservations are applicable to Odisha State Domicile candidates only and all the Supporting Certificates in that regard shall be issued by the Competent Authority of Odisha Government only.

2.3 CERTIFICATES FOR CLAIMING RESERVATION:

I.   A candidate seeking admission under reserved category/subcategory shall be required to produce a Certificate to that effect.

II.   No certificate for reserved category shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Odisha.

III.   If a candidate fails to submit the certificates as required under sub-rule (ii) during certificate verification, her/his allotted seat will be cancelled and the candidature shall be considered for admission under general category and will be allotted in subsequent allotment from the remaining seats.

IV.   In case the above certificate is found invalid on verification, he/she shall not have right to claim his/her admission under that reserved category and if he/she has been already granted admission due to omission, such admission shall be cancelled.

V.   Reservation for Physically Challenged Candidates: OJEE 2022 qualified candidates seeking admission under Physically Challenged category are required to report at the medical board at SCB Medical College, Cuttack on a specified date. The exact schedule will be notified in the website www.ojee.nic.in and www.odishajee.com. The decision of the medical board shall remain final and binding for all such admissions.

VI.   Reservation for the Child of Ex-Servicemen: A candidate claiming admission against Ex-Servicemen category shall be required to submit a certificate to that effect duly issued by the Authority (Rajya Sainik Board, Odisha) in the format provided in the brochure as Appendix-IV.

VII.   The seats remaining vacant against all the reserved categories will be filled up from the rank list of unreserved categories.

2.4 RESERVATION UNDER TFW SCHEME:

Under this Scheme, up to a maximum of 5% of "Approved Intake" per Course shall be available for this admission. These seats shall be supernumerary in nature. These supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of "Approved Intake" are filled up in last Academic year

Eligibility criteria for TFW:

- TFW scheme will be applicable to all approved Technical Institutions offering B. Tech, B. Pharm, MBA, MCA program and lateral entry provisions of these programs.

- Sons and daughters of parents whose annual income is less than Rs. 8/- lakhs (Rupees Eight lakh only) from all sources are eligible for seats under this scheme. The candidates who will be interested in taking admission under this scheme have to produce income certificate issued by local Tahasildar (Appendix - VII) during document verification. This certificate should be of current year. i.e., Appendix-VII issued not earlier than January 2022.

- The waiver is limited to the tuition fee as approved by the Government of Odisha Fee Committee for self-financing Institutions and by the Government for the Government Institutions. All other fees except tuition fee will have to be paid by the beneficiary.

- The candidate should be a native of Odisha and has to upload Resident/Nativity Certificate (Appendix-I/Online format) from concerned Revenue Officer not below than Tahsildar during document verification.

3. MINIMUM ELIGIBILITY CRITERIA:

A. For admission into 1st year Degree courses in Engineering/ Technology, Architecture

3.1. Engineering and Technology:

Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/ Electronics/ Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship as per **Table-VII** (Source : AICTE Process Handbook, 2022-23) given at Page 21.

OR

Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.

The table shows only major disciplines. Other related disciplines will be treated as per the major disciplines. Therefore, one has to be sure about the subjects studied at +2 level.

Table-VII

Sr. No.	Major Disciplines	Mandatory courses at 10+2 Level	Other relevant course(s) for this discipline
1	Aeronautical Engineering	Phy, Chem, Maths	NA
2	Agriculture Engineering**	Phy, Chem OR Agriculture stream	Maths/Biology/Biotechnology/Agriculture/ Agriculture stream
3	Architecture	As per Norms of Council of Architecture (CoA)	
4	Planning	Maths	For remaining two courses select any courses out of 14#
5	Biotechnology**	Phy, Chem	Select any one from Bio/Biotechnology/Maths
6	Ceramic Engineering	Phy, Chem, Maths	NA
7	Civil Engineering	Phy, Chem, Maths	NA
8	Computer Science and Engineering	Phy, Maths	For remaining single course select any courses out of 14#
9	Chemical Engineering	Phy, Chem, Maths	NA
10	Dairy Engineering	Phy, Chem, Maths	NA
11	Electrical Engineering	Phy, Maths	For remaining single course select any courses out of 14#
12	Energy Engineering	Phy, Chem, Maths	NA
13	Electronics Engineering	Phy, Maths	For remaining single course select any courses out of 14#
14	Mechanical Engineering	Phy, Chem, Maths	NA
15	Fire and Safety Engineering	Phy, Chem, Maths	NA
16	Food Engineering	Chem	For remaining two courses select any courses out of 14#
17	Leather Technology	Chem	For remaining two courses select any courses out of 14#
18	Marine Engineering	Phy, Chem, Maths	NA
19	Metallurgy Engineering	Phy, Chem, Maths	NA
20	Military Engineering	Phy, Chem, Maths	NA
21	Mining Engineering	Phy, Chem, Maths	NA
22	Nano Technology	Phy, Chem, Maths	NA
23	Nuclear Science and Technology	Phy, Chem, Maths	NA
24	Packaging Technology	Nil	Select any courses out of 14#
25	Pharmaceutical Engineering**	Phy, Chem	Select any one from Bio/Biotechnology/Maths
26	Printing Engineering**	Phy, Chem	For remaining single course select any courses out of 14#
27	Textile Engineering	Phy, Chem, Maths	NA
28	Fashion Technology	Nil	Select any courses out of 14#
29	Textile Chemistry	Chem	For remaining two courses select any courses out of 14#

** First one or two Semesters may be so designed that students with Biology/Biotechnology background have adequate courses on Maths and Vice Versa and then the class is at level studying field for the rest of the semesters.

#Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship

3.2. Architecture:

As per COA, the candidate should have passed 10+2 scheme of examination with PCM (Physics, Mathematics & Chemistry) or 10+3 Diploma with Mathematics as compulsory subject shall be eligible for admission to B. Arch course.

3.3. Minimum Eligibility Criteria of other courses:

Please refer Clause 3 minimum eligibility criteria of the Information Brochure (OJEE-2022) for other courses. Refer ANNEXURE-I for minimum eligibility marks in the qualifying exams for different courses.

3.4. For admission into 1st year Degree courses of Cinematic Art and Technology (B. CAT)

Sl. no	Branch	Minimum Qualification
1	Cinematography	Passed or appearing in 2022 Intermediate (10+2) in Science from CHSE, Odisha /CBSE/ICSE / other State Board or any equivalent recognized by CHSE
2	Sound Recording and Design	Passed or appearing in 2022 Intermediate (10+2) in Science from CHSE, Odisha /CBSE/ICSE / other State Board or any equivalent recognized by CHSE
3	Film Editing	Passed or appearing in 2022 Intermediate (10+2) in Science/Arts /Commerce from CHSE, Odisha / CBSE/ICSE / other State Board or any equivalent recognized by CHSE

Importance of Password/OTP:

- Password is very important and should be held confidentially. All care must be taken to protect its security. The candidate should not reveal the password to anybody as it may lead to modification / tampering of his / her data.

- Password is essential for login, change of options, locking of options and for viewing & printing of allotment letter.

- The candidate can change her/ his password only, if she/he knows the previous password. If the candidate forgets password, candidate can reset password by going to forget password option. If still not able to do, then the candidate has to contact OJEE cell with valid ID proof.

- The length of the password must be of 8-13 characters with at least one special character, one uppercase character, one lowercase character & one numeric value, e.g., Rajupadhi@12. The password is case-sensitive.

- Candidates are advised to record/remember their password for all future Logins.

- Confidentially of password is the sole responsibility of the candidates.

- OJEE authorities are not responsible for any misuse of the password by the candidate or by others.

ADDRESS FOR COMMUNICATION

The Chairman,

Odisha Joint Entrance Examination

JEE Cell, Gandamunda, Khandagiri, Dist- Khurda.

Bhubaneswar -751030

Websites: www.ojee.nic.in, www.odishajee.com

Contact Numbers : 0674- 2382101, 2382108

E-Mail : odishaojee@gmail.com

ANNEXURE - I

ELIGIBILITY MARK CRITERIA FOR ADMISSION TO DIFFERENT COURSES

SL NO	STREAM	GENERAL	SC / ST	SUBJECT
1	B. TECH	45%	40%	PASSED 10+2 EXAMINATION WITH ANY THREE OUT OF 14 SUBJECTS (PHYSICS / MATHEMATICS / CHEMISTRY/ COMPUTER SCIENCE/ ELECTRONICS / INFORMATION TECHNOLOGY / BIOLOGY/ INFORMATICS PRACTICES / BIOTECHNOLOGY/ TECHNICAL VOCATIONAL SUBJECT / AGRICULTURE / ENGINEERING GRAPHICS / BUSINESS STUDIES / ENTREPRENEURSHIP). **(REFER TABLE - VII AT PAGE - 21 FOR DETAILS)** OBTAINED AT LEAST 45% MARKS (40% IN CASE OF CANDIDATES BELONGING TO RESERVED CATEGORY) IN THE ABOVE SUBJECTS TAKEN TOGETHER
2	B.PLAN	45%	40%	PASSED 10+2 EXAMINATION WITH MATHEMATICS AS COMPULSORY SUBJECT ALONG WITH ANY TWO OF THE 14 SUBJECTS (PHYSICS / MATHEMATICS / CHEMISTRY/ COMPUTER SCIENCE/ ELECTRONICS / INFORMATION TECHNOLOGY / BIOLOGY/ INFORMATICS PRACTICES / BIOTECHNOLOGY/ TECHNICAL VOCATIONAL SUBJECT / AGRICULTURE / ENGINEERING GRAPHICS / BUSINESS STUDIES / ENTREPRENEURSHIP). OBTAINED AT LEAST 45% MARKS (40% IN CASE OF CANDIDATES BELONGING TO RESERVED CATEGORY) MARKS IN THE ABOVE SUBJECTS TAKEN TOGETHER.
3	B. ARCH	PASS	PASS	THE ELIGIBILITY CRITERIA IS THAT THE CANDIDATE SHOULD HAVE PASSED 10+2 SCHEME OF EXAMINATION WITH PCM (PHYSICS, MATHEMATICS & CHEMISTRY) OR PASSED 10+3 DIPLOMA EXAMINATION WITH MATHEMATICS AS COMPULSORY SUBJECT
4	B PHARM	PASS	PASS	10+2 SCIENCE WITH PHYSICS, CHEMISTRY AS COMPULSORY SUBJECTS ALONG WITH MATHEMATICS/ BIOLOGY SUBJECTS) STUDENTS POSSESSING 10+2 QUALIFICATION FROM NON-FORMAL AND NON-CLASS ROOMS BASED SCHOOLING SUCH AS NATIONAL INSTITUTE OF OPEN SCHOOLING, OPEN SCHOOL SYSTEMS OF STATES ETC. SHALL NOT BE ELIGIBLE FOR ADMISSION TO B. PHARM COURSE
5	LE TECH	45%	40%	PASSED DIPLOMA EXAMINATION WITH AT LEAST 45% MARKS (40% MARKS IN CASE OF CANDIDATES BELONGING TO RESERVED CATEGORY) IN ANY BRANCH OF ENGINEERING AND TECHNOLOGY.

6	LE PHARM	45%	40%	DIPLOMA IN PHARMACY
7	MBA	50%	45%	BACHELORS DEGREE IN ANY STREAM (Minimum of 3 years duration)
8	MCA	50%	45%	PASSED B.C.A/ B.SC. (COMPUTER SCIENCE)/ B.SC. (IT) / B.E. (CSE)/ B.TECH. (CSE) / B.E. (IT) / B.TECH. (IT) OR EQUIVALENT DEGREE. OR PASSED ANY GRADUATION DEGREE (E.G.: B.E. / B.TECH. / B.SC / B.COM. /B.A./ B. VOC./ ETC.,) PREFERABLY WITH MATHEMATICS AT 10+2 LEVEL OR AT GRADUATION LEVEL. **(Business Mathematics is not allowed)**
9	Integrated MBA (5 years)	45%	40%	10 +2 LEVEL ALL STREAMS
10	M TECH/ M ARCH/ M PLAN	50%	45%	AS PER TABLE-14 OF INFORMATION BROCHURE
11	M PHARM	55%	50%	AS PER TABLE-14 OF INFORMATION BROCHURE
12	Lateral Entry To B.Tech for B SC Students	45%	40%	PCM OR PCB AT GRADUATION LEVEL (MUST HAVE MATHEMATICS AS A SUBJECT AND PASSED AT 12TH LEVEL) **NOTE: STUDENTS BELONGING TO B.SC. STREAM, SHALL CLEAR THE SUBJECTS ENGINEERING GRAPHICS/ENGINEERING DRAWING AND ENGINEERING MECHANICS OF THE FIRST YEAR ENGINEERING PROGRAMME ALONG WITH THE SECOND YEAR SUBJECTS.** (STUDENTS BELONGING TO B.SC. STREAM SHALL BE CONSIDERED ONLY AFTER FILLING THE SUPERNUMERARY SEATS IN THIS CATEGORY WITH STUDENTS BELONGING TO THE DIPLOMA STREAM)
13	BCAT	PASS	PASS	FOR CINEMATOGRAPHY AND SOUND RECORDING AND DESIGN PASSED OR APPEARING IN 2022 INTERMEDIATE (10+2) IN SCIENCE FROM CHSE, ODISHA /CBSE/ICSE / OTHER STATE BOARD OR ANY EQUIVALENT RECOGNIZED BY CHSE & FOR FILM EDITING: PASSED OR APPEARING IN 2022 INTERMEDIATE (10+2) IN SCIENCE/ARTS /COMMERCE FROM CHSE, ODISHA / CBSE/ICSE / OTHER STATE BOARD OR ANY EQUIVALENT RECOGNIZED BY CHSE

ANNEXURE - II

Candidates can prepare a manual Choice entry form like shown bellow before entering in computer to avoid any error

Preference No	Institute/College Name	Branch/Stream
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
.		

Note:-

1. Download the list of college, course and seat matrix from website <http://www.ojee.nic.in>. Give maximum number of choices to avoid disappointment of not securing a seat.
2. Use the filled in manual choice form while entering choices on computer screen.

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2022)

CERTIFICATE OF AUTHENTICITY OF ORIYAS (ODIAS) BELONGING TO OUTLYING ORIYA (ODIA) SPEAKING TRACT [OL CATEGORY]

This is to certify that Mr./Ms. ....

Son / Daughter / Spouse of Mr./Mrs .... of

Village / Town ....P.S ....Tahasil.........

in the district of ....of the State of .... whose full signature is given below is an Oriya(Odia) and belongs to an outlying Oriya(Odia) speaking tract as defined in resolution No-13411-Gen. Dated 8th August ,1969, of Government of Odisha erstwhile political & services Department (Now: G.A Department) as specified below.

Full Signature of the Applicant

Signature of the officer not below the

Rank of Tahasildar (Outside Odisha)

Date

Round Seal of Office

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2022)

CERTIFICATE OF EMPLOYMENT OF CANDIDATE'S PARENT / SPOUSE

Employer - Government of Odisha / Government of India / Government of India Undertakings and Government of Odisha Undertakings located in Odisha at the time of application (Strike off whichever is not applicable). This shall not be considered as a proof of resident certificate for candidates opting for admission under any reserved category.

1. Name and Address of Organisation /
   Office in which employed

2. Name and Designation of the certifying
   authority (Employer / Head of Office /
   Organisation)

3. a) Name in full and designation of employee
   to whom certificate is being issued.

   b) Whether in permanent employment
   c) Present Place and State of posting
   d) Permanent address as per service records

4. Name of the candidate in full

5. Relationship of the employee with the candidate: Father / Mother / Husband / Wife
   (Strike out whichever is not applicable)

6. Details of the Institution from which the
   candidate has passed / appeared at

   10+2 /+3, any other Examination

7. Particulars of employment of the employee
   Place .... Date of Joining ....…................. Period of Service ....

Full Signature of Employee Date………………………….	**Signature of the Employer /** **Head of Office / Organization**
	Date:
Round Seal of the Office	Designation with Seal of Office

Note : In case the employee is on deputation either from Government of Odisha or India, the above
certificate should be signed by the original employer.