

# **ODISHA JOINT ENTRANCE EXAMINATION - 2022 (OJEE - 2022)**

## **STEP-BY-STEP PROCEDURE FOR WEB BASED COUNSELLING**

(For further details, please visit: [www.ojee.nic.in/www.odishajee.com](http://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, Int. M.Sc and B.CAT.

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

Before participating in the registration process, all the candidates must thoroughly read the “Information Brochure” and “Counselling Brochure” available in OJEE websites.

### **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VERIFYING OFFICER WITHIN SPECIFIED TIME, YOUR DOCUMENT VERIFICATION WILL BE CANCELLED AND SEAT ALLOTTED WILL BE WITHDRAWN.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.

## **Registration on any computer with Internet facility**

### **STEP-1**

- i) **Before starting registration, candidates must thoroughly read the counseling brochure available in the website.**
- ii) Go to website **www.ojee.nic.in** and click at **NEW REGISTRATION**.
- iii) Read the Candidate's Consent Page Carefully and Click on the "I Agree" Option to proceed further.
- iv) Register yourself by selecting the appropriate course and then enter **Application number, Date of Birth, Name of the candidate (as mentioned in the rank cards), Gender**. The candidate is advised not to disclose all these information to anyone.
- v) Click on "Submit" button to proceed further.

### **STEP-2**

- i) In this screen all the data provided by the candidate during submission of application will be displayed and candidate has to provide Mobile number, email address, password, and security question to complete the registration process.
- ii) Candidate has to enter the **password** and again re-enter the **same password** in the confirm password box.
- iii) The **password** must be of 8-13 characters length and must contain at least one capital letter [A-Z], one small letter [a-z], one Numeric Character [0-9] and one special character [!,@,#,\$,%,^,&,\*]. For Example Hrudanand@123
- iv) Remember the entered password and keep it confidential. This password shall be used in future for choice filling and viewing result details etc.
- v) On completion of registration, SMS alert will be sent confirming the completion of registration to the mobile number entered.

### **STEP-3**

- i) Click on the "Application Form" displayed at the bottom of the screen to fill candidate profile like state of domicile (State, Outside State, NRI etc.), social category (SC, ST EWS), special/sub-category like Student of State Govt High School and Higher Secondary Schools (SGS), Green Card (GC), Physically Challenged (PC), Ex-Servicemen (ES), Tuition Fee Waiver (TFW) scheme, qualifying examination passed from an institute located in Odisha, and are your parents working in Odisha. Carefully fill the above data, as these will define each candidate's profile and eligibility for reservation used in seat allotment.
- ii) Click "Save & Next" and proceed to next screen.

#### **STEP-4**

- i) Candidate has to select the qualifying examination (if multiple qualifications are eligible for the course, one has to be chosen).
- ii) After selecting the qualifying examination, enter all relevant data asked in the interface like name of the Board, Roll number, Institute, year of passing, marks secured, full marks, subject wise marks secured etc as applicable. **For B.Tech course all the candidates must fill correctly about the subjects studied in 10+2 examination following the counselling brochure carefully. As based on the subjects in 10+2, different branches of engineering will be activated in the choice list.**
- iii) Click "Save & Next" to proceed to next screen.

#### **STEP-5**

- i) Candidate has to fill contact information like permanent and communication address.
- ii) Click "Save" to complete registration process.

#### **STEP-6**

- i) Candidate has to pay registration fee Rs 450/- through online mode.
- ii) Click "Save" to proceed to next screen.

#### **STEP-7**

- i) After successful registration and completion of registration fee deposit, the candidate has to click the **Choice Filling & Locking** option given in the MENU of the screen.
- ii) Next screen will come with some instructions. Candidates are advised to read the instructions carefully and then proceed to the next screen for **choice filling**.
- iii) This screen contains **two blocks**. The **Left block** contains list of all colleges and branches in alphabetical manner. In this block the colleges can be listed according to Government/ Private or All. The **Right block** will contain the choices filled in by the candidate. Candidate can **ADD** his/her **choices** of colleges and branches from the left block by two methods. (Multiple addition using ADD MULTIPLE BUTTON or Addition of one by one using ADD button.) The candidates are advised to give as many as choices.
- iv) Candidates should arrange the filled in choices in order of their preferences of college / branch. One college with one branch is treated as one choice. For example, College of Engineering & Technology (CET), Mechanical branch should be treated as one choice. Similarly, College of Engineering & Technology (CET), Electrical branch should be treated as another choice and so on. Candidates may use the **SWAP** and **MOVE** options to change the priority of already filled in choices.

- v) For Tuition Fee Waiver (**TFW**) candidates, the Choices of colleges and branches for both the TFW seats (for example, CET, Mechanical Engg – TFW) and the non-TFW seats (for example, CET, Mechanical Engg) will be offered in the choice filling screens. The TFW candidates can fill in their choices from among the above list of TFW and non-TFW seat matrix mentioning their preferences.

**Note: The Tuition Fee Waiver (TFW) scheme is applicable to the courses such as B.Tech., B.Pharm., B.Plan and LE B.Tech, LE.Pharm, MBA and MCA. Son/daughter of parents whose annual income from all sources is less than Rs.8 Lakhs is eligible under this scheme. The waiver is limited to Tuition Fee only. This scheme is applicable only to the candidates who are native of Odisha (Appendix - I) and whose parents satisfy the above-mentioned income criteria (For this category submission of income certificate duly signed by competent authority and produce at nodal center, Appendix-VII is mandatory).**

- vi) Select as many choices of Institutions and branches as possible on priority basis to have better option for allotment of a seat in the process. During choice filling process, save the choices in regular intervals using **SAVE & CONTINUE** button. Always give best choice as first and follow in that sequence.
- vii) In **mock result** candidates can know the allotment status of his/her on that date as per choice filled by them. **By seeing the mock result candidates can alter their choice as per their preference and choice, if required.**
- viii) Then choice locking facility will be activated. Once locking system is activated, you first check whether you have made correct choices as per your requirement. If you are satisfied click "lock" button and lock the choice using the password. After locking the choices, candidate can take a print of the locked choice. It is the responsibility of the candidate to lock the choice in due time using their won Password.
- NOTE: Locking is a onetime facility. Once you have locked, it cannot be unlocked again. Carefully do it, only after you are sure of your choices exercised.**
- ix) If you could not lock your choice due to some reason, your last exercised choice will be locked automatically in the server when the given time expires.
- x) After completing the choice filling and locking, click on "**print locked choice**" button to take a **print out of Filled in Choice Slip** for your reference. This printed document is your personal document, No need to share it with others or to bring it to nodal center.

**Note:-The candidate is advised to follow the above step (i and ix) without fail.**

# ALLOTMENT ROUND - I

## STEP-8

***Important: The allotment of seat will be based on best fitment of the rank, choice and category/reservation of the candidate.***

- i) Temporary Seat Allotment-I will be available as per the scheduled date and time given in the OJEE web sites and newspapers.
- ii) Temporary Seat Allotment-I will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2022 website after log-in.
- iii) Candidate can see his/her temporary allotted seat position from the website for his/her own record.
- iv) **Candidates are advised not to report at allotted Institution based upon this allotment at this stage.**
- v) The process of counselling follows option based up-gradation system, this position will remain as such or will be promoted to upper choice in next round of allotments, based on the option exercised by the candidate. (So, be careful while giving the choice and exercised option for up gradation. Better preferred choice should be given at upper level). **Candidates once exercised option for freeze or for up-gradation cannot be changed further under any circumstances.**
- vi) After seat allotment, candidates have to complete 3 steps i.e. (a) exercise option of Freeze/Float (b) upload required documents in pdf format (c) pay part admission/Seat confirmation fees.
- vii) Exercise option of Freeze/Float – Candidate has to opt for Freeze/Float option in his own login id.
- viii) Upload documents – As per the candidates' profile (filled during registration), documents required will be asked to upload within schedule date and time. All the documents will be uploaded in pdf format only. The size of pdf files will be mentioned against each document. **(The documents to be uploaded must clearly readable and the file name should not contain any special character)**
- ix) Pay admission/Seat Confirmation fees. Which can be paid online only.
- x) **Candidates not allotted any seat in this round need not required to do anything.** They have to wait for temporary allotment-II/Final allotment for any allotment.
- xi) In case the candidate desires to withdraw from the OJEE -2022 counseling process, he /she should login to the counseling page using his/her password and exercise withdraw option using his/her password within the specified date. In the withdrawal process, He/she will be refunded Rs.5,000/- or Rs.10,000/- (Part admission/Seat Confirmation fee as deposited) in the account detail filled or it will be refunded to the account from which the amount has been deducted during online payment. All the candidates except those who have withdrawn from counseling after the temporary allotment stage or freeze their allotment after 1<sup>st</sup> round allotment will be considered as **In Process Candidates** and are eligible for next round temporary allotment-II through up-gradation process.

## **Payment of Part Admission/Seat Confirmation Fee**

- i) All allotted candidates wish to continue in the counseling process have to complete the payment process. The Part Admission/Seat Confirmation fees is Rs.10,000 or 5,000/- based on the category of the candidate. Rs.10,000/- for General category and Rs.5,000/- for SC/ST/PC category). Fee can be paid by online mode in the payment portal. Candidates who will not complete payment process will not be considered further and he/she will be out of the up-gradation process. The allotted seat will be cancelled.
- ii) Payments can be made online through BILLDESK/HDFC/SBI MOPs gateway by Net banking/ Debit cards/Credit cards etc.
- iii) Any allotted candidate is allowed to withdraw, if they are not satisfied with the allotment or taken admission elsewhere or of any reason, he/she not interested to take admission in the allotted institution/college within the declared time. After due date of withdrawal OJEE will not allow any withdrawal and no refund will be permissible.
- iv) If a candidate wishes to withdraw, he/she have to login to the counseling page using his/her credentials and follow the withdrawal process and will be eligible for refund of total admission fee deposited by him/her. The refund will be initiated only after counseling process is over.
- v) If a candidate has got allotment in the counselling process, accepted the allotment by document verification and paid the admission fee and not withdrawing, then even if he/she is not reporting, no claim by the candidate for refund will be entertained as the money deposited by him/her as part admission fee will be transferred to University and concerned Institute. OJEE will not refund any admission money to any candidates who have not withdrawn within schedule time.

## **Document Upload and Verification**

- i) Candidates will not require visit to any nodal center for document verification. The required documents will be verified through online mode only. So, care must be taken while uploading relevant documents.
- ii) During verification of documents, the verifying officer may raise query to resolve issue if any. In this case, alert message will be sent to candidate's mobile and through email. Candidate has to reply to the query / act according to the instruction of the officer to resolve the query within due time. Therefore, candidates must regularly check his/her id for status of document verifications. Candidates shall check for the detail required document to upload from the counseling brochure.
- iii) If the query is not attended, document verification of the candidate will not be completed and seat allotted will be cancelled.

## ALLOTMENT ROUND - II

### Step-9

- i) Temporary Seat Allotment-II will be available as per the scheduled date and time given in the OJEE web sites.
- ii) Temporary Seat Allotment-II will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2022 website after log-in.
- iii) In this round allotment, candidate can see his/her allotment status. May be upgraded to higher priority choice or same as previous allotment depending on the choice number, rank and availability of seat. Un-allotted candidates of previous round allotment may get an allotment depending on his/her choice, rank and availability of seat.
- iv) **Candidates are advised not to report at this stage to allotted Institution based upon this allotment.**
- v) Candidates not allotted any seat in this round need not required to do anything. They have to wait for Final allotment for any allotment.
- vi) In case the candidate desires to withdraw have to follow the withdrawal process as mentioned above.
- vii) All newly allotted candidates have to follow **iv to ix of step-8** to remain in the process and will be eligible for final round of seat allotment. Newly allotted candidates not followed **iv to ix of step-8** will not be considered for next round or final allotment, their allotted seats will be treated as vacant seats for final round of allotment.

## Final Allotment

### Step-10

- i) Now at this stage, all candidates in the up-gradation process, those who have previously allotted will get final allotment with some new candidates may get allotment.
- ii) The **final seat allotment** can be seen in the OJEE-2022 website after log-in for all the finally allotted candidates. All the candidates those who have frozen their allotment in the previous rounds and the candidates those who are in the up-gradation process, now able to down load the final allotment letter.
- iii) Allotment of seats will also be intimated through SMS to the candidate's mobile number. (Mobile number filled up during registration).
- iv) Next, all finally allotted candidates can download the **final allotment letter**.



- v) All the finally allotted candidates (except newly allotted candidates) are then required to **report at their corresponding allotted colleges** with the **final allotment letter** and the **fee deposit slip**.
  - vi) All newly allotted candidates have to complete the document upload and payment process for generation of final allotment letter.
- **The deposited part admission/seat confirmation fee of Rs.10,000/- or 5,000/- as per their category will be forfeited, if the allotted candidate does not report to the finally allotted institute/college. No Refund will be entertained for such candidates.**
  - **No withdrawal will be allowed beyond the schedule date and time of withdrawal under any circumstances.**
  - **All the allotted candidates must ensure themselves to report to the colleges within schedule time and college authority must enter their names in the OJEE portal as reported candidates.**

**\*Candidates are advised to enter correct category and subcategory (i.e SC, ST, EWS, SGS, GC, PC, ES, WO). They have to Provided supporting documents as per their claim with respect to category and subcategory, if they fail to upload the required documents in support of their claimed category and subcategory, during document verification, then the allotment made under category, subcategory will be cancelled and may consider for general allotment in the next round from the existing vacant seats.**

***\*Candidates are opting for TFW seats must fill TFW choices along with general choice to avoid himself/herself being remain un-allotted, as TFW seats are limited (5% supernumerary of sanction intake).*** Also ensure to upload the income certificate issued from authorized persons as per format given in Counseling Brochure. If unable to produce income certificate, all TFW choices will be disabled and candidate will be allotted from remaining choices if given.

**\*Candidates shall require to upload all required documents mentioned in the counselling brochure as per his/her profile. Hence, they have to be made themselves ready with all necessary documents.**