

**ODISHA JOINT ENTRANCE EXAMINATION – 2014
(OJEE – 2014)**

**WEB BASED COUNSELLING-cum-ADMISSION
INSTRUCTIONS**

For Admission to

FIRST YEAR BACHELORS DEGREE COURSES

IN

**ENGINEERING / ARCHITECTURE / PHARMACY/
BHMS & BAMS/MASTERS DEGREE IN APPLIED MANAGEMENT
(MAM) / MASTERS DEGREE IN COMPUTER APPLICATION (MCA-
DUAL DEGREE)**

AND

**FIRST YEAR MASTERS DEGREE COURSES IN COMPUTER
APPLICATION [MCA], BUSINESS ADMINISTRATION [MBA],
PGDM, PGCM AND PGDM[EXECUTIVE], M.TECH. M.PHARM AND
M.ARCH.**

AND

SECOND YEAR COURSES [THIRD SEMESTER]

IN

**ENGINEERING /PHARMACY/ ARCHITECTURE/
MASTERS DEGREE IN COMPUTER APPLICATION [MCA]
UNDER LATERAL ENTRY, MCA 2ND YEAR
DIRECT ENTRY**

AND

INTEGRATED PHYSICS, CHEMISTRY

IMPORTANT INFORMATION

- Rank card is available in website www.ojee2014.com. It should be downloaded and print out taken by the candidates for use in the OJEE 2014 counseling.
- A candidate, only with valid **OJEE-2014 rank card/JEE MAIN/AIPMT/CAT,MAT,XAT GATE,GPAT etc.**, is eligible for admission through counseling of OJEE-2014, Odisha. The counselling schedule will be available on OJEE-2014 website: <http://ojee.nic.in> and www.odishajee.com around second week of June, 2014. The counselling will be done through the counselling website: <http://ojee.nic.in>.
- It is hereby informed to all rank holders that downloading the rank card does not **GUARANTEE** a seat, which is subject to availability on the basis of the candidate's rank and options exercised by the candidate..
- **No change** in the category of candidates beyond what has been notified in the results shall be allowed under any circumstances.
- **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); PC (Physically Challenged); ES (Ex-Serviceman); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver).**
- For claiming seats under any reserved category (ST/SC/ES/PC/GC/Women) and for seats under Medical stream the candidate must be a native of Odisha and must produce 'RESIDENT OF ODISHA CERTIFICATE' (Appendix – I only) at the time of document verification during Counselling.
- For OL category, the candidate has to produce Appendix- V at the time of document verification during Counselling and has to appear Odia test at JEE Cell, Gandamunda on the notified date.
- For NRI category the candidate has to produce Indian passport and other relevant document(s) at the time of document verification during Counselling.
- For TFW scheme, the candidate must produce 'RESIDENT OF ODISHA CERTIFICATE' (Appendix –I) and Income Certificate of parents from local Tahasildar at the time of document verification during Counselling.
- The FEE structure as approved by Government of Odisha for Individual Institutions in respect of each programme is available in our web site: <http://ojee.nic.in>.
- OJEE qualified candidates seeking admission under physically challenged (PC) category are required to report for the medical test at SCB Medical College Cuttack Odisha.

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 Brochure that if they have any complain regarding admission process / procedure, admission fees, they can file complaint in shape of affidavit with supporting authenticated documents to the Member Secretary PPB-cum-Principal, Bhubananda Odisha School of Engineering (BOSE), Cuttack who in turn will place the matter to PPB (Policy Planning Body) for disposal under the provisions of Odisha Professional Educational Institutions (Regulation of Admission and Fixation of Fee), Act, 2007".

It has been impressed upon by the Hon'ble Supreme court of India that if any incident of ragging comes to the notice of the concerned authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel the concerned student from the Institution.

Preface

The contents of this Counselling Brochure will guide the candidates to understand about the Universities/Colleges offering the courses, procedure of the Web Counselling and precautions to be taken at various stages of the Web Counselling. Candidates as well as their parents are advised to go through the procedure of Web Counselling methods and Frequently Asked Questions (FAQs) while exercising the choice filling.

INDEX	
Particulars	Page No.
Important Information	1
Admission Rules for OJEE 2014	3
Web Counselling Procedure	4
Withdrawal Process	8
Manual Option Entry Form	14
Frequently Asked Questions (FAQ)	15
Appendices	20
Annexure – I (Check List)	27

Address for Communication:

**Chairman,
Odisha Joint Entrance Examination-2014
JEE Cell, Gandamunda, Khandagiri,
DIST- Khurda. Bhubaneswar -751030
Website : www.ojee.nic.in, www.odishajee.com
E-Mail : contactodishajee2014@gmail.com
Phone: 0674- 3242455, 3242456, 6552455, 6552456.
Fax :0674-2352457**

ADMISSION RULES FOR OJEE - 2014, ODISHA

1. A candidate can seek admission only against a valid OJEE-2014 rank card/ JEE MAIN/ AIPMT/ CAT/ MAT/ XAT/GATE/GPAT etc.rank card.
2. The original certificates will be verified and one set of photocopies (self attested) required to be submitted during document verification at the Nodal Centre. Please do not deposit any original document at Nodal Center. The candidates are required to submit the original college/school leaving certificate at the University/College only to which they are finally allotted.
3. The minimum eligibility criteria for admission into different courses (B.Tech/ B.Arch./ B.Pharm/ BHMS& BAMS/ MCA-Dual Degree / B.Tech (Lateral Entry)/B.Pharm(Lateral Entry) / PGAT for M.Tech/ M.Tech(Part Time)/M.Arch and M.Pharm/ MCA/ MCA(Lateral Entry) /MBA / PGDM / PGCM / PGDM(Executive)/MAM) through OJEE 2014 are as mentioned in the information brochure 2014 and in the Counselling Brochure 2014. They have to produce the pass certificate and mark-sheets in original during document verification at nodal centre. For MCA 2nd Year Direct course the minimum eligibility criteria is pass in the Bachelor's Degree examination of minimum three years duration in BCA, B. Sc (IT/ Computer Science) from any University of Odisha or from a recognized University as defined by UGC and must have passed in Mathematics as a course at 10+2 level or at Graduate Level. Business Mathematics at +2 level are not permitted. The candidate should have obtained at least 50% (45% in case of candidate belonging to SC/ST category) at the qualifying Examination for MCA 2nd Year Direct course.
4. A candidate allotted through the OJEE 2014 Counselling for a course in a college can see their temporary seat position in the preliminary round after paying a non-refundable University Registration Fee of Rs.5000/- in the form of an Account Payee Bank Draft in favour of "**OJEE-2014**" drawn on any Scheduled Bank payable at Bhubaneswar during document verification cum choice locking at the designated nodal center. **The candidate is advised not to report to the temporarily-selected college under any circumstances.** All the candidates (whether temporarily allotted a seat or not) who exercise the option of withdrawal after the temporary allotment will be out of the counselling/allotment process and will not be considered for further allotment/upgradation under any circumstances. The remaining candidates will be considered for auto upgradation. A final allotment will be available on the website www.ojee.nic.in with SMS alert. Then the candidates can download their respective individual allotment letters from the website after log-in. The candidate is required to report to the finally- allotted college/course for admission. The reported candidate to the finally-allotted college shall receive the registration card from the respective Universities they are admitted to. For BHMS/BAMS and PGDM/PGCM/ PGDM(Executive), the allotted candidate shall receive the registration card from their respective Institution/Universities.
5. The candidate (WHO HAVE APPEARED OJEE-14) has to pay a non-refundable Counselling Fee of **Rs.450/-**. This amount is payable through an Account Payee Bank Draft in favour of, "**OJEE-2014**" drawn on any Scheduled Bank payable at Bhubaneswar. All other candidates have to pay **Rs 950/-**(who have rank in JEE MAIN, AIPMT, GATE & ANY OTHER national eligibility test but participating in OJEE-14 counselling for Odisha seat).
6. A candidate has to pay a non-refundable fee of Rs.5000/- (for allotment in all the colleges i.e., Government Institutions/Self Sustaining Courses/ Institutions running/Public-Private-Partnership (PPP) mode and Private Institutions) towards University Registration Fee **during document verification** at the nodal center payable through an Account Payee Bank Draft in favour of "**OJEE-2014**" drawn on any Scheduled Bank payable at Bhubaneswar. A candidate has to deposit his/her remaining admission fees at college level as stipulated by the Government.
7. All the candidates (whether allotted a seat or not) who exercise the option of withdrawal after the first round temporary allotment stage will be out of the counselling/allotment process and will not be considered for further allotment/upgradation under any circumstances. The remaining candidates will be considered for auto upgradation.
8. A candidate who paid the non-refundable University Registration Fee of Rs.5000/- during document verification at nodal center **forfeits the same paid by him/her, if he/she decides not to join the college and courses which he/she has got in final allotment.**
9. The candidate shall submit one copy of the downloaded Rank Card at the time of document verification during the Counselling.

1.0 WEB COUNSELLING PROCEDURE

The web counselling and admission process involves the following **seven** steps:

- I. Online registration.
- II. Online choice filling.
- III. Reporting at nodal center, payment of Counselling fee and university registration fee, verification of all documents, final choice locking and print out of final seat choice.
- IV. Temporary Seat Position (Not to be used for admission purpose)
- V. Withdrawal Process.
- VI. Auto-upgradation and final allotment (Final round allotment)
- VII. Reporting at the allotted Institute.

Please follow step by step procedure for web based counseling.

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

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

I. ONLINE REGISTRATION

The qualified candidates of OJEE 2014 and other candidates who have qualified national level tests as mentioned previously are required to register ONLINE through internet from places of their convenience through the OJEE counselling website **www.ojee.nic.in** to participate in counselling process. Arrangements are made at all the Nodal Centers for guidance. Candidates may seek guidance and do their registration, choice filling and locking at the Nodal Centers during working hours.

The **detailed procedure** is described below.

1. A candidate has to open the website **www.ojee.nic.in** and click on "**New Registration.**"
2. All the streams (B.Tech/ B.Arch./ B.Pharm/ BHMS & BAMS/ MCA-Dual Degree / B.Tech (Lateral Entry)/B.Pharm(Lateral Entry) / PGAT for M.Tech/ M.Tech(Part Time)/M.Arch and M.Pharm/ MCA/ MCA(Lateral Entry) /MBA / PGDM / PGCM / PGDM(Executive)/MAM) / Integrated Physics, Chemistry will appear on the computer screen; click on the desired stream.
3. The candidate will register online by entering the following as indicated in the Rank Card:
 - (a) Registration No
 - (b) Roll number
 - (c) Date of Birth

(Note: The candidate must not disclose the above information to anyone. The candidate is advised to call the OJEE cell to clarify his/her doubts, if any. OJEE Cell help line numbers are available at OJEE 2014 website www.odishajee.com and www.ojee.nic.in)

- The above data submitted by the candidate the candidate will be permitted to proceed further to generate his/her own password.
- The length of the password must be of 8-13 characters with at least one special character, one upper case character, one lower case character & one numeric value, e.g., Rajupadhi@12. The password will be case sensitive.
- The candidate can login directly with Roll Number as login ID and the generated password as Password. Candidates are advised to record/remember their password for all future Logins. Whenever the candidate performs LOG-IN operation, he/she has to LOG-OUT at the end of each session.
- **Confidentiality of the password is the sole responsibility of the candidate and all care must be taken to protect its security. Candidates are advised not to disclose or share their password with anyone. OJEE-2014 is not responsible for violation or misuse of the password of the candidate.**
- If a candidate forgets his/her password, he/she needs to approach the OJEE-2014 official at JEE cell, Gandamunda, Bhubaneswar or nodal officer at any of the nodal centres with his/her photo identification proof and downloaded rank card for generation of new password.
- A candidate can change his/her password after login, if desired.

4. After login, the personal data of the candidate will automatically appear on the screen as per OJEE-2014 data base. The candidate must verify his/her personal data. In case of discrepancies, the candidates are required to bring the same to the notice of OJEE office at JEE cell, Gandamunda, Bhubaneswar or to the nodal officers at nodal centers during the document verification for the rectification of the same, otherwise such discrepancies may lead to cancellation of the allotted seat. Candidate can take a printout of the registration slip with the above personal data.
 - **It is the sole responsibility of the candidate to verify his/her personal data, including category, subcategory, state of eligibility and gender as per documentary evidence. By changing the category, sub category, state of eligibility and gender, the eligibility of the candidate may change. OJEE is not responsible for any omissions in the details and the consequences thereafter.**
 - ***If the personal data verified and submitted by the candidate is found to be wrong at the time of verification of certificates at any stage, the allotment of seat/ admission is liable to be cancelled.***
 - Once this personal data is verified and submitted, the candidate will not be allowed to change the personal data under any circumstances.
5. The following interface will be available after successfully logging in to the system:
 - Registration Details.
 - Edit Registration.
 - Available Choices.
 - Fill Choices
 - Display Filled Choices
 - Change Password

II. ONLINE CHOICE FILLING

Instructions on Exercising Choice Filling:

- The candidates have to visit OJEE 2014 web page www.ojee.nic.in and go through the Counselling Brochure to know about the Colleges, Courses offered and other details. He/she may refer to the previous year's admission data. This helps the candidate to prepare a List of Choices in order of Preference.
- **Exercising choice filling means, the candidate has to select Colleges and courses he/she wishes to join and arrange them in the order of priority. Best choice, 1st choice and 2nd best 2nd choice and it goes on.**

Preparatory work to be made by the candidate at home for exercising options:

- The candidate should consult only his/her parents on the selection of courses and Colleges he/she wishes to join.
- The candidate is advised to use the manual choice filling form provided in the Counselling brochure for own reference and fill the choices of College name and course name he/she wishes to join in order of priority. For example, if the candidate wishes to give 1st choice as College of Engineering and Technology, Bhubaneswar in Mechanical Engineering the candidate has to write 1 in Sl No, College of Engineering & Technology under College Name, and Mechanical Engineering under Course. If he/she wishes to join in College of Engineering & Technology in Electrical Engineering as his/her second choice, he/she has to write 2 under Sl No, College of Engineering & Technology under college name and Electrical Engineering under the course. In the similar fashion, he/she has to write down any number of choices, as per his/her choice and preference after judging his own rank.

Procedure to be followed for exercising options on Internet:

1. The procedure for exercising choices and seeking pertinent information is guided through appropriate messages and tabs on the computer screen.
2. As per the eligibility of the candidate, available seat information relating to institutions, disciplines (B.Tech/ B.Arch./ B.Pharm/ BHMS/ BAMS/ MCA-Dual Degree / B.Tech (Lateral Entry)/B.Pharm(Lateral Entry) / PGAT for M.Tech/ M.Tech(Part Time)/M.Arch and M.Pharm/ MCA/ MCA(Lateral Entry) /MBA / PGDM / PGCM / PGDM(Executive)/MAM), branches (e.g., Mechanical, Electrical, Civil, Electronics Engineering, Computer Science, etc.) will be displayed.

3. The candidate can give his/her choices judiciously in order of preference from the list of available seats as per his/her own wish.
4. The candidates are permitted, if they so desire, to change or re-order (through move/swap options) their choices, delete earlier choices and add new choices any number of times until they lock their final choices at the nodal center.

III. REPORTING AT NODAL CENTER, PAYMENT OF COUNSELLING FEE AND UNIVERSITY REGISTRATION FEE, ALL DOCUMENT VERIFICATION AND FINAL CHOICE LOCKING.

After Registration and choice filling at his/her convenient place, the candidate has to go to a designated Nodal Centre for verification of relevant documents, payment of fees and choice locking.

III. A. COUNSELLING FEE

The OJEE-2014 candidate has to pay a Non-refundable counselling fee of Rs. 450/- (Rupees Four Hundred Fifty Only). The amount is payable through an Account Payee Bank Draft in favour of "OJEE 2014" drawn on any scheduled bank payable at Bhubaneswar.

The non-OJEE 2014 candidates seeking admission under JEE(MAIN) / AIPMT / CAT/XAT/CMAT/MAT/GATE/GPAT have to pay non-refundable Fee of Rs.950/-. This amount is payable through an Account Payee Bank Draft in favour of, "OJEE-2014" drawn on any Scheduled Bank payable at Bhubaneswar.

III. B. UNIVERSITY REGISTRATION FEE

1. A candidate has to pay a Non-refundable fee of Rs. 5,000/- for allotment in all the colleges towards University Registration Fee during document verification at the nodal center payable through an Account Payee Bank Draft in favour of "OJEE-2014" drawn on any Scheduled Bank payable at Bhubaneswar.
2. All the registered candidates (whether allotted a seat or not) will be given an option of withdrawal from OJEE-2014 after TEMPORARY seat allotment.
3. All the candidates (whether allotted a seat or not) who exercise the option of withdrawal after the temporary allotment will be out of the counselling/allotment process and **will not be considered for further allotment/upgradation under any circumstances.**

After payment of counselling fee and University Registration Fee, the candidates will be allowed for document verification at nodal center. In case the candidate fails to clear the document verification, he /she can collect back the draft of Rs 5,000/-.

III. C. DOCUMENT VERIFICATION

At the time of document verification at the nodal center two sets (One set: Original, Other set: Self attested Photocopy) of prescribed relevant certificates are required. Please refer web page for Coursewise requirement of certificates.

For **State (S) Domicile** candidates, any one of the followings 3 documents is mandatory.

- a. Resident/Nativity Certificate (Appendix-I) 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 in original
 - c. Qualifying Examination Pass Certificate from Odisha in original and self attested Photocopy
1. Downloaded rank card (OJEE/JEE (Main)/AIPMT) or Score card(CAT/XAT/CMAT/MAT/GATE/GPAT etc.)
 2. Online registration slip
 3. HSC or any other relevant certificate showing the date of birth

4. 10 + 2 Mark Sheet [For Engineering, Pharmacy, Masters degree in Applied Management(MAM) & Masters degree in Computer Application (MCA) – Dual Degree, BAMS, BHMS] or Final Diploma Mark Sheet (for Lateral Entry) or BCA, B.Sc./+3 Sc (IT/CSE) Mark Sheet and +2 Mark sheet for MCA, MCA Lateral Entry & MCA 2nd Year Direct) or +3 Mark sheet (For MBA, PGDM, PGCM, PGDM [Executive]) or +3 Mark sheet and +2 Mark sheet (for +3 Sc. / B.Sc. Lateral Entry) or B. Tech/ B. Arch/B. Pharm. final mark sheet for PGAT
5. 10 + 2 Pass certificate [For Engineering, Architecture, Pharmacy, Masters degree in Applied Management(MAM*) & Masters degree in Computer Application (MCA*) – Dual Degree, BAMS, BHMS] or Final Diploma Pass Certificate (for Lateral Entry) or BCA, B.Sc./+3 Sc [IT/CSE] certificate for MCA Lateral Entry & MCA 2nd Year Direct) or +3 pass certificate (For MCA, MBA, PGDM, PGCM, PGDM [Executive] & +3 Sc. / B.Sc. Lateral Entry and) or B. Tech/B. Arch/B. Pharm pass certificate for PGAT.
6. School leaving / College leaving certificate
7. Certificate from head of institution last attended(Appendix-VI)
8. Resident/Nativity Certificate (Appendix-I) in original from concerned Revenue Officer not below than Tahsildar
9. Original SC/ST certificate by birth state of Odisha (Appendix-III)
10. Income Certificate for TFW candidates(Appendix – VII)
11. Green Card issued by Family Welfare Department of Odisha
12. Original certificate of Ex-Serviceman (Appendix-IV)
13. Original Certificate in support of Outlying Odia Speaking Tract (OL) category (Appendix – V)
14. Certificate in support of NRI
15. Document issued by PC Board
16. 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
17. Receipt of Counselling and University Registration fee payment made at Nodal centre at the time of document verification
18. Qualifying Examination Pass Certificate from Odisha
19. Checklist signed by the candidate at the bottom (Annexure – I)
20. Relevant managerial / supervisory experience certificate of minimum five years, for candidates seeking admission to PGDM (Executive) programme. The candidate has to submit a No Objection Certificate from the present employer.
21. 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). The candidate has to submit a No Objection Certificate from the present employer for admission to the course at the time of document verification.

III. D. LOCKING OF CHOICES (ONLY AT NODAL CENTER and AFTER VERIFICATION OF ALL THE REQUIRED DOCUMENTS, PAYMENT OF UNIVERSITY REGISTRATION FEES AT DESIGNATED NODAL CENTRE.)

1. After filling the choices at home or at any suitable place in the order of the candidate's preference, he/she must lock his/her choices at the designated nodal center on the notified date. **The candidate MUST LOCK his/her choices before leaving the nodal center. The candidate must take the print out of the locked choices with his/her signature along with that of the nodal officer.**
2. After locking the choices, if a candidate logs in again, then only the locked choices given by the candidate will be displayed. But **he/she can not change the choices under any circumstances after locking his/her choices.** Therefore it is strongly recommended that the candidates should make practice as many times as he/she can in the manual choice filling form enclosed with this brochure. **It is also strongly**

advised that the candidate should give maximum number of choices in order of his/her preference before final locking.

IV. TEMPORARY SEAT ALLOTMENT

During this step, the choices submitted by the candidates will be processed and seats will be allotted in the order of rank based on their locked choices. The allotment result will be available on the website www.ojee.nic.in and SMS alert regarding allotment will be sent to candidates. The candidate CAN READ HIS TEMPORARY SEAT allotment letter.

V. WITHDRAWAL PROCESS:

In case the candidate (with or without temporary allotment) desires to withdraw from the OJEE counseling process he /she can approach Nodal Centre where he/she had verified his/her documents within the specified duration. In the withdrawal process, he/she has to collect an account payee cheque / SAME DRAFT amounting to Rs.5,000/- from his/her deposited university registration fee of Rs. 5,000/- by filling up a withdrawal form at the nodal center. All the candidates except those who have withdrawn from counseling after the temporary allotment stage are considered as **In-Process Candidates** and are eligible for Final seat allotment through auto-upgradation.

VI. AUTO-UPGRADATION AND FINAL ALLOTMENT.

After deducting the candidates who have withdrawn from counselling, the auto-upgradation will be carried out among all the remaining candidates. A final allotment will be available on the website www.ojee.nic.in with SMS alert. Then the candidates can download their respective individual final allotment letters from the website after log-in.

VII. REPORTING AT THE FINAL ALLOTTED INSTITUTE

The Candidate after getting final allotment has to take a print out of the final allotment letter and has to report at the College/University he/she has been finally allotted within NOTIFIED working days from the publication of the result. This notice will be served at that time.

2.0 SEAT ALLOTMENT PROCEDURE:

For allotment of a seat, the Rank, the eligibility, the reservation criteria etc. of a candidate will be checked. The admissions shall be subjected to the verification of credential and documents in the nodal center. Based on the options exercised by the candidates [as recorded in the server after locking by the candidates at the nodal center] allotment of seats will be taken up. While allotting the seats, the Rank and the Category will be considered. The allotment process reads the options exercised by a candidate in order of preference at each stage. The number of options to be exercised is not limited, but the 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) and fills up the choices before going for document verification.
- Step-2:** If a candidate has appeared for more than one stream, then he/she has to register separately for all the streams. Counselling fee and university registration fee are to be deposited for every registration.
- Step-3:** At the Nodal Centre, the document verification and the choice locking is done. The candidate is advised to give judiciously the choices as desirable. There is no maximum limit for the choice filling.

The candidates who have successfully executed all these three steps above are considered for the seat allotment.

2.1. Reservation of Seats to Various Categories:

Acronyms of various categories are as follow:

Acronyms	Descriptions
S-Category	Odisha State Candidates
ZZ	Outside State Categories
OL	Odias belonging to outlying Odia speaking tracts
NRI	Non-Resident Indians
GE	General
SC	Scheduled Caste
ST	Scheduled Tribe
WO	Women
PC	Physically Challenged
GC	Green Card
ES	Children/widows of Ex-Servicemen
TFW	Tuition Fee Waiver

Number of Seats and Reservation

Exact number of seats and branches will be available at OJEE-2014 web site www.ojee.nic.in and www.odishajee.com.

- Only natives of Odisha state will be eligible to avail all reservations seats under clause 2.1 of Information brochure -2014.
- 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), AIPMT-2014, CAT, XAT, CMAT, MAT, GPAT, GATE etc.) and NRI quota in that course".

For Bachelors Degree Courses in Engineering / Architecture the reservation is as given below:

- For Government Engineering Stream, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, 2.1.5, 2.1.6 and 2.1.7 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 Govt. Institutions, the reservation is as given below.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Ex-Servicemen	3%
Oriya(Odia) belonging to outlying Oriya(Odia) speaking tracts (OL)	3%
Women	30% in each category except 'OL' and 'TFW'
Tuition Fee Waiver	Upto 5% (Supernumerary) (Except OL category)

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

- For Private Engineering Stream the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, 2.1.5, 2.1.6 and 2.1.7 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)-2014.
- If candidates are less than 5% in NRI, the balance seat will be transferred to the general seat and allotment will be done as per general merit.
- If candidates are less than 15% in JEE(MAIN)-2014, the balance seat 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 for the balance seats after deducting JEE(MAIN)-2014 and NRI seats from the total intake.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Ex-Servicemen	3%
Tuition Fee Waiver	5% (Supernumerary) [Except NRI]
Women	30% in each category (SC, ST, GC, PC, Ex-Service)

'OL' is not applicable here for private institution.

There is no reservation category for Engineering Lateral Entry both for Diploma Holders as well as for +3 Sc. / B.Sc. degree holders.

For MBA/PGDM/PGCM/PGDM(Ex) the reservation is as given below:

(iii) For MBA in Private Colleges, the reservations are:

5% seats are reserved for NRI and another 15% is reserved for CAT, XAT, CMAT and MAT (3.75% each) in Private Professional Colleges.

- If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat 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 MBA programs shall be filled up from the merit list of CAT, XAT, CMAT, and MAT. Vacant seats, if any, in these categories shall be interchanged in the first instance and then converted to general category and allotment will be done as per general merit.

For MBA, PGDM, PGCM and PGDM (Executive) streams, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4 and 2.1.6 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 for the balance seats after deducting CAT, XAT, CMAT, MAT and NRI seats from the total intake.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Women	30% in each category (SC,ST,GC,PC)

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

(vi) For the MAM* Courses, the reservations are same as (iv) Private Institutions and (v) Government Institutions.

For MCA, the reservation is as given below:

(vii) For MCA in Private Colleges, the reservations are:

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

- If candidates are less than 5% in NRI, the balance seat will be transferred to the general seat and allotment will be done as per general merit.

For MCA streams, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4 and 2.1.6 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 for the balance seats after deducting NRI seats.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Women	30% in each category (SC, ST, GC, PC)

(viii) For MCA in Government Institutions, the reservations are same as in Private institutions mentioned above. NRI are not applicable in Government Institutions.

(ix) For the MCA-Dual Degree* Courses the reservations are same as (vii) Private Institutions and (viii) Government Institutions.

For Lateral Entry in MCA there is no reservation

For Pharmacy the reservation is as given below:

(x) For B. Pharm in Private Colleges, the reservations are:

For Pharmacy streams, the candidates belonging to categories 2.1.1, 2.1.3, 2.1.4, and 2.1.7 can also compete under general category provided they satisfy all conditions of eligibility for the same.

For the Bachelors Degree Courses in Private Pharmacy Institutions the reservation is as given below.

- 5% seats are reserved for NRI in Private Professional Colleges.
- If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat 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 for the balance seats after deducting NRI seats.

Scheduled Caste	8%
Scheduled Tribe	12%
Green Card	5%
Physically Challenged	3%
Tuition Fee Waiver	5% (Supernumerary) [Except NRI]

For Lateral Entry in Pharmacy there is no reservation

Post Graduate Admission Test for Engineering/Technology, Pharmacy and Architecture(PGAT)

(xi) For M.Tech, M.Arch and M.Pharm the reservation is as given below:

- 5% seats are reserved for NRI in Private Professional Colleges. No NRI seats are reserved for Government Colleges offering M.Tech, M.Arch and M.Pharm.
- If candidates are less than 5% in NRI in Private Professional Colleges, the balance seat will be transferred to the general seat 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) and remaining 50% to PGAT candidates.
- If candidates are less than 50% in GATE/GPAT score, the balance seat will be transferred to the PGAT and allotment will be done as per general merit.
- All the candidates claiming seat under GATE/GPAT should produce Valid GATE/GPAT score card in original during counselling process.

For M.Tech, M.Pharm 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.

Scheduled Caste	8%
Scheduled Tribe	12%

2.2 TRANSFER OF VACANT SEATS:

Transfer of vacant seats from one category to another is applicable only when there are vacant seats in that category. For example, if some SC seats are vacant after all allotment, then those seats will be transferred to General seats. Similarly if ST reserved category 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.

Seats reserved under all other category like PC, GC, Ex-Servicemen etc will be filled up by general category candidates in case the same are not filled up from the reserved category except TFW category.

In case of any change in the percentage of reservation of seats / reservation criteria mentioned in the clause above on the basis of guidelines from PCI / MHRD / AICTE / Government of Odisha, it will also be published in OJEE-2014 website.

2.3 CERTIFICATES:

- i. A candidate seeking admission on reserved seat 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 candidature shall be considered for admission under general category.
- iv. In case the above certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has been already granted admission, such admission shall be cancelled.
- v. Reservation for Physically Challenged Candidates: OJEE 2014 qualified candidates seeking admission under Physically Challenged category are required to report for the medical test at SCB Medical College, Cuttack. The exact schedule are notified in the website <http://ojee.nic.in> and www.odishajee.com. The decision of the medical board is final and binding.
- vi. Reservation for the Children/widow 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 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 category.
- viii. Reservation under TFW Scheme:

Eligibility criteria for TFW:

- TFW scheme will be applicable to all approved Technical Institutions offering Bachelor Programs, Diploma and Post Diploma program and lateral entry provisions of these programs.
- Sons and daughters of parents whose annual income is less than Rs. 4.50 lakhs (Rupees four lakh and fifty thousand 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.
- 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.

- TFW scheme is applicable to all AICTE approved technical institution offering B. Tech, B. Arch, B. Pharm and Lateral Entry for these programme.
- Candidate has to produce the following documents for claiming TFW scheme at the nodal centre during document verification.
 - a) Resident of Odisha certificate. (Appendix –I). The candidate has to submit the Residence certificate in the prescribed format i.e., Appendix-I issued not earlier than January 2014.
 - b) Income certificate of parents from local Tahasildar (Appendix-VII). The candidate has to submit the Income certificate in the prescribed format i.e., Appendix-VII issued not earlier than January 2014.

ODISHA JOINT ENTRANCE EXAMINATION – 2014
OJEE – 2014 ADMISSIONS
Manual Choice Entry Form

Note:

1. Download the list of college, course and seat matrix from website <<http://www.ojee.nic.in>>.
2. Give maximum number of choices to avoid disappointment of not securing a seat.
3. Use the filled in manual choice form while entering choices on computer screen.
4. Use similar form (Photocopies of this form), if this is insufficient by giving continuous preference numbers.

Preference No.	Name of the University / College	Name of the Branch
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		

Preference No.	Name of the University / College	Name of the Branch
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		

FREQUENTLY ASKED QUESTIONS

1. Who are eligible for Admission?

Ans: Candidates should refer to the Information Brochure 2014 available in the OJEE 2014 web-site.

2. Who belongs to S-Category?

Ans: The candidates satisfying any one of the following three conditions (a, b, c) will be treated as S-category for taking admission into OJEE 2014

- a) The candidate must have passed 10+2 examination from any of the recognized institution in the State of Odisha.
- b) Parents of the candidate must be natives of Odisha. To claim benefit under this category, a candidate shall furnish at the time of Counselling, a nativity certificate, in prescribed form (Appendix-I) from a Revenue Officer not below the rank of Tahasildar of the area where his/her parents have nativity.
- c) Sons / daughters / spouse of the permanent employees of Government of Odisha / Govt. of India/Govt. of Odisha undertakings/Govt. of India undertakings, serving in the State of Odisha at the time of application. To claim the benefits under this category, candidate has to submit a certificate from the employer of his/her parents/spouse in the prescribed form (Appendix-II) at the time of counselling.

3. My father is working in Jindal steel, Angul, Chhendipada Road for last five years, but my father's native place is in the state of Chhattisgarh. I have passed +2 Science from CHSE, Odisha and I am a women candidate. Can I claim reservation under women category?

Ans: No, all candidates under reservations such as SC (Scheduled Caste); ST (Scheduled Tribe); PC (Physically Challenged); ES (Ex-Serviceman); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver) seeking admission through OJEE 2014 must be natives of Odisha and must produce Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar. However, as you have passed +2 Science from Odisha state you will be considered as a state category candidate. For further details please refer the Information Brochure of OJEE – 2014 available in the OJEE 2014 web-site.

4. I have not received my final 10+2 results. Am I eligible for Certificate Verification?

Ans: No, candidates who have passed 10+2 on the day of Certificate verification are only eligible and they have to produce proof of passing the qualifying examination.

5. I have wrongly filled OL category in the application form, actually I belong to Odisha state category, what will be my position?

Ans: Your choices will be processed according to general rank. You have to produce the documents mentioned for S category. However the candidate will not get any reserved category status under

any circumstances.

6. I have wrongly filled OL category in the application form, actually I belong to outside state category, what will be my position?

Ans: Your choices will be processed according to general rank for ZZ category.

7. I belong to OL category, if I will not get a seat in Government College, can I give option for private college?

Ans: Yes, the candidate can give option for both Government and Private College according to his/her preference. But allotment in private college is strictly based on the ZZ category rank.

8. I belong to Outside state (ZZ) category, what is the % of seats reserved in Government as well as in Private college?

Ans: There will be no seats for Outside state (ZZ) category in Government Colleges. But seats are available in Private Colleges. The number of seats derived for allotment to the outside state candidates (ZZ) by taking into account the proportionate quantum of candidature / applications received in the concerned programme subject to maximum of 25 % of the general seats i.e., after deduction of all the reserved category. No other reservation under this category is applicable.

9. I am outside candidate and belong to SC category, can I claim for SC seat in any college?

Ans: No, all reservation such as SC (Scheduled Caste); ST (Scheduled Tribe); PC (Physically Challenged); ES (Ex-Servicemen); WO (Women); GC (Children of Green Card Holder), TFW (Tuition Fee Waiver) including women seeking admission through OJEE 2014 must be natives of Odisha state and must produce 'Nativity/Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar.

10. I am appearing for Supplementary Examinations. Am I eligible for Certificate Verification?

Ans: No. One should produce proof of passing the qualifying examination.

11. Marks sheets have not been received. Am I eligible for any one of the following?

Ans: A candidate must produce proof of passing the qualifying examination and qualifying mark sheet during verification.

12. Will an acknowledgement be issued for having received the Original Certificates?

Ans: OJEE 2014 will verify the photocopies of the required documents with originals. Hence OJEE 2014 will not keep any original certificates / mark sheets / documents except Original Appendices. Print out of the verified document will be given to the candidate after successful verification of all the documents.

13. At the time of filling the application for OJEE 2014, I have wrongly filled my category. Accordingly my Category has been printed in my admit card. I too did not notice it and report the same to the Verification Officer at the time of Certificate Verification. Can I change it now?

Ans: No. It is the responsibility of the candidate to verify for the correctness of the data immediately after getting the admit card.

14. Is it possible to change Caste/ Sex/Special category Status etc. during Certificate Verification when not mentioned correctly at the time of filling the application for OJEE 2014 Examination?

Ans: No, after uploading of admit card in the websites, OJEE 2014 has corrected all complaints made by the candidates regarding caste, sex, category etc. before declaration of the entrance result. Therefore, OJEE 2014 at this stage can not do any thing for change of any category.

15. How do I know the correct status of my Certificate Verification?

Ans: Before leaving the Certificate Verification counter in the nodal center please check up the Receipt of Certificates given to you and verify whether all the details are printed correctly or not. If any mistakes are there, ask the Verification Officer for their correction immediately and ask for revised receipt of Certificates duly signed by him.

16. How can I get Institute profile?

Ans: In website, by clicking on "Institute profile".

17. Is it compulsory for all candidates in OL category to attend the Certificate Verification at Bhubaneswar only?

Ans: Yes, OL category candidates should attend for Certificates Verification at JEE Cell, Gandamunda, Bhubaneswar only. All the OL candidates have to appear for Odia Test conducted by OJEE-2014. The candidate has to pass the Odia Test in M.E. (VII standard) with minimum 40% marks to be conducted by OJEE 2014 committee at the time of counseling process.

18. What are PC Board?

Ans: All the PC candidates have to report for the Medical Board to be conducted at SCB Medical College, Cuttack on the scheduled date and time mentioned in the website / newspaper. Those candidates who do not qualify the test conducted by Medical board, will be considered for allotment under any other category to which he/she belongs based on General Ranking.

19. I am seriously ill and not in a position to attend the Certificate Verification. Then what I have to do?

Ans: The candidates must attend personally the Certificate Verification; otherwise the candidate has to forfeit his/her seat.

20. I lost all my Original Certificates during traveling. I have Xerox copies only with me; can I attend the Certificate Verification?

Ans: Yes, only when the candidate produces FIR lodged against the loss of Certificates/documents and photocopies of all the lost documents. After getting the required original certificates from respective Board/University he/she must report at the designated nodal centre for verification before the end of document verification period otherwise he/she has to forfeit his/her seat.

21. I have not received my Caste Certificate. Am I eligible under Caste Category?
 Ans: No.
22. In my application I have wrongly filled my Caste category. Can I correct it at the time of verification of Caste?
 Ans: No.
23. Please list out the Original Certificates to be produced by me for verification at the nodal center.
 Ans: Please see Annexure – I.
24. What is a Choice?
 Ans: The selection of the “college and course” you wish to join and arrange them in the order of preference.
25. Where from I can exercise my options?
 Ans: You can exercise filling of choices from home or anywhere using computer with internet facility.
26. How many choices I can exercise?
 Ans: You can exercise any number of options you like, and there is no Minimum & Maximum limit. It is advised to give judicious number of choices to avoid disappointment of not securing a seat.
27. Can I select all branches in a college?
 Ans: Yes. You can select but arrange (write) them in order of priority.
28. Can I change my choices?
 Ans: You can change the choices any number of times within the stipulated time allotted to you.
29. Which options will be considered for allotment of seats?
 Ans: The Options entered by you in the final locking at nodal center will be considered for allotment.
30. If I do not report at my allotted college, can I get the refund of the University Registration fee paid at the nodal centre?
 Ans: No.
31. If I am upgraded automatically from Private College to Govt./University College, how can I get back the excess amount paid towards University Registration fee?
 Ans: A candidate has to pay Rs.5,000/- for allotment in all the colleges i.e., Government Institutions/Self Sustaining Courses/ Institutions running/Public-Private-Partnership (PPP) mode and Private Institutions towards a part of admission fees. So the question of excess payment of University Registration fees doesn't arise.
32. What is the Income limit for granting tuition fee exemption?
 Ans: The annual Income of the parents from all sources should not exceed more than 4.5 lakh Rupees under the TFW scheme.
33. I am a native of a place Chhendipada, Angul District. But I have an income certificate issued by Tahasildar of Cuttack district. Will this certificate be admissible during certificate verification?

Ans: No, you have to produce the Income Certificate issued by Tahasildar of your place of nativity only.

34. I do not have income certificate right now, my parents' annual income is below 4.5 lakh Rupees. Shall I be granted tuition fee exemption?

Ans: No, in the absence of relevant income certificate, candidate will not be allowed to take admission under TFW scheme. He/she must register before claiming seat under TFW scheme.

35. I got a seat in one college in 1st Round and auto-upgraded to another college in 2nd Round, can I continue in first college?

Ans: No. Candidates have to automatically move along with the auto-upgradation procedure of allotment as per the final choices locked by them.

36. Can I get information regarding range of rank admitted in previous year to a particular college?

Ans: Yes, the detailed rank-wise data for 2013 are given in OJEE and NIC websites: www.ojee.nic.in and www.odishajee.com

37. How can I obtain the Seat Matrix ?

Ans: The seat Matrix will be available in OJEE websites: www.ojee.nic.in and www.odishajee.com before Counselling.

Minimum Eligibility Criteria:

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

1.1. Engineering and Technology:

Passed 10+2 examination of CHSE, Odisha or equivalent with Physics and Mathematics as compulsory subjects along with one of the subjects from Chemistry /Biology /Biotechnology /Technical Vocational Subject /Electronics /Computer science / Information Technology / Geology /Statistics. The candidate should have passed individual subject and must have obtained at least 45% marks (40% in case of candidates belonging to SC/ST category) in the above subjects taken together.

There is no age limit to take admission into Engineering & Technology courses.

1.2. Architecture:

Passed 10+2 examination of CHSE, Odisha or equivalent with Mathematics as compulsory subjects and 50% aggregate in five subjects taken together.

There is no age limit to take admission into Architecture course.

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2014)

**APPENDIX-I
FROM No.III
(See Rule 3)**

Office of the Miscellaneous Certificate Case No..... of 200...

RESIDENT/NATIVITY CERTIFICATE

This is to certify that Shri/Smt./Miss son/daughter/wife of Shri Is a native of the District of in the State of Orissa and he/his family ordinarily reside in Village/Town P.S.....Tahasil in the District of

2. This certificate being granted only for the purpose of OJEE-2014.

Signature of Revenue Officer
Date:
Designation (with seal of office)

Signature of the applicant

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2014)

APPENDIX – II

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 permanent 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 / Organisation**

Date:

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.

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2014)

APPENDIX – III

‘SC/ST CERTIFICATE BY BIRTH’

This is to certify that Sri / Smt / Miss
Son / daughter / wife of Shri of
Village / Town P.S Tahasil
in the district of of the State of Odisha belongs to the
Caste / Tribe which is recognized as Scheduled Caste / Tribe under Constitution (Scheduled Castes) Order 1950 /
the Constitution (Scheduled Tribes) Order, 1950 as amended by the Scheduled Castes and Scheduled Tribes
(Amendment) Orders Act 1976.
The Place of birth of Sri / Smt / Miss is
Village / town P.S Tahasil
in the district of of the State of Odisha.

Full Signature of the Applicant

Signature

Round Seal of Office

Designation with seal of the office

Date

Note : This certificate should be issued by Tahasildar of the place of residence of parent in Odisha. No part of the form should be mutilated in any manner. In case of mutilation the certificate is liable to be rejected.

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2014)

APPENDIX – IV(Clause 2.1.5 of Information Brochure of JEE - 2014, Odisha)

Certificate of Ex-Servicemen

1. Name of the Candidate
2. Full name of employee / person
3. Permanent address as per service records
4. Rank in Defence Service
5. Full name of the Candidate
6. Relationship of the employee / person with the Candidate
7. Last place of posting including details of unit
8. Awards received if any

Secretary Rajya Sainik Board

Designation with Seal of Office

**Full Signature of
Candidate's Parent**
Date

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2014)
APPENDIX – V
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.STahasil
in the district ofof 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

Designation with Seal of Office

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2014)
APPENDIX – VI
CERTIFICATE FROM THE HEAD OF THE INSTITUTE LAST ATTENDED

(a) Certified that(Name of the candidate in full) son/daughter of..... (Name of the father in full) born onwas a bonafide student of this institute from.....to.....and has passedexamination in the year..... as per the record of the institute.

(b) Certified that the photograph pasted on the space provided below on this page is attested by me.

The candidate should affix the same photograph which he/she has uploaded during form fill-up of online application form. The candidate has to get this photograph attested by the Head of the Institution last attended. The official seal of the head of the institute should cover part of this photograph.

Full Signature of the Applicant

Signature of Head of the Institution last attended

Name:

Seal of the Institution

Designation (with Seal of Office)

Issue / reference No.....

Date:

N.B.: The candidate should affix the same photograph which he/she has pasted on the confirmation page.

ODISHA JOINT ENTRANCE EXAMINATION (OJEE-2014)
APPENDIX – VII (For TFW Candidate)
INCOME CERTIFICATE

Office of the
Miscellaneous Certificate Case No.of 2014.

This is to certify that, Sri / Smt / Miss Son /
 Wife/Daughter of.....Village.....
 P.O.....P.S.....Tahasil In the
 District ofIn the state of Odisha has an annual
 income Rs.
 (Rupees.....) only
 from the sources specified below.

SOURCE	ANNUAL INCOME
Agriculture Land-----	Rs.
Salaries -----	Rs.
Business-----	Rs.
Any other sources to be specified-----	Rs.
<hr style="width: 20%; margin: auto;"/> Total Rs.	

This Certificate is being granted only for purpose of

Full Signature of the Applicant

Signature of Revenue Officer

Round Seal of the Office

Date :
 Designation (with Seal of Office)

- Note:** 1. Revenue Officer means the Chief Officer in charge of Revenue Administrative in the District, Sub-Division of Tahasil and includes an Additional District Magistrate and Additional Tahasildar.
 2. No part of the form should be mutilated in any manner. In case of mutilation the certificate is liable to be rejected.

ODISHA JOINT ENTRANCE EXAMINATION (OJEE – 2014)
APPENDIX – VIII
(To be deposited at the Institution/University level)

DECLARATION

Name of the candidateOJEE-
2014 Roll No..... Rank No. Category
Stream

1. This is to undertake that I have taken admission in the College/Institute
..... in out of my own accord.
This allotment is based on the choice exercised by me during counselling process.
2. I have surrendered my OJEE-2014, Odisha Rank Card. I also understand that the Rank card is no more valid and against the same, I cannot take admission in other discipline in the same college or in another college in any discipline.
3. I understand that no change of branch or choice of college is permitted in the first year. Subject to regulation of the University and performance in first year branch change may be permitted in second year only.
4. I understand that out of Rs..... paid by me after deducting Rs. 5000/- (for under graduate / post graduate) towards University and Insurance Fees, the balance amount will be adjusted towards the fees, payable at college level while joining the college.
5. We understand that, we will not claim any refund of Rs.....(in full or Part) deposited at the time of counselling process, even in the case of not joining/withdrawal from the allotted college/course.
6. I also understand that the fee that I am paying during admission is provisional. I have to pay the balance if the actual fee is more or will be refunded if the fee is less.
7. I understand that I shall report to the college within the dates mentioned in the allotment letter of OJEE-2014.
8. We declared that, we have read and understood the above provisions completely and will also abide by them.

Further, this is to certify that, I have downloaded the correct allotment letter for admission.

Date:

Signature of the Guardian

Signature of the Candidate

ODISHA JOINT ENTRANCE EXAMINATION (OJEE – 2014)

Annexure – I
CHECK LIST

LIST OF DOCUMENTS REQUIRED FOR VERIFICATION

(Please come to the nodal center arranging the documents in the order mentioned below)

Sl. No.	Check	Documents	Remarks
1		Original Rank Card	
2		Original on line registration slip	
3		H.S.C. or any other relevant certificate showing the date of birth	
4		10 + 2 Pass certificate (For Engineering, Architecture, BHMS, BAMS, MCA-Dual Degree, MAM & Pharmacy) or Final Diploma Pass Certificate (for Lateral Entry) or +3 pass certificate (For MCA, MBA, PGDM, PGCM, PGDM [Executive], MCA-Lateral Entry, MCA 2nd year Direct & B.Sc. Lateral Entry) or B. Tech/B. Arch/B. Pharm pass certificate for PGAT.	
5		10 + 2 Mark Sheet (For Engineering, Architecture, BHMS&BAMS, MCA-Dual Degree, MAM & Pharmacy) or Diploma Mark Sheet (for Lateral Entry) or +3 Mark sheet and +2 Mark sheet (For MCA, MBA, PGDM, PGCM, PGDM [Executive], MCA-Lateral Entry, MCA 2 nd year direct & B.Sc. Lateral Entry) or B. Tech / B. Arch / B. Pharm final mark sheet for PGAT.	
6		School Leaving / College Leaving Certificate	
7		Original Certificate from the Head of the Institution last attended (Appendix VI)	
8		Original 'Resident of Odisha' Certificate (Appendix – I) / Nativity Certificate from concerned Tahasildar.	
9		Original Certificate of Employment of Candidate's parent / Spouse (Appendix – II) Employer: Govt. of Odisha / Govt. of India / Govt. of India Undertakings and / Govt. of Odisha Undertakings located in Odisha at the time of application.	
10		Original SC / ST certificate by birth (Appendix – III).	
11		Original Certificate of Ex-serviceman (Appendix – IV).	
12		Original Green Card issued by Family Welfare Department of Odisha.	
13		Original Certificate in support of Outlying Odia Speaking Tract (OL) (Appendix – V)	
14		Original Certificate in support of NRI	
15		Income certificate for TFW candidates (Appendix – VII)	
16		Other document(s) if any (i) (ii) (iii)	

Signature of the verifying Officer

Signature of the candidate

Importance of Password:

- 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 might lead to modification/tempering of his and 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, he/she needs to approach the OJEE-2014 officials at JEE Cell, Gandamunda, Bhubaneswar, Odisha or any other nodal officer in the nodal centers with his / her **identification proof and Rank Card for generation of New password.**
- **The length of the password must be of 8-13 characters with at least one special character, one upper case character, one lower case character & one numeric value, e.g., Rajupadhi@12. The password will be case sensitive.**
- Candidates are advised to record/remember their password for all future Logins.
- **Confidentially of password is the sole responsibility of the candidates.**
- Candidates are advised not to disclose or share their password with anybody.
- OJEE-2014 is not responsible for any misuse of the password by the Candidate or by others.