

## INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM FOR OJEE-2020

Before filling up the application form, the candidate should have, in ready-to-use form, scanned images of his/her **coloured photograph, full signature and left hand thumb impression**. These scanned images are to be uploaded during the submission of application form.

### Method of Submission of Application Form:

- The candidate has to visit website [www.ojee.nic.in](http://www.ojee.nic.in).
  - The candidate has to read carefully, the information brochure and instructions to fill the online Application Form for OJEE-2020.
  - Then he/she has to go to the link 'Online Student Registration System' and open "Odisha Joint Entrance Examination-2020".
  - Once the candidate clicks "Odisha Joint Entrance Examination-2020", the process of filling up of Application Form for OJEE-2020, starts.
  - Choose the correct Application Form among the **five available options of A, B, C, D and E**. You are allowed to register in one application form only. Based on your qualification and what you are interested to study, choose the correct entrance test and accordingly, choose the correct form. (Please refer Table - 2 of Information Brochure).
- (a) Online application process follows the 5 steps as shown in figure below.




- (b) Fill in the on-line application form and **note down** the registration number after submission. **Registration number is the user id for any future login to the OJEE website. Password should be created for future login.**

- (c) Once you have created your password and registration/application number is generated, you can login as many times for further processes like filling of place of center of examination, educational qualifications, uploading images and fee payment. After filling the required data asked during online form fill-up, the candidate has to click the **Submit** button. At the bottom of the next page, two buttons “**Submit**” and “**Reset**” are given.
- (d) In the third step, **upload the scanned images of coloured photograph, full signature and left hand thumb impression..**
- (e) After that, go to payment button and **pay the correct fees** required based on the form chosen by you.  
**For fee payment, registration number/application number is required.**
- (f) The application fee can be remitted in the following way:  
Make payment of fee through Debit/Credit Card (VISA / MASTER / Maestro cards/ net banking). The candidate has to follow the instructions and submit the fee through bank gateway (SBI / Axis / HDFC).
- (g) After successful submission of fee, the candidate can take print out of **Confirmation Page**.
- **Please note that the applicant’s name, parents’ name(s), and date of birth should exactly be the same as mentioned in the High School (10<sup>th</sup> class) examination certificate. Any deviations, whenever discovered, may lead to cancellation of the applicant’s candidature.**
  - **The candidate’s application form must be complete in all aspects before on-line submission. Incomplete application will summarily be rejected without any notice.**
  - **Options filled by the candidate in the application form cannot be changed at a later stage under any circumstances.**

#### ITEM – WISE INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

<b>Name of the Candidate</b>	Candidate should enter his/her name, as given in High School Certificate of Board/University
<b>Father’s Name</b>	The candidate should enter his/her father’s name.
<b>Mother’s Name</b>	The candidate should enter his/her mother’s name.
<b>Date of Birth</b>	Select the date, month and year correctly.
<b>Gender</b>	Select Male or Female or Transgender
<b>Parent Domicile</b>	Select among the options , 1.Odisha State ( <b>S</b> )  2.Outside state of Odisha ( <b>ZZ</b> )  3.Non Resident Indian ( <b>NRI</b> )  (Refer section – 2 of Information Brochure for details)
<b>Category</b>	Select the correct one you belong to, General, SC or ST

<b>Person with Disability or Physically Challenged</b>	Yes / No
<b>Sub category</b>	Select if you are Green card holder (GC) or belong to Ex – Serviceman (ES) or both
<b>Annual family Income</b>	Select if your parents' annual income is above or below <b>eight lakhs</b>
<b>Nationality</b>	Indian
<b>Opting for Woman quota</b>	Yes/No
<b>Details of Applied Course</b>	
<b>Applying for the Course</b>	Select the correct course for which you are interested to apply and the correct Application Form for that (A,B,C,D,E). You can select one choice from the dropdown menu.
<b>Question paper you want to appear in entrance test</b>	This is mainly required for candidates applying for M. Tech. course and depends on the question they want to appear for doing M. Tech. based on their B. Tech. degree. (Refer Table-14 of Information Brochure)
<b>Choice of Examination center</b>	Select your preferences 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> . (Refer Table-12 of Information Brochure)
<b>Qualifying examination passed or appeared</b>	The candidate should enter the appropriate qualifying examination, he / she has passed or is appearing in 2020.
<b>Year of passing/ appearing</b>	Mention the year in which you have passed/completed the course. For the candidates who are appearing, it is 2020.
<b>Course or Stream</b>	Qualifying examination
<b>Board/University of Qualifying Examination</b>	(i)+2/Equivalent (ii) Diploma/Equivalent as approved by UGC/AICTE/SCTE&VT (iii) + 3 Science/Bachelor Degree/Equivalent as approved by UGC / AICTE. (iv) B.Tech/B.Arch/B.Pharm/Equivalent as approved by UGC / AICTE.
<b>Percentage of Marks in Qualifying Examination</b>	In this box, the candidate has to fill in the actual percentage of aggregate marks obtained in the qualifying examination, if the results are available in any other format, he/she has to convert and fill as in percentage. The candidate should enter only the integer part of the percentage of marks and ignore the decimal point. For example, 76.15, 76.56 or 76.99 should be taken as 76 only.
<b>Roll number in qualifying examination</b>	Write the Roll number in Qualifying examination.
<b>Institute Name and Address</b>	Write the Institute Name and Address
<b>Address for communication</b>	Please write the complete and correct address

	including PIN code in appropriate boxes.		
<b>E-mail</b>	The candidate must give his/her active e-mail address where all the correspondence can be made.		
<b>Mobile phone Number (Without 0 &amp; +91)</b>	The candidate should mention his/her mobile number in the space provided, on which he/she can be contacted or a message can be sent to him/her. One-time password (OTP) will be sent as and when required in this given number.		
<b>Phone Number including STD/ISD Code</b>			
<b>Photograph</b>			
<b>Photograph</b> The photograph should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable. Candidates with unclear photograph are liable to be rejected.  Applications not complying with these instructions or with unclear photographs are liable to be rejected. Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair practices and the candidate would accordingly be dealt with under the rules of unfair means.	It is expected that the candidate will have the same appearance at the time of examination and counselling as in the UPLOADED photograph. The photographs must be taken on or after 01.01.2020 indicating clearly the name of candidate as shown below.  		
<b>Full Signature (Black / Blue ballpoint pen only):</b>	Scanned signature has to be uploaded.		
<b>Left Hand Thumb Impression</b>	Put your left hand thumb impression on paper and scan it to upload.		
<b>Criteria For Uploading Of Images</b>			
<b>File</b>	<b>Format</b>	<b>File Size</b>	<b>Dimension</b>
<b>Photograph of Candidate</b>	<b>JPEG/JPG format</b>	<b>5KB to 99KB</b>	<b>3.5cm x 4.5cm</b>
<b>Signature of Candidate</b>	<b>JPEG/JPG format</b>	<b>5KB to 50KB</b>	<b>3.5cm x 1.5cm</b>
<b>Thumb impression of Candidate</b>	<b>JPEG/JPG format</b>	<b>5KB to 50KB</b>	<b>3.5cm x 1.5cm</b>
<b>Declaration by the Candidate</b>	The candidate must submit a declaration to the effect that the filled-in entries in the online application process of OJEE-2020 are true to his/her knowledge and belief.		

**Note: Facility of submission of application form, payment of fee and printing of the computer generated Confirmation Page would be ceased at 05.00 p.m. on the last day of online-application form fill-up. Hence, candidates are required to complete the process within the prescribed duration.**