

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM FOR OJEE-2021

Before filling up the application form, the candidate should have, in ready-to-use form, scanned images of his/her **coloured photograph and full signature** of appropriate size as mentioned in Information Brochure. 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 <https://ojee.nic.in>.
 - The candidate has to read carefully, the “Information Brochure” and “Instructions to fill the online Application Form for OJEE-2021”.
 - Then he/she has to choose appropriate application form (Form A, B, C, D, E) to proceed with registration for OJEE 2021. Choose correct application form based on your qualification and course you are interested to study. Please refer Table - 1 of Information Brochure.
 - Click on “New Registration” to start the registration process. You will be redirected to Information page where steps to complete registration and important information is displayed. Carefully read the instructions to understand the steps involved in registration process.
- (a) Online application process follows the 5 steps as shown in figure below.



- (b) Registration involves filling-up personal and contact information. Carefully fill this part as this is a one-time activity and you will not get second chance to rectify it, once submitted and application number generated. In this step, you have to provide password. Password is case sensitive and you must follow password rule. Password rule will be displayed once you place mouse in password field. Review filled-in data

before pressing “Final Submit”.

- (c) Once registration is complete, you will be redirected to next step which is “Application Form”. 12 digit Application number will be displayed on the screen. Note down the application number for all future requirements. In this page, status of application form is displayed. Click on “Complete Application Form” to proceed further.
 - (d) Application form consists of three sections, those are (1) Personal section (2) Applying for (3) Educational Qualification. Fill each section carefully and provide accurate data.
 - (e) 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.**
 - (f) 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.
 - (g) In the third step, **upload the scanned images of coloured photograph, full signature**. You have to verify and self-certify the images uploaded before submit.
 - (h) 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.
 - (i) 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 / Billdesk / HDFC).
 - (j) 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 (10th 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	
Name of the Candidate	Candidate should enter his/her name, as given in High School Certificate of Board/University
Date of Birth	Select the date, month and year correctly.
Gender	Select Male or Female or Transgender
Father’s Name	The candidate should enter his/her father’s name.

Mother's Name	The candidate should enter his/her mother's name.
Nationality	Indian
Domicile	Select among the options, 1. Odisha 2. ZZ-Outside State 3. NRI-Non Resident Indian (Refer section – 4 of Information Brochure for details)
Birth Category	Select the correct one you belong to, General, SC or ST
Sub category	Select if you are Green card (GC), Ex – Serviceman (ES), or both or Not applicable
Person with Disability or Physically Challenged	Yes / No
Annual family Income	Select if your parents' annual income is above or below eight lakhs
Details of Applied Course	
Applying for the Course	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 drop-down menu.
Question paper you want to appear in entrance test	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-7 and 8 of Information Brochure)
Choice of Examination center	Select your preferences 1 st , 2 nd and 3 rd . (Refer Table-6 of Information Brochure)
10th or equivalent qualification details	Candidate should enter 10 th grade examination details only.
Qualifying examination passed or appeared	The candidate should enter the appropriate qualifying examination, he / she has passed or is appearing in 2021.
Year of passing/ appearing	Mention the year in which you have passed/completed the course. For the candidates who are appearing, it is 2021.
Course or Stream	Qualifying examination
Board/University of Qualifying Examination	(i) 10+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.

Percentage of Marks in Qualifying Examination	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.
Roll number in qualifying examination	Write the Roll number in Qualifying examination.
Institute Name and Address	Write the Institute Name and Address
Address for communication	Please write the complete and correct address including PIN code in appropriate boxes.
E-mail	The candidate must give his/her active e-mail address where all the correspondences can be made.
Mobile phone Number (Without 0 & +91)	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.
Photograph	
<p>Photograph</p> <p>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.</p> <p>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.</p>	<p>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.</p> <div data-bbox="1000 1283 1297 1629" style="text-align: center;">  <p>Dattatreya Das</p> </div>

Full Signature (Black / Blue ballpoint pen only):	Scanned signature has to be uploaded.		
Left Hand Thumb Impression	Put your left-hand thumb impression on paper and scan it to upload.		
Criteria for Uploading of Images			
File	Format	File Size	Dimension
Photograph of Candidate	JPG format	50KB to 200KB	3.5cm x 4.5cm
Signature of Candidate	JPG format	10KB to 30KB	3.5cm x 1.5cm
Declaration by the Candidate	The candidate must submit a declaration to the effect that the filled-in entries in the online application process of OJEE-2021 are true to his/her knowledge and belief.		

**File name of photograph/Signature to be uploaded should not contain any numeric value or special characters.*

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.