INSTRUCTIONS FOR FILLING UP THE
ONLINE APPLICATION FORM FOR 2ND/SPECIAL OJEE

A. The candidates are required to apply only online as per the procedure detailed below.

    i) Candidates can apply for 2nd/Special OJEE - 2022 only through "**Online**" mode through the website **www.ojee.nic.in**.

    ii) Candidates not complying with the instructions shall summarily be disqualified.

    iii) Candidates must retain the following documents with them as reference for future correspondence.

        (a) Print-outs of the computer-generated Confirmation Page of the Application Form.

        (b) Proof of fee payment.

    iv) The fee can be remitted online through any of the following methods:

        Debit Card/ credit card (VISA / MASTER / Maestro cards) / Internet Banking.

B. First of all, the candidate has to visit www.ojee.nic.in. Then by clicking on "**Fresh Candidate Registration",** a candidate can go into the registration page.

Here, candidates should provide all the authentic details while filling up the online form. On submission of details, an **Application Number** shall be generated with creation of password. Subsequently, a candidate can login to the registration page by entering Application Number and created password. Also, Applicant must quote this number as a reference in all his/her future correspondence with OJEE Office.

C. There are several sections to complete the application submission process. In each section, specific data needs to be provided by the candidate. Different sections are:

- Application form
- Apply for courses
- Qualification details

- Contact details
- Exam centre details
- Upload Document/Images
- Preview and final submit
- Registration fees payment

All the above sections must be completed successfully, so that the application will be considered for the generation of admit card and the candidate can appear the entrance exam.

➢ (Incomplete applications will not be considered and such candidates will not be allowed to appear the entrance exam).

D. While selecting the course, a candidate may opt for multiple courses as per his/her qualifying exam and interest.

E. Examination fees will be decided depending on the number of courses for which the candidate is applying. For a single course, examination fee is Rs.1000/- and for subsequent addition of each course, Rs.500/- per course will be applicable.

F. For Selecting the Examination Center, a candidate has to select three places as per his/her preference. The list of exam center places will be available in the online application form. Efforts will be made to allot, the city of examination to the candidates in order of the choice opted by them in their application form. However, due to administrative reasons, a different city of nearby area may be allotted. The decision of the OJEE Committee regarding allotment of Centre shall be final. No further correspondence or request shall be entertained in such case.

G. Candidate has to fill the particulars online and also upload his/her photograph, full signature and left-hand thumb impression. Maximum and minimum file size of each image is mentioned at the interface.

It is not necessary to send the hard copy of the application i.e. **confirmation page** to the OJEE office. However, the candidates are advised to retain a hard copy of the application i.e. confirmation page along with proof of money transfer, for future reference or correspondence, if any.

H. Application must be complete in all respect. Incomplete / unsuccessful submission of application will lead to outright rejection.

Completed application means:

a. Completion of Registration.
b. Uploading of scanned copies of photograph, signature and left-hand thumb impression
c. Payment of the Required Fee
d. Generation of Confirmation Page

I. There will be no reservations in the 2nd phase counselling. Options such as Category/Sub-category are required to be filled up only for the profile record. Please refer Table for abbreviations used for different categories.

TABLE:
Abbreviations Used for Different Category / Sub-Category of Reservations:

SL No	Abbreviation	Description of Category / Sub-Category
1	SC	Scheduled Caste
2	ST	Scheduled Tribe
3	EWS	Economically Weaker Section
4	PC	Physically Challenged

J. Applicant should give options only with respect to category S (State of Odisha), ZZ (Outside State of Odisha), NRI (Non-Resident Indian) under the Domicile head.

K. Candidates are allowed to submit only one application form. Multiple applications for a particular stream or in multiple streams by a candidate are liable to be rejected. After submission of an application, options cannot be changed at a later stage.

L. Application fee, once paid, is non-refundable.

M. Candidates may check the status of their application on OJEE -2022 website by giving the Application Number (Chosen User ID) and Password that is created during registration.

N. Any dispute arising out of 2nd/Special OJEE-2022 shall only be settled and decided under the jurisdiction of Hon'ble High Court of Odisha.

O. Applicant should not upload any document along with the application form to support his/her claim for reservation/category.

P. Claim for admission will be rejected if the candidate cannot submit the original certificates, mark sheets, other necessary documents at the time of document verification or if one has filled the form incorrectly.

Q. Admission may be cancelled at any time, if certificates / mark sheets / other documents are found to be forged or manipulated. A candidate will not be considered for admission if he/she fails to substantiate the claim with respect to reservation, category, nativity, date of birth, qualification etc.

R. Facility of submission of application form will be ceased at 05.00 PM on the last day of filling up online-application form submission. In order to avoid last minute rush, candidates are advised to complete the process well before the deadline.