

**GUIDELINES / INSTRUCTIONS FOR REGISTRATION PROCESS FOR
PREPARATION OF STATE MERIT LIST BASED ON NEET UG ALL INDIA RANK
WHICH WILL BE USED FOR SUBSEQUENT COUNSELLING & ADMISSION IN
MBBS/ BDS COURSES, 2024-25**

IMPORTANT INFORMATION

- All NEET-UG 2024 qualified candidates are eligible for State Quota seats.
- A candidate, with valid NEET-UG 2024 **rank card** is eligible for admission through counselling of OJEE-2024, Odisha to MBBS/BDS programs. The counselling schedule will be available on OJEE-2024 websites around 2nd week / 3rd Week of June, 2024 or as shall be published from time to time. The counselling will be done through the website: **www.ojee.nic.in**.
- **Mere possession of a rank does not guarantee a seat. A seat is allotted depending on the availability on the basis of the candidate's rank and options exercised.**
- **Please note: S (Odisha State); NRI (Non-Resident Indian); GE (General; Odisha State); SC (Scheduled Caste); ST (Scheduled Tribe); EWS (Economically Weaker Section); PC (Physically Challenged); ES (Ex-Serviceman); GC (Children of Green Card Holder) and SGS (State Govt School).**
- For claiming seats under any reserved category ST/ SC/ EWS and sub-category like ES/ PwD/ GC/ SGS/ TFW) candidate must be native of Odisha and must produce 'RESIDENT/ NATIVITY CERTIFICATE' in format (Appendix-I) or certificate issued through online. Further, a relevant certificate justifying the category should also be produced at the time of document *verification* during counselling. Candidates claiming for EWS seats have to produce EWS Certificate (Income & Asset Certificate) from Tahsildar / Additional Tahsildar. (EWS Certificate must be of the last financial year, i.e 2023-24)
- For Ex-Serviceman (**ES**) category, a candidate has to apply at Rajya Sainik Board office Bhubaneswar, mentioning the roll number and other details. After verification, Rajya Sainik Board shall furnish a list of qualified candidates to OJEE. Candidates mentioned in that list

shall be valid ES candidates and shall be considered to get ES quota seats wherever applicable. Appendix-IV will not be verified by OJEE authorities. Candidates who have received Appendix-IV, will produce it at the institute where they are taking admission under ES quota. Recommendation of the Rajya Sainik Board is final and binding.

- For NRI category the candidate has to produce Indian passport, and other relevant document(s) as prescribed at the time of document verification during Counselling.
- Candidates seeking admission under physically challenged (PwD) category are required to report for the **medical test at SCB Medical College Cuttack Odisha and the date for the same will be notified in the website www.ojee.nic.in/ www.odishajee.com**. Decision of the Medical Board is final and binding.
- **The seat allocation process follows a strict timeline. The entire process is on-line and computer operated. No exceptions are possible and therefore, candidates are strongly advised to thoroughly acquaint themselves with these Processes, Rules, be vigilant, keep their documents handy and make arrangements for making the requisite payments and completing the requisite formalities, well in advance. It will not be possible to entertain requests for extension of time for completing any activity.**
- **Entire process will be through on-line and no communication will be directly sent to any of the Candidate(s). Therefore, it is advised to be in touch with the website on regular basis for any updates.**

Note: “The general public / guardian / parents and students intended to take admission into different Professional and Technical Institutions of Odisha are hereby informed through the Guidelines for Medical Counselling/ Information Counselling Brochure that if they have any complaint regarding admission process / procedure, admission fees, they can file complaint in shape of affidavit with supporting authenticated documents to the Member Secretary PPB, (Policy Planning Body) for disposal under the provisions of Odisha Professional Educational Institutions (Regulation of Admission and Fixation of Fee), Act, 2007”.

A. INTRODUCTION

1. The state candidates who have qualified in the NATIONAL ELIGIBILITY CUM ENTRANCE TEST-2024 (NEET (UG)-2024) will be eligible for registration for admission to MBBS/BDS courses for the academic session 2024-25.

NB: Counseling shall be done for 85% of total seats in Government Medical/Dental Colleges and for all seats of Private Medical / Dental Colleges.

Counseling of Deemed Universities shall be done by DGHS.

Stipulations in this guideline are subject to change with prior notice as per the decision of Government / Counseling Committee.

2. Purpose of the registration is to prepare a State Merit List of the registered candidates (interested to take part in the counselling and admission to MBBS/BDS courses). This State Merit List will be used for subsequent process of counselling and admission in MBBS/BDS courses.
3. The State Merit list will be prepared based on the NEET UG 2024 All India Rank and subjected to successful verification of the credentials of the candidates as per the information filled during registration process.

B. ELIGIBILITY

1. The candidates must be of 17 years of age as on 31.12.2024 and there will be no upper age limit.
2. The candidates must be permanent natives of Odisha OR Children of All India Civil Service officers serving in state of Odisha cadre.
3. The candidate must have passed +2 Sc. and in the subjects of **Physics, Chemistry, Biology and English** individually and must have secured minimum of 50% marks taken together in **Physics, Chemistry & Biology** at +2 Sc. level for General Candidate (GE), 40% for SC/ST candidates and 45% for benchmark disability candidates (PC-GE). The required mark for Physically Challenged candidate of SC/ST category is 40%.
4. The minimum qualifying mark for different category of candidates are as follows:(subject to relevant notification/modification by Govt. of India/NMC)

- a. General (GE) – (50th percentile)
- b. Physically Challenged (PC-GE) –(45th percentile)
- c. Scheduled Tribe (ST)/Scheduled Caste (SC)- (40th percentile).
- d. For Physically challenged candidate of SC/ST category, (40th percentile).
- e. For GE-EWS (Economically Weaker Section) Category - (50th percentile)
- f. For GE-EWS & PC – (45th percentile)

ELIGIBILITY FOR NRI:

1. The NRI candidates, who have qualified the NEET UG 2024, are eligible.
2. NRI means the children or wards of a person of Indian origin residing outside India. Such candidates have to submit the following documents in support of NRI eligibility.
 - i. Documents claiming that the sponsorer is an NRI (Passport, Visa of the sponsorer)
 - ii. Relation of NRI with the candidate as per the court order of the Hon'ble Supreme Court of India in case W.P.(c) No. 689/2017- Consortium of Deemed University in Karnataka (CODEUNIK) & Ans. Vs Union of India & Ors. Dated 22-08-2017.
 - iii. Affidavit from the sponsorer that he/ She will sponsor the entire course fee of the candidate duly notarized.
 - iv. Embassy Certificate of the Sponsorer (Certificate from the Consulate)

C. RESERVATION

The reservation policy of State Government will be followed for selection, and shall be Scheduled Tribe (ST) - 12%, Scheduled Caste (SC) - 8%, Physically Challenged (PC) - 5% of each category, Ex-Servicemen (ES) - 3%, Green Card Holders (GC) - 5%, State Government Schools (SG) – 15% (shall be horizontal covering all vertical reservations as well as unreserved Group) and EWS – 10% (when appropriate number of seats have been increased to accommodate such EWS quota). (Any other reservation category, if notified by Govt., shall also be applicable).

Note:

- i. Since there is no OBC category in the State, such candidates will be considered in General Category and the minimum qualifying marks shall be

(40th percentile) in the NEET UG 2024.

- ii. The ST/SC candidates must produce caste certificate from Odisha State only to get the privilege of reservation in the category in Odisha. **(Vide GoI letter No. BC/16014/1/82 /SC & BCD/ Dated 22.02.1985).**
- iii. Candidates claiming seats under SG (State Government Schools) reservation category must have passed their 10th Board Examination under the Board of Secondary Education, Odisha from Government High Schools **and also** have passed the 12th Board Examination under the Council of Higher Secondary Education, Odisha from any Government Higher Secondary School/ Government Junior College (Ref: Government Notification No-HTE-I-12/2021/1769/SDTE, Dated:26-03-2021 Reservation for the students of Government High School in Medical/Engineering courses of the State)
- iv. Candidates claiming under PC category must undergo test by Medical Board constituted for the purpose. Candidates with benchmark disability as per Graduate Medical Education Regulations 1997 and subsequent amendments shall be followed.
- v. Candidates, who are natives of state of Odisha and wish to claim reservation under Ex-Serviceman (ES) category, must submit their relevant documents to Rajya Sainik Board, Bhubaneswar only within schedule date and time. After proper verification, Rajya Sainik Board, Bhubaneswar of Odisha will send the list of valid candidates to OJEE for getting reservation under ES category. No claim/certificate shall be entertained by OJEE directly from candidates. Candidates, whose parents are continuing in defense service are not eligible for reservation under this category.
- vi. Candidates claiming reservation under Green Card must be permanent natives of Odisha and shall have to produce original green cards of their parents issued by Government of Odisha only. They must not have taken the privilege of it before. The date of birth & name in the card must match exactly with that in HSC certificate. In case of mismatch, the candidates will be considered in GE category only. Tampered or mutilated green cards are not acceptable.
- vii. Candidates who wish to claim seats under EWS categories have to mention

the same during registration. Such candidates have to produce EWS Certificate (Income & Asset Certificate) from Tahsildar / Additional Tahsildar and the certificate must be issued for 2023-24 financial year.

- viii. If sufficient numbers of candidate are not available in any Reserve category, the vacant seats will be filled up by UR category.
- ix. The ST/SC seats are not interchangeable.
- x. The NRI seats shall be filled up in the following order by OJEE / Institution:
 - a. By eligible NRI candidates of state domicile.
 - b. By eligible NRI candidates of outside states.
 - c. By eligible UR candidates of the state if seats still remain unfilled.

D. PROCEDURE OF ONLINE REGISTRATION

1. NEET UG 2024 qualified State domicile candidates or NEET UG 2024 Candidates who wish to participate in counseling procedure for admission to State Quota /NRI seats of the State must **register** in due time in the website of OJEE i.e. www.ojee.nic.in in MBBS / BDS admission section. Registration means creating own username and password for logging in to the online counseling site. Without registration, the candidate cannot proceed to next step of online application. The user name and password must not be shared with others.

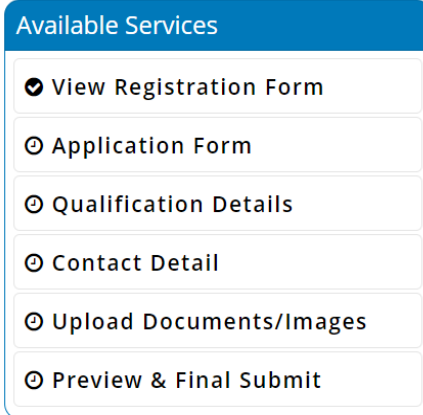
Steps for Registration:

- a) Login to <https://ojee.nic.in>
- b) Click on “Counselling for MBBS and BDS Courses”

Counselling for MBBS and BDS Courses

- c) Go to “New Candidate Registration”
- d) After reading the steps carefully select ‘**I Agree**’
- e) Enter your personal details as per your NEET rank card
 - i) NEET-UG Application no
 - ii) Candidate Name

- iii) DOB
 - iv) Gender
 - v) Security Pin available on the screen
 - vi) Click on Submit
- f) After submitting all the details entered will be authenticated and if found correct, details candidate profile page will be displayed with prefilled information like Candidates Name, DOB, Gender etc.
- g) Fill the Mobile number, email id and chose your password after entering the security pin make final submit for Registration.
- h) After successful submission of the registration process, relog-in using application no as user-id and password.
- i) Then follow the steps given at Available Service on left side of the screen



- j) Follow the steps as per the available service and after completing the final submission payment option will be available. Rs.1000/- payment towards registration fees have to be paid through the online get ways available. (This is non-refundable)
- k) Once payment is successful the registration process will complete.
2. In the available service steps under 'Upload Documents/images' all required documents scan copy to be uploaded for online verification. All the documents will be uploaded in pdf format only and must clearly scanned from the original one. The size of pdf files will be mentioned against each document and the file name must not contain any special characters. (The documents to be uploaded must be clearly readable and the file name should not contain any special character).

3. During document verification, query may be raised by the Verifying Officers depending on the observations. **Therefore, candidates must check their email ID regularly during counselling for any message. The query raised must be complied within 24 hours of raising of the query.** Otherwise, the document verification will be cancelled and the candidate will not be placed as a registered candidate in the State Merit List.
4. A candidate may fail to get registration in the case of any irregularity in furnishing required data and their supporting documents as per guidelines.
5. Only on successful verification of documents, the candidate becomes eligible and his/her name will appear in the merit list. The names of candidates whose document verification could not be done due to not uploading proper document/not complying to the query of the verifying officer in due time will not appear in the merit list and they cannot participate in subsequent process of counseling and admission.
6. The registration fee is not refundable.
7. State merit list will be drawn based on NEET UG 2024 All India rank.

N.B.: *In case any candidate is found to have provided a false information or certificate etc. or is found to have withheld or concealed any information, his/ her application shall be rejected.*

Details of Counselling and Admission process will be notified in due course of time. Candidates are advised to be in touch with www.ojee.nic.in/www.odishajee.com for relevant updates.

**Sd/-
Chairman**