JOINT ENTRANCE EXAMINATION-2026, ODISHA
WEB BASED COUNSELLING PROCESS
FOR
ADMISSION TO B. TECH/ B. ARCH / B. PLAN/ B. PHARM/ B.CAT/ Lateral Entry TO B.TECH. (For Diploma and B.Sc. Students) / LE TO B. PHARM/ MBA/ MCA/ M.Sc. Computer Sc. / M. Tech/ M. Pharm/ M. Arch/ M. Plan / INT. MBA/ Integrated MSc.

STEP BY STEP PROCEDURE FOR WEB BASED COUNSELLING

(This procedure applicable to all the above mentioned Programs)

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

JEEMAIN rank holders can participate in the courses like B. TECH, B.PLAN, B. ARCH, B. PHARM, B.CAT and Int. MSC based on their Rank in appropriate papers as applicable.

The OJEE-2026 qualified candidates can download their individual RANK CARDS from the OJEE 2026 website: (www.ojee.nic.in).

BEFORE PARTICIPATING IN THE REGISTARTION PROCESS ALL THE CANDIDATES MUST THROUGHLY READ THE COUNSELLING BROCHURE AND MAY REFER INFORMATION BROCHURE.

IMPORTANT STEPS TO FOLLOW IN WEB COUNSELLING

1. REGISTRATION
2. COUNSELLING FEE OF Rs.450/- DEPOSIT. (ONLY THROUGH ONLINE)
3. CHOICE FILLING
4. MOCK ALLOTMENT
5. CHOICE LOCKING USING OWN PASSWORD (CARE SHOULD BE TAKEN BEFORE LOCKING THE CHOICES, ONCE LOCKED; NO ALTERATION IN CHOICE IS POSSIBLE UNDER ANY CIRCUMSTANCES IN ANY SPECIFIC ROUND. HOWEVER, CHOICE MODIFICATION IS ALLOWED ONLY FOR UNALLOTTED CANDIDATES IN NEXT ROUND WITH SOME CONDITIONS MENTIONED AT THE END).
6. ALLOTMENT: ROUND-I
7. VIEW SEAT ALLOTMENT, CHOOSE FREEZE / FLOAT (OPTION FREEZE IS FOR, IF THE CANDIDATE WANTS TO BE IN THE CURRENT ALLOTMENT AND FLOAT OPTION IS FOR: TO BE IN THE UPGRADATION PROCESS), UPLOAD REQUIRED DOCUMENTS (DOCUMENTS TO BE UPLOADED: DEPENDS ON THE CANDIDATE PROFILE), FEE PAYMENT (PART ADMISSION FEES TOWARDS UNIVERSITY REGD FEE CUM SEAT CONFIRMATION FEE)
8. ALLOTTED STUDENTS HAVE TO DEPOSIT PART ADMISSION/ SEAT CONFIRMATION FEES OF Rs.10,000 or 5000/- BASED ON THE CATEGORY (Rs.10,000/- FOR GENERAL CANDIDATES AND Rs.5,000/- FOR SC/ST/PC CANDIDATES). DEPOSIT CAN ONLY BE DONE ON ONLINE PORTAL THROUGH BILLDESK / HDFC/SBI PAYMENT GATEWAY.

9. UPLOADED DOCUMENTS WILL BE VERIFIED AUTOMATICALLY OR BY DOCUMENT VERIFYING OFFICER. DURING VERIFICATION QUERIES MAY BE ISSUED (IN CASE OF ANY DISCREPANCY). CANDIDATES WILL BE NOTIFIED THROUGH EMAIL AND SMS REGARDING ISSUES IF ANY FOUND IN THEIR UPLOADED DOCUMENTS. CANDIDATES TO RESOLVE THE QUERIES RAISED BY DOCUMENT VERIFYING OFFICER (IF ANY) BY SPECIFIED DUE DATE.
10. IF A CANDIDATE FAILS TO RESOLVE THE QUERY RAISED BY DOCUMENT VERIFYING OFFICER WITHIN SPECIFIED TIME, THE DOCUMENT VERIFICATION WILL BE CANCELLED AND SEAT ALLOTTED WILL BE WITHDRAWN.

    During document verification, if the candidate failed to provide required documents in support of the seat allotted (category, sub-category, TFW, Women etc), document verification will be unsuccessful and allotted seat will be cancelled. The candidate will be eligible for allotment of seat with revised profile based on the vacancy in subsequent rounds subjected to submission of a undertaking for allotment from the remaining vacant seats and must have paid part admission/seat confirmation fees.

11. WITHDRAWAL BY CANDIDATES, NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS.
12. CANDIDATES NOT ALLOTTED ANY SEAT FROM THEIR CHOICE FILLED CAN WAIT FOR ROUND-II ALLOTMENT OR THEY CAN MODIFY THEIR CHOICE LIST BY GIVING A CONSENT. SIMILARLY FOR ANY CANDIDATE, WHOSE ALLOTMENT GOT CANCELLED DUE TO ANY REASON AND IF ELIGIBLE FOR SUBSEQUENT ROUND OF COUNSELLING CAN ALSO GET A CHANCE TO MODIFY THEIR CHOICES BY GIVING A CONSENT. HOWEVER, CANDIDATES ALLOTTED A SEAT AND COMPLETED STEP NO.7 TO 9 WILL NOT BE ALLOWED TO MODIFY THEIR CHOICES.
13. ALLOTMENT: ROUND- II
14. NEWLY ALLOTTED STUDENTS AFTER ROUND-II ALLOTMENT HAVE TO FOLLOW STEP 7 THROUGH 10
15. CANDIDATES NOT WILLING TO CONTINUE IN THE COUNSELLING PROCESS MAY OPT FOR WITHDRAWAL OPTION AVAILABLE. IT WILL BE MADE AVAILABLE AS PER THE COUNSELLING SCHEDULE.
16. REGISTARTION, COUNSELLING FEE PAYMENT OF Rs.450/-, CHOICE FILLING FOR 2ND/ SPECIAL OJEE STUDENTS OR ANY JEEMAIN STUDENTS NOT REGISTERED EARLIER. (This step will be followed after Round-II allotment)
17. ALLOTMENT: ROUND- III (FINAL ALLOTMENT)
18. NEWLY ALLOTTED STUDENTS HAVE TO FOLLOW STEP 7 THROUGH 10
19. CANDIDATES TO DOWNLOAD FINAL ALLOTTMENT LETTER AND REPORT TO THE ALLOTTED INSTITUTES/ COLLEGES. **ANY NEWLY ALLOTTED STUDENTS IN THIS ROUND HAVE TO FOLLOW STEP 7 THROUGH 10 TO GET THE FINAL ALLOTMENT LETTER.**
22. FOLLOW THE NOTICE OF ALLOTTED INSTITUTE TO REPORT THERE FOR FINAL ADMISSION.

E-COUNSELLING STEPS

Registration on any Computer with Internet Facility

STEP-1

i) **Before starting registration, candidates must thoroughly read the counseling brochure available in the website.**

ii) Go to website **www.ojee.nic.in** then select appropriate course and click at **NEW CANDIDATE REGISTRATION**.

iii) Read the Candidate's Consent Page Carefully and Click on the "I Agree" Option to proceed further.

iv) Register yourself by entering **Application number, Candidate Name (as mentioned in the rank cards), Date of Birth, Gender**. A candidate is advised not to disclose all these information to anyone.

v) After entering the security pin, Click on "Submit" button to proceed further.

STEP-2

Personal Details

i) In this screen all the data provided by the candidate during submission of application will be displayed and candidate has to provide Mobile number, email address, password, and security pin to complete the registration process.

ii) Candidate has to enter the **password** and again re-enter the **same password** in the confirm password box.

iii) The **password** must be of 8-13 characters length and must contain at least one capital letter [A-Z], one small letter [a-z], one Numeric Character [0-9] and one special character [!,@,#,$,%,^,&,*]. For Example Hrudanand@123

iv) Remember the entered password and keep it confidential. This password shall be used in future for choice filling and viewing result details etc.

v) On completion of registration, SMS alert will be sent confirming the completion of registration to the mobile number entered.

STEP-3

i) Click on the "**Application Form**" displayed at the left side of the screen to fill candidate profile like state of domicile (State, Outside State, NRI etc.), social category (SC, ST, SEBC, EWS), special/sub-category like Student of State Govt High School and Higher Secondary Schools (SGS), Green Card (GC), Physically Challenged (PC), Ex-Servicemen (ES), Tuition Fee Waiver (TFW) scheme. Under other information heading chose the option for qualifying examination "passed from an institute located in Odisha", and/or under the option "are your parents working in Odisha". Carefully fill the above data, as these will define each candidate's profile and eligibility for reservation used during seat allotment.

ii) Click "Save & Next" and proceed to next screen.

STEP-4

i) A candidate has to select the Qualification Details (if candidate have passed in multiple qualifying examinations and eligible for a particular course(program), he/she has to choose at least one of the qualifying examinations and to enter details accordingly).

ii) After selecting the qualifying examination, enter all relevant data asked in the interface like name of the Board, Roll number, Institute, year of passing, marks secured, full marks, like "subject wise marks secured" etc as applicable. ***For B.Tech course all the candidates must fill correctly about the subjects studied in 10+2 examination following the counselling brochure carefully. As based on the subjects in 10+2, different branches of engineering will be activated and displayed in the choice list.***
Candidates who have passed their 10th Class and 12th Class from State Government school affiliated to Board of Secondary Education (BSE), Odisha and Council of Higher Secondary education (CHSE), Odisha respectively must select correctly their school names from the drop-down menu for availing the SGH quota.

iii) Click "Save & Next" to proceed to next screen.

STEP-5

i) A Candidate has to fill contact information like permanent and correspondence address.
ii) Click "Save & Next" to Preview & Final Submit stage. Where a candidate can check all the details filled in previous steps. After checking the **Declaration** enter Save & Final Submit to complete registration process.

STEP-6

i) A Candidate has to pay registration fee Rs 450/- through online mode by clicking to 'Pay Registration Fee'
ii) Click "Save" to proceed to next screen.

STEP-7

i) After successful registration and completion of registration fee deposit, the candidate has to click the **Choice Filling & Locking** option given in the left side Available Service of the screen.
ii) Next screen will come with some instructions. Candidates are advised to read the instructions carefully and then proceed to the next screen for **choice filling**. Before choice filling it may ask for password for more security. After entering the password, the choice filling screen will come.
iii) This screen contains **two blocks**. The **Left block** contains list of all colleges and branches in alphabetical manner. In this block the colleges can be listed according to Government/ Private or All. The **Right block** will contain the choices filled in by the candidate. A Candidate can **ADD** his/her **choices** of colleges and branches from the left block by two methods. (Multiple addition using ADD MULTIPLE BUTTON or Addition of one by one using ADD button.) The candidates are advised to give as many as choices.
iv) Candidates should arrange the filled in choices in order of their preferences of college / branch. One college with one branch is treated as one choice. For example, Odisha University of Technology and Research (OUTR), Mechanical branch should be treated as one choice. Similarly, Odisha University of Technology and Research (OUTR), Electrical branch should be treated as another choice and so on. Candidates may use the **SWAP** and **MOVE** options to change the priority of already filled in choices.
v) For Tuition Fee Waiver (**TFW)** candidates, the Choices of colleges and branches for both the TFW seats (for example, OUTR, Mechanical Engg – TFW) and the non-TFW seats (for example, OUTR, Mechanical Engg) will be offered in the choice filling screens. The TFW candidates can fill in their choices from among the above list of TFW and non-TFW seat matrix mentioning their preferences.

Note: The Tuition Fee Waiver (TFW) scheme is applicable to the courses such as B.Tech., B.Pharm., B.Plan and LE B.Tech, LE.Pharm, MBA and MCA. Son/daughter of parents whose annual income from all sources is less than Rs.8 Lakhs is eligible under this scheme. The waiver is limited to Tuition Fee only. This scheme is applicable only to the candidates who are native of Odisha (Residence/Nativity certificate in form Online issued) and whose parents satisfy the above-mentioned income criteria (For this category submission of income certificate duly issued through online from the competent authority is mandatory, which needs to be uploaded during document upload).

vi) Select as many choices of Institutions and branches as possible on priority basis to have better option for allotment of a seat in the process. During choice filling process, save the choices in regular intervals using **SAVE & CONTINUE** button. Always give best choice as first and follow in that sequence.

vii) In **mock result** candidates can know the allotment status of his/her on that date as per choice filled by them. **By seeing the mock result candidates can alter their choice as per their preference and choice, if required**. (*Mock allotment is an indicative based on the choice filled by the candidates by one day prior to mock result date.)*

viii) On a scheduled date the choice locking facility will be activated. Once locking system is activated, you first check whether you have made correct choices as per your requirement. If you are satisfied click "lock" button and lock the choice using the password. After locking the choices, candidate can take a print of the locked choice. It is the responsibility of the candidate to lock the choice in due time using their own Password.
NOTE: **Locking is a onetime facility. Once you have locked, it cannot be unlocked again. Carefully do it, only after you are sure of your choices exercised**.

ix) If you could not lock your choice due to some reason, your last exercised choice will be locked automatically in the server when the given time expires.

x) After completing the choice filling and locking, click on "**print locked choice"** button to take a **print out of *Filled in Choice Slip*** for your reference. This printed document is your personal document, no need to share it with others or to bring it to nodal center.

Note:-All the candidates are advised to follow the above step (i and ix) without fail.

Allotment Round-I

STEP-8

Important: The allotment of seat will be based on best fitment of the rank, choice and category/reservation of the candidate.

i) Allotment: Round-I will be available as per the scheduled date and time given in the OJEE web sites.

ii) Allotment: Round-I will be intimated through SMS to the candidate's mobile number (if the candidate has correctly completed the registration with all information and choices filled) and can be seen in the OJEE-2026 website after log-in.

iii) Candidate can see his/her temporary 1ST round allotted seat position from the website for his/her own record.

iv) **Candidates are advised not to report at allotted Institution based upon this allotment at this stage.**

v) The process of counselling follows option based up-gradation system, this position will remain as such or will be promoted to upper choice in next round of allotments, based on the option exercised by the candidate. (So, be careful while giving the choice and exercised option for up gradation. Better preferred choice should be given at upper level). **Candidates once exercised options for Freeze or Float for up-gradation cannot be changed further under any circumstances.**

vi) After seat allotment, candidates have to complete following 3 steps mandatorily i.e. **(a) exercise option of Freeze/Float (b) upload required documents in pdf format (c) pay part admission/Seat confirmation fees.**
(If failed to complete any of the above steps, the candidate will be out of the system and will not get any allotment further and the allotted seat will be cancelled)

vii) Exercise option of Freeze/Float – A Candidate has to opt for Freeze/Float option in his own login id. The default is Float??

viii) Upload documents – As per the candidates' profile (filled during registration), documents required will be asked to be uploaded within schedule date and time. All the documents will be uploaded in pdf format only. The size of pdf files will be mentioned against each document. **(The documents to be uploaded must be clearly readable and the file name should not contain any special character)**

ix) Pay admission/Seat Confirmation fees, which can be **paid online only**.

x) **Candidates not allotted any seat in this round need not required to do anything**. They have to wait for the next allotment i.e Allotment Round-II for any allotment or if they wish to modify their choices, then the candidate has to give a consent. After submitting the consent, the candidate will be allowed to modify his/her choices.
Candidates completed step (vi) to (ix) above will not be allowed to modify their choices and their choices will remain intact and will be considered for next round of allotment (Except candidates opt for Freeze)

xi) In case the candidate desires to withdraw from the OJEE -2026 counseling process, he /she should login to the counseling page using his/her password and exercise withdraw option using his/her password within the specified date. In the withdrawal process, He/she will be refunded Rs.5,000/- or Rs.10,000/- (Part admission/Seat Confirmation fee as deposited) in the account detail filled or it will be refunded to the account from which the amount has been deducted during online payment. All the candidates except those who have withdrawn from counseling after the allotment stage or freeze their allotment after 1st round allotment will be considered as **In Process Candidates** and are eligible for next round Allotment Round-II through up-gradation process.

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i) All allotted candidates wish to continue in the counseling process have to complete the payment process. The Part Admission/Seat Confirmation fees is Rs.10,000 or 5,000/- based on the category of the candidate. Rs.10,000/- for General category and Rs.5,000/- for SC/ST/PC category). Fee can be paid by online mode in the payment portal. Candidates who will not complete payment process will not be considered further and he/she will be out of the up-gradation process. The allotted seat will be cancelled.

ii) Payments can be made online through BILLDESK/HDFC/SBI gateway by Net banking/ Debit cards/Credit cards etc.

iii) Only reported candidate is allowed to withdraw, if they are not satisfied with the allotment or taken admission elsewhere or of any reason, or he/she not interested to take admission in the allotted institution/college within the declared time. After due date of withdrawal OJEE will not allow any withdrawal and no refund will be permissible.

iv) If a candidate wishes to withdraw, he/she has to login to the counseling page using his/her credentials and follow the withdrawal process and will be eligible for refund of total admission fee deposited by him/her. The refund will be initiated only after counseling process is over.

v) If a candidate has got allotment in the counselling process, accepted the allotment by document verification and paid the admission fee and not withdrawing, then even if he/she is not reporting, no claim by the candidate for refund will be entertained as the money deposited by him/her as part admission fee will be transferred to University and concerned Institute. OJEE will not refund any admission money to any candidates who have not withdrawn within schedule time.

Document Upload and Verification

i) Candidates are not required visit to any nodal center/OJEE Office for document verification. The required documents will be verified through online mode only. So, care must be taken while uploading relevant documents.

ii) During verification of documents, the verifying officer may raise query to resolve issue if any. In this case, alert message will be sent to candidate's mobile and through email. Candidate has to reply to the query / act according to the instruction of the officer to resolve the query within due time. Therefore, candidates must regularly check his/her id for status of document verifications. Candidates should check for the details of any required document to be uploaded from the counseling brochure.

iii) If the query is not resolved, document verification of the candidate will not be completed and seat allotted will be cancelled.

Allotment Round-II

Step-9

i) Allotment Round-II will be available as per the scheduled date and time given in the OJEE web sites.

ii) Allotment Round-II will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2023 website after log-in.

iii) In this round of allotment, candidate can see his/her allotment status. May be upgraded to higher priority choice or same as previous allotment depending on the choice number, rank and availability of seat. Un-allotted candidates of previous round allotment may get an allotment depending on his/her choice, rank and availability of seat.

iv) **Candidates are advised not to report at this stage to allotted Institution based upon this allotment.**

v) Candidates not allotted any seat in this round need not required to do anything. They have to wait for Final allotment for any allotment or can modify their choices and relock again.

vi) In case a candidate desires to withdraw, he/she has to follow the withdrawal process as mentioned earlier.

vii) All newly allotted candidates have to follow **vi to ix of step-8** to remain in the process and will be eligible for Next round round of seat allotment. Newly allotted candidates who have not followed and completed **vi to ix of step-8** will not be considered for next round or final allotment, their allotted seats will be treated as vacant seats for final round of allotment.

viii) **Registration/Choice filling/Locking will be opened for 2nd/Special OJEE candidates/JEEMAIN (as applicable program wise) candidates if not registered earlier to participate in the counselling process for the remaining vacant seats after two rounds of allotment.**

Allotment Round-III (Final Round)

Step-10

i) Now at this stage, all candidates in the up-gradation process, any unallotted candidates of previous rounds with the newly registered candidates will be considered for final allotment. Those who have been previously allotted will get final allotment along with some new candidates who may get fresh allotment.

ii) Allotment Round-III will be available as per the scheduled date and time given in the OJEE web sites.

iii) Allotment Round-III will be intimated through SMS to the candidate's mobile number (if filled up during registration) and can be seen in the OJEE-2026 website after log-in.

iv) In this round of allotment, candidate can see his/her allotment status. He/she may be upgraded to higher priority choice or same as previous allotment depending on the choice number, rank and availability of seat. Un-allotted candidates of previous round allotment may get an allotment depending on his/her choice, rank and availability of seat.

v) The **final seat allotment** can be seen in the OJEE-2026 website after log-in for all the finally allotted candidates. All the candidates those who have frozen their allotment in the previous rounds and the candidates those who are in the up-gradation process, now able to down load the final allotment letter.

vi) All newly allotted candidates have to complete the document upload and payment process as per the schedule (See steps **vi to ix of step-8)**. After successful document verification process the newly allotted candidates can download their final allotment letter.

vii) All the finally allotted candidates (except newly allotted candidates) are then required to **report at their corresponding allotted colleges** with the **final allotment letter** and the **fee deposit slip**

- **The deposited part admission/seat confirmation fee of Rs.10,000/- or 5,000/- as per their category will be forfeited, if the allotted candidate does not report to the finally allotted institute/college. It will be treated as seat blocking and No Refund will be entertained for such candidates.**
- **No withdrawal will be allowed beyond the schedule date and time of withdrawal under any circumstances.**
- **All the allotted candidates must ensure themselves to report to the colleges within schedule time and college authority must enter their names in the OJEE portal as reported by candidates.**

***Candidates are advised to enter correct category and subcategory (i.e SC, ST, SEBC, EWS, SGS, GC, PC, ES, WO). They have to provide supporting documents as per their claim with respect to category and subcategory, if they fail to upload the required documents in support of their claimed category and subcategory, during document verification, then the allotment made under category, subcategory will be cancelled and they may be considered for general allotment in the next round from the existing vacant seats.**

****Candidates are opting for TFW seats must fill TFW choices along with some general (non-TFW) choice as second priority to avoid himself/herself of remaining un-allotted, as TFW seats are limited (5% supernumerary of sanction intake).*** **Also they must ensure to upload the income certificate issued from authorized persons as per format given in Counseling Brochure. If unable to produce income certificate, all TFW choices will be disabled and candidate will be allotted from remaining choices if given.**

***Candidates shall be required to upload all required documents mentioned in the counselling brochure as per his/her profile. Hence, they should be ready with all necessary authentic documents properly scanned well in advance.**

***A candidate who has uploaded any kind of tempered and/or forged document may lead to cancellation of his/her allotted seat and he/she is liable to legal action.**

Some Important information regarding Choice filling

The candidates not allotted any seat in 1st Round Allotment will be considered in the 2nd Round allotment with their choice list as filled in the 1st Round. However, any unallotted candidate wish to modify their filled choices may modify their earlier filled choices based on a consent. Any candidate, whose allotment cancelled due any reason and if eligible for next round can also modify the filled choices by giving a consent. Any candidate withdrawn from the system, if wish to participate again in the counselling process then he/she has to fill fresh choice from the available choices at that point of time by giving a consent. In all the above cases, the modification in the choice/ filling fresh choice will be subjected to the available seats only at that point of time. Candidates allotted any seat, reported and exercised their option as float or freeze shall not be allowed to modify their choices. A candidate opted for upgradation, if upgraded in subsequent round can not claim his/her previous

Be in touch with the website (https://ojee.nic.in/, www.odishajee.com) for any updated notice.