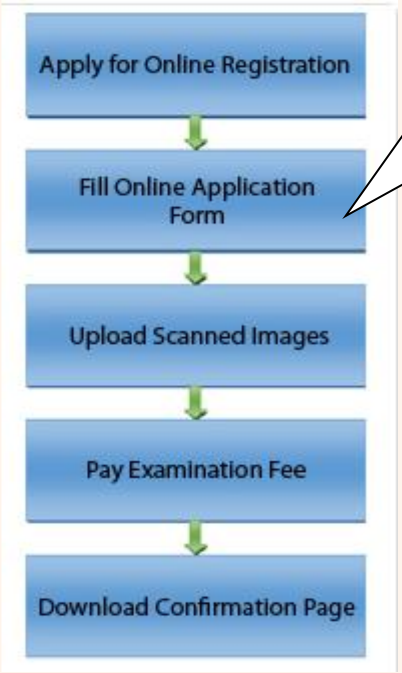
INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM
FOR OJEE-2024

Candidates interested to appear in OJEE – 2024 have to apply ONLINE ONLY. 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 below at para “Item-wise Instruction”. These scanned images are to be uploaded during the submission of Application Form.

Method of Submission of Application Form:

- The candidate has to read carefully, the “Information Brochure” and “Instructions to fill the online Application Form for OJEE-2024”.
- First of all, the candidate is to visit OJEE website (www.ojee.nic.in) and then go to the registration page by clicking on “Fresh Candidate Registration”.
- Here, candidates should provide all the authentic details while filling up the online form. On submission of details, a **Registration Number** shall be generated with creation of password. During subsequent visits to the website, a candidate can login to the registration page by entering application number and created password. There are several sections in the complete process of application submission. In each section, specific data need to be provided by the candidate. Different sections are:
    - Application form
    - Courses to be applied for
    - 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).
- While selecting the course, a candidate may opt for either single or multiple courses as per his/her qualifying exam and interest.
- Examination fees will be decided depending on the number of courses for which the candidate is applying. For a single course, examination fees is Rs.1000/- and for subsequent addition of each course, Rs.500/- per course will be applicable.

(a) Online application process follows the following steps as shown in figure below.


Apply for Online Registration
Fill Online Application Form
Upload Scanned Images
Pay Examination Fee
Download Confirmation Page

This step covers
Course Selection,
Entry of Qualification Details,
Contact Details,
Selection of Exam Centre etc.

(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 it is submitted and application number is 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.

Application Fee payment is the final step of the application process. The candidate has to pay as per the number of courses applied.

The application fee can be remitted through online payment gateways via Debit/ Credit Card (VISA / MASTER / Maestro cards/ Net banking). The candidate has to follow the relevant instructions and submit the fee through any one of the payment gateways (SBI / Billdesk / HDFC).

(d) After successful submission of fee, the candidate can take print out of **Confirmation Page**.

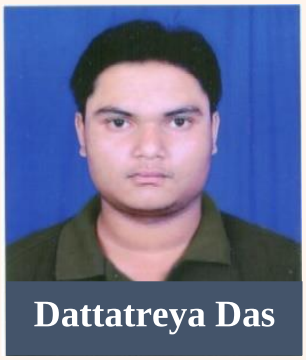
➢ **Please note that the applicant’s name, parents’ name(s), and date of birth should exactly be the same as mentioned in the High School (10th class) examination certificate. Any deviations, whenever discovered, may lead to cancellation of the applicant’s candidature.**

➢ **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 like course, place of centre filled by the candidate in the application form cannot be changed at a later stage under any circumstances. During any exigency exam center may be allotted to any nearest place other than the places filled by the candidates.**
- **While selecting the course of examination, candidates have to take care of their eligibility depending on the requisite qualifying exam passed or appearing. In no case the course of examination can be changed, once the application submitted successfully. (Candidates must go through the information brochure for qualifying exam details).**
- **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.**

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
Income Category	To select the range of Parent Annual income
Annual family Income	Select if your parents' annual income is above or below **eight lakhs**
Details of Applied Course	
Applying for the Course	Courses are mentioned in groups as per the qualifying examination. For details, refer Table-1 of the information brochure.
Question paper you want	This is mainly required for candidates applying for M.

to appear in entrance test	Tech. course and depends on the question they want to appear for doing M. Tech. based on their B. Tech. degree. (Refer Table-8 of Information Brochure)
Choice of Examination Center	Select your preferences 1st, 2nd and 3rd. (Refer Table-6 of Information Brochure)
10th or equivalent qualification details	Candidate should enter 10th 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 2024.
Year of passing/ appearing	Mention the year in which you have passed/ completed the course. For the candidates who are appearing, it is 2024.
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	

Photograph 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 01.01.2024 indicating clearly the name of candidate as shown below. 
Full Signature (Black / Blue ballpoint pen only):	Scanned signature has to be uploaded.

Criteria for Uploading of Images

File	Format	File Size	Dimension
Photograph of Candidate	**JPG format**	**20KB to 200KB**	**3.5cm x 4.5cm**
Signature of Candidate	**JPG format**	**20KB to 200KB**	**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-2024 are true to his/her knowledge and belief.
Payment of Registration Fees	Rs1000/- for one course and additional Rs500/- for additional course to be paid through online.

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

Note:

1. **Facility of submission of application form, payment of fee and printing of the computer generated Confirmation Page would be <u>ceased at 11.59 PM on the last day of online-application form fill-up</u>. Hence, candidates are required to complete the process within the prescribed duration.**
2. **Confidentiality of Password is solely the responsibility of the candidate and all care must be taken to protect the password. Never share your password and do not respond to any mail or message which asks for your log-in ID/Password. Candidates are advised to keep changing the Password at frequent intervals.**
3. **For security reasons, after finishing your work, kindly click the LOGOUT button and close all the windows related to your session.**