

USERMANUAL
FOR
**ANM/GNM/BASIC BSC/
PB BSC/MSC/PB Diploma APPLICANTS**
[Year:2024-2025]

Prepared by:
NATIONAL INFORMATICS CENTRE (NIC),
Bhubaneswar, Odisha

1. SYSTEM OVERVIEW

It is an online Admission platform, which enables the applicants to apply online according to their eligibility criteria for various courses.

Go to <https://dohodisha.nic.in/>

2. HOME PAGE

After going to the above link, the home page as displayed below will appear.

Course Details

Apply Button

Login

Apply Now

Login

Announcement

Latest Informations

- List of Govt institution(2024-25)
- Prospectus
- Application & Part course fee
- Course Fee

View All

Call Us

9777555017(Technical Support)
Working Hours Only
Phone:- 9439999773
E-Mail :- convenernursing1@gmail.com
Working Days Only
10:00 A.M.- 5:30 P.M.

News & Events

View All

Quick Links

Course Details

Name of the Program	Action Name	Start Date	End Date
PBBSC/MSC/PBDIPLOMA Nursing	Apply	22-05-2024	19-06-2024
BASIC BSC Nursing	Apply	22-05-2024	19-06-2024
ANM/GNM	Apply	22-05-2024	19-06-2024


3. REGISTRATION PAGE

The Applicant who is visiting first time, will click “Apply Now” button first. After clicking this, Registration page will open.

UserSense x (26) Inbox x Setup x Setup x Online Admission form x +

dohodisha.nic.in/registration

IIP_staging1 Welcome to Redmine

 **Nursing Counseling and Admission**
Directorate Of Medical Education And Training
Government Of Odisha

Apply Now Login

Announcement 1

GENERAL INSTRUCTIONS:

- Before Payment, candidate must review all the filled data and selected course(s). After completion of payment and final submit, he/she cannot edit any data.
- Please do not pay multiple times in case of any broken transaction. Wait for 48hrs and give a call to technical support after 48hrs for payment confirmation. In case of unsuccessful payment confirmation try to pay another time.

The Candidates applying online may:-

- Read the prospectus thoroughly for the eligibility criteria before filling the application form.
- At the time of Registration, the candidates must provide their mobile number & E-mail id and must keep their mobile ON from starting of the registration to completion of the admission process.
- No candidates shall create more than one Registration Number.
- Please note your Registration Number for future reference.
- The documents which are to be uploaded (scanned copy of the original (not photocopy)) must be visible for online document verification.
- The total & secured marks must be marks format. Submission of CGPA format is not acceptable.
- The candidates who don't have a resident certificate shall upload an HSC certificate. However, the applicants must have passed the HSC examination in any school in the state of Odisha.
- The candidates who don't have a caste certificate shall upload their parents' caste certificate. However, the candidate must submit his/her caste certificate at the time of reporting at the institution.
- The green cards (all pages) which are uploaded must not have any discrepancies.
- The candidates who passed +2 examinations in 2023 and do not receive their original mark sheets & certificates, may upload the mark sheets which were downloaded at the time of publication of the result.
- Incomplete application form shall be rejected.
- Application form will be considered complete only on receipt of the prescribed application fees & application fees once paid will not be refunded under any circumstances.
- Please do not pay multiple times in case of any broken transaction. Wait for 48hrs and give a call to technical support after 48hrs for payment confirmation. In case of unsuccessful payment confirmations try to pay another time.

Registration

* Applicant Name

* Father Name

* Mother Name

* Mobile No

* Email

* Date of Birth

* Select Program Group

* Password

* Confirm Password

* Captcha Code

ED8GE4

Register Now

Activate Windows
Go to Settings to activate Windows.

Here, the applicant will fill up his all details, enter captcha and click on “Register Now” button. All Star marked fields are mandatory. If he meets age criteria for the course, his/her registration will be completed and a message will be displayed in the screen with his/her application No and email and SMS will be forwarded to the registered email id and mobile no.

Announcement

GENERAL INSTRUCTIONS:

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- At the time of Registration, the candidates must provide their mobile number & E-mail id and must keep their mobile ON from starting of the registration to completion of the admission process.
- No candidates shall create more than one Registration Number.
- Please note your Registration Number for future reference.
- The documents which are to be uploaded (Scanned copy of the original (not photocopy) must be uploaded for document verification.
- The total & secured marks must be marks format. Submission of OMR format is not allowed.
- The candidates who don't have a resident certificate shall upload an HSC certificate have passed the HSC Examination in any school in the state of Odisha.
- The candidates who don't have a caste certificate shall upload their parent candidate must submit his/her caste certificate at the time of reporting at the Institution.
- The green card (all pages) which are uploaded must not have any discrepancies.
- The candidates who passed +2 Examinations in 2023 and do not receive their original mark sheets which were downloaded at the time of publication of the results.
- Incomplete application form shall be rejected.
- Application form will be considered complete only on receipt of the prescribed application fees & application fees once paid will not be refunded under any circumstances.
- Please do not pay multiple times in case of any broken transaction. Wait for 48hrs and give a call to technical support after 48hrs for payment confirmation. In case of unsuccessful payment confirmations try to pay another time.

Registration

* Applicant Name

ABJHJH

* Father Name

BBJK

* Mother Name

BJKBJk

* Mobile No.

7415589844

E-mail

aaa@test.com

Date of Birth

01-02-2000

Course

ANM/GNM/BASIC BSC Nursing

Confirm Password

Captcha Code

TUEZEC

Register Now

Registration

Congratulations!!! You have been registered successfully with application no 20230100043. Please note this application no for future reference and your login credentials have been forwarded through registered mail.

OK

About Us | Product and Services | Contact Us | Terms & Conditions | Privacy Policy | Refund/ Cancellation Policy | Fee Details/ Price Details |

Share via Facebook
Share via Gmail

Activate Windows
Go to Settings to activate Windows.

Type here to search

31°C
17:29
06-07-2023

The applicant will note down this application No before clicking on OK. This application No and password will be required for logging in to the application form.

New user
clicks here

Forgot Password
clicks here

Forgot
Application no clicks
here

4. LOGIN PAGE

Soon after clicking on OK button, “Applicant Login” page will appear.

Applicant Login

* Application No : Please enter Registration number

* Password : Please enter password

* Captcha : Captcha Code

[New User ?](#)

[Forgot Password?](#)

[Forgot Application No?](#)

Login

In the login page fill up application no, password, enter captcha and click on “Login”. After login, program home page will display. Here, post details, steps through which applicant will proceed to complete submission of application form will be viewed.

The screenshot displays the 'Nursing Counseling and Admission' website for the Directorate of Medical Education and Training, Government of Odisha. The browser address bar shows 'dohodisha.nic.in/apply/institute_page'. The page features a green header with the organization's logo and name, and navigation buttons for 'Home' and 'Logout'. A green banner below the header reads 'Select The Course To Apply And Click On The Apply Now Button'. Under this banner, a course titled 'ANM/GNM/BASIC BSC Nursing' is listed. Below the course name is a four-step registration process: Step 1 (Registration), Step 2 (Application Form), Step 3 (Document Upload), and Step 4 (Fee Payment). An 'Apply Now' button is positioned at the end of the process flow. To the right of the process flow, a section titled 'REGISTRATION STEPS' lists five steps: 1. Registration Creation, 2. Fill up Application Form, 3. Upload Required Documents, 4. Make Payment Online, and 5. Take Printout of Confirmation Page. Two callout boxes are present: one labeled 'Course' with an arrow pointing to the course name, and another labeled 'Apply Now' with an arrow pointing to the 'Apply Now' button. The Windows taskbar at the bottom shows the search bar, various application icons, and system information including 31°C temperature and the date 06-07-2023.

Course

Apply Now

Online Admission form x Online Admission form x Online Admission form x +

dohodisha.nic.in/apply/institute_page

IIP_staging1 Welcome to Redmine

Nursing Counseling and Admission
Directorate Of Medical Education And Training
Government Of Odisha

Home Logout

Announcement |

Select The Course To Apply And Click On The Apply Now Button

ANM/GNM/BASIC BSC Nursing

Step 1 Step 2 Step 3 Step 4

Registration Application Form Document Upload Fee Payment

Apply Now

REGISTRATION STEPS

1. Registration Creation
2. Fill up Application Form
3. Upload Required Documents
4. Make Payment Online
5. Take Printout of Confirmation Page

Activate Windows
Go to Settings to activate Windows.

Type here to search

31°C 17:39 06-07-2023

” Click on “Apply Now button”. Instruction to candidate will open. Read all the instructions carefully and if agree, Click on Check Box and Click on “Apply” Button. Application form will open.

5. APPLICATION FORM

The application form consists of:-

- Profile page
- Document upload page
- Payment page

Profile page.

Profile page further consist of: -

- Personal details ○ Parents details ○ Guardian details ○ Present address ○ Permanent address
- Choice of Nodal Centre ○ Academic Information ○ Declaration.

Personal details include course details and other personal information. The details which have been already incorporated in Registration page will automatically appear. All other details are self-explanatory. ANM Course is only for female applicants.

Applicants must be a domicile/permanent resident/native of Odisha to apply for the courses. Applicants who meet the eligibility criteria regarding age, category, required qualification for each course and % of marks for various courses will be able to apply. In case any applicant who does not meet any one of these criteria will not be able to apply for that course. District wise

Nodal Centre will display according to districts selected by the applicants.

Applicants applying for multiple courses, will have to pay online application fee in multiple as per number of courses applied.

After entering all the details, read the declaration, if satisfied, click check box and on “Save and Next” button. Before clicking “Save and Next” button, ensure that all mandatory fields are filled up. Otherwise, your data will be saved and all entered data will be removed.

After clicking “Save and Next”, the applicant will be directed to Document upload page.

6. DOCUMENT UPLOAD PAGE

In this page, the applicant must upload all documents required for his applied course.

Document file types for various documents are as under: -

Name of Documents	File size and specification
Self Photo	jpg, jpeg, png, File-Size: 40kb Min & 200kb Max, Height:600px & width:600px
Self signature	jpg, jpeg, png, File-Size: 40kb Min & 100kb Max, Height:600px & width:600px

All other certificates

File-Type: PDF
File-Size: 500kb Max



Nursing Counseling and Admission
Directorate Of Medical Education And Training
Government Of Odisha



Home



Logout

Announcement |

1 Profile Details

2 Document Upload

3 Payment

DOCUMENT DETAILS

NOTE : Consider (*) marks as mandatory field

Do not use special characters like ",.,&,#,@,\$,^,*,!,<(>?, in your file name. File name should be Example: 10th.pdf or pho.jpg

*Self Photo

No File

Choose file

File-Type: jpg, jpeg, png
File-Size: 40kb Min & 200kb Max
Height:600px & width:600px



*Self Signature

No File

Choose file

File-Type: jpg, jpeg, png
File-Size: 40kb Min & 200kb Max
Height:600px & width:600px






*Ex Serviceman Certificate

No File




Choose file



Activate Windows
Go to Settings to activate Windows.

*Regularisation Order	No File	Choose file	
	File-Type: PDF File-Size: 500kb Max		
*No Objection Certificate	No File	Choose file	
	File-Type: PDF File-Size: 500kb Max		
*Work Experience Certificate	No File	Choose file	
	File-Type: PDF File-Size: 500kb Max		
*Physical Fitness Certificate	No File	Choose file	
	File-Type: PDF File-Size: 500kb Max		
*M.E Standard odia Certificate	No File	Choose file	
	File-Type: PDF File-Size: 500kb Max		
			

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After uploading all documents, click on “Save and Next”, the applicant will be directed to payment page.

Preview Application

Click for Payment

7. PAYMENT PAGE

The screenshot shows a web browser window with the URL dohodisha.nic.in/apply/apply_4. The page header includes the logo of the Government of Odisha, the text "Nursing Counseling and Admission", "Directorate Of Medical Education And Training", and "Government Of Odisha". There are "Home" and "Logout" buttons. A green banner at the top says "Announcement |". Below this, a navigation bar shows three steps: "1 Profile Details", "2 Document Upload", and "3 Payment". The "Payment" step is highlighted. A "PAYMENT DETAILS" box is displayed, showing "Amount : ₹ 1000.00". Below the amount, there are two buttons: "Preview Application" and "Proceed for Online Payment". Two callout boxes with arrows point to these buttons. The first callout box, labeled "Preview Application", contains the following text: "Before Payment, candidate must review all the filled data and selected course(s). After completion of payment and final submit, he/she cannot edit any data." The second callout box, labeled "Click for Payment", contains the following text: "Please do not pay multiple times in case of any broken transaction. Wait for 48hrs and give a call to technical support after 48hrs for payment confirmation. In case of unsuccess payment confirmation try to pay another time." The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray shows the temperature as 31°C, the time as 17:45, and the date as 06-07-2023.

Amount : ₹ 1000.00

Preview Application Proceed for Online Payment

- Before Payment, candidate must review all the filled data and selected course(s). After completion of payment and final submit, he/she cannot edit any data.
- Please do not pay multiple times in case of any broken transaction. Wait for 48hrs and give a call to technical support after 48hrs for payment confirmation. In case of unsuccess payment confirmation try to pay another time.

Activate Windows
Go to Settings to activate Windows.

Before initiation payment action, you may review your application for any changes

For initiation of payment action, click on “Proceed for online payment” button which will direct you to payment page.

Before Payment, candidate must review all the filled data and selected course(s). After completion of payment and final submit, he/she cannot edit any data.

Pay Now Button

Online Admission form x Online Admission form x Online Admission form x +

dohodisha.nic.in/payment/onlinepaymentinstruction/

Incognito

Government Of Odisha

Announcement |

Online Payment Instructions

Please do not pay multiple times in case of any broken transaction. Wait for 48hrs and give a call to technical support after 48hrs for payment confirmation. In case of unsuccessful payment confirmation try to pay another time.

Please select the payment gateway provider and click pay now to proceed for online payment. You can pay the amount using debit card / net banking / credit card. After the completion of online transaction, you will be redirected to this portal, from where you can take a print out of the application.

Please do not press the back or refresh button of the browser during the whole transaction.

Amount:	₹ 1000	Already Paid:	₹ 0.00	Amount to Pay:	₹ 1000.00
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Select the payment gateway.

BILDESK

Pay Now

Please do not press the back or refresh button of the browser during the whole transaction.

Activate Windows
Go to Settings to activate Windows.

About Us | Product and Services | Contact Us | Terms & Conditions | Privacy Policy | Refund/ Cancellation Policy | Fee Details/ Price Details |

Type here to search

31°C 17:48 06-07-2023

Here you can read payment instructions and the total amount you have to pay.
Then click on “pay now” button it will redirect you to payment gateway page.

The screenshot shows a web browser window with the URL `pgi.billdesk.com/pgidsk/ProcessPayment?sessionid=0000AsFKhVjfiDb7waRo2DalQL:1a7ou2u29?wpage=idmp6wxpO9fEYtXGKDPay7Nh`. The page displays the 'Pay by Credit Card' option. On the left, a sidebar lists payment methods: Credit Card (selected), Debit Card, Internet Banking, Wallet/ Cash Cards, QR, and UPI. The main form includes fields for Card Number, Expiration Date (Month and Year), CVV/CVC, and Card Holder Name. A 'Make Payment' button is at the bottom of the form, with a 'Cancel' link nearby. A summary box on the right shows the Merchant Name as 'State Nursing Selection Committee DMET Odisha' and the Payment Amount as ₹ 1000.00. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with a temperature of 31°C and date 06-07-2023.

Online Admission form x Online Admission form x BillDesk - All Your Payments. Si x +

pgi.billdesk.com/pgidsk/ProcessPayment?sessionid=0000AsFKhVjfiDb7waRo2DalQL:1a7ou2u29?wpage=idmp6wxpO9fEYtXGKDPay7Nh

Incognito

llP_staging1 Welcome to Redmine

Credit Card >

Debit Card

Internet Banking

Wallet/ Cash Cards

QR

UPI

Pay by Credit Card

VISA

MasterCard

RuPay

Card Number

Enter card number

Expiration Date

Month Year

CVV/CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel

Merchant Name

State Nursing Selection Committee DMET Odisha

Payment Amount: ₹ 1000.00

Activate Windows
Go to Settings to activate Windows.

Type here to search

31°C

17:48
06-07-2023

You may make payment through online banking, credit card and debit card & other payment option (UPI). Once payment is made you will receive one SMS stating that your application is successfully submitted.

Click on “OK” button. Print application link will be displayed below the name of the course applied. You may take print out of the application form.

Take a print of your application

The screenshot shows the 'Nursing Counseling and Admission' portal for the Directorate of Medical Education and Training, Government of Odisha. The interface includes a header with the logo and navigation links for 'Home' and 'Logout'. A green announcement bar is present. On the left, a sidebar contains icons for a dashboard, notifications, and a list of notifications. The main content area is titled 'Select The Course To Apply And Click On The Apply Now Button' and features a section for 'ANM/GNM/BASIC BSC Nursing'. This section displays a four-step registration process: Step 1 (Registration), Step 2 (Application Form), Step 3 (Document Upload), and Step 4 (Fee Payment). Below Step 4 is a 'Print Application' button. To the right, a 'REGISTRATION STEPS' list outlines the process: 1. Registration Creation, 2. Fill up Application Form, 3. Upload Required Documents, 4. Make Payment Online, and 5. Take Printout of Confirmation Page. An arrow from the callout box points to the 'Print Application' button.

Take a print of your application

Nursing Counseling and Admission
Directorate Of Medical Education And Training
Government Of Odisha

Home Logout

Announcement |

Select The Course To Apply And Click On The Apply Now Button

ANM/GNM/BASIC BSC Nursing

Step 1 Step 2 Step 3 Step 4

Registration Application Form Document Upload Fee Payment

Print Application

REGISTRATION STEPS

1. Registration Creation
2. Fill up Application Form
3. Upload Required Documents
4. Make Payment Online
5. Take Printout of Confirmation Page

Activate Windows
Go to Settings to activate Windows.

You may take print out of application form by clicking on “Print Application” button.