# **USERMANUAL**

**FOR** 

ANM/GNM/BASIC BSC/ PB BSC/MSC/PB Diploma APPLICANTS

[Year:2024-2025]

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

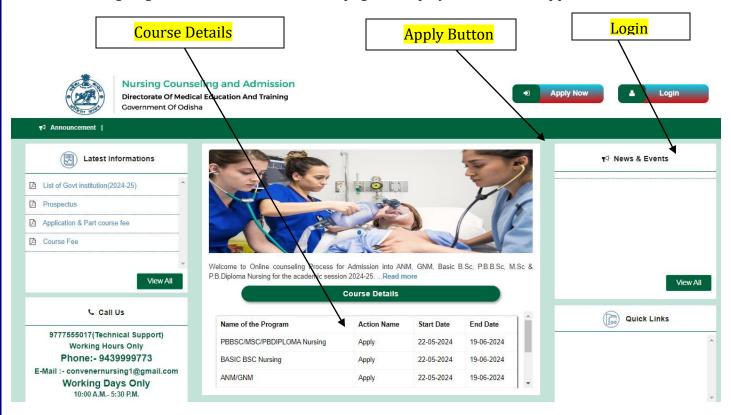
#### 1. SYSTEM OVERVIEW

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

# Go to <a href="https://dohodisha.nic.in/">https://dohodisha.nic.in/</a>

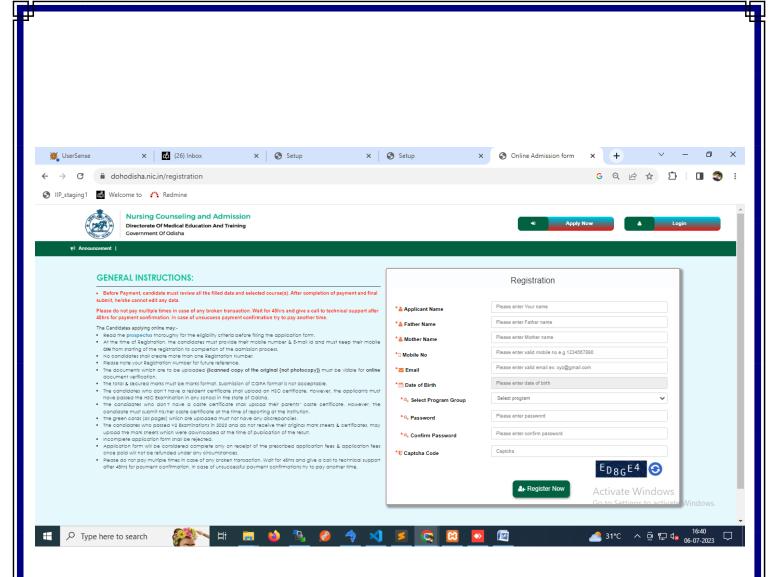
#### 2. HOME PAGE

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

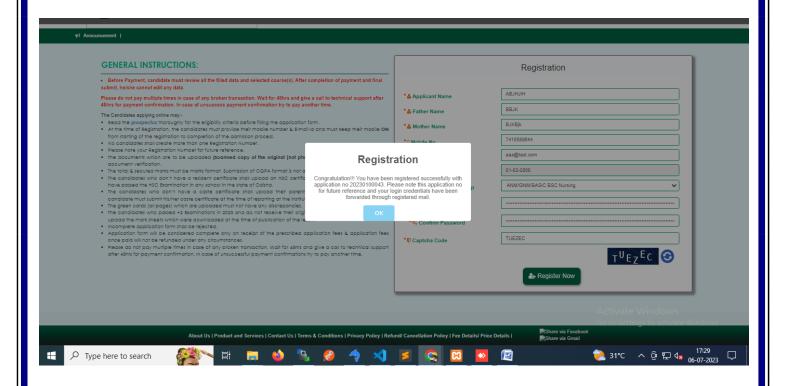


#### 3. REGISTRATION PAGE

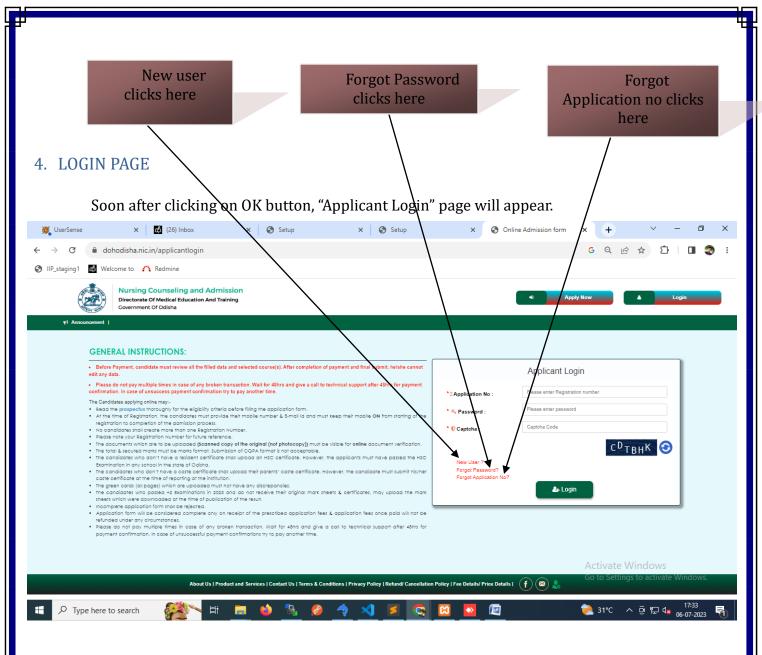
The Applicant who is visiting first time, will click "Apply Now" button first. After clicking this, Registration page will open.



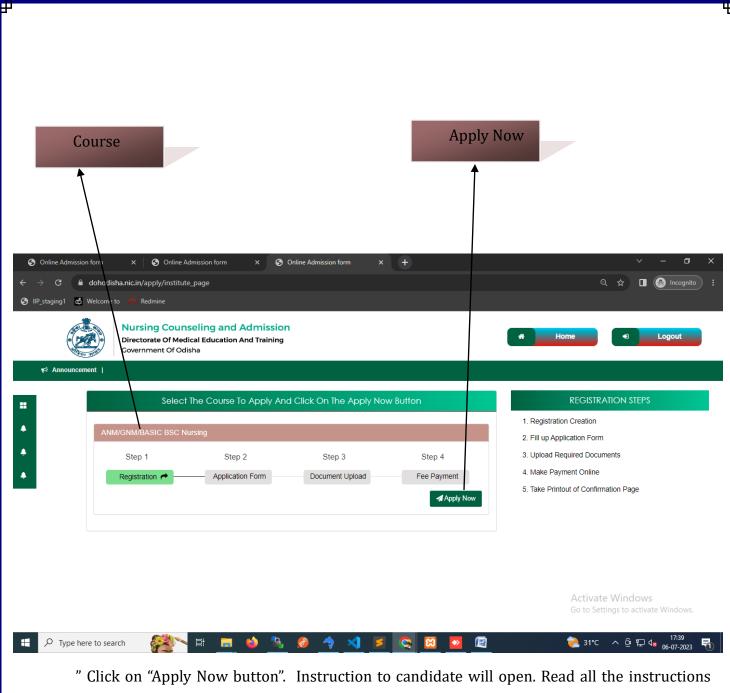
Here, the applicant will fill up his all details, enter captcha and click on "Register Now" button. All Star marked fields are mandatory. If he meets age criteria for the course, his/her registration will be completed and a message will be displayed in the screen with his/her application No and email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



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.



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.



"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:-

- **O** Profile page
- Document upload page
- O Payment page

### Profile page.

Profile page further consist of: -

- O Personal details O Parents details O Guardian details O Present address O Permanent address
- O Choice of Nodal Centre O Academic Information O 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 date 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

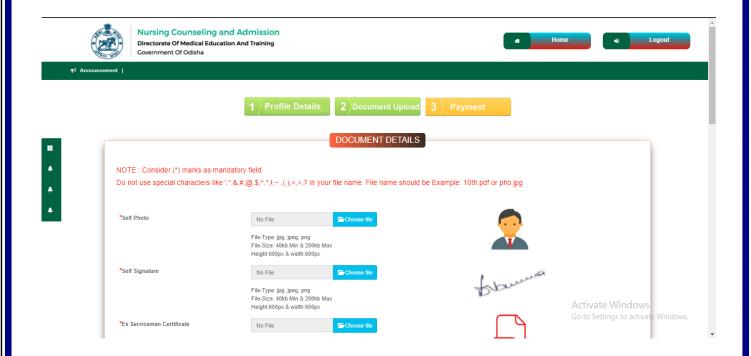
In this page, the applicant must upload all documents required for his applied course. Document file types for various documents are as under: -

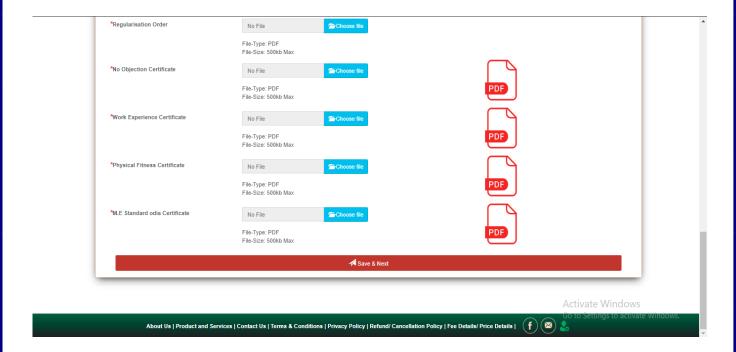
Name of Documents	File size and specification
Self Photo	jpg, jpeg, png, File-Size: 40kb Min & 200kb Max, Height:600px & width:600px
Self signature	jpg, jpeg, png, File-Size: 40kb Min & 100kb Max, Height:600px & width:600px

## All other certificates

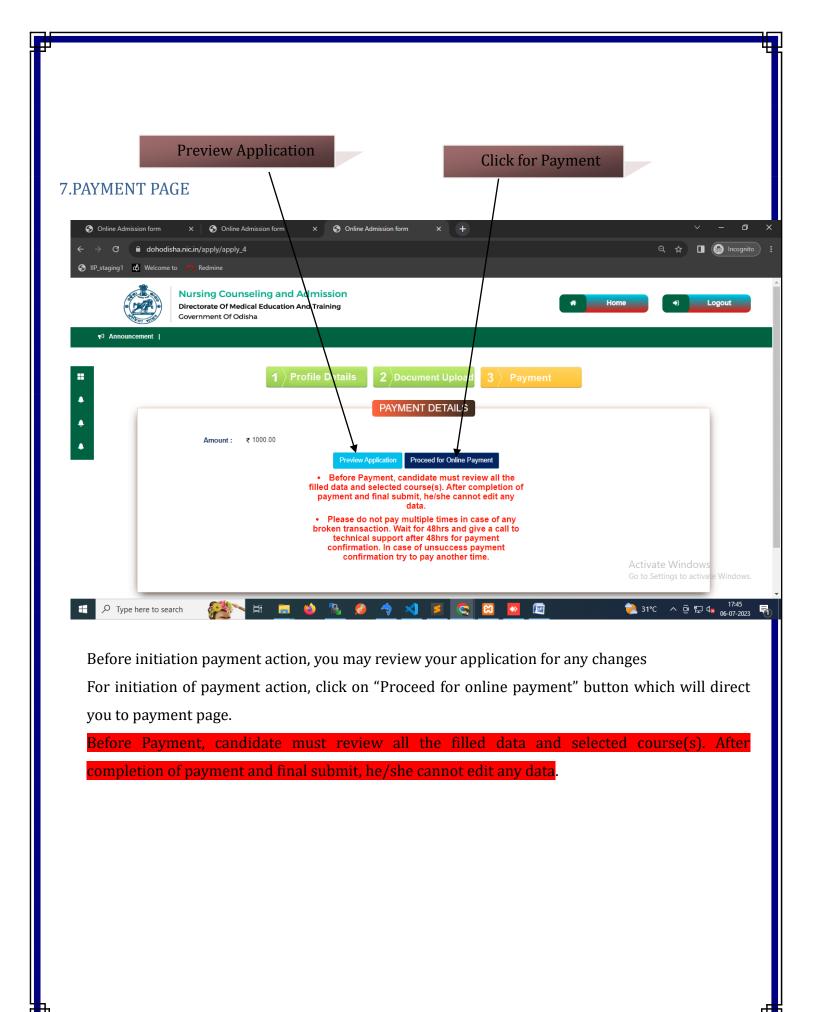
File-Type: PDF

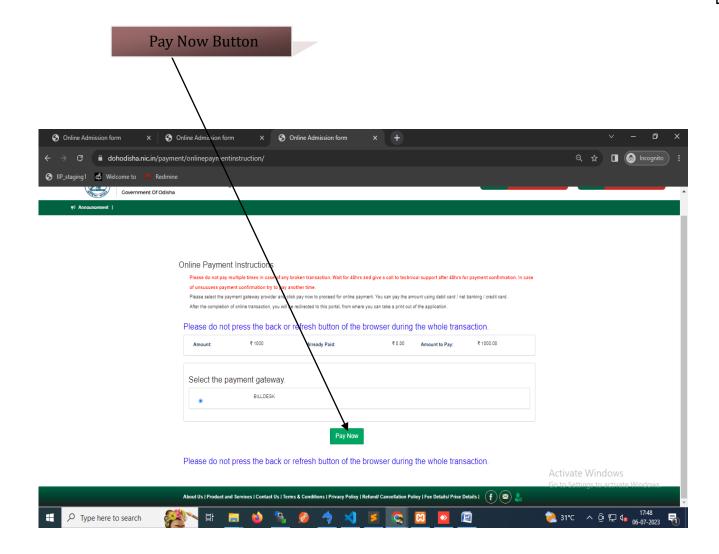
File-Size: 500kb Max





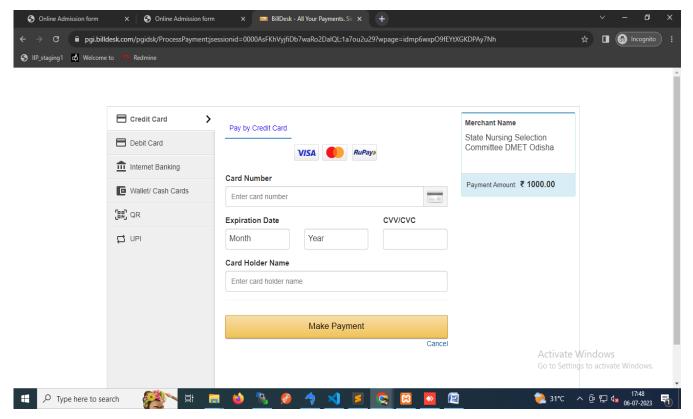
After uploading all documents, click on "Save and Next", the applicant will be directed to payment page.





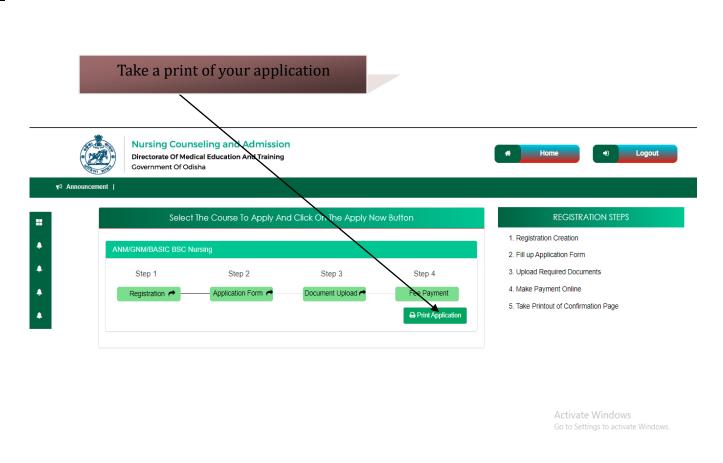
Here you can read payment instructions and the total amount you have to pay.

Then click on "pay now" button it will redirect you to payment gateway page.



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.



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