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

[Year:2024-2025]

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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.

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.

4. LOGIN PAGE

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

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:-

- ⭕ 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 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

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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

*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

🖅 Save & Next

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

7. PAYMENT PAGE

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.

<mark>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</mark>.

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.

Take a print of your application

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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

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