

USERMANUAL

FOR

**BASIC BSC/POST BASIC BSC/MSC/POST BASIC
DIPLOMA NURSING APPLICANTS**

[Year:2025-2026]

**Prepared by:
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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

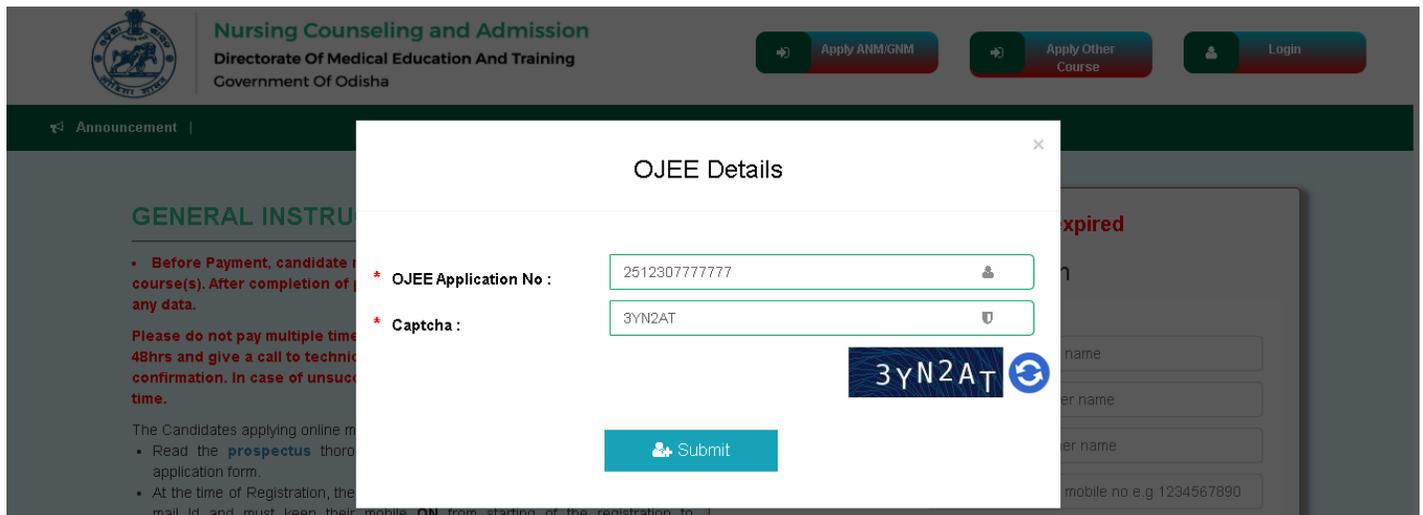
After going to the above link, the home page as displayed below will appear.

The screenshot shows the home page of the Nursing Counseling and Admission portal. At the top, there are three callout boxes: 'Course Details', 'Apply Other Courses', and 'Login'. Below these, the website header includes the logo of the Directorate of Medical Education and Training, Government of Odisha, and navigation buttons for 'Apply ANM/GNM', 'Apply Other Course', and 'Login'. A green banner at the top right reads 'THE CANDIDATES ALLOTTED IN THE SPECIAL ROUND A'. The main content area is divided into three columns: 'Latest Informations' with links to private institutions, admission calendar, user manual, and government institutions; 'News & Events' with updates on bank account details and submission notices; and 'Quick Links' for special round seat allotment and previous year questions. A central banner for 'Course Details' features a 'Course Details' button and a table of program information.

Name of the Program	Action Name	Start Date	End Date
BASIC BSC Nursing	Choice Filling & Locking	14-09-2024	29-10-2025

3. REGISTRATION PAGE

First-time applicants should click the “Apply Other Courses” button. Upon clicking, a modal window will appear with further options.



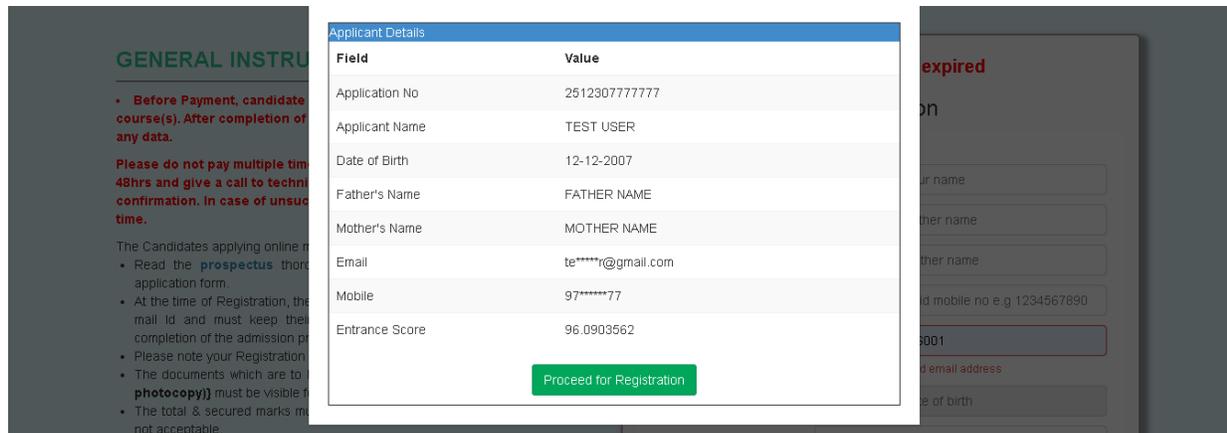
The screenshot displays the 'Nursing Counseling and Admission' portal for the Directorate of Medical Education and Training, Government of Odisha. A modal window titled 'OJEE Details' is open, containing the following fields and elements:

- OJEE Application No :** A text input field containing the number 2512307777777.
- Captcha :** A text input field containing the code 3YN2AT.
- Captcha Image:** A visual representation of the captcha code '3YN2AT' with a refresh button.
- Submit Button:** A blue button labeled 'Submit' with a user icon.

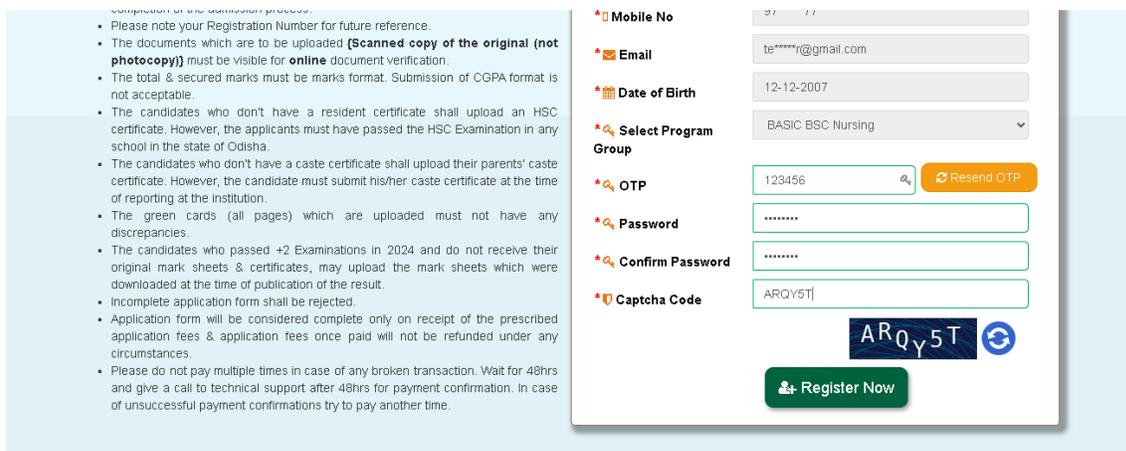
The background shows a 'GENERAL INSTRUCTIONS' section with the following text:

- Before Payment, candidate must read the prospectus of the course(s). After completion of payment, candidate must upload any data.
- Please do not pay multiple times for the same course. After 48hrs and give a call to technical support for confirmation. In case of unsuccesful registration, the time will be lost.
- The Candidates applying online must read the prospectus thoroughly before filling the application form.
- At the time of Registration, the candidate must use a valid email id and must keep their mobile ON from starting of the registration to the end of the registration.

Here, the applicant is required to enter their OJEE Application Number and the Captcha code, then click the 'Submit' button. Upon submission, the applicant's details will be displayed as shown below:

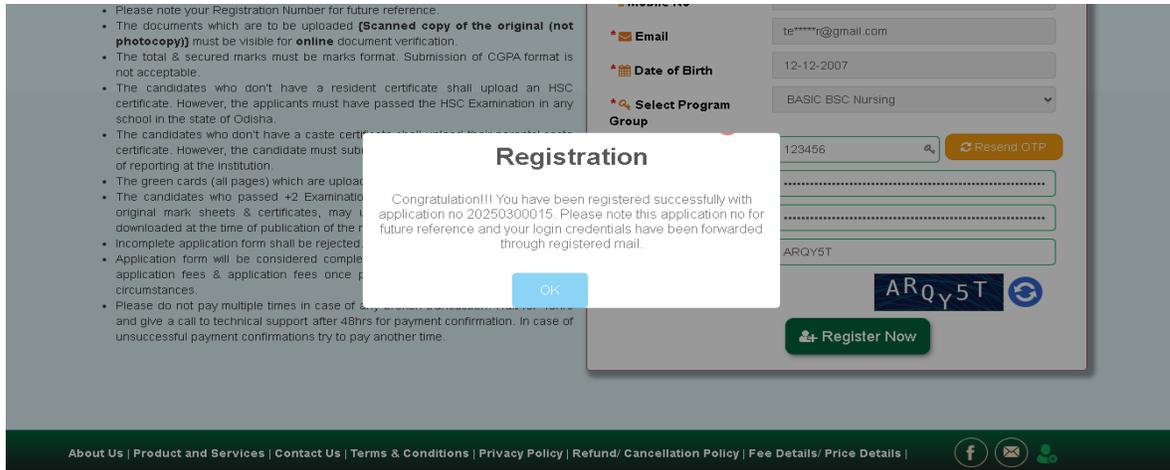


On clicking the 'Proceed to Registration' button the applicant is redirected to the registration page, here the applicant must set a password and register for the admission process :



The applicant must accurately fill in all the required fields as per the provided guidelines and click on the 'Register Now' button.

Upon successful registration, a **confirmation message** will be displayed along with the **Application Number**. The applicant should **carefully note down the Application Number**, as it will be required for logging into the portal to complete the application process.



4. LOGIN PAGE

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

A screenshot of the "Applicant Login" form. The form has a title "Applicant Login" at the top. It contains three input fields: "Application No :" with the value "2025300015", "Password :" with masked characters "*****", and "Captcha :" with the value "9MEFKP". Below the captcha field is a captcha image showing the characters "9MEFKP" and a refresh button. At the bottom of the form, there are three links: "New User ?", "Forgot Password?", and "Forgot Application No?". A green "Login" button is positioned at the bottom center of the form.

On the login page, the applicant must enter their **Application Number, Password,** and the **Captcha code**, then click on the **“Login”** button. After logging in, the **Program Home Page** will be displayed. This page will show the **post details** and the **step-by-step process** that the applicant needs to follow to complete the submission of the application form.

Course Name

Apply Button

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:

PERSONAL DETAILS

NOTE : Consider (*) marks as mandatory field

Special Category

Physically Challenged

Green Card

Ex Service Man

Course(s) to Apply

Basic B.sc

Applicant Name

Date Of Birth (DD-MM-YYYY)

Gender Female Male Other

Nationality

Reservation Category

Religion

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.

An applicant shall be eligible to participate in the Government counselling process if they possess an Odisha Resident Certificate or have passed the 10th standard examination from any institution located in Odisha and hold a M.E. Standard Odia Pass Certificate. In the absence of any of the above documents, the applicant shall only be eligible for admission under the Management Quota.

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.

+2 equivalent examination Marks:

Subject	Mark Secured	Maximum Marks	% of Marks
ENGLISH	89	100	89.00
BIOLOGY	85	100	85.00
CHEMISTRY	78	100	78.00
PHYSICS	99	100	99.00
Aggregate(PCB) Marks	262	300	87.33

DECLARATION

- I do hereby declare that the above furnished informations are true to best of my knowledge & belief. In case, any false & fabricated information & documents found to be incorrect, legal action as deemed proper will be initiated against me.
- Since I do not have an Odisha Resident Certificate or M.E. Standard Odia certificate, I agree to take admission under the management quota in a private nursing institution.

[Save & Next](#)

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

1 Profile Details 2 Document Upload

Applicant details saved successfully

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	<input type="text" value="2 - Copy.jpg"/> Choose file	
	File-Type: jpg, jpeg, png File-Size: 40kb Min & 200kb Max Height:600px & width:600px	
*Self Signature	<input type="text" value="apsrb-sig.png"/> Choose file	
	File-Type: jpg, jpeg, png File-Size: 40kb Min & 200kb Max Height:600px & width:600px	
*Ex Serviceman Certificate	<input type="text" value="_usr_local_apache24_h"/> Choose file	
	File-Type: PDF	

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

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

[Save & Next](#)

Activate Windows
Go to Settings to activate windows.

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

7.PAYMENT PAGE

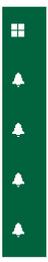


Nursing Counseling and Admission
 Directorate Of Medical Education And Training
 Government Of Odisha

[Home](#)

[Logout](#)

[Announcement](#)



PAYMENT DETAILS

Amount : 500.00

[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 unsuccessful payment confirmation try to pay another time.**

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.



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



Home



Logout

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 unsuccess 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.

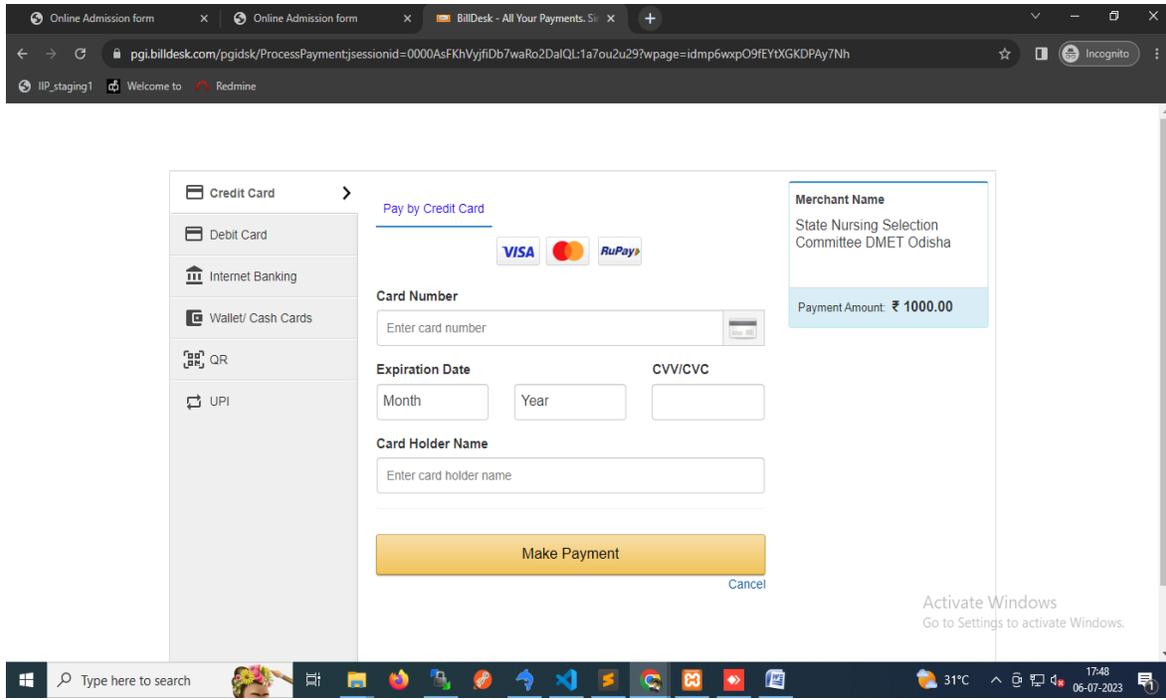
After the completion of online transaction, you will be redirected to this portal, from where you can take a print out of the application.

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

Amount:	₹ 0.00	Already Paid:	₹ 0	Amount to Pay:	₹ 0
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Select the payment gateway.

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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Directorate Of Medical Education And Training
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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.