

USERMANUAL
FOR
CHOICE FILLING AND LOCKING
FOR MOP-UP ROUND

FOR ADMISSION INTO
ANM/ Basic B.Sc./Post Basic B.Sc./M.Sc./Post Basic Diploma Nursing courses
[Year:2026-2027]

Prepared by



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1. SYSTEM OVERVIEW

This User Manual is prepared to enable the users to understand the process of choice filling and locking for participating in the Mop-Up Round counselling process step by step.

Candidates to go to <https://dohodisha.nic.in/>

The screenshot shows the homepage of the Nursing Counseling and Admission portal. At the top, there is a header with the Odisha Government logo, the text 'Nursing Counseling and Admission', 'Directorate Of Medical Education And Training', and 'Government Of Odisha'. A 'Login' button is on the right. Below the header, a green banner contains an announcement: 'PASSWORD OF THE PRIVATE NURSING INSTITUTIONS HAVE BEEN SENT TO THE CONCERNED MAIL ID. THE PRINCIPAL OF THE PRIVATE NURSING INSTITUTIONS ARE REQUESTED TO UPLOAD THE FEE STRUCTURE'. The main content area is divided into three columns. The left column, 'Latest Informations', lists links for Prospectus, User Manual, List of Govt Institution (2023-24), List of Private institution (2023-24), and Application & Part course fee, with a 'View All' button. The middle column features a large image of nurses, a welcome message for the 2023-24 academic session, and a 'Course Details' table. The right column, 'News & Events', lists two notices regarding admission to Basic BSc Nursing and for ex-servicemen, with a 'View All' button. Below the news, there is a 'Quick Links' section with links for Score Card, Admit Card, and Institute Login. At the bottom, there is a footer with various links and social media icons.

Name of the Program	Action Name	Start Date	End Date
PBBSC/MSC/PBDIPLOMA Nursing	Registration	03-07-2023	30-07-2023
ANM/GNM/BASIC BSC Nursing	Registration	03-07-2023	30-07-2023
ANM/GNM/BASIC BSC Nursing	Apply	03-07-2023	31-07-2023

Click on the Login Button

The screenshot shows the 'Applicant Login' page. At the top, there is a header with the Odisha Government logo, the text 'Nursing Counseling and Admission', 'Directorate Of Medical Education And Training', and 'Government Of Odisha'. A 'Login' button is on the right. Below the header, a green banner contains an announcement: 'Announcement |'. The main content area is divided into two columns. The left column, 'GENERAL INSTRUCTIONS:', contains a list of instructions for candidates. The right column contains the 'Applicant Login' form with fields for Application No., Password, and Captcha, and a 'Login' button. A red warning message 'Application Date expired' is displayed at the top of the login form. Below the login form, there are links for 'New User?', 'Forgot Password?', and 'Forgot Application No?'. At the bottom, there is a footer with various links and social media icons.

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

2. HOME PAGE(USERS)

The candidates are required to login by giving their credentials. After logging in the program home page will open.

CHOICE FILLING & LOCKING



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

[Home](#) [Logout](#)

Announcement |

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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

REGISTRATION NUMBER : 20230100003

Application Verification Status : Checked and Verified

Remark:

Print Application

Choice filling and locking

REGISTRATION STEPS

1. Registration Creation

2. Fill up Application Form

3. Upload Required Documents

4. Make Payment Online

5. Take Printout of Confirmation Page

IMPORTANT LINKS

1.Fee Structure - Govt. Institutions

2.Fee Structure - Private Institutions

Activate Windows
Go to Settings to activate Windows.

For click on “Choice Filling and Locking” tab. Choice filling and locking home page will open:-

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 a logo and navigation links (Home, Logout). Below the header is a green announcement bar. The main section contains filters for Course, Institute Type, Institute name, and District. A search bar is also present. The 'Available Choice(s)' table on the left lists 17 institutes with an 'Add' button for each. The 'Filled Choice(s)' table on the right shows 4 selected choices with 'Remove', 'Up', and 'Down' buttons. Callout boxes point to the 'Course' dropdown, 'Total available choices' header, 'Total selected choice' header, 'Add' button, 'Remove' button, 'Save & Continue' button, 'Save & back' button, 'UP' button, and 'Down' button.

Institute Name	Course	Seat Type	Stream	Action
ANM TRAINING CENTRE, BARIAPADA	ANM	NA	NA	Add
ANM TRAINING CENTRE, BHAWANIPATNA	ANM	NA	NA	Add
ANM TRAINING CENTRE, BOLANGIR	ANM	NA	NA	Add
ANM TRAINING CENTRE, BOUDH	ANM	NA	NA	Add
ANM TRAINING CENTRE, DASPALLA, NAYAGARH	ANM	NA	NA	Add
ANM TRAINING CENTRE, DEOGARH	ANM	NA	NA	Add

Institute Name	Course	Choice No.	Seat Type	Stream	Remove	Up	Down
ANM TRAINING CENTRE, KEONJHAR	ANM	1	NA	NA	Remove	Up	Down
ANM TRAINING CENTRE, BALASORE	ANM	2	NA	NA	Remove	Up	Down
ANM TRAINING CENTRE, BERHAMPUR	ANM	3	NA	NA	Remove	Up	Down
ANM TRAINING CENTRE, BHUBANESWAR	ANM	4	NA	NA	Remove	Up	Down

- Select the course name from the drop down.
- Select the Institute and click on Add.
The selected Institute will be moved from left side of Total available choices to right side total selected choice place.
If the user wants to change the choice i.e., from choice 3 to choice 1, he can do so by clicking up button.
Like wise choice can be changed from choice 1 to choose 3 by clicking down button.
- The user can find **course name, Institute name, institute type** by clicking respective drop downs.
- After filling choices, click on **Save and Continue** button to save and further continue.
- Successfully submitted pop up will display. Click on OK.
- Selected choices will be saved.
- To go to program home page, click on **Save and Back** button then click on OK button.



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

[Home](#)
[Logout](#)

Announcement |

-- Course --
-- Institute Type --
-- Institute name --
-- District --

Type Institute Name/Program Name/Address to filter choices

☐ Institute Address
 ☐ Institute Type

Total available choice(s) : 17

Institute Name	Course	Seat Ty
ANM TRAINING CENTRE, BARIPADDA	ANM	NA
ANM TRAINING CENTRE, BHAWANIPATNA	ANM	NA
ANM TRAINING CENTRE, BOLANGIR	ANM	NA
ANM TRAINING CENTRE, BOUDH	ANM	NA
ANM TRAINING CENTRE, DASPALLA,NAYAGARH	ANM	NA
ANM TRAINING CENTRE, DEOGARH	ANM	NA



Success!

Successfully submitted!

[OK](#)

Course	Choice No.	Seat Type	Stream	Remove	Up	Down
ANM	1	NA	NA		Up	Down
ANM	2	NA	NA	Remove	Up	Down
ANM	3	NA	NA	Remove	Up	Down
ANM	4	NA	NA	Remove	Up	Down

After saving action is completed “**Choice Lock**” option will appear. Click on “**Lock Choice**”, one pop up will display asking “Are you sure?”. If sure, click on “Yes”. Your choices will be locked.



Nursing Counseling and Admission
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Announcement |

-- Course --
-- Institute Type --
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Type Institute Name/Program Name/Address to filter choices

☐ Institute Address
 ☐ Institute Type

Total available choice(s) : 17

Institute Name	Course	Seat Ty
ANM TRAINING CENTRE, BARIPADDA	ANM	NA
ANM TRAINING CENTRE, BHAWANIPATNA	ANM	NA
ANM TRAINING CENTRE, BOLANGIR	ANM	NA
ANM TRAINING CENTRE, BOUDH	ANM	NA
ANM TRAINING CENTRE, DASPALLA,NAYAGARH	ANM	NA
ANM TRAINING CENTRE, DEOGARH	ANM	NA

Are you sure?

You can't make any changes on Choice filling. Do you want to lock!

[Cancel](#)
[Yes!](#)

[Lock Choice](#)

Course	Choice No.	Seat Type	Stream	Remove	Up	Down
ANM	1	NA	NA		Up	Down
ANM	2	NA	NA	Remove	Up	Down
ANM	3	NA	NA	Remove	Up	Down
ANM	4	NA	NA	Remove	Up	Down

Once **Choice locking** is done, you **can not edit** or **change** the choice. Therefore think carefully before locking your choice.

NB: Download your choice lock report for further admission process.

1. The candidates who have already been admitted to an institution will find that the choice of that institution is automatically available in their list of *Total Selected Choices*.
 - a. This choice cannot be removed, but the order of preference may be changed.
 - b. If the candidate receives a new allotment in another institution, the previous admission shall automatically stand cancelled.
 - c. Otherwise, the previously allotted seat will remain valid.
2. Only State Quota merit-listed candidates are eligible to participate in this round.
3. Once a candidate is allotted a seat in the Mop-Up Round, he/she must take admission in the newly allotted institution, and any previous admission shall automatically stand cancelled.
4. Once admitted during the Mop-Up Round, the admission shall be treated as final, and no further change of seat will be permitted.
5. The seat vacated by a candidate previously admitted elsewhere shall be immediately filled up by the next eligible candidate in the merit list.