

# **USERMANUAL FOR CHOICE FILLING AND LOCKING**

**FOR ADMISSION INTO  
ANM/GNM/Basic B.Sc./Post Basic B.Sc./M.Sc./Post Basic Diploma Nursing courses  
[Year:2025-2026]**

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 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 logo of the Directorate of Medical Education and Training, Government of Odisha, and a 'Login' button. 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, titled 'Latest Informations', contains links to 'Prospectus', 'User Manual', 'List of Govt Institution(2023-24)', 'List of Private institution(2023-24)', and 'Application & Part course fee'. The middle column features a large image of nurses attending to a patient, followed by a welcome message and a 'Course Details' table. The right column, titled 'News & Events', contains two notices regarding admission to Basic BSC Nursing and for ex-servicemen. Below these, there is a 'Quick Links' section with links to 'SCORE CARD BASIC BSC NURSING', 'BASIC BSC NURSING 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 logo of the Directorate of Medical Education and Training, Government of Odisha, and a 'Login' button. Below the header, a green banner contains an announcement: 'Announcement |'. The main content area is divided into two columns. The left column, titled 'GENERAL INSTRUCTIONS:', contains a list of instructions for candidates. The right column contains the 'Applicant Login' form, which includes fields for 'Application No.', 'Password', and 'Captcha'. Below the form, there are links for 'New User?', 'Forgot Password?', and 'Forgot Application No?'. A green 'Login' button is at the bottom right of the form. A red warning message 'Application Date expired' is displayed at the top of the form area. 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.

The screenshot displays the home page of the Nursing Counseling and Admission system for the Government of Odisha. The page features a header with the logo and name of the Directorate of Medical Education and Training. A navigation bar includes 'Home' and 'Logout' buttons. A sidebar on the left contains a menu with icons for announcements and notifications. The main content area is titled 'Select The Course To Apply And Click On The Apply Now Button' and shows a progress bar for the application process: Step 1 (Registration), Step 2 (Application Form), Step 3 (Document Upload), and Step 4 (Fee Payment). The current status is 'Application Verification Status : Checked and Verified'. Below this, there are buttons for 'Print Application' and 'Choice filling and locking'. A yellow box labeled 'CHOICE FILLING & LOCKING' points to the 'Choice filling and locking' button. Another yellow box labeled 'FEE STRUCTURE' points to the 'Fee Structure' link in the 'IMPORTANT LINKS' section. The 'IMPORTANT LINKS' section also includes a link for 'Fee Structure - Govt. Institutions' and 'Fee Structure - Private Institutions'. A footer note says 'Activate Windows Go to Settings to activate Windows.'

To know about fee structure of Govt and Private Institutions, click on required fee structure link. Fee structure of all institutions course wise and year wise will display.

**Choice Filling and Locking:** Only one allotment will be given to one applicant. In case more than one course applied, at the time of choice filling the most preferred course to be given in choice No 1 and second preferred course to be given in Choice No 2 and so on.

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

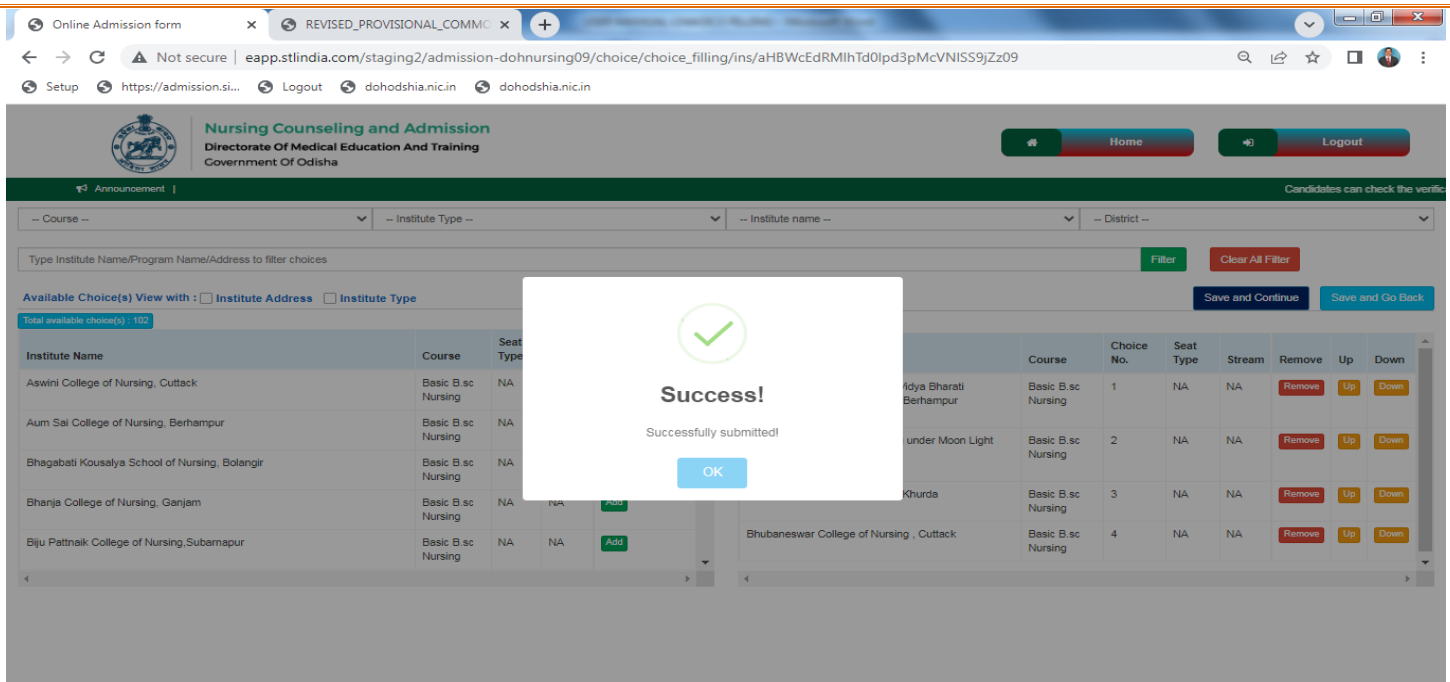
- Select the course name from the drop down.
- Select the Institute and click on Add.

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.

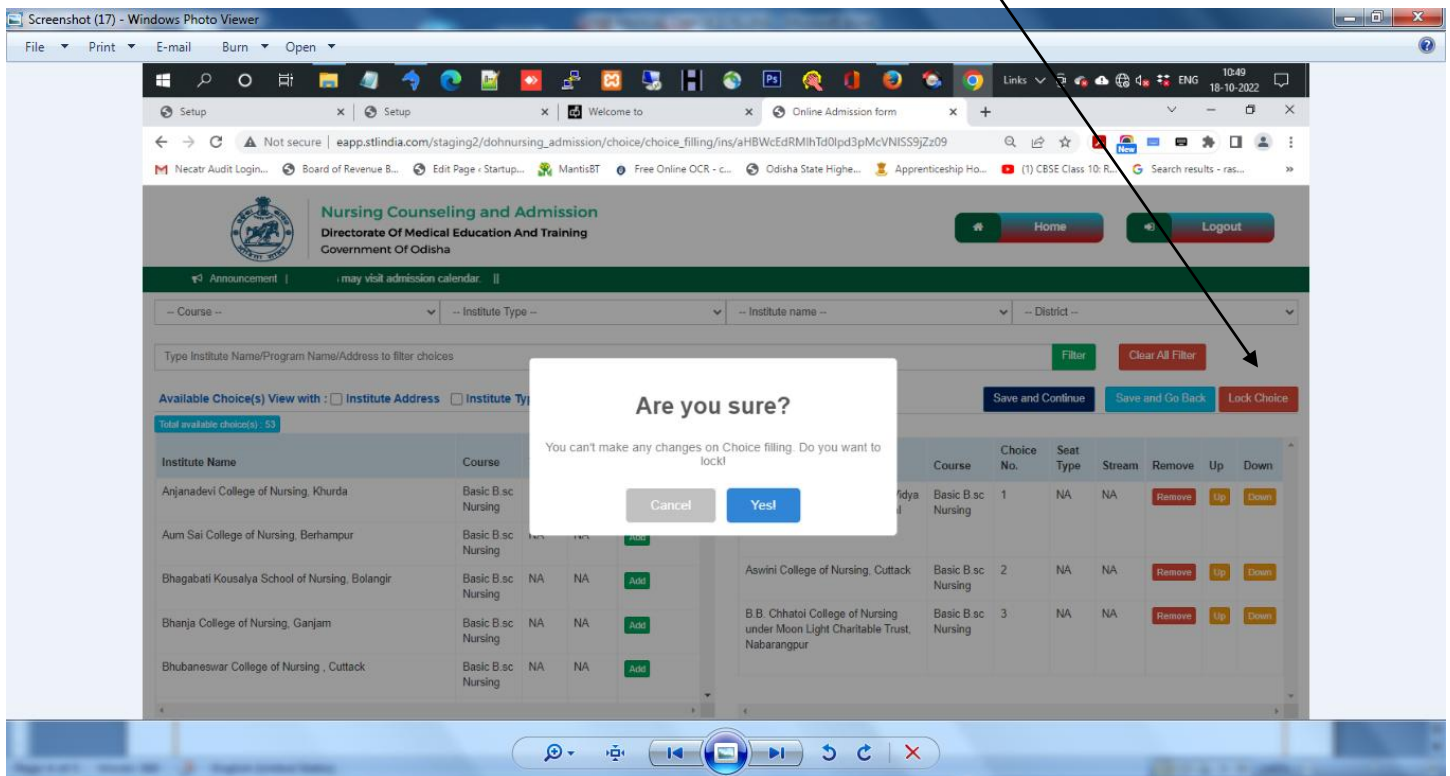
Like wise choice can be changed from choice 1 to choose 3 by clicking down button.

- 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.



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.

**Lock Choice**



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.**