

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:2026-2027]**

Prepared by



National Informatics Centre (NIC)
Ministry of Electronics & Information Technology
Government of India

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 website. The header includes the logo of the Government of Odisha, the text "Nursing Counseling and Admission Directorate Of Medical Education And Training Government Of Odisha", and a "Login" button. A green banner below the header contains an announcement: "THE PROVISIONAL MERIT LIST FOR NURSING COURSES (2026-27) IS PUBLISHED. CANDIDATES MAY SEND GRIEVANCES, IF ANY, TO CONVENERNURSING1@GMAIL.COM BY 05:30 PM". The main content area is divided into three sections: "Latest Informations" on the left, "Course Activity Details" in the center, and "News & Events" on the right. The "Latest Informations" section lists various documents like "USER MANUAL FOR OTHER COURSES", "PROSPECTUS(2026-27)", and "LIST OF PRIVATE INSTITUTION(2026-27)". The "Course Activity Details" section features a "Search programs" bar and a table with columns for "Name of the Program", "Candidate Activity", "Start Date", and "End Date". The "News & Events" section lists several notices regarding application processes and fee structures. A "Quick Links" section at the bottom right provides direct access to the "PROVISIONAL MERIT LIST(2026-27)" and "INSTITUTE LOGIN".

Name of the Program	Candidate Activity	Start Date	End Date
ANM/GNM	Apply	19-06-2026	15-07-2026
ANM/GNM	Registration	19-06-2026	14-07-2026

Click on the Login Button

The screenshot shows the "Applicant Login" page. At the top, there is a red banner that says "Application Date expired". Below this, the "Applicant Login" section contains three input fields: "Application No" (with a placeholder "Please enter Registration number"), "Password" (with a placeholder "Please enter password"), and "Captcha" (with a placeholder "Captcha Code"). A "Login" button is located below these fields. To the left of the login form, there are links for "New User?", "Forgot Password?", and "Forgot Application No?". On the right side of the login form, there is a Windows watermark that says "WGLA2N" and a message "Activate Windows Go to Settings to activate Windows." Below the login form, there is a "GENERAL INSTRUCTIONS:" section with a list of bullet points providing detailed guidelines for the application process, including requirements for documents, payment, and eligibility.

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 user interface 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 Government Of Odisha', and navigation buttons for 'Home' and 'Logout'. Below the header is a green 'Announcement' bar. The main content area is divided into two primary sections. On the left, a box titled 'Select The Course To Apply And Click On The Apply Now Button' shows the 'ANM/GNM/BASIC BSC Nursing' course. It features a four-step process: Step 1 (Registration), Step 2 (Application Form), Step 3 (Document Upload), and Step 4 (Fee Payment). Below the steps, it displays the 'REGISTRATION NUMBER : 20230100003', the 'Application Verification Status : Checked and Verified', and a 'Remark:' field. At the bottom of this box are buttons for 'Print Application' and 'Choice filling and locking'. On the right, a 'REGISTRATION STEPS' section lists five steps: 1. Registration Creation, 2. Fill up Application Form, 3. Upload Required Documents, 4. Make Payment Online, and 5. Take Printout of Confirmation Page. Below this is an 'IMPORTANT LINKS' section with two links: '1.Fee Structure - Govt. Institutions' and '2.Fee Structure - Private Institutions'. Two yellow callout boxes with arrows point to specific elements: 'CHOICE FILLING & LOCKING' points to the 'Choice filling and locking' button, and 'FEE STRUCTURE' points to the '1.Fee Structure - Govt. Institutions' link. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible in the bottom right corner.

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: -

The screenshot shows the 'Choice Filling and Locking' home page. Yellow callout boxes with arrows point to the following elements:

- Course**: Points to the 'Course' dropdown menu.
- Total available choices**: Points to the 'Total available choice(s)' header and table.
- Total selected choice**: Points to the 'Total selected choice(s) to fill' header and table.
- Add**: Points to the 'Add' button in the 'Total available choices' table.
- Remove**: Points to the 'Remove' button in the 'Total selected choice(s)' table.
- Save & Continue**: Points to the 'Save and Continue' button.
- Save & back**: Points to the 'Save and Go Back' button.
- UP**: Points to the 'Up' button in the 'Total selected choice(s)' table.
- Down**: Points to the 'Down' button in the 'Total selected choice(s)' table.

The interface includes a header with the logo of the Directorate of Medical Education and Training, Government of Odisha, and navigation links like 'Home' and 'Logout'. Below the header are filters for 'Course', 'Institute Type', 'Institute name', and 'District'. The main content area is divided into two tables: 'Available Choice(s)' and 'Filled Choice(s)'. The 'Available Choice(s)' table has columns for 'Institute Name', 'Course', 'Seat Type', 'Stream', and 'Action' (with an 'Add' button). The 'Filled Choice(s)' table has columns for 'Institute Name', 'Course', 'Choice No.', 'Seat Type', 'Stream', 'Remove', 'Up', and 'Down'.

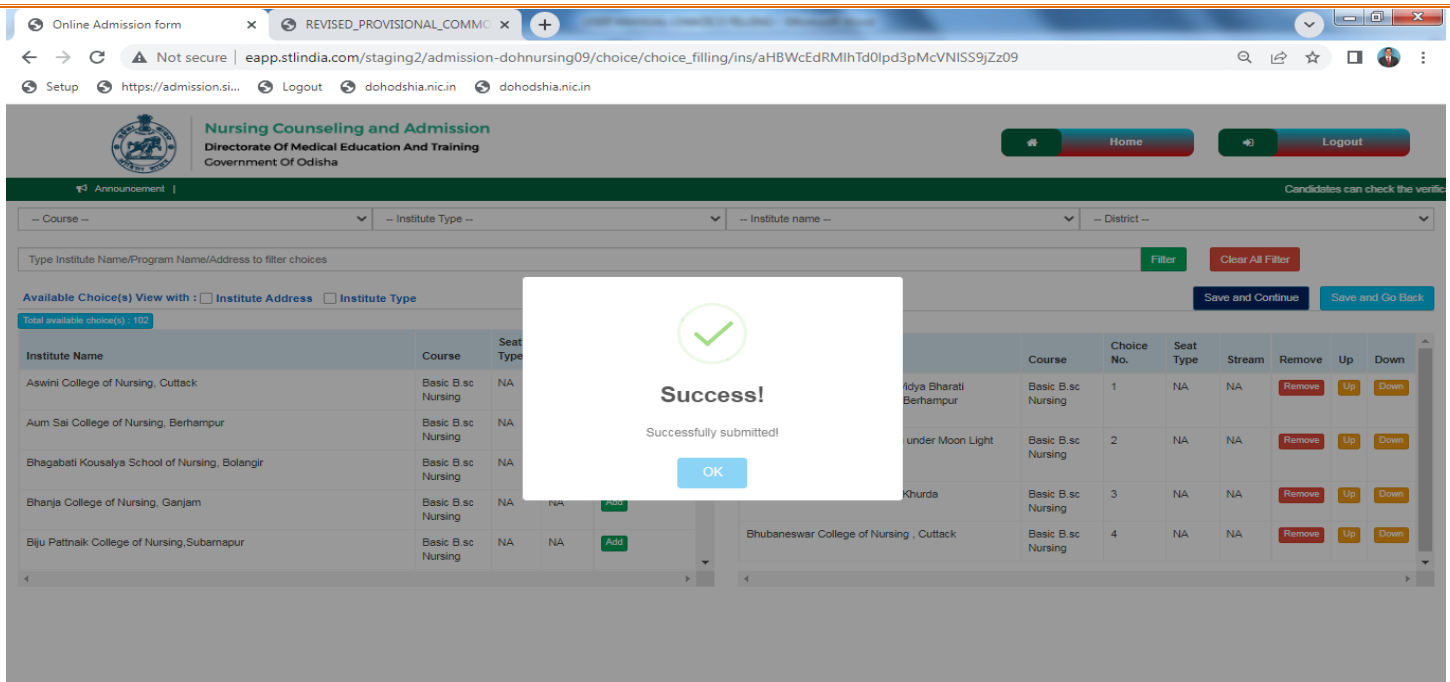
- Select the course name from the drop down.
- Select the Institute and click on Add.

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.

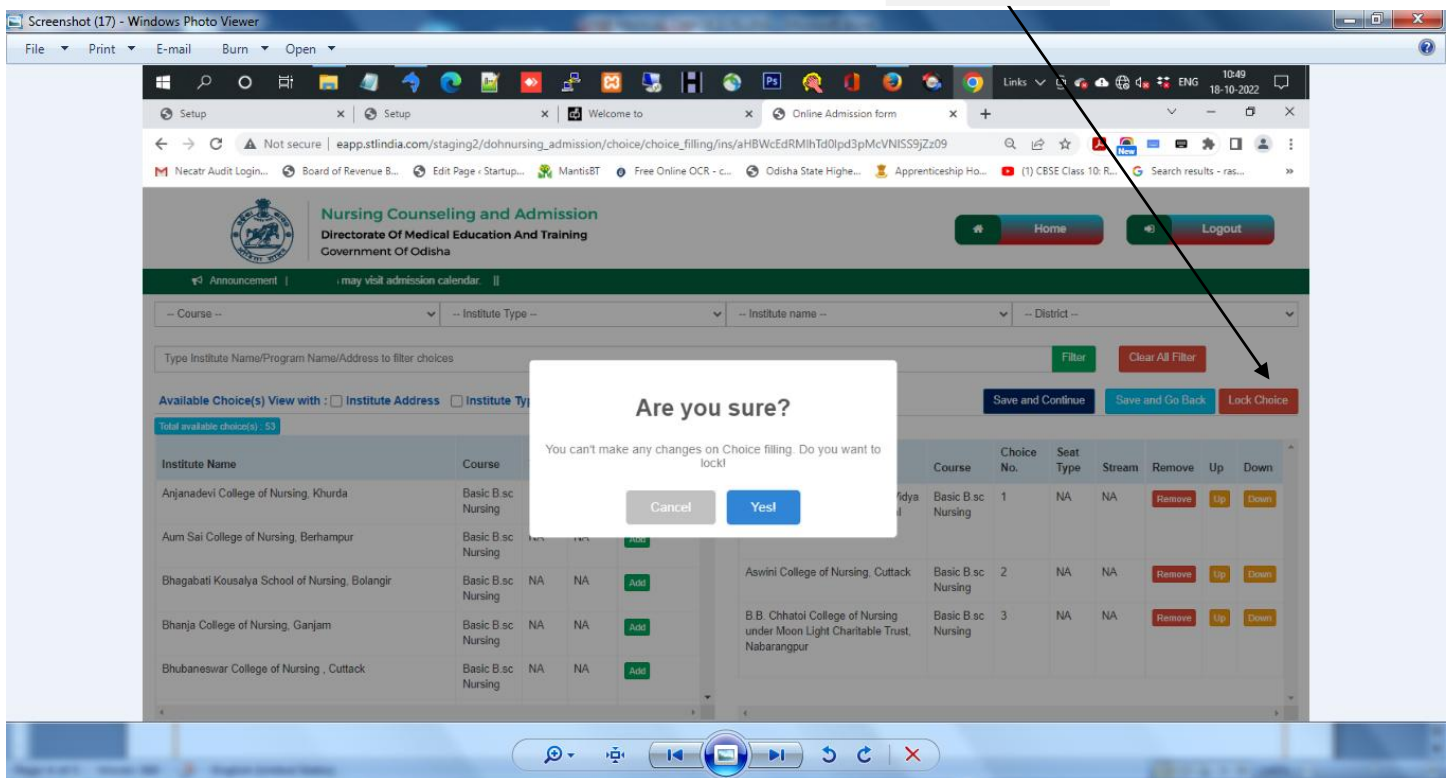
Like wise choice can be changed from choice 1 to choose 3 by clicking down button.

- 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.



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.