

**USER MANUAL  
FOR  
PAYMENT OF PART COURSE FEE  
&  
SELECTION OF FREEZE/FLOAT**

**FOR ADMISSION INTO**

**ANM/GNM/Basic B.Sc./P.BB.Sc./M.Sc./P.B.Diploma Nursing COURSES**

**[Year:2024-2025]**

**Presented To**

**DIRECTORATE OF MEDICAL EDUCATION & TRAINING,  
GOVT OF ODISHA**

**Prepared by**



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

# 1. SYSTEM OVEWRVIEW

This Unser Manual is prepared to enable the candidates to understand the process to download allotment result, make payment of part course fee for admission and selection of freeze or float step by step.

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

**Latest Informations**

- Prospectus
- User Manual Choice Filling & Locking
- List of Govt Institution(2023-24)
- List of Private Institution(2023-24)
- Application & Part course fee

**Call Us**

9777555017(Technical Support)  
Working Hours Only  
Phone:- 9439999773  
E-Mail :- convenernursing1@gmail.com  
Working Days Only  
10:00 A.M.- 5:30 P.M.

Name of the Program	Action Name	Start Date	End Date
ANM/GNM/BASIC BSC Nursing	1st Seat Allotment	14-12-2023	20-12-2023
PBBSC/MSC/PBDIPLOMA Nursing	1st Part Course Fee	14-12-2023	20-12-2023
ANM/GNM/BASIC BSC Nursing	1st Part Course Fee	14-12-2023	20-12-2023

**Click on the Login Button**

**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 unsuccess payment confirmation try to pay another time.

The Candidates applying online may-

- Read the prospectus thoroughly for the eligiblity 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 forms will be considered complete only on receipt of the prescribed application fee &

**Application Date expired**

**Applicant Login**

\* Application No :

\* Password :

\* Captcha :

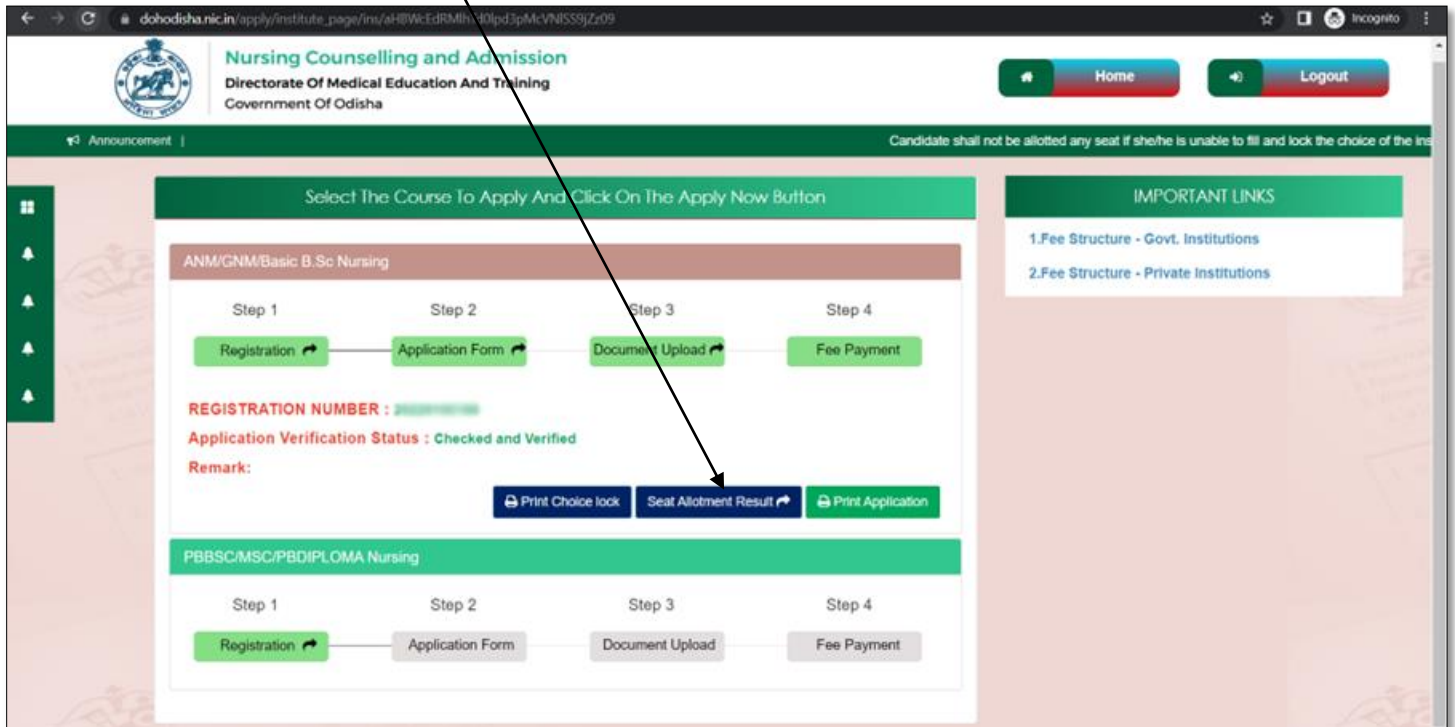
New User ?  
Forgot Password?  
Forgot Application No?

**Login**

## 2. HOME PAGE (USERS)

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

Seat Allotment Result



Click on seat allotment result, Seat allotment view page will open.

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

Home Logout

Announcement | Candidate shall not be allotted any seat if she/he is ur

Name: SATYAJIT DALAI Application Number: 20220100160 Round Number: 1

**Activity List**

- Seat Allotment Result **NEW**
- Pay Part Course Fee
- Download Documents

**Seat Allocation Activity Status for Round: 1**

View Seat Allotment Result	Incomplete
Download Provisional Allotment Letter	Incomplete
Select Freeze/Float	Incomplete
Seat Acceptance Fee Payment	Incomplete

**Attention**

- Dear Candidate,  
Please make the Payment of Rs 5000/- towards the part payment of Course Fee, after that make the allotment freeze/float. Once the allotment will be freeze, you ll get the intimation letter for admission in the allotted Institute and allotment can't be changed or if the allotment will be floated, you can participate in the next round of allotment. In that period, your allotted institute may be changed as per the seat availability.

Click on Seat Allotment Result. Seat allotment details will be displayed. Here the candidate will see Round Number, Allotted Choice No, allotment of seat rank, stream category etc.



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Home Logout

Announcement | Candidate shall not be allotted any seat if

Name: Application Number: Round Number: 1

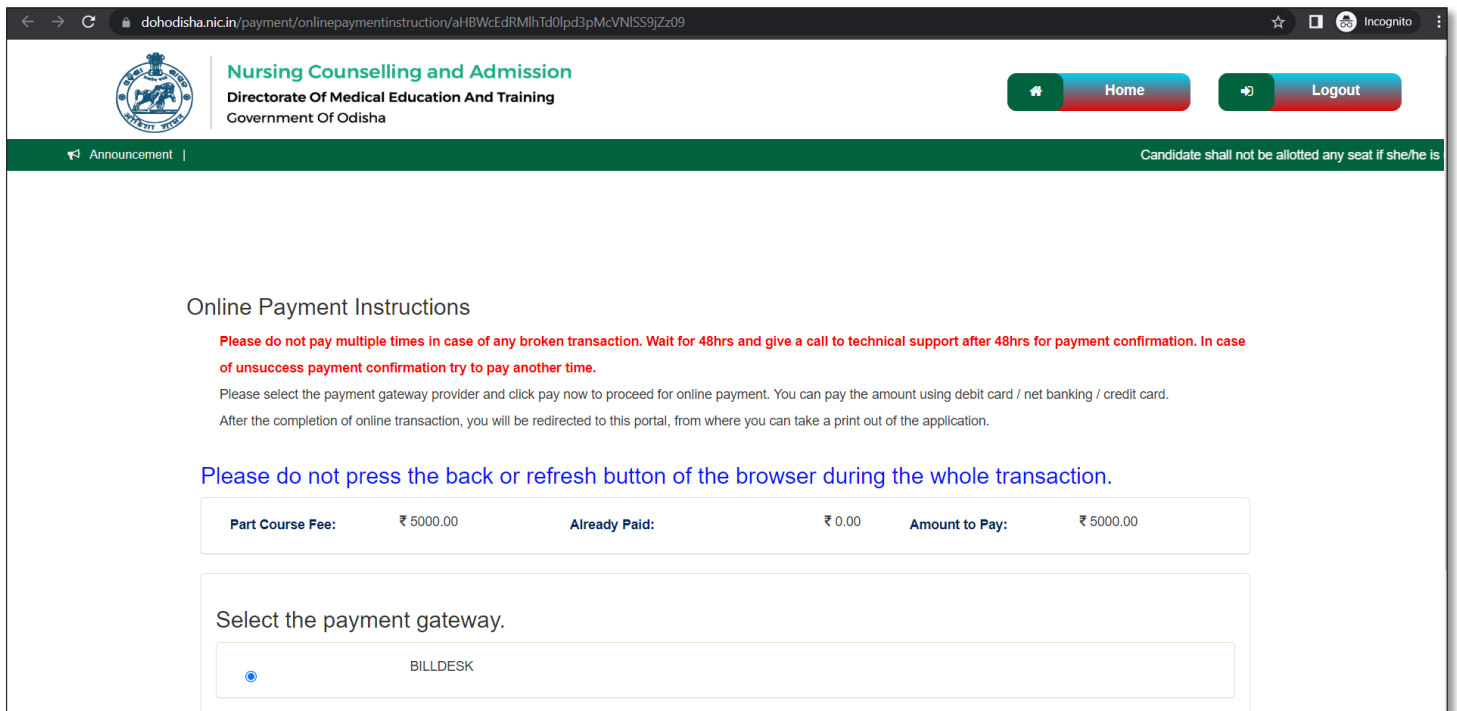
**Activity List**

- Seat Allotment Result **NEW**
- Pay Part Course Fee
- Download Documents

**Seat Allotment Details**

Round Number	1	Allotted Choice No	3
Institute Name	College of Nursing, VIMSAR Burla, Sambalpur		
Course Name	Basic B.sc Nursing		
Rank		Stream	NA
Allotment Category		SeatType	NA
Allotment Sub Category	NA		

For making payment click on Pay Part Course Fee. Soon after clicking, the payment gateway page will be redirected for making payment.



The screenshot shows a web browser window with the URL [dohodisha.nic.in/payment/onlinepaymentinstruction/aHfBWcEdRMlhTd0lpd3pMcVNISS9jZ09](http://dohodisha.nic.in/payment/onlinepaymentinstruction/aHfBWcEdRMlhTd0lpd3pMcVNISS9jZ09). The page header includes the logo of the Government of Odisha and the text "Nursing Counselling and Admission, Directorate Of Medical Education And Training, Government Of Odisha". There are "Home" and "Logout" buttons. A green banner at the top right states "Candidate shall not be allotted any seat if she/he is". The main content area is titled "Online Payment Instructions" and contains the following text:

**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.**

Part Course Fee:	₹ 5000.00	Already Paid:	₹ 0.00	Amount to Pay:	₹ 5000.00
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Select the payment gateway.

BILLDESK

After completion of successful payment, **Select Freeze/Float** option will be enabled, and the candidate can select Freeze or Float.

The candidates can download **Payment Receipt** under Download Documents link.


NB: The candidate who is satisfied with her/his allotment and does not want up gradation should freeze her/his 1st allotment.

After selection of freeze, **Intimation Letter** can be downloaded under Download Document link which is mandatory during the time of reporting.

If the candidate is not satisfied with the allotted institution and wants to participate in subsequent Round Allotment process, then she/he will select the Float option.

If any candidate made the payment and unable to select freeze/float within the stipulated time, her/his application will be treated as float.

**The allotted candidates are instructed to deposit the part course fee and select freeze/float within stipulated time, failing which his/her allotment will be cancelled.**


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

Announcement | Candidate shall not be allotted any seat if she/he is unable to fill and k

Name: **ANUPAMA** Application Number: **20220100106** Round Number: **1**

**Activity List**


- Seat Allotment Result **NEW**
- Select Freeze/Float
- Download Documents

**Willingness for Upgradation**

**Willingness Selection**

**Float** : Option for upgradation & participation in the subsequent Rounds.  
 **Freeze** : Option for confirmation of allotted seat & no further up gradation.

**Freeze / Float**


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

Announcement | Candidate shall not be allotted any seat if she/he is unable to fill and lock the choice of the institutions on or before 13.11.2022 .C

Name: **MADHUSMITA MAHANTA** Application Number: **20220100106** Round Number: **1**

**Activity List**

- Seat Allotment Result **NEW**
- Select Freeze/Float
- Download Documents

**Seat Allotment Details**

**Seat Allotment Details**

Round Number	1	Allotted Choice No	11
Institute Name	Sum Nursing School, Bhubaneswar, khurda		
Course Name	GNM		
Rank	1801	Stream	NA
Allotment Category	GEN	SeatType	NA
Allotment Sub Category	NA		

[Download Provisional Allotment Letter](#) [Payment Receipt](#)

**Payment Receipt**

Click on Payment Receipt. Payment receipt will be downloaded.

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Name: SATYAJIT DALAI    Application Number: 20220100160    Round Number: 1

Seat Allotment Details			
Round Number	1	Allotted Choice No	3
Institute Name	College of Nursing, VIMSAR Burla, Sambalpur		
Course Name	Basic B.sc Nursing		
Rank	1208	Stream	NA
Allotment Category	SC	SeatType	NA
Allotment Sub Category	NA		

[Download Provisional Allotment Letter](#)   
 [Download Intimation Letter](#)   
 [Payment Receipt](#)   
 [Print Freeze/Float](#)

**Freeze and Float.** After making payment if the applicant is satisfied, he/she can click freeze option to freeze his seat allotment. Once he/she has frozen his seat allotment, he cannot make any change. If he/she is not satisfied and wants to wait for second allotment, he will click on Float option. His/her name will appear in the second allotment

To freeze or float, select on the check box given against freeze and float option. After selecting required check box, click on submit button. A Pup up will display. Click on Yes. Seat allotment will be frozen or floated.

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Name: SATYAJIT DALAI    Application Number: 20220100160    Round Number: 1

Willingness for Upgradation

Float : O  
 Freeze : C

**Are you sure?**

Once You Choose(Freeze/Float) You Can't Change further

[Cancel](#)    [Yes!](#)