

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

FOR ADMISSION INTO

ANM/GNM/Basic B.Sc./Post Basic B.Sc./M.Sc./Post Basic Diploma Nursing Courses

[Year:2025-2026]

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 OVERVIEW

This User 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/>

The screenshot shows the homepage of the Nursing Counseling and Admission website. The header includes the logo of the Directorate of Medical Education and Training, Government of Odisha, and a 'Login' button. The main content area is divided into several sections: 'Latest Informations' with links to Prospectus, User Manual, and Lists of Institutions; 'News & Events' with links to Revised Provisional Merit Lists; 'Quick Links' with links to Score Card, Admit Card, and Institute Login; and a 'Course Details' table. The table lists the following courses and actions:

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

The screenshot shows the Applicant Login page. It features a 'GENERAL INSTRUCTIONS:' section with the following points:

- 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.

The login form includes the following fields:

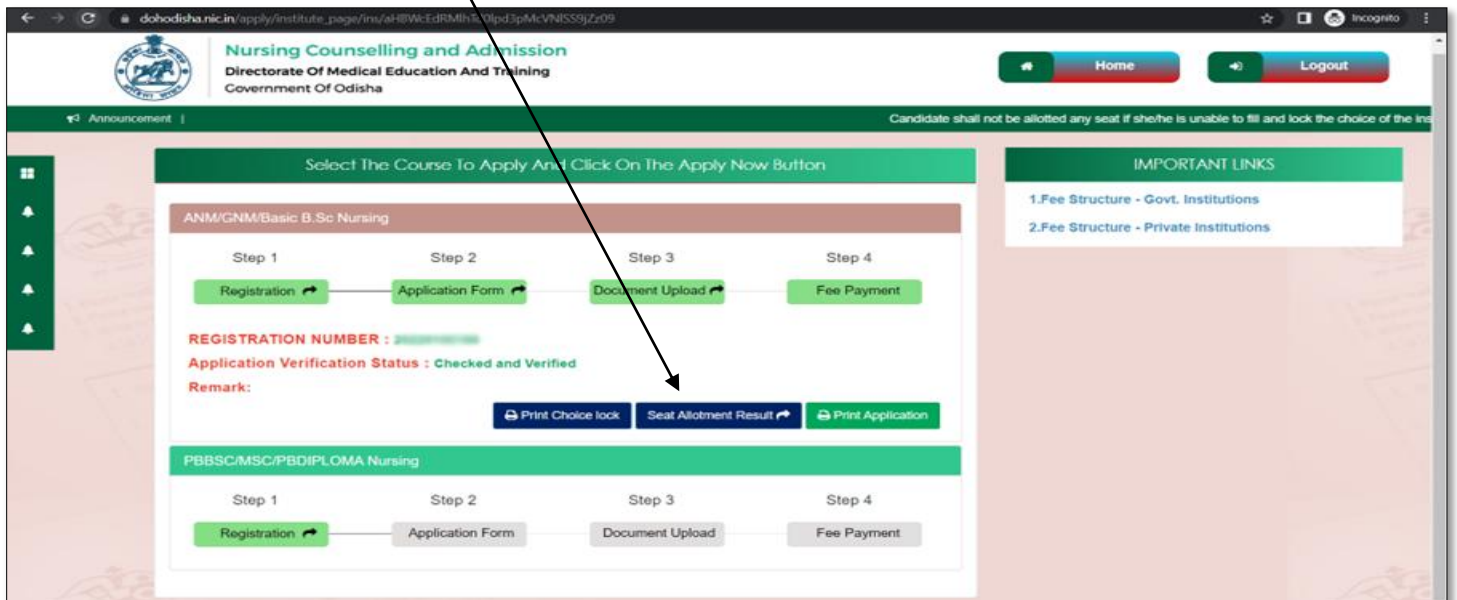
- Application No: Please enter Registration number
- Password: Please enter password
- Captcha: Captcha Code

There are links for 'New User?', 'Forgot Password?', and 'Forgot Application No?'. A 'Login' button is at the bottom of the form.

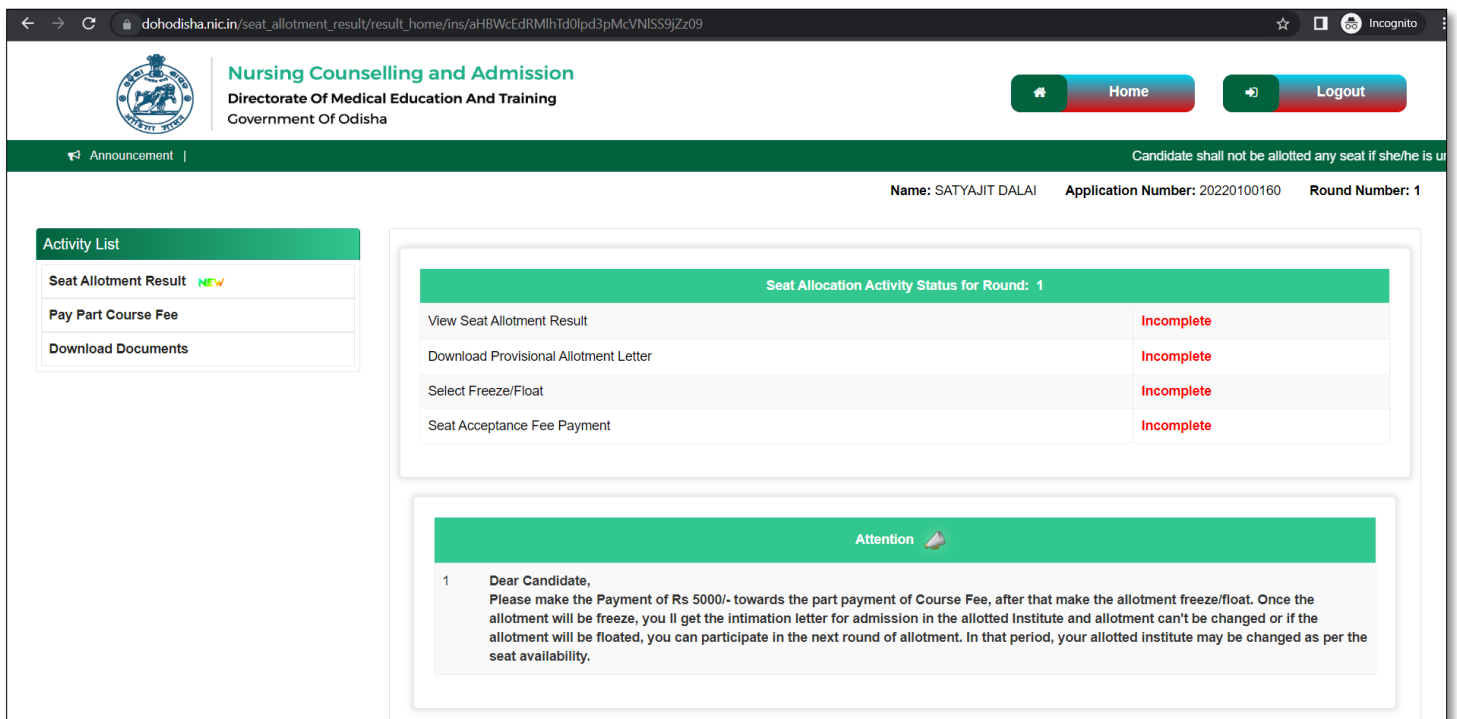
2. HOME PAGE (USERS)

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.



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.

Diagram illustrating the navigation from the Seat Allotment Result page to the Pay Part Course Fee and Download Document options.

The screenshot shows the "Nursing Counselling and Admission" portal. The "Activity List" on the left includes "Seat Allotment Result", "Pay Part Course Fee", and "Download Documents". The "Seat Allotment Details" table on the right displays the following information:

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	1000	Stream	NA
Allotment Category	SC	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.

Diagram illustrating the Online Payment Instructions page.

The screenshot shows the "Online Payment Instructions" page. The instructions state:

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.

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.

The payment summary shows:

Part Course Fee:	Already Paid:	Amount to Pay:
₹ 5000.00	₹ 0.00	₹ 5000.00

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.

The screenshot displays the web interface for Nursing Counselling and Admission. The 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'. Navigation links for 'Home' and 'Logout' are present. A green banner at the top states: 'Candidate shall not be allotted any seat if she/he is unable to fill and k'. Below this, the user's details are shown: 'Name: [REDACTED]', 'Application Number: 20220101010', and 'Round Number: 1'. The main content area is divided into two sections. On the left, an 'Activity List' contains three items: 'Seat Allotment Result' (marked as 'NEW'), 'Select Freeze/Float', and 'Download Documents'. On the right, the 'Willingness for Upgradation' section features a 'Willingness Selection' box with two radio button options: 'Float : Option for upgradation & participation in the subsequent Rounds.' and 'Freeze : Option for confirmation of allotted seat & no further up gradation.' Below the 'Select Freeze/Float' link in the activity list, there is a yellow box with the text 'Freeze / Float', and an arrow points from this box to the 'Select Freeze/Float' link.

Payment Receipt

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

HomeLogout

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 MAHANTAApplication Number: 20220100106Round 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](#)

Click on Payment Receipt. Payment receipt will be downloaded.

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

HomeLogout

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

Name: SATYAJIT DALAIApplication Number: 20220100160Round 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	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.

