

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:2026-2027]

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. A green banner at the top states: 'CHOICE FILLING & LOCKING FOR STATE QUOTA MERIT LISTED CANDIDATES IS NOW OPEN. COMPLETE AND LOCK CHOICE(S) OF INSTITUTION(S) BY 10.08.2026, 11:59 PM'. The main content area is divided into three columns. The left column contains 'Latest Informations' with links to 'USER MANUAL CHOICE FILLING & LOCKING', 'ADMISSION CALENDAR 2026-27', 'PROSPECTUS(2026-27)', 'LIST OF PRIVATE INSTITUTION(2026-27)', 'LIST OF GOVT INSTITUTION(2026-27)', 'APPLICATION & PART COURSE FEE', and 'COURSE FEE NURSING'. The middle column features a large illustration of healthcare professionals and a 'Course Activity Details' table. The right column contains 'News & Events' and 'Quick Links'. The 'Course Activity Details' table is as follows:

Name of the Program	Candidate Activity	Start Date	End Date
ANM/GNM	Choice Filling & Locking	03-08-2026	10-08-2026
ANM/GNM	Registration	19-06-2026	11-07-2026
ANM/GNM	Apply	19-06-2026	15-07-2026

Click on the Login Button

The screenshot shows the 'Applicant Login' page. The header is identical to the homepage. The main content area is divided into two sections. The left section, titled 'GENERAL INSTRUCTIONS:', contains a list of instructions for candidates. The right section, titled 'Applicant Login', contains a login form with fields for 'Application No.', 'Password', and 'Captcha'. Below the form are links for 'New User?', 'Forgot Password?', and 'Forgot Application No?'. A 'Login' button is at the bottom of the form. The 'GENERAL INSTRUCTIONS:' section includes the following points:

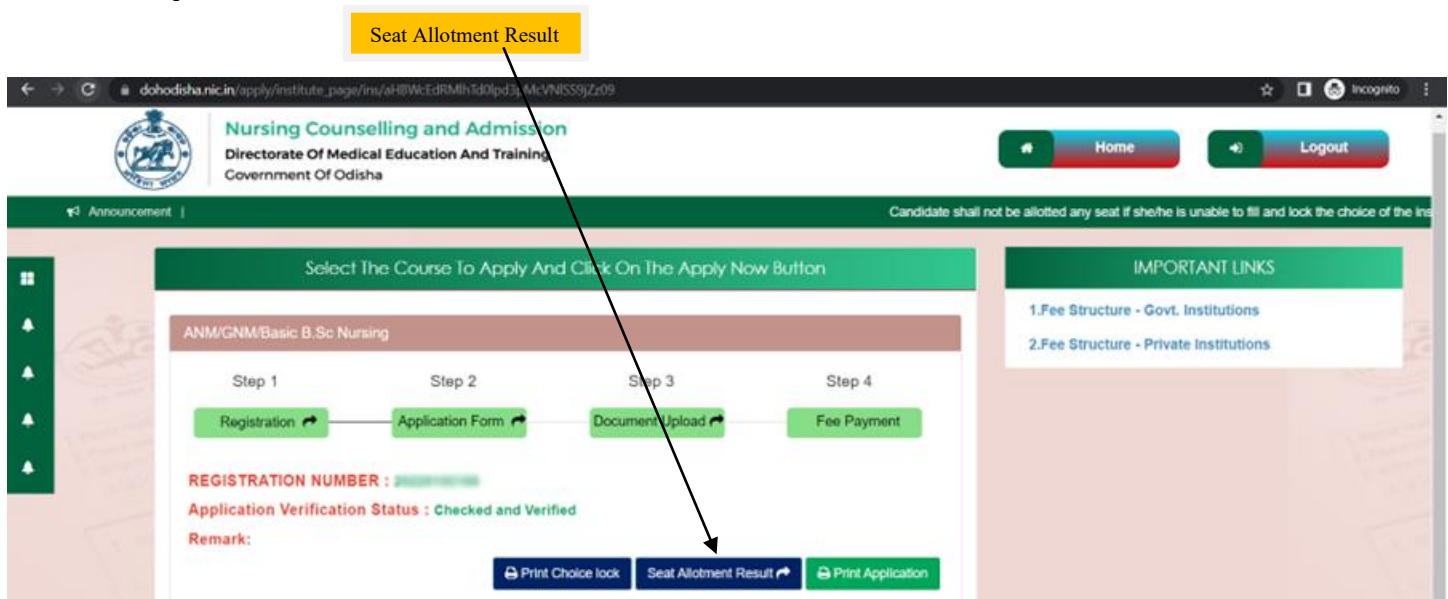
- Before Payment, candidate must review all the filled data and selected course(s). After completion of payment and final submit, he/she cannot edit any data.
- Please do not pay multiple times in case of any broken transaction. Wait for 48hrs and give a call to technical support after 48hrs for payment confirmation. In case of unsuccessful payment confirmation try to pay another time.

The Candidates applying online may:-

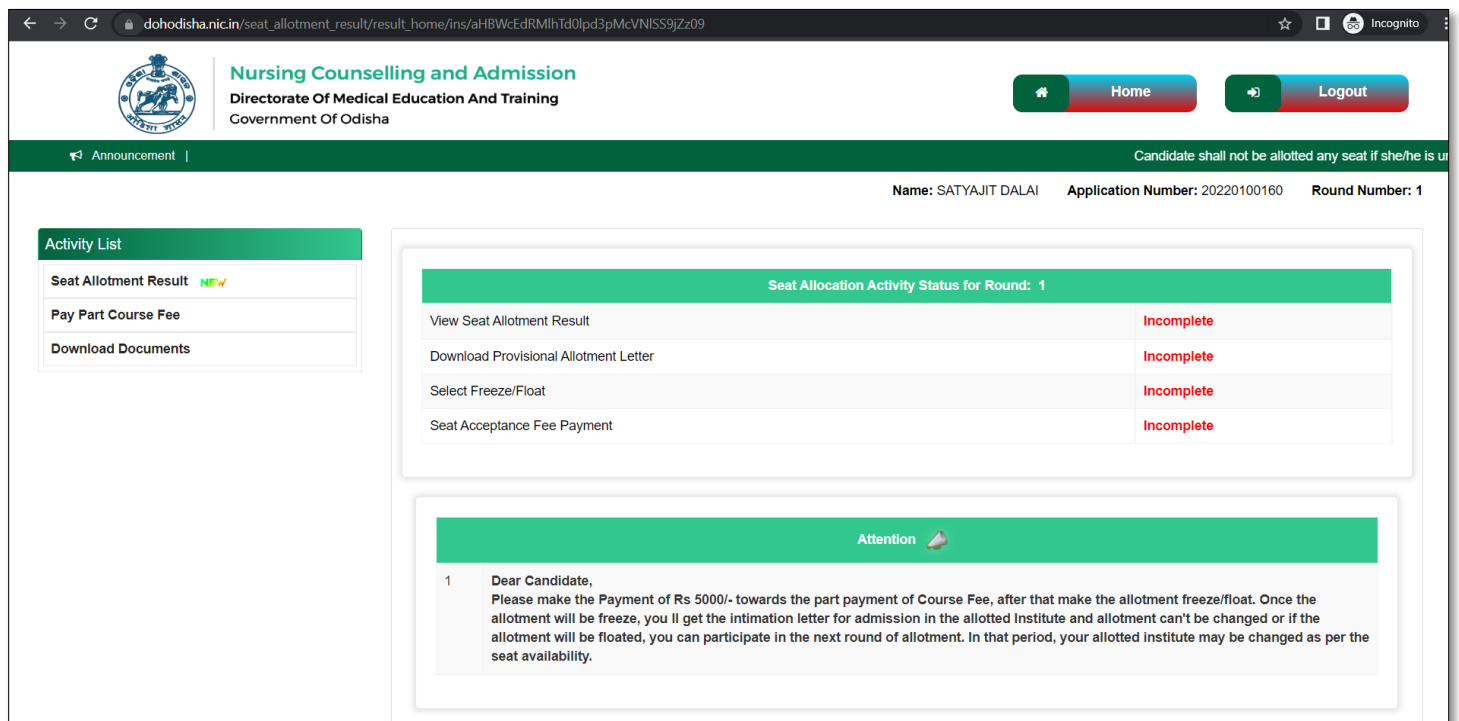
- Read the prospectus thoroughly for the eligibility criteria before filling the application form.
- At the time of Registration, the candidates must provide their mobile number & E-mail id and must keep their mobile ON from starting of the registration to completion of the admission process.
- No candidates 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 fee.

2. HOME PAGE (USERS)

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



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 options from the Seat Allotment Result page:

- Seat allotment Result
- Pay Part Course Fee
- Download Document

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		Seat Type	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.

Online Payment Instructions

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.

Part Course Fee:	₹ 5000.00	Already Paid:	₹ 0.00	Amount to Pay:	₹ 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 Directorate of Medical Education and Training, Government of Odisha, and navigation links for Home and Logout. The main content area is titled 'Willingness for Upgradation' and contains a 'Willingness Selection' section with two radio button options: 'Float' and 'Freeze'. A yellow box labeled 'Freeze / Float' is positioned below the 'Select Freeze/Float' link in the 'Activity List' on the left, with an arrow pointing to it.

Payment Receipt



Nursing Counseling 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 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

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

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

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

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

Activity List
 Seat Allotment Result **NEW**
 Select Freeze/Float
 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	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.

