

**Directorate of Technical Education & Training, Orissa**  
**Killa Maidan, Buxi Bazar, Cuttack -753001**



**STEP BY STEP PROCEDURE FOR WEB BASED  
E-COUNSELLING FOR ADMISSION TO DIPLOMA COURSES**

After receipt of RANK card the candidate has to follow the following steps for the web based e-counseling for admission into diploma courses of 1<sup>st</sup> Semester Engineering & 3<sup>rd</sup> Semester Engineering (Lateral) only.

If any candidate has not received his/her RANK card, he/she can download the same from the website [www.deterissa.nic.in](http://www.deterissa.nic.in)

**Registration & Choice Filling (From any Computer having Internet facility)**

***Important : Candidates those who have two (2) RANKs for 1<sup>st</sup> Semester & 3<sup>rd</sup> Semester (LE) Diploma are required to register and fill in choices for both the streams separately.***

**Step – 1**

- i) Go to website [www.deterissa.nic.in](http://www.deterissa.nic.in) and click NEW REGISTRATION button.
- ii) Read the candidate's agreement carefully, then click the button given at bottom of the screen to proceed further.
- iii) Register yourself by selecting the Course Name, & entering Roll Number, Application No. and Date of Birth correctly and press the submit button.

**Step – 2**

- i) Enter required data in the screen one by one.
- ii) Enter the password and again enter the same password in the confirm password box.
- iii) Remember and keep the entered password confidential for future use during choice locking, viewing of allotment details etc.

**Step – 3**

- i) Verify the registration details entered by you.
- ii) If found to be incorrect, click edit registration details to edit the data and make it correct.
- iii) If found to be correct, click confirm registration details box.
- iv) Next you will see the sure box, click ok button and this completes the registration process.
- v) In the next screen click the PRINT DETAILS button to get the printout of the **Registration slip**, keep it to produce at Nodal Centre for Counseling (NCC) at the time of Document Verification.

**Step – 4**

- i) After registration, the candidate has to click the Fill Choices tab given in the MENU Bar of the screen.
- ii) Select the appropriate radio button shown against each Govt. and Private Institutions to select desired choices.
- iii) Select as many as choices of Institutions and Branch on priority basis to have a better option for allotment of a seat.
- iv) **There will be minimum Two (2) rounds of MOCK Counseling during the entire process of Choice Filling, however the Institute allotted during MOCK Counseling is an indicative one. Based on the result of the MOCK Counseling the candidate are allowed to fill up his/her final CHOICE with modification to earlier choice (if required).**

- v) Save and take a print out of **Filled in Choice slip** to produce at Nodal Centre for Counseling (NCC) at the time of Choice Locking.

## Document Verification Locking of filled in Choices

### Step-5

- i) Report at the assigned NCC with Original Documents (***as per list***) along with the Registration and Filled in Choice slip for verification in scheduled date & time.
- ii) Submit a set of self attested XEROX copies of the said documents and take back all Original Documents after verification.
- iii) Report at the Computer Centre of the NCC for CHOICE LOCKING and collect **Choice Locking slip** signed by both the officer-in-charge and the candidate.
- iv) Collect the **Document Verification slip** by showing the Choice Locking slip, **failing which the provisional seat allotment shall not be considered.**

## Provisional Seat Allotment

### Step – 6

- i) Provisional seat allotment will be available in the website as per the schedule date & time published in the daily newspaper / [www.deterissa.nic.in](http://www.deterissa.nic.in) from time to time.
- ii) Allotment of seat will be intimated through SMS to the candidate's Mobile Number, (if filled up during registration).
- iii) Candidate can download his/her provisional seat allotment letter from website.
- iv) While downloading the provisional seat allotment letter, a Fee Deposited slip will be generated and the candidate has to take the printout of that slip and will submit the filled in slip at the NCC (where he/she has verified the documents) along with the requisite Bank Draft drawn in favour of **Director of Technical Education & Training, Orissa**, payable at **Cuttack** as per the fee structure per annum given below :

<b><u>Type of Institution</u></b>	<b><u>Fee for TFW</u></b>	<b><u>Fee for General</u></b>
All Govt. Institutions	Rs.3590.00	Rs.6590.00
All Private Institutions	Rs.6500.00	Rs.26500.00
ITT, Choudwar (Govt.) For Textile Tech. Branch	Rs.3590.00	Rs.6590.00
For other Self Financing (SF) Branch	Rs.6500.00	Rs.26500.00

- v) If any candidate fails to deposit the requisite Bank Draft at the assigned NCC, his/her provisional seat allotment will be automatically cancelled. However, those candidates shall be given chance to participate in the vacancy counseling only by giving fresh choice.
- vi) The vacant seats of non-reporting candidates shall be allotted to the candidates (who have deposited the Bank Draft) for their better choice in order of priority through auto sliding process and also to the candidates who have not been allotted with any seat against their choice in that round as per the Merit Rank.

N.B. :

- *The schedule of above activities along with details of rounds and any other activity related to e-counseling shall be intimated through daily news paper and notice board of the website [www.deterissa.nic.in](http://www.deterissa.nic.in) from time to time.*
- *Auto sliding means a candidate will be automatically upgraded to its higher choice in order of priority in the final allotment against any vacancy arises after provisional allotment. In no case candidate will be allowed to take admission against the provisionally allotted seat. **Hence the candidate should be very very careful in filling the CHOICES in order of PRIORITY.***

### HELP LINE NUMBERS

DET Cell, DTE&T, Killamaidan, Buxibazar, Cuttack 94380-65055 / 94380-65066

Central Control Room (CCR), BOSE, Cuttack 94380-65122/ 94380-65133/ 94380-64988

## List of Nodal Centre for Counseling (NCC) with Contact Numbers

Name of NCC	PHONE / FAX	MOBILE	Name of NCC	PHONE / FAX	MOBILE
BOSE, Cuttack	0671-2414092/086	94380-64985	ITT, Choudwar	0671-2394217	94380-65208
Govt. Poly., BBSR	0674-2300947	94380-64993	JES, Jharsuguda	06645-272605	94380-65218
Govt. Poly., Dhenkanal	06762-226541	94380-65075	OSME, Keonjhar	06766-255432/256832	94380-65238
ITI, Balasore	06782-262077	94380-65079	SKDAV, Rourkela	0661-2505150	94380-65282
ITI, Bhawanipatna	06670-230494	94380-65106	TTI, Takatpur	06792-252729	94380-65283
ITI, Cuttack	0671-2344922	94380-65157	UCPES, Berhampur	0680-2291826/658	94380-65292
ITI, Talcher	06760-240256	94380-65179	UGIE, Rourkela	0661-2508030	94380-65304
			UGMIT, Rayagada	06856-222073	94380-65326

### DOCUMENTS TO BE VERIFIED

**Bring Documents (Both Original and one set of self attested XEROX copy) to the Nodal Centre for Counseling (NCC) during Document Verification**

Candidates shall have to report **personally** with the 'RANK CARD' exactly at the time, date and venue as per the counseling programme to be given/notified. He/she is also required to produce the following Original Documents as applicable at the time of reporting at the NCC.

*The Certificates claiming reservation should be either in the format as prescribed in the Information Brochure or by the Govt.*

#### 'S' Domicile (1<sup>st</sup> Semester / 3<sup>rd</sup> Semester LE)

- i) HSC or equivalent mark sheet / provisional certificate for proof of Date of Birth (DOB).
- ii) Pass certificate & Mark sheet (Min. 35% in aggregate for 1<sup>st</sup> Semester) of qualifying examination.
- iii) Caste Certificate (SC/ST) issued from competent authority not earlier than 2008-09.
- iv) Permanent Residence Certificate (For Reserve Category) issued from competent authority not earlier than 2010-11.
- v) Employer's Certificate competent authority not earlier than 2010-11.
- vi) Physically Handicapped (PH) & Medical Fitness certificate from CDMO along with Identity Card issued by District Social Welfare Office (DSWO)
- vii) Medical Fitness certificate from Government Doctor not below the rank of Asst. Surgeon.
- viii) Sports Certificate issued / countersigned by the Director of Sports & Youth Services, Orissa or by the competent authority as declared by the Govt. from time to time (in case of candidates claiming reservation under Sports).
- ix) NCC Certificate (A, B or C) from appropriate authority.
- x) Green Card of parent issued by concerned CDMO.
- xi) Certificate in **Form-II** from the competent authority for reservation under Ex-Servicemen quota.
- xii) Income certificate (For Financial Year 2010-11) from competent authority for TFW Category.

#### 'OL' Domicile (1<sup>st</sup> Semester)

- i) HSC or equivalent mark sheet / provisional certificate for proof of Date of Birth (DOB).
- ii) Pass certificate & Mark sheet of qualifying examination.
- iii) Residential Certificate from the Revenue Officer not below the Rank of Tahasildar that he/she belongs to outlying Oriya speaking tracts in **Form-III**.
- iv) Mark sheet of M.E. or H.SC examination in support of having Oriya as a subject at M.E. or H.SC examination.
- v) Medical Fitness certificate from Government Doctor not below the rank of Asst. Surgeon.

#### 'OS' Domicile (1<sup>st</sup> Semester)

- i) HSC or equivalent mark sheet / provisional certificate for proof of Date of Birth (DOB).
- ii) Pass Certificate & Mark sheet of qualifying examination.
- iii) Residential Certificate from the competent authority of other state.
- iv) Medical Fitness certificate from Government Doctor not below the rank of Asst. Surgeon.

**N.B. :** *The admission will be cancelled if the candidate fails to produce the following documents within seven (7) days of reporting to the allotted institution*

- 1) **Conduct Certificate and SLC / CLC from the Institution last studied will be submitted during joining at the Institute.**
- 2) **Migration Certificate in case of candidates passing 10<sup>th</sup> standard examination from any Board other than Board of Secondary Education, Orissa is required to be submitted at the institution level.**