

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

E-COUNSELLING GUIDELINE 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 1st Semester Engineering & 3rd 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

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

Important : Candidates those who have two (2) RANKs for 1st Semester & 3rd 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 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.

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 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 :

<u>Type of Institution</u>	<u>Fee for TFW</u>	<u>Fee for General</u>
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 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