

## PROCEDURE/ GUIDELINES TO FOLLOW BY ALL EMPLOYEES UNDER OMES

### CADRE

#### (FOR PREPARATION OF ONLINE PRIORITY LIST)

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1. The online portal for preparation of priority list is available in the website of DMET, Odisha i.e. [www.dmetodisha.gov.in](http://www.dmetodisha.gov.in). (click “priority list of OMES”. All the employees under OMES cadre shall register in the website by creating own username and password for logging in to the online counseling site. Without registration the employee cannot proceed to next step of counseling. The user name and password must not be shared with others.
2. Registration and submission of data online is mandatory for all employees under OMES. Anyone who does not give choices (place of posting) shall be transferred and posted to any vacant post as per the decision of Government.
3. The following category of employees shall register in the online portal.
  - a. All Assistant Professors, Associate Professors, Professors, of all Govt. Medical Colleges.
  - b. All Superintendents, Dean & Principals, Principals of all Govt. Medical/ Dental Colleges & Hospitals.
  - c. OMES cadre faculties deputed to VIMSAR.
4. Before logging-in the employee must keep scanned copy of a passport size color photo, scanned copy of full signature and scanned copy of the service particulars from the appropriate authority (Dean & Principal /Principal /Superintendent) in the format provided in **Annexure - 1**
5. After log-in to the site the employee has to fill up the online format and submit by clicking the “submit” button. A printout of the online format must be taken for personal record.

6. Submission of incorrect or false information or omission of any required information shall be viewed seriously and action deemed fit may be initiated by the appointing authority.
7. After verification of submitted information the priority list shall be prepared and published in the website. Any grievance to the published priority list must be submitted to the Jt DMET by e-mail ([dmetbbsr3@gmail.com](mailto:dmetbbsr3@gmail.com)) by 25.05.2019, 5.00 PM. The revised priority list shall be published on 28.05.2019
8. The employees can submit representation along with copy of document in support of claim, for consideration for not to be transferred (on health ground, superannuation) or transfer of spouse to same station. The hard copy addressed to the DMET, Odisha, must reach on or before **15.05.2019 by 5.00 PM.**
9. Tentative Schedule:

1	Online edit of the earlier data	30.4.2019 to 22.5.2019 by 5.00PM
	Publication of provisional priority list	24.05.2019
2	Any grievance to be submitted to Jt. DMET (O) in situ, (email. i.e dmebbsr3@gmail.com)	25.05.2019 by 5.00 PM
4	Publication of revised Priority list	28.05.2019
6	Publication of revised priority list	30.05.2019

NB: The schedule is provisional and can be changed with notice.

**Sd/-**  
**Jt. Director,**  
**Medical Education and Training Odisha &**

**Annexure-1**

**SERVICE PARTICULARS**

Name:  
Designation  
Present place of posting:  
Date of Birth  
Date of superannuation

Name of Medical College/ Institution	Designation	Nature of Service (Adhoc/ Regular)	Date of Joining	Date of Relief

Details of leave other than casual leave or maternity leave / Deputation Period

Nature of leave Or Deputation	Date of Proceeding on leave	Date of Joining the service after coming from leave	Whether leave sanctioned or not	Remarks /Place of deputation

Signature & Seal of  
Dean & Principal/ Superintendent /Principal

Place :  
Date: