

INSTRUCTION MANUAL FOR ONLINE CHOICE FILING FOR ALLOTMENT OF ASST. PROFESSORS ON RECOMMENDATION OF OPSC

Only OPSC Qualified candidates are eligible to apply to give their preference of Choices of Medical Colleges to be posted against the existing vacancies only. Details of the existing vacancies is notified in DMET website. The allotment will be done completely as per the guidelines of GA Dept. and clarifications received from GA Dept. for the new appointees.

The eligible candidates have to follow a 2 step process to give their preferences. First they have to register their Names and second they have to give their preference of their colleges. After which allotment will be done according to the preference of choices and available vacancies in respective colleges under respective categories. After allotment is done, appointment letters will be issued by the Department of Health and Family Welfare, Govt. of Odisha.

To register the names, eligible candidates should fill their full name (as per Certificate / recommendation by OPSC), date of birth, valid email ID (which will be the login ID). Candidate should enter his/her password (password should be within 6-8 characters long, preferably contains a numeric value, a special character, one alphabet). Candidates are advised to give their mobile number (preferable the given mobile number should not have been registered under DND scheme, as communications in form of SMS will be sent to this mobile number only). Then the candidate should select a secret question and to enter a secret answer. This secret question and secret answer is required, to retrieve the password of the candidate, in case the candidate forgets his / her password.

Then after filling up all the required information, the candidate should click "**click here to proceed for online choice filling**"

The screenshot shows a web browser window with the URL dmetodisha.in/assistant_professor2018-19/PRELIM%20REGDN/Candidate%20Registration.aspx. The page title is "COUNSELING FOR ALLOTMENT OF ASSISTANT PROFESSORS ON RECOMMENDATION OF OPSC". The form includes the following fields:

- Name of Candidate :
- Enter Your Date of Birth :
- Please enter your valid e-mail address :
- Password : (Password must between 6 to 8 characters)
- Please retype Password :
- Mobile Number :
- Alternate Mobile Number :
- Please select a security Question : --SELECT--
- Your Security Answer :

At the bottom of the form, there is a blue button labeled "Click Here to Proceed for Online Choice Filing".

Then the candidate will be redirected to the Online choice filing page, where the Name of the candidate will be shown automatically with an application reference number. Then the candidate has

to select the discipline in which he /she got selected in OPSC. Then the candidate should select the first preference and second preference of their choice of posting for recommendation to Govt.

The screenshot shows a web browser window with the URL `dmethodisha.in/assistant_professor2018-19/APPLICATION/applicationdetails.aspx`. The page title is "COUNSELING FOR ALLOTMENT OF ASSISTANT PROFESSORS ON RECOMMENDATION OF OPSC". The main heading is "ONLINE CHOICE FILLING". The form contains the following fields and options:

Name of the Applicant	PURNA CHANDRA PRADH
Application Number	18010005
Select the Discipline	GEN MEDICINE
Select Institution (1st Preference)	PRM MC, Baripada
Select Institution (1st Preference)	SLN MC, Koraput

At the bottom of the form, there are three buttons: "Save and Exist" (blue), "Print" (green), and "LogOut" (red). The Windows taskbar at the bottom shows the date as 22-08-2018 and the time as 08:56.

After the choice filing is over, the candidate should save the choices and take a print out of the choices and can "Logout" from the system.

If the candidate wants to change the preference of his/her choices, then they can log in again and "Edit" his / her preference and follow the same procedure again. After the due time period is over, Allotment will be published in DMET website and recommendation will be made to State Govt. In case any difficulty, please fell free to call-**09776040400** for any Technical help.

The screenshot shows a web browser window with the URL `dmethodisha.in/assistant_professor2018-19/PRELIM%20REGDN/Login.aspx`. The page title is "COUNSELING FOR ALLOTMENT OF ASSISTANT PROFESSORS ON RECOMMENDATION OF OPSC". There is a "New Registration" link in the top right corner. The main heading is "Login Form". The form contains the following fields and options:

Please enter your Registered Email ID:

Password:

At the bottom of the form, there are two buttons: "Submit" (blue) and "Reset" (blue). The Windows taskbar at the bottom shows the date as 22-08-2018 and the time as 08:54.