INSTRUCTION MANUAL OF ONLINE APPLCATION FOR NEW/FRESH REGISTRATION / RENEWAL REGISTRATION / DUPLICATE REGISTRATION etc. IN STATE DMLT DMRT COUNCIL, ODISHA, BHUBANESWAR

1. **Who is eligible to Apply for New/Fresh Registration**

    Candidate who has passed his Final Examination and received his pass out certificate and School Leaving / College Leaving / Training School Leaving certificate from any of the Government approved Institutions (Approved by State DMLT & DMRT Council, Odisha, Odisha)

    If any candidate, passed any of the courses of same duration as mentioned below, from any other state / university / board / council "or" already registered under other state council in any Allied Medical Science Course and want to apply for registration under State DMLT & DMRT Council, Odisha, He may apply, but his registrations are subject to the decision taken by the counil only.
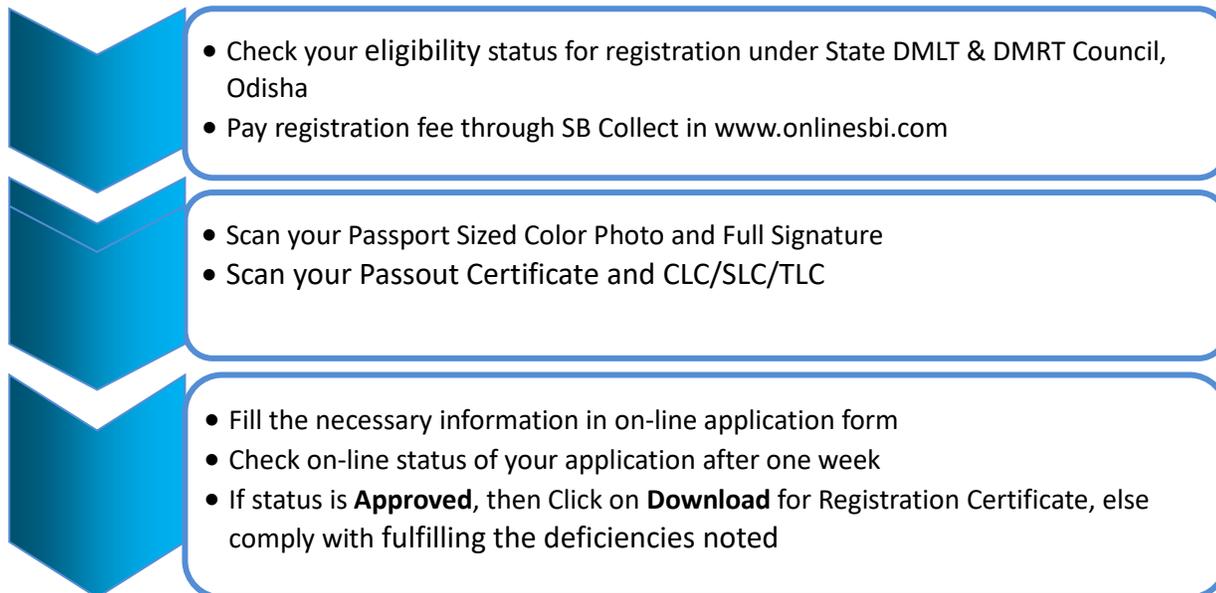
2. **Who is eligible to Apply for Renewal Registration?**

    Candidate who has a valid Registration No obtained from State DMLT & DMRT Council, Odisha for an DMLT & DMRT course and their registration validity period is already over / going to be over soon

3. **Who are eligible to Apply for Duplicate Registration:**

Candidate who has a valid Registration No obtained from State DMLT & DMRT Council, Odisha for an DMLT & DMRT course and his registration certificate is lost / stolen / tore off / etc. he can apply for duplicate one.

Steps for Online Registration

- Check your eligibility status for registration under State DMLT & DMRT Council, Odisha
- Pay registration fee through SB Collect in www.onlinesbi.com

- Scan your Passport Sized Color Photo and Full Signature
- Scan your Passout Certificate and CLC/SLC/TLC

- Fill the necessary information in on-line application form
- Check on-line status of your application after one week
- If status is **Approved**, then Click on **Download** for Registration Certificate, else comply with fulfilling the deficiencies noted

4. What are the documents required for On-line application

For New / Fresh Applicants	For Renewal Applicants	For Additional / Reciprocal / Duplicate registrations
❖ Payment Challan of SB collect ❖ Scan copy of passport color photo ❖ Scan copy of Full signature ❖ Scan copy of Pass out Certificate of DMLT DMRT Course ❖ Scan copy of CLC/SLC/TLC	❖ Payment Challan of SB collect ❖ Scan copy of passport color photo ❖ Scan copy of Full signature ❖ Scan copy of Pass out Certificate of DMLT DMRT Course ❖ Scan copy of Existing Registration Certificate issued by DMLT/DMRT Council, Odisha	❖ Payment Challan of SB collect ❖ Scan copy of passport color photo ❖ Scan copy of Full signature ❖ Scan copy of Pass out Certificate of DMLT DMRT Course ❖ Scan copy of Existing Registration Certificate issued by DMLT/DMRT Council, Odisha
❖ All the scan copies should be in .jpg/ .jpeg formats ❖ Scan copy of photograph should be 4.5 cm width and 5 cm height and within 50Kb ❖ Scan copy of Signature should be 6 cm width and 1.5 cm height and within 20Kb ❖ Scan copy of all certificate / CLC should be within 100Kb		

5. How to apply for Registration On-line?

After keeping all the above documents ready in hand, the candidate is requested to click the Link **www.dmetodisha.gov.in** and click **DMLT/DMRT BOARD (See Left Hand Column lower part)** or directly open the website **www.dmltrtcouncil.org** and then click the link

Apply Registration.

You will be redirected to the online application page.

6. How to fill the Form On-line?

1) Please select the type of Registration that you are applying for
2) Then select the course that you have passed out
3) Please select the year of passing of the course
4) Please select the Name of the Institution (for students passed out from Odisha state) from the list from which you have passed and if your institute name is not there in the list, please mail the name of institution to be included in the list to **dmltrthelpline@gmail.com**.
5) Then enter the registration fee payment details against SB Collect reference section. When you have applied online for SB collect, you are allotted a reference no like **DUXXXX.** Enter this reference number.
6) If you are paying through Other Banks online facility, you will be allotted a Reference No like **IGXXXX.** Enter this in the next field. If you do not have this reference Number, then put the same **DUXXX** Number here. But do not leave it Blank as it will show error during submission of form.
7) Then enter the amount that you have paid (excluding the transaction fee) and the date of payment
8) Next enter your full Name as per your matriculation certificate.
9) Then enter your Aadhaar Number
10) Then enter your Father's Name, Mother's Name and select the Date of Birth as per the matriculation certificate.
11) Then select your gender from the drop down
12) Then write your full address as At- xxx, Po- xxxx, Ps- xxxx, Via- xxxx, Dist- xxxx, Pin- xxxxx
13) Enter your valid Mobile number
14) Please enter your valid e-mail ID (**Please enter correct email ID as it will be your log in ID in future to download your Registration Certificate**)
15) Then enter the month and Year of last examination held **like March 2024** (**This information is written in your pass certificate)**
16) In next section, please enter the duration of your course means the date you have been admitted in the course and the date you have been relieved from the course. **(If you are applying for New Registration, then this information will be available from your CLC/SLC/TSLC certificate and if you are applying for Renewal or others and having an existing registration certificate, this information will be available from your existing registration certificate.)**
The date format should be **DD/MM/YYYY (like 01/01/2024)**
17) Mention your Roll No / Registration No. issued by Board/ University during the last examination. (For Fresh / New registration)
18) Mention your existing Registration No, Date of issue, and validity of present registration (select date from the calendar control). In case the validity is not mentioned in your existing registration certificate, then (by default) consider its validity as 5 years from the date of issue. Else leave it blank.
19) Enter the Name of the Board under which you have completed your Allied Medical Science Course (Full Name to be written which can be seen from the last pass out certificate).
20) Enter the date of declaration of result as **DD/MM/YYYY (like 01/01/2024)** which is mentioned in your pass out certificate.
21) Then please upload the scanned passport sized photograph, scanned signature.
22) Also upload the scanned copy of Pass out Certificate issued from the Board/ University.
23) Upload the CLC / TSLC (College Leaving Certificate / School Leaving Certificate / Training School Leaving Certificate from the Institute last attended **(For Fresh Registration Only) or** Scanned copy of Existing Registration Certificate **(For Renewal / Duplicate Registration only)**

24) Then click on submit and then please take the print out of the application for your future reference.

N.B: - Do not send or mail or deposit the application to/at the DMLT & DMRT Council office.

In case technical difficulties, please mail to –
dmltrthelpline@gmail.com

N.B: - If you are facing any kind of technical issues or problems in applying for Registration online, then download the word format given under Notifications, fill it up in Capital Letters and mail it along with scan copies of documents to the above email.
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