The doctors are requested to click the Link https://medicalcouncil.odisha.gov.in/ and click **Online Registration.**

1. You will be redirected to the online application page.

2. Before applying online please ensure the following with you.

Please Note

❖ **Details entered in the sign up page while creating an account in the website CANNOT be EDITED. Hence, utmost care to be taken in entering the details during signing up to avoid deletion of the account.**

❖ **While applying to OCMR, use your own e-mail d and mobile no. to be used for all occasions.**

❖ **Please do not use the mail id of your office/work place/relative/family member as it creates some legal complication in future.**

❖ **Do not trust your memory. Secure your password meticulously for any future need.**

❖ **All the documents must to be scanned in PDF format within 100 kb file size. Upload the Scan copy of the Original Certificates. (Never upload scan copy of a photocopied certificate.)**

❖ **Photo and signature must be in JPEG format within 100 kb file size**

❖ **Photo should be in formal wear without Apron, ID card and signature with solid background. (*Photo with Home, office, garden etc. background is not encouraged)**

❖ **Pease do not use any abbreviated form of any place, name of medical college or University or city.**
   Example: -
   Utkal/Utkal Univ./U.U – ☒   Utkal Univeristy - ☑
   S.C.B/SCB MC, CTC - ☒   S.C.B Medical College, Cuttack - ☑
   BBSR - ☒   Bhubaneswar - ☑

❖ **Until and unless an application is Complete and Correct in all respect with deposition of requisite fees, it is not processed for issuance of Registration Certificate.**

❖ **For identification and verification of documents the applicant has to be present with all required original documents and submit the all self-signed photocopies of the originals.**

❖ **Doctors who have completed MBBS or PG from outside Odisha and are applying for MBBS or PG registration in Odisha, are required to report at the OCMR office personally with all the Original Documents along with Adhar card on the date and time of the appointment slot given to them for confirmation of identity and physical verification of their original documents.**

❖ **Only after the physical verification of their original documents are completed, the Permanent Registration Certificate or the PG registration Certificate will be processed.**

HOW TO APPLY FOR REGISTRATION ONLINE?

Please click on the Registration Type for USER INSTRUCTIONS

Provisional Registration (For doing internship in Odisha)

➢ List of Documents Required:

- ○ *Passport Photo (JPEG format)*
- ○ *Aadhar Card*
- ○ *10th pass certificate and 10th Mark sheet*
- ○ *12th Pass certificate and 12th Mark sheet*
- ○ *MBBS all exam mark sheets*
- ○ *Provisional University MBBS pass certificate.*
- ○ *Conduct certificate*
- ○ *Signature (JPEG format)*

➢ How to Apply:

a) Click on online registration. You will be redirected to the **'SIGN UP'** Page.

b) Select **'Provisional Registration'** from the dropdown.

c) Fill up all the details and register.

d) Once the registration is successful, click on login and login using your User ID (Username) and Password.

e) First fill the profile details completely and save before applying for registration.

f) After profile details are updated and saved, click on 'PROVISIONAL REGISTRATION' from the registration tab.

g) Fill in details of 10th, 12th and MBBS (Select the Month and Year from the dropdown).

h) If Passed MBBS from out of India, please click on "Yes" button and provide Passport No. and Visa Details.

i) If screen test done outside India, please click on "yes" and fill in the required details.

j) Upload all the required documents. **Please ensure the documents are in PDF format and Signature has to be in JPEG format.**

k) Click on "I accept" and submit the form. You will directed to payment Page.

l) Click on "Payment" option.

m) Please Select the payment Type: **'Online'**

n) Select 'Payment Type' from the dropdown options: Netbanking/Credit Card/Debit Card/UPI/Mobile Banking/Wallet and click on submit.

o) Your application is successful. You can view the status of your application under Download/View Status.

Permanent Registration (MBBS done in Odisha)

➢ **List of Documents Required:**

- *Passport Photo (JPEG format)*
- *Aadhar Card*
- *Provisional Registration Certificate issued by OCMR,*
- *10th pass certificate*
- *12th pass certificate*
- *Internship completion certificate*
- *MBBS University Degree Certificate*
- *MBBS all exam mark sheet.*

➢ **How to Apply:**

a. Click on online registration. You will be redirected to the **'SIGN UP'** Page**.**

b. Select **'Final Registration (Permanent Certificate)'** from the dropdown.

c. Select **'NO'** in Do You Have Regn. Certificate from Other State Medical Council?

d. Enter Provisional Registration Number issued by OCMR and date of issue on which provisional registration certificate was issued.

e. Enter rest of the details and click on "Register".

f. Once the registration is successful, click on login and login using your User ID (Username) and Password.

g. First fill the profile details completely and save before applying for registration.

h. After profile details are updated and saved, first click on 'PROVISIONAL' from the registration tab. Fill in all the details, upload the required documents and click on save.

i. After Provisional page data is saved, click on 'FINAL REGISTRATION' from the registration tab.

j. Fill in the internship details.

k. Upload all the required documents. **Please ensure the documents are in PDF format.**

l. Click on "Submit". After that you will be directed to payment Page.

m. Click on "Payment" option.

n. Please Select the payment Type: **'Online'**

o. Select 'Payment Type' from the dropdown options: Netbanking/Credit Card/Debit

p. Card/UPI/Mobile Banking/Wallet and click on submit.

q. Your application is successful. You can view the status of your application under Download/View Status.

Permanent Registration (MBBS done in Other State)

➢ **List of Documents Required:**

   o Passport Photo
   o Aadhar Card
   o Provisional Registration Certificate issued by State Medical Council where your MBBS is registered
   o 12th pass certificate
   o 10th pass certificate
   o Internship completion certificate
   o MBBS University Degree Certificate
   o MBBS all exam mark sheet
   o Registration certificate from other State Council
   o NOC from other State council.

➢ **How to Apply:**

   a. Click on online registration. You will be redirected to the **'SIGN UP'** Page**.**
   b. Select **'Final Registration (Permanent Certificate)'** from the dropdown.
   c. Select **'YES'** in Do You Have Regn. Certificate from Other State Medical Council?
   d. Enter Final/Permanent Registration Number issued by Other State Medical Council and date of issue on which Final/Permanent registration certificate was issued.
   e. Enter rest of the details and click on "Register".
   f. Once the registration is successful, click on login and login using your User ID (Username) and Password.
   g. First fill the profile details completely and save before applying for registration.
   h. After profile details are updated and saved, first click on 'PROVISIONAL' from the registration tab. Fill in all the details, upload the required documents and click on save.
   i. After Provisional page data is saved, click on 'FINAL REGISTRATION' from the registration tab.
   j. Click on 'Passed MBBS from outside Odisha'.
   k. Fill up the internship details and Upload all the required documents. **Please ensure the documents are in PDF format.**
   l. Click on "Submit". After that you will be directed to payment Page.
   m. Click on "Payment" option.
   n. Please Select the payment Type: **'Online'**
   o. Select 'Payment Type' from the dropdown options: Netbanking/Credit Card/Debit Card/UPI/Mobile Banking/Wallet and click on submit.
   p. Your application is successful. You can view the status of your application under Download/View Status.

Verification Of Documents:

- **For identification and verification of documents the applicant has to be present with all required original documents and submit the all self-signed photocopies of the originals.**

Permanent Registration (FMGE)

➢ **List of Documents Required:**

- o Passport Photo
- o Aadhar Card
- o *Provisional Registration Certificate*
- o *12th pass certificate*
- o *10th pass certificate*
- o *Internship completion certificate*
- o *MBBS University Degree Certificate,*
- o *MBBS all exam mark sheet.*
- o *Registration certificate (If registered in other state)*
- o *NOC (if from other State)*
- o *Screening Test Certificate, Eligibility criteria certificate, Passport, Visa, Apostille, Transcript Report (Optional), Admission Letter (Optional), Diploma Supplement (Optional*

➢ **How to Apply:**

a. Click on online registration. You will be redirected to the **'SIGN UP'** Page**.**

b. Select **'Final Registration (Permanent Certificate)'** from the dropdown.

c. Select **'YES'** in Do You Have Regn. Certificate from Other State Medical Council?

d. Enter Final/Permanent Registration Number issued by Other State Medical Council and date of issue on which Final/Permanent registration certificate was issued.

e. Enter rest of the details and click on "Register".

f. Once the registration is successful, click on login and login using your User ID (Username) and Password.

g. First fill the profile details completely and save before applying for registration.

h. After profile details are updated and saved, first click on 'PROVISIONAL' from the registration tab. Fill in all the details, upload the required documents and click on save.

i. After Provisional page data is saved, click on 'FINAL REGISTRATION' from the registration tab.

j. Click on 'Passed MBBS from outside Odisha'.

k. Fill up the internship details and Upload all the required documents. **Please ensure the documents are in PDF format.**

l. Click on "Submit". After that you will be directed to payment Page.
m. Click on "Payment" option.
n. Please Select the payment Type: **'Online'**
o. Select 'Payment Type' from the dropdown options: Netbanking /Credit Card/Debit Card/Mobile Banking/Wallet and click on submit.
p. Your application is successful. You can view the status of your application under Download/View Status.

Verification Of Documents:

- **For identification and verification of documents , the applicant has to be present with all required original documents and submit the all self-signed photocopies of the originals.**

Renewal Registration

➢ **List of Documents Required:**
   - Passport Photo
   - Aadhar Card
   - *Provisional Registration Certificate issued by OCMR/Provisional Degree certificate.*
   - *12th pass certificate.*
   - *10th pass certificate.*
   - *MBBS University Degree Certificate.*
   - *MBBS all exam mark sheet.*
   - *MBBS/Permanent registration certificate issued by OCMR.*
   - *Additional registration certificate issued by OCMR (If any).*
   - *MBBS/Permanent registration certificate issued by OCMR*
   - *Previous renewal registration certificate (If any).*
   - *Additional registration certificate issued by OCMR (If any)*

➢ **How to Apply:**

a. Click on online registration. You will be redirected to the **'SIGN UP'** Page**.**
b. Select **'Renewal Registration'** from the dropdown.
c. Enter Final/Permanent Registration Number issued by OCMR.
d. Enter the date of issue on which Final/Permanent registration certificate was issued by OCMR.
e. If you any previous renewal issued by OCMR (Offline or Online) – Please select "YES".
f. Enter the validity date of your previous renewal registration certificate issued by OCMR.
g. If you do not have any previous renewal issued by OCMR (Offline/Online) – Please select "NO".
h. Enter rest of the details and click on "Register".
i. Once the registration is successful, click on login Once the registration is successful, click on login and login using your User ID (Username) and Password.
j. First fill the profile details completely and save before applying for registration.
k. After profile details are updated and saved, first click on 'PROVISIONAL' from the

registration tab. Fill in all the details, upload the required documents and click on save.

l.   Then click on 'FINAL' from the registration tab. Fill in all the details, upload the required documents and click on save.

    ❖   If you have any additional qualification registered at OCMR, fill the details in the final page by selecting the correct option.

m.   After Provisional page data and Final Page data is saved, click on 'RENEWAL REGISTRATION' from the registration tab.

n.   Fill up all the details and Upload all the required documents.

o.   Click on "Submit". After that you will be directed to payment Page.

p.   Click on "Payment" option.

q.   Please Select the payment Type: **'Online'**

r.   Select 'Payment Type' from the dropdown options: Net banking/Credit Card/Debit Card/UPI/Mobile Banking/Wallet and click on submit.

s.   Your application is successful. You can view the status of your application under Download/View Status.

Additional Registration

➢   <mark>**List of Documents Required:**</mark>
  o   *Passport Photo (JPEG format)*
  o   *Aadhar Card*
  o   *Provisional Registration Certificate issued by OCMR/Provisional Degree certificate.*
  o   *12ᵗʰ pass certificate.*
  o   *10ᵗʰ pass certificate.*
  o   *MBBS University Degree Certificate.*
  o   *MBBS all exam mark sheet.*
  o   *MBBS/Permanent registration certificate issued by OCMR*
  o   *Additional registration certificate issued by OCMR (If any)*
  o   *MBBS/Permanent registration certificate issued by OCMR.*
  o   *Previous renewal registration certificate (If any).*
  o   *Additional (PG) qualification Degree certificate.*
  o   *(In case of DNB – DNB practical marksheet and DNB Theory Marksheet)*

➢   <mark>**How to Apply:**</mark>

a.   Click on online registration. You will be redirected to the **'SIGN UP'** Page**.**

b.   Select **'Additional Qualification Registration'** from the dropdown.

c.   Enter Final/Permanent Registration Number issued by OCMR.

d.   Enter the date of issue on which Final/Permanent registration certificate was issued by OCMR.

e.   If you any previous renewal issued by OCMR (Offline or Online) – Please select "YES".

f.   Enter the validity date of your previous renewal registration certificate issued by OCMR.

g.   If you do not have any previous renewal issued by OCMR (Offline/Online) – Please select "NO".

h.   Once the registration is successful, click on login and login using your User ID (Username) and Password.

i.   First fill the profile details completely and save before applying for registration.

j.   After profile details are updated and saved, first click on 'PROVISIONAL' from the

registration tab. Fill in all the details, upload the required documents and click on save.

k. Then click on 'FINAL' from the registration tab. Fill in all the details, upload the required documents and click on save.

❖ If you have any additional qualification registered at OCMR, fill the details in the final page by selecting the correct option.//

l. After Provisional page data and Final Page data is saved, click on 'ADDITIONAL REGISTRATION' from the registration tab.

m. Fill up all the details and Upload all the required documents.

n. Click on "Submit". After that you will be directed to payment Page.

o. Click on "Payment" option.

p. Please Select the payment Type: **'Online'**

q. Select 'Payment Type' from the dropdown options: Netbanking/Credit Card/ DebitCard/UPI/ Mobile Banking/Wallet and click on submit.

r. Your application is successful. You can view the status of your application under Download/View Status.

NOC

➢ **As per GOVT of Odisha Health And Family weafare Department resolution No.HFW-MEII-MISC-0128-2019-2298/H, Date- 29/01/2024**

1(g) Speaks that-
- *The State Medical Council (OCMR) shall not release the NOC for doing registration in any other State unless it receives a clearance from the DMET, Odisha as regards to the fulfilment of bond conditions.*
- *Hence NOC for other states registration will only be issued after getting clearance from The DMET, Odisha as regards to fulfilment of bond conditions.*

- **List of Documents Required:**

  o *Passport Photo (JPEG format)*
  o *Aadhar Card*
  o *Provisional Registration Certificate issued by OCMR/Provisional Degree certificate.*
  o *12th pass certificate.*
  o *10th pass certificate.*
  o *MBBS University Degree Certificate.*
  o *MBBS all exam mark sheet.*
  o *MBBS/Permanent registration certificate issued by OCMR.*
  o *Additional registration certificate issued by OCMR (If any).*
  o *MBBS/Permanent registration certificate issued by OCMR.*
  o *Previous renewal registration certificate (If any).*
  o *Additional   registration   certificate   issued by   OCMR(If   any).*
  o *Affidavit. (Sample is attached in the website)*

➢ **How to Apply:**

a. Click on online registration. You will be redirected to the **'SIGN UP'** Page**.**

b. Select **'NOC Certificate'** from the dropdown.

c. Enter Final/Permanent Registration Number issued by OCMR.

d. Enter the date of issue on which Final/Permanent registration certificate was issued by

OCMR.

e. If you any previous renewal issued by OCMR (Offline or Online) – Please select "YES".

f. Enter the validity date of your previous renewal registration certificate issued by OCMR.

g. If you do not have any previous renewal issued by OCMR (Offline/Online) – Please select "NO".

h. Fill rest of the details and register. (*Password must be a combination of capital letter, small letter, number and a special character)

i. Once the registration is successful, click on login and login using your User ID (Username) and Password.

j. First fill the profile details completely and save before applying for registration.

k. After profile details are updated and saved, first click on 'PROVISIONA' from the registration tab. Fill in all the details, upload the required documents and click on save.

l. Then click on 'FINAL' from the registration tab. Fill in all the details, upload the required documents and click on save.

   ❖ If you have any additional qualification registered at OCMR, fill the details in the final page by selecting the correct option.

m. After Provisional page data and Final Page data is saved, click on 'NOC REGISTRATION' from the registration tab.

n. Fill up all the details and Upload all the required documents.

o. Click on "Submit". After that you will be directed to payment Page.

p. Click on "Payment" option.

q. Please Select the payment Type: **'Online'**

r. Select 'Payment Type' from the dropdown options: Netbanking/Credit Card/Debit Card /UPI/ Mobile Banking/Wallet and click on submit.

s. Your application is successful. You can view the status of your application under Download/View Status.

GOOD STANDING CERTIFICATE

➢ **List of Documents Required:**
   o *Passport Photo (JPEG format)*
   o *Aadhar Card*
   o *Provisional Registration Certificate issued by OCMR/Provisional Degree certificate.*
   o *12th pass certificate.*
   o *10th pass certificate.*
   o *MBBS University Degree Certificate.*
   o *MBBS all exam mark sheet.*
   o *MBBS/Permanent registration certificate issued by OCMR.*
   o *Additional registration certificate issued by OCMR (If any).*
   o *MBBS/Permanent registration certificate issued by OCMR.*
   o *Previous renewal registration certificate (If any).*
   o *Additional registration certificate issued by OCMR(If any).*

➢ **How to Apply:**

a) Click on online registration. You will be redirected to the **'SIGN UP'** Page**.**

b) Select **'Additional Qualification Registration'** from the dropdown.

c) Enter Final/Permanent Registration Number issued by OCMR.

d) Enter the date of issue on which Final/Permanent registration certificate was issued by

OCMR.

    e) If you any previous renewal issued by OCMR (Offline or Online) – Please select "YES".

    f) Enter the validity date of your previous renewal registration certificate issued by OCMR.

    g) If you do not have any previous renewal issued by OCMR (Offline/Online) – Please select "NO".

    h) Fill rest of the details and register. (*Password must be a combination of capital letter, small letter, number and a special character).

    i) Once the registration is successful, click on login and login using your User ID (Username) and Password.

    j) First fill the profile details completely and save before applying for registration.

    k) After profile details are updated and saved, first click on 'PROVISIONAL' from the registration tab. Fill in all the details, upload the required documents and click on save.

    l) Then click on 'FINAL' from the registration tab. Fill in all the details, upload the required documents and click on save.

        ❖ If you have any additional qualification registered at OCMR, fill the details in the final page by selecting the correct option.

    m) After Provisional page data and Final Page data is saved, click on 'GOOD STANDING REGISTRATION' from the registration tab.

    n) Fill up all the details and Upload all the required documents. Click on "Submit". After that you will be directed to payment Page.

    o) Click on "Payment" option.

    p) Please Select the payment Type: **'Online'.**

    q) Select 'Payment Type' from the dropdown options: Netbanking/Credit Card/Debit Card /UPI/ Mobile Banking/Wallet and click on submit.

    r) Your application is successful. You can view the status of your application under Download/View Status.

Caution

❖ Rejection of Application is due to want of documents and/or insufficiency in details there in. So it is returned back to the applicant for necessary correction.

❖ For correction, please Login and go to "Download/View" Status. There will be an "Eye Icon" against the application type in which there is insufficiency, which in a click displays the incorrect documents/details requiring correction.

❖ Click on the eye icon to view the nature of rejection and then click on "Edit Application" icon to correct the required details

Refund of Money

❖ If some extra payment / wrong payment is done, the same will be refunded after taking your account statement, payment details, SBI payment gateway confirmation and getting a bill passed through the Govt.treasury for the said amount. Then the amount will be transferred to your personal account no. So it takes time.

❖ For refund, it is mandatory to provide personal bank account details of the Doctor/the Applicant. Bank account details of any other person apart from the Doctor/the Applicant, will not be considered for refund.

- **Download the certificate within 15days of the approval and intimate any mistake there in, so check your mail and status of your application regularly**.