

INSTRUCTION MANUAL OF ONLINE APPLICATION FOR NEW/FRESH REGISTRATION / RENEWAL REGISTRATION / DUPLICATE REGISTRATION / RECIPROCAL REGISTRATION etc. IN STATE COUNCIL FOR ALLIED MEDICAL SCIENCES (SCAMS), 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 SCAMS, 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 Council for Allied Medical Sciences (SCAMS), Odisha, He may apply, but his registrations are subject to the decision taken by the council only.

2. Who is eligible to apply for Additional Registration?

Candidate who has a valid Registration No obtained from SCAMS, Odisha for an allied medical science course and completed a higher degree/ diploma course and wants to add that qualification with existing Registration No.

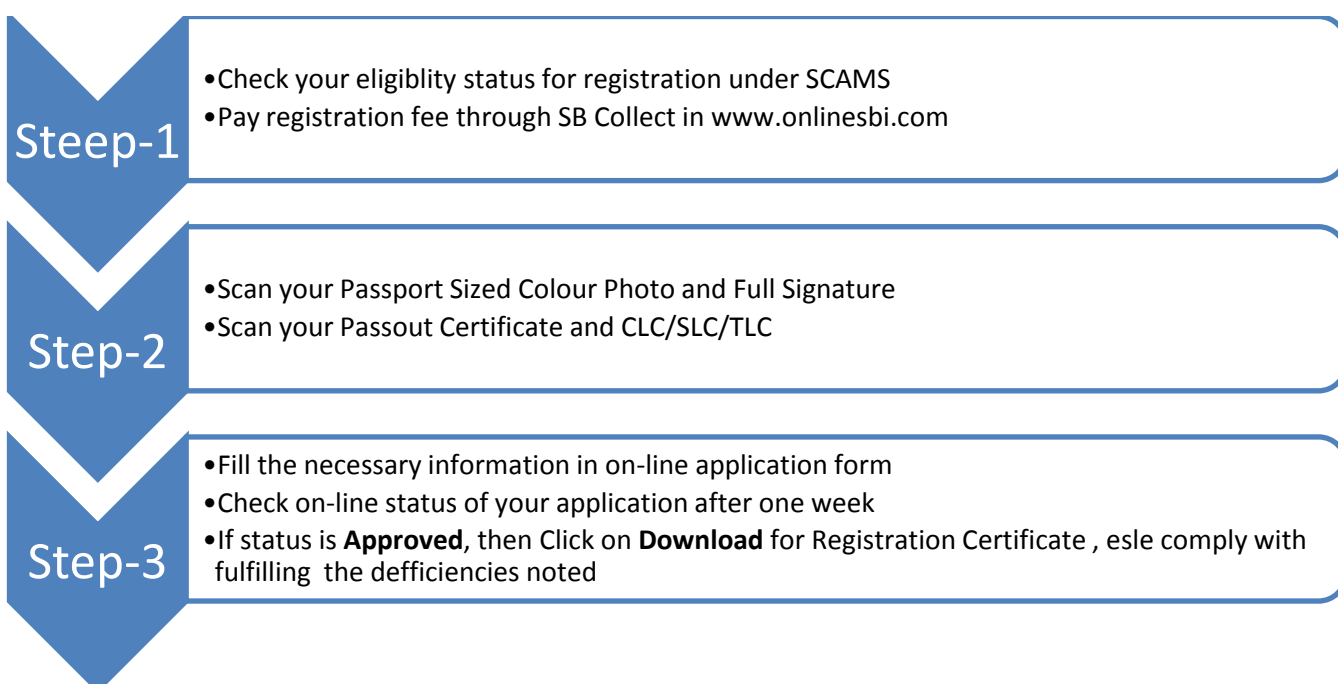
3. Who is eligible to Apply for Renewal Registration?

Candidate who has a valid Registration No obtained from SCAMS, Odisha for an allied medical science course and their Registration validity period is already over / going to be over soon

4. Who are eligible to Apply for Duplicate Registration:

Candidate who has a valid Registration No obtained from SCAMS, Odisha for an allied medical science course and his Registration certificate is lost / stolen / tore off / etc. he can apply for duplicate one.

Steps for Online Registration



5. What are the documents required for On-line application?

For New / Fresh Applicants	For Renewal Applicants	For Additional / Reciprocal / Duplicate registrations
<ul style="list-style-type: none"> ❖ Payment Challan of SB collect ❖ Scan copy of passport colour photo ❖ Scan copy of Full signature ❖ Scan copy of Pass out Certificate of Allied Medical Science Course ❖ Scan copy of CLC/SLC/TLC 	<ul style="list-style-type: none"> ❖ Payment Challan through SB collect ❖ Scan copy of passport colour photo ❖ Scan copy of Full signature ❖ Scan copy of Pass out Certificate of Allied Medical Science Course ❖ Scan copy of Existing Registration Certificate issued by SCAMS, Odisha 	<ul style="list-style-type: none"> ❖ Payment Challan of SB collect ❖ Scan copy of passport colour photo ❖ Scan copy of Full signature ❖ Scan copy of Pass out Certificate of Allied Medical Science Course or additional course (if applicable) ❖ Scan copy of Existing Registration Certificate
<ul style="list-style-type: none"> ❖ <i>All the scan copies should be in .jpg/ .jpeg formats</i> ❖ <i>Scan copy of photograph should be 4.5 cm width and 5 cm height and within 50Kb</i> ❖ <i>Scan copy of Signature should be 6 cm width and 1.5 cm height and within 20Kb</i> ❖ <i>Scan copy of all certificate / CLC should be within 100Kb</i> 		

6. 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 **State Council for Allied Medical Science (See Right hand Column lower part)** or directly open the website www.scamsodisha.in and then click the link **Apply Registration**.

The screenshot shows the website interface for the State Council for Allied Medical Science (SCAMS) Odisha. The navigation menu on the left includes 'Home', 'About Us', 'Courses', 'Affiliation', 'Registration', 'RTI', 'Notifications', and 'Contact us'. The 'Registration' item is circled in red. A red arrow points from this menu item to the 'Apply for Registration (For Passed out Students)' button at the bottom of the page. A 'NOTIFICATIONS' table is visible, listing recent updates with red star icons. A red text box with arrows pointing to the 'Apply for Registration' button and the 'Registration' menu item contains the instruction: 'Either the Student Can click here or Click the below red colour Button'.

Date	Notification (Click to download)	Type
17/02/2020	Online Application for Registration in SCAMS	New
20/02/2020	Instruction Manual (How to apply Online Registration)	New
20/02/2020	Fees Particulars for Online Registration in SCAMS	New
20/02/2020	How to give payment of fees for Online Registration	New

You will be redirected to the online application page.

7. 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 scamshelpline@gmail.com. Other candidates who have passed from other states / other institutions whose name is not in the list may select 'Others' and type the name of institution.
- 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 June 2018 (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 02/07/1998)**
- 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 it's 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 02/07/1998)** 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 / Additional / 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 SCAMS office.

In case Technical difficulties, please mail to –
scamshelpline@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.
