

INSTRUCTION MANUAL FOR DATA SUBMISSION FOR ONLINE PRIORITY LIST (UNDER TRANSPARENT TRANSFER POLICY OF OMES CADRE)

MINIMUM PRE REQUISITE FOR DATA SUBMISSION :

Before filling up the form for online submission please ensure that the following, that are ready with you.

- a) Must have a Valid e-mail ID
- b) Scan Copy of your passport size photograph (preferably in .jpg / .jpeg format within **100 KB**)
- c) Scan Copy of your Full Signature (preferably in .jpg / .jpeg format within **30 KB**)
- d) Scan Copy / Pdf converted Copy of Annexure-1 (Please read instructions how to make pdf copy within **500Kb**)

How to make pdf copy of the Annexure-1 ?

Option-1 : First scan the copy of the Annexure-1 and save these scan copies on the desktop of your PC / Laptop. Then Open MS- Word File and Copy one by one the scan copies of the Annexure -1 and Paste one by one in the MS-Word File. Then click File-→ Save As --→ Save as Pdf and Save the Pdf copy on the desktop of your PC / laptop.

Option-2 : If you do not have the Save as Pdf option in your MS-Word software under File-→ Save As --→ Save as Pdf, then please open www.google.co.in and type **free jpg to pdf conversion** and a lot of search results will be shown. Please find the top 3-4 search results and you can find the below mentioned search result. You can click on that search link and follow the online instructions and can convert each scan copy to pdf formats.

<http://www.pdfonline.com/convert-jpg-to-pdf/>

Option-3 : If you are unable to convert your scan copies of Annexure-1 either in any of the above mentioned methods, then you can also mail the scan copies to the following e-mail, and the technical team will support you in getting the converted pdf copies by reply mail within 24 Hours.

e-mail :- omestransferpolicy@gmail.com

STEPS FOR DATA SUBMISSION FOR ONLINE PRIORITY LIST :

There are 3 Steps involved in Data Submission for Online priority List

- 1) Preliminary Registration
- 2) Online Data Submission
- 3) Save / Update / Final Submit / Print Data

STEP- 1 : PRELIMINARY REGISTRATION :

Please go through the online screenshots of the Preliminary Registration Pages.

The screenshot shows a web browser window with the address bar displaying "Candidate Register Online" and the URL "dmetodisha.in/MKCG%20Transfer2017/PRELIM%20REGDN/Candidate%20Registration.aspx". The page title is "DATA SUBMISSION FOR ONLINE PRIORITY LIST (UNDER TRANSPARENT TRANSFER POLICY OF OMES CADRE)". The page has a blue header with the title and an orange "Login" button. The main content area is white and contains a registration form. The form has the following fields: "Please enter your valid e-mail address:" with the value "pcpradhan@rediffmail.com" and a green checkmark indicating it is "Available"; "Name of Candidate:" with an empty text box; "Password:" with an empty text box and a red note "(Password must between 6 to 8 characters)"; "Please retype Password:" with an empty text box; "Please select a security Question:" with a dropdown menu showing "--SELECT--"; and "Your Security Answer:" with an empty text box. At the bottom of the form is a blue button labeled "Click Here to Proceed for Online Application".

The screenshot shows the same web browser window and page as the first screenshot. However, the email address entered is "asterinfosys@yahoo.com", and a red error message "Sorry... User ID Taken !" is displayed next to the email field. The rest of the form fields and the "Click Here to Proceed for Online Application" button are the same as in the first screenshot. The system clock in the bottom right corner shows 9:39 PM on 08/10/2017.

- a) First Enter your valid e-mail address , while entering the e-mail id, please wait a few seconds after entering the e-mail, automatically the system will reflect whether the email id given by you is available for registration or Already registered / Sorry, User ID taken. If it is already Taken means, the e-mail id has already registered in the system. Then you cannot re-register in the same e-mail Id again. Please choose another email ID.
- b) After successfully filling up the email ID for registration (as it is available), then please enter your Full Name as per the Service Records
- c) Then please fill your own created password in the cell meant for Password. The password preferably within 6-8 characters long, must contain one number, one special character (@#\$%), one letter for better security purpose.
- d) Then re-type your pass word in the next cell to confirm your password.
- e) Then please select a security question from drop down menu and enter the answer to security question. The security question will help you in recovering your password, in case you forget your password of registration. For forgotten password you may mail your name to get back your password to - **omestransferpolicy@gmail.com**
- f) After filling up all the information for Preliminary registration, click **CLICK HERE TO PROCEED FOR ONLINE APPLICATION.**

STEP- 2 : ONLINE DATA SUBMISSION / APPLICATION :

(A) BASIC INFORMATION :-

- 1) After Proceeding for Online Application the below given screenshot will be shown.
- 2) You are requested to enter your basic information details like Father's Name, Mother's Name, Date of Birth, Date of Joining in OMES cadre, Date of Superannuation, contact mobile no, etc as per the data indicated in the application form including your present place of posting, present post / designation and from which date you are presently posted in the same institutions.
- 3) **There is no need to enter your Name and e-mail ID again in the application as , the Name and e-mail ID will be automatically seen in respective sections as entered during the preliminary registration process.**
- 4) After filling the details of basic information, please fill up the Address details in respective sections as indicated in the application form.
- 5) If your permanent address is same as your address for correspondence, then you have to select the Check box [✓] and automatically the data filled up in the permanent address section will be displayed under address for correspondence section.
- 6) If your address for correspondence is different than your permanent address, then please fill up the address for correspondence again, without clicking the check box [✓].
- 7) After completing the basic information data, SAVE (click on Save Button below the form / page) in order to avoid data loss if any due to failure in net connectivity.
- 8) It is advised to fill all of your data in All CAPITAL LETTERS and to save the filled information frequently to avoid data loss if any arises due to failure in network congestions.

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dmctodisha.in/MKCG%20Transfer2017/APPLICATION%20DETAILS/BasicInformation.aspx

DATA SUBMISSION FOR ONLINE PRIORITY LIST (UNDER TRANSPARENT TRANSFER POLICY OF OMES CADRE)

BASIC INFORMATION

Name of the Employee: PURNA CHANDRA PRADHAN

Father's Name: Jagannath PRADHAN

Mother's Name: SAVITREE PRADHAN

Date of birth: 25/05/1980

Adhar no: 724709104930

Date of joining in the Profession(OMES): 03/02/2003

Date of super annuation: 03/02/2029

contact mob no: 9776040400

Alternate mob no: 9776640400

Land line no if any:

Whats app no: 7873040400

E-mail ID: asterinfos@yahoo.com

Present place of Posting: VIMSAR BURLA

present designation: ASST PROF

Presently posted since (DD/MM/YYYY): 07/05/2013

ADDRESS DETAILS

PERMANENT ADDRESS

At: PATABERANA QR NO-IVR-35/25

Post: SARANGADHARPUR, MANGALABAG

Via: RANPUR, RANIHAT

Dist: NAYAGARH

Pin: 752026

State: ODISHA

☒ If Same ADDRESS FOR COMMUNICATION

At: PATABERANA QR NO-IVR-35/25

Post: SARANGADHARPUR, MANGALABAG

Via: RANPUR, RANIHAT

Dist: NAYAGARH

Pin: 752026

State: ODISHA

DETAILS OF SPOUSE (IF STATE /CENTRAL GOVT. EMPLOYEE)

(B) DETAILS OF SPOUSE (IF STATE /CENTRAL GOVT. EMPLOYEE) :-

- 1) This section is applicable only for those, whose spouse is working / engaged in any of the State Govt. / Central Govt. organizations.
- 2) If this section is not applicable for you, then please leave the section blank.
- 3) If the section is applicable, then please fill up your spouse details, Name , Date of Birth, Department under which working etc.
- 4) Also, please select Yes / No from the drop down menu, if your spouse is an employee of OMES cadre or Not ?
- 5) After filling up the above information, please save this information in order to avoid data loss.

(C) SERVICE PARTICULARS AS PER ANNEXURE-1 :-

- 1) Already this Annexure-1 is given in the DMET website from which you have to download it and fill it up either manually or electronically / computer types, to be signed by respective authorities.

- 2) All the information asked in this section has to be entered carefully so that, proper score will be calculated for effective transfer policy.
- 3) There are 7 columns lying in a row against which required information has to be entered.
- 4) First please select the Name of the MC/ Institutions in which you are posted / deputed / deployed.
- 5) Then select the Designation in which you are posted (not deputed / deployed)
- 6) Then select the nature of service (whether Regular /Adhock) of your posting (not deputation / deployment)
- 7) Then select the date of joining as well as the date of relieve from the calendar controls.
- 8) **Please enter the last data of Relieve (for continuing) as 31/12/2020 , say for 2020 / or 31/12/yyyy of each year (this will be the default date, as all the calculation will be considered uniformly till this date)**
- 9) **Automatically, the No of days will be calculated and the score will be shown in respective panels. There is no need to modify these auto calculated figures, as the figures are system generated and cannot be manipulated.**
- 10) After the auto generated figures displayed, then please click **ADD NEW** to enter the next data.
- 11) If you have entered a wrong data, then please click the **DELETE** option, and all the data of that line will be deleted, then only you can enter the data afresh.
- 12) **Please enter the data of name of institution in which posted / deputed / deployed chronologically to avoid wrong calculation of score.**

- 13) Once the data are entered successfully in a row, and added successfully, the entered data will be reflected in the upper bar of the data entered. Likewise if deleted, only the last entered data row will be deleted and will be reflected in the upper bar as shown below. And as such you can reenter your data without any problem.

SERVICE PARTICULARS (AS PER THE ANNEXURE-1)

SLNO	Name of MC / Institution in which posted / Deputed / Deployed	Designation	Nature of Service	Date of joining	Date of Relieve	No of days	Score
1	SCB MCH, CUTTACK	ASST PROF	REGULAR	01/01/2009	04/03/2013	1524	4.18
2	SLN MCH KORAPUT	ASSOC PROF	REGULAR	08/04/2013	31/10/2017	1668	41.13

LEAVE PARTICULARS (PLS MENTION LEAVE OTHER THAN CL / MATERNITY LEAVE)

SLNO	Name of MC / Institution in which posted / Deputed / Deployed	Designation	Nature of Leave	Date of proceeding on leave	Date of joining after completion of leave	No of days in leave	Score (-)
1	SCB MCH, CUTTACK	ASST PROF	OTHER LEAVE	01/08/2017	13/09/2017	44	0.12
2	SCB MCH, CUTTACK	ASSOC PROF	OTHER LEAVE	02/10/2017	18/10/2017	17	0.05

Total score during service period: 0

Total Score during leave period (-): 0.17

Net score for Priority List: -0.17

PLEASE SELECT YOUR CHOICE PLACE OF POSTING IF TRANSFERED

(D) LEAVE PARTICULARS (PLS MENTION LEAVE OTHER THAN CL / MATERNITY LEAVE) AS PER ANNEXURE-1 :-

- 1) Please fill the information under Leave Particulars in a chronological order.
- 2) After entering the Service Particulars as well as Leave Particulars chronologically, you can see, below the particulars, there is a section indicating / showing the total score during your service period and the total score during the leave period and below that, you can find showing the Net Score for priority list.
- 3) All these scores are auto generated and cannot be edited /manipulated. If you have any complaints regarding the generation of scores, then please mail your grievances indicating details to omestransferpolicy@gmail.com
- 4) After entering the Data of Service Particulars & leave particulars, Please Save these information.

(E) SELECT YOUR CHOICE PLACE OF POSTING IF TRANSFERED :-

- 1) In this section, you are to give your choices as per your preferred place of posting and you can give maximum 8 no. of choices and minimum 3 nos of Choices in order to avoid

complications / confusions in case if arises due to insufficient no of preferences. So, it is better to give maximum number of choices always as applicable to you.

- 2) Only dental fraternity OMES Staffs can give choices of SCB DCH , Cuttack
- 3) Then please upload your scan copy of your passport size photograph and scan copy of signature.
- 4) It is always better to save the scan copy of photograph in .jpg / .jpeg format and to keep the size of the file within 100 KB
- 5) It is always better to save the scan copy of signature in .jpg / .jpeg format and to keep the size of the file within 30 KB
- 6) Then please upload the scan /pdf converted copy of the Annexure either in a single page or in multiple pages as per convenience. Please refer instructions how to make the pdf version as mentioned above. **Please Save / Update after each part upload of Annexure-1.**
- 7) *Once, an attachment is uploaded successfully, it has not to be uploaded again in order to avoid the replacement of the previous uploaded file. (Though u may see **No file chosen**), rather the next upload sequence may be selected.*
- 8) After filling up all the desired information, please check the box [✓] for undertaking and then click FINAL SUBMIT.
- 9) After Final submit, you will be redirected to a Print page and you can take the print out of the filled application by Clicking the Print Option (see below) and keep it for your future reference.

Net score for Priority List: 0.17

PLEASE SELECT YOUR CHOICE PLACE OF POSTING IF TRANSFERED

1st Preference:	SELECT
2nd Preference:	SELECT
3rd Preference:	SELECT
4th Preference:	SELECT
5th Preference:	SELECT
6th Preference:	SELECT
7th Preference:	SELECT
8th Preference:	SELECT
9th Preference:	SELECT

Please upload the scan copy of passport photo

No file chosen

Please upload the scan copy of signature

No file chosen

Please upload the PDF/JPG Page 1 copy of annexure-1

No file chosen

Please upload the PDF/JPG Page 2 copy of annexure-1

No file chosen

Please upload the PDF/JPG Page 3 copy of annexure-1

No file chosen

Please upload the PDF/JPG Page 4 copy of annexure-1

No file chosen

☐ I do hereby declare that the facts stated above are true to the best of my knowledge & belief. In case during verification or at any point of time, if facts stated above & the documents submitted by me are found to be wrong or false, my candidature for the above post will be rejected and as legal action as deemed proper will be initiated against me. Further, I declare that no vigilance case or any proceedings are lying pending against me. I also declare that, I will not claim my service in the post of Asst. Professor unless I recommended by the OPSC for the said post in future as I will be reverted

OTHER IMPORTANT INFORMATION :-

- a) It is advised to always Click on **SAVE** button frequently , as the data / information required to be filled up are more and due to delay, the page / server may not respond perfectly.
- b) So, it is advisable to **SAVE** data in regular intervals to avoid loss of data entered due to any reason.
- c) Since the scan copy of the Annexure-1 / Converted pdf of Annexure-1 will be of bigger size file, while uploading all the part either a single file or multiple part of single file , it will take long time for uploading to the server. In these cases, you may be redirected to a Pager called- The Page Can not be displayed / Server Error N Application / or any Debug program error. So to avoid these kind of situation, please Click **SAVE** after each individual file upload, then click on **FINAL SUBMIT**.
- d) If you have entered a part of the information and want to fill the rest after some period as per your convenient, then **SAVE** the entered information and Logout from the system. While logging to the system again by clicking the **Login Section (Top Right Corner)**, you will be redirected to the Application page where you can find all of your entered information as it is, and you can enter the rest of information and click on **UPDATE** button.
- e) After fill up of all the desired information and upload of all documents, you can go for **FINAL SUBMIT** of the data.
- f) If you have not submitted your data by clicking **FINAL SUBMIT** and **not generated with a Serial No, then your data are not submitted successfully** .
- g) If you are facing any problem in uploading the scan copy /pdf copies of Annexure-1 , then please mail your copies to - omestransferpolicy@gmail.com, the technical team will help you in uploading these documents.
- h) Besides, if you are facing any problem technically , either you may mail your problem to- omestransferpolicy@gmail.com or may **Call-09776040400** or **Whatsapp** your problem **to- 09776640400**.

SOME SCREEN SHOTS FACILITATING FILLING UP ONLINE INFORMATION :-

LOG IN PANEL

The screenshot shows a web browser window with the URL `dmetodisha.in/MKCG%20Transfer2017/PRELIM%20REGDN/Candidate%20Registration.aspx`. The page title is "DATA SUBMISSION FOR ONLINE PRIORITY LIST (UNDER TRANSPARENT TRANSFER POLICY OF OMES CADRE)". The login form includes fields for "Please enter your valid e-mail address:", "Name of Candidate:", "Password:", "Please retype Password:", "Please select a security Question:" (with a dropdown menu showing "--SELECT--"), and "Your Security Answer:". A red circle highlights the "Login" button in the top right corner. A red arrow points from the "Login" button to the text "CLICK TO LOGIN TO UPDATE DATA". Below the form is a blue button labeled "Click Here to Proceed for Online Application". The Windows taskbar at the bottom shows the time as 2:04 AM on 09/10/2017.

UPDATE & FINAL SUBMIT :

The screenshot shows a web browser window with the URL `dmetodisha.in/MKCG%20Transfer2017/APPLICATION%20DETAILS/UpdateBasicInformation.aspx`. The page displays a form for updating basic information, including a list of preferences (1st to 9th) with "SELECT" dropdown menus. Below the preferences, there are sections for uploading a scan copy of a passport photo, a scan copy of a signature, and four PDF/JPG files (Page 1, Page 2, Page 3, and Page 4 of copy annexure-1). Each upload section has a "Choose File" button and a "No file chosen" message. A red arrow points from the "UPDATE PANEL" text to the "Update" button. Another red arrow points from the "FINAL SUBMIT BUTTON" text to the "Final Submit" button. The "Update" and "Final Submit" buttons are circled in red. Below the form is a declaration text: "I do hereby declare that the facts stated above are true to the best of my knowledge & belief. In case during verification or at any point of time, if facts stated above & the documents submitted by me are found to be wrong or fake, my candidature for the above post will be rejected and as legal action as deemed proper will be initiated against me. Further, I declare that no vigilance case or any proceedings are lying pending against me. I also declare that, I will not claim my service in the post of Asst. Professor unless recommended by the OPSC for the said post in future as I will be reverted back to my parent post as and when the Govt. would desire so." The Windows taskbar at the bottom shows the time as 10:47 PM on 08/10/2017.

GENERATION OF APPLICATION NO :

dmctodisha.in/MKCG Tr x

dmctodisha.in/MKCG%20Transfer2017/APPLICATION%20DETAILS/Printinformation.aspx

DATA SUBMISSION FOR ONLINE PRIORITY LIST (UNDER TRANSPARENT TRANSFER POLICY OF OMES CADRE)

BASIC INFORMATION			
Application Number		7247091049300003	
Name of the Employee:		PURNA CHANDRA PRADHAN	
Father's Name:		JAGANNATH PRADHAN	
Mother's Name:		SAVITREE PRADHAN	
Date of birth:		25/05/1980	
Adhar no:		724709104930	
Date of joining in the Profession(OMES):		03/02/2003	
Date of super annuation:		03/02/2029	
contact mob no:		9776040400	
Alternate mob no:		9776640400	
Land line no if any:			
Whats app no:		7873040400	
E-mail ID:		asterinfosys@yahoo.com	
Present place of Posting:		VIMSAR BURLA	
present designation:		ASST PROF	
Presently posted since (DD/MM/YYYY):		07/05/2013	

ADDRESS DETAILS

PERMANENT ADDRESS		ADDRESS FOR COMMUNICATION	
At:	PATABERANA QR NO-IVR-35/25	At:	PATABERANA QR NO-IVR-35/25
Post:	SARANGADHARPUR, MANGALABAG	Post:	SARANGADHARPUR, MANGALABAG
Via:	RANPUR, RANIHAT	Via:	RANPUR, RANIHAT
Dist:	NAYAGARH	Dist:	NAYAGARH

12:36 AM 09/10/2017

PRINT APPLICATION :

dmctodisha.in/MKCG Tr x

dmctodisha.in/MKCG%20Transfer2017/APPLICATION%20DETAILS/Printinformation.aspx

SLNO	Name of MC / Institution in which Posted /Deputed / Deployed	Designation	Nature of Leave	Date of proceeding on leave	Date of joining after completion of leave	No of days in leave	Score (-)
1	SCB MCH, CUTTACK	ASST PROF	OTHER LEAVE	01/08/2017	13/09/2017	44	0.12
2	SCB MCH, CUTTACK	ASSOC PROF	OTHER LEAVE	02/10/2017	18/10/2017	17	0.05

Total score during service period: 45.31

Total score during leave period (-): 0.17

Net score for Priority List: 45.14

PLEASE SELECT YOUR CHOICE PLACE OF POSTING IF TRANSFERED

1st Preference:	SCB MCH, CUTTACK
2nd Preference:	MKCG MCH, BERHAMPUR
3rd Preference:	VIMSAR BURLA
4th Preference:	NA
5th Preference:	NA
6th Preference:	NA
7th Preference:	NA
8th Preference:	NA
9th Preference:	NA

PRINT APPLICATION

Print LOGOUT

12:36 AM 09/10/2017

SELECTING DATES FROM A CALENDER CONTROL :

DATA SUBMISSION FOR ONLINE PRIORITY LIST
(UNDER TRANSPARENT TRANSFER POLICY OF OMES CADRE)

BASIC INFORMATION

Name of the Employee: PURNA CHANDRA PRADHAN
Father's Name: Jagannath PRADHAN
Mother's Name: SAVITREE PRADHAN

Date of birth: 25/05/1980
Adhar no: 724709104930
Date of joining in the Profession(OMES): 03/02/2003
Date of super annuation:
contact mob no:
Alternate mob no:

CLICKING ON THIS WILL TAKE YEAR / MONTH / DATE BACKWARD / FORWARD.

October, 2017

CLICKING ON YEAR WILL SHOW YEARS THEN CLICKING ON MONTHS WILL SHOW MONTHS & CLICKING ON DATE WILL SHOW DATES

PERMANENT ADDRESS DETAILS

At: Post: Via: Dist: Pin: State:

At: Post: Via: Dist: Pin: State:

DETAILS OF GROUPS (IF STATE / GENERAL / GOVT EMPLOYEES)

UPLOADING THE SCAN COPY 100% SUCCESSFULLY :-

dmnetodisha.in/MKCG Tr...
dmnetodisha.in/MKCG%20Transfer2017/APPLICATION%20DETAILS/UpdateBasicInformation.aspx

Total score during service period: 0
Total Score during leave period (-): 0.17
Net score for Priority List: -0.17

PLEASE SELECT YOUR CHOICE PLACE OF POSTING IF TRANSFERED

1st Preference: SCB MCH, CUTTACK
2nd Preference: MKCG MCH, BERHAMPUR
3rd Preference: SVPPGIP CUTTACK
4th Preference: SELECT
5th Preference: SELECT
6th Preference: SELECT
7th Preference: SELECT
8th Preference: SELECT
9th Preference: SELECT

PLS CHK THIS OPTION GROWING TO 100% WHILE UPLOADING PHOTO / SIGN / ANNEXURES & WAIT TILL 100%

Choose File Photo Purna Imperial.jpg
Please upload the scan copy of signature
Choose File SIGN1.jpg
Please upload the PDF/JPG Page 1 copy of annexure-1
Choose File A1.jpg

Uploading (72%)

UPLOADING THE SCAN COPY 100% SUCCESSFULLY :-

dmctodisha.in/MKCG Tr

dmctodisha.in/MKCG%20Transfer2017/APPLICATION%20DETAILS/UpdateBasicInformation.aspx

DATA SUBM (UNDER T

dmctodisha.in says:
Information Updated Successfully

OK

SECURITY LIST
POLICY OF

BASIC INFORMATION

Name of the Employee: PURNA CHANDRA PRADHAN

Father's Name:

Mother's Name:

Date of birth:

Land line no if any:

Adhar no:

Whats app no:

Date of joining in the Profession(OMES):

E-mail ID: PURNA.IEEMA@GMAIL.COM

Date of super annuation:

Present place of Posting: SELECT

present designation: SELECT

Presently posted since (DD/MM/YYYY):

ADDRESS DETAILS

PERMANENT ADDRESS

At:

Post:

Via:

Dist:

☐ If Same **ADDRESS FOR COMMUNICATION**

At:

Post:

Via:

Dist:

Pin:

Waiting for dmctodisha.in...

DMRT DISPLAY 10....xlsx

DMLT DISPLAY 10xlsx

Show all

9:29 PM
10/10/2017

After upload of Annexure / Photo / Sign, this will be shown, that means, the file is successfully uploaded to server.

Page- x, but if you have uploaded page-x successfully, no need to choose the same file again, rather select page-x+1 to avoid over lapping of the same page of annexure