

Registration Procedure under Odisha State Dental Council (OSDC)

With effect from 01-03-2021, the Registration under Odisha State Dental Council (OSDC) can be done online simply in 2 steps which is as under.

Step- 1

1. Online payment of requisite fees for different type of Registration

Step- 2

2. Fill up of online application form for different type of Registration

How to give online payment for different type of Registration ?

You can click the online payment link given in the website (**PAY ONLINE**) and directly give the requisite payment through SB collect Mode only. While paying online through the link (SB Collect Mode), a reference number will be generated (like DUBXXXX or similar type) which need to be entered while applying for Registration.

Documents required for Online application ?

A. For Fresh / New Registration those who have passed out BDS from Institutes inside Odisha

- a. Requisite payment
- b. Scan copy of passport size colour photo
- c. Scan copy of Full Signature
- d. Scan copy of BDS Passout Certificate
- e. Scan copy of Completion of Internship Certificate
- f. Scan copy of Affidavit from First Class Executive Magistrate

B. For Fresh / New Registration those who have passed out BDS from Outside Odisha

- a. Requisite payment
- b. Scan copy of passport size colour photo
- c. Scan copy of Full Signature
- d. Scan copy of BDS Passout Certificate
- e. Scan copy of NOC being issued from Other State Dental Council
- f. Scan copy of Affidavit from First Class Executive Magistrate

C. For Renewal Registration those whose validity of Registration from OSDC is expired

- a. Requisite payment
- b. Scan copy of passport size colour photo
- c. Scan copy of Full Signature
- d. Scan copy of Passout Certificate, as the case may be
- e. Scan copy of Old Registration Certificate

D. For Registration of Additional Qualification / Additional Registration

- a. Requisite payment
- b. Scan copy of passport size colour photo
- c. Scan copy of Full Signature
- d. Scan copy of Passout Certificate of additional qualification
- e. Scan copy of existing valid Registration Certificate issued from OSDC
- f. Scan copy of Affidavit from First Class Executive Magistrate

E. Application for issue of NOC to transfer existing valid registration from OSDC to outside

- a. Requisite payment
- b. Scan copy of passport size colour photo
- c. Scan copy of Full Signature
- d. Scan copy of Passout Certificate
- e. Scan copy of existing valid Registration Certificate issued from OSDC
- f. ****The valid Original Registration Certificate need to be submitted physically / through Speed Post to OSDC for Cancellation purpose for issue of NOC**

F. Application for Reciprocal registration under OSDC who are having Registration outside OSDC

- a. Requisite payment
- b. Scan copy of passport size colour photo
- c. Scan copy of Full Signature
- d. Scan copy of Passout Certificate
- e. Scan copy of NOC issued from other State Dental Council
- f. Scan copy of Affidavit from First Class Executive Magistrate
- g. ****The Original NOC issued from other State Dental Council need to be submitted physically / through Speed Post to OSDC for issue of New registration under OSDC**

How to apply Online ?

The below information from **a- to-w** are compulsory for all kind of Applicants.

- (a) Select the type of application that you want to apply from the given drop down
Drop down- New or Fresh Registration / Renewal Registration/ Additional Registration / Duplicate Registration / Transfer from Odisha (NOC) / Transfer to Odisha (Reciprocal)
- (b) Select the Course you have passed out from the given drop down
*Drop down – BDS- Bachelor of Dental Surgery / MDS- Master of Dental Surgery / PG Diploma / PhD (**Here select the Course against which you are applying for registration)*
- (c) Please enter the Name of the Specialty (For MDS / Higher Qualification)
- (d) Please select the year of passing of the Course from drop down
- (e) Please select the Name of the Institution from which you have passed out
*In the list of Institutions in the drop down, only Dental Colleges from Odisha State is given. If you have passed out from any Institute outside Odisha State, then select **Other Institute outside Odisha***
- (f) If selected Other Institute outside Odisha, then enter the name of the Institute
- (g) Enter the Online payment reference number generated like DUBXXX or similar reference no
- (h) Enter the SB Collect Reference Number (if you are getting a different reference number, or enter the above reference number again, but do not leave it blank)
- (i) Please enter the date of payment (dd/mm/yyyy)
- (j) Enter your full Name (All in Capital letter as per matriculation certificate)
- (k) Enter your father's Name (All in Capital letter as per matriculation certificate)
- (l) Enter your Mother's Name (All in Capital letter as per matriculation certificate)
- (m) Enter your Date of Birth (dd/mm/yyyy) as per matriculation certificate
- (n) Select your gender from the given drop down
- (o) Enter your Permanent Address details (*Do not put any special characters like !@#\$%^7**)
- (p) Enter your valid Mobile Number (Prefer to give Whatsapp / Instagram Number)
- (q) Please enter your email id (*This email ID will be your login ID in future to download certificate*)
- (r) Please write your Nationality / Citizen – like *Indian*

- (s) Please enter the date of admission / Joining in the Training * (*Degree against which you are applying for Registration*)
- (t) Please enter your professional Address (*Do not put any special characters like !@#\$%^7**)
- (u) Please enter your Adhar Number (*12 digit Adhar card as this will help in saving your issued certificate in Digilocker in future once it will be integrated with Digilocker Portal*)
- (v) Enter the Name of the University
- (w) Enter your present employment details , if any

The below information from x- to-z are required only for Renewal / Additional / Duplicate / NOC Applicants. Applicants applying for Fresh / New Application need not top fill these section and keep these blank.

- (x) Enter existing registration Number issued by Odisha State Dental Council
- (y) Enter existing Registration date (dd/mm/yyyy)
- (z) Enter the existing Registration validity date (dd/mm/yyyy)

Then Upload Documents as per requirements.

How to Fix the Scanned Documents for better uploading ?

- I. Scan Passport Photo, Signature, Certificates all in .jpg / .jpeg formats only (No other formats applicable)
- II. Size of Passport Size photo graph should be 250 px (height) and 200 px (width) in pixel terms and should be within 50 Kb
- III. Size of Full Signature should be 50 px (height) and 250px (width) in pixel terms and should be within 20 Kb
- IV. Size of Certificates should be 700 px (height) and 600px (width) in pixel terms and should be within 250 Kb

N.B :- All the Candidates those who are applying for Fresh/ New Registration as well as Registration for Additional Qualification under Odisha State Dental Council are here by requested to submit an affidavit from First Class Executive Magistrate (No Notary affidavit will be applicable) in the following format and need to be submitted along with the provisional / Passout Certificate of eligibility qualification while applying online.

While uploading the eligibility provisional / passout certificate in the online application form, this Affidavit (scan copy in .jpeg/ .jpg format need to be merged with the provisional / passout certificate, so that, both the scan copy will be merged in to one copy.

Technical Solution :-

To merge the 2 scan copies that is scan copy of provisional / passout certificate and scan copy of affidavit in to one, please follow the following procedure.

(1) Click on the free website link (<https://products.aspose.app/pdf/merger/jpg-to-jpg>) or open Google and

write "merge jpeg" and u can get the linked website (<https://products.aspose.app>) or any similar website having the option to merge 2 .jpeg files

(2) then follow the available options to merge the 2 scan .jpeg files in to one file

(3) Download the merged .jpeg file and upload the same merged file in the place of Upload provisional / passout certificate

After fill up of all the information as described above, Click on Finally Submit and please take a print out of the filled online application for your reference. After Finally submission of the application form, an Application number will be generated automatically. And you will be redirected to a control panel of your application.

What to do after Online Application ?

After the application is submitted finally and you are allotted with an application number, after few days, preferably one week, please click the link "**Download Certificate**" in the web site and enter your email ID and date of Birth as mentioned in the online application form.

Here in your application panel, you can see the status of your application as "**Pending / Verified OK / Object with some remarks to comply/ Reject / Approved**". Once, the application is approved, then you can Click on "**View Status**" Option to view the status of your application or to download your certificate online. It is advised to take a Colour Print out of the downloaded Certificate in a Glossy paper and keep it for use in future.

If your application is objected, then comply with the objection raised by the OSDC and email the compliances to the given email address mentioning your application number.

If application is verified OK, then do not refresh or do not act on the application panel. Better wait a few days more to view the status from Verified OK to Approved and then click on "**Download Certificate**"

****Once you have registered in one email ID, at any case the same email ID will not be registered again or used in another application whatever the status of the application may be. So use a new email ID for another application irrespective of the status and type of the application.**

Incase any technical problem, mail to-

odishastatedentalcouncil@gmail.com

Alternatively if you are facing any tech glitz or your query is not taken care of within 48 hours, then just type all relevant data in a word format and mail it along with requisite scan copies separately to above email ID. The technical team will take care of your problem within 96 hours.