

TECHNICAL INSTRUCTIONS TO APPLY FOR REGISTRATION UNDER OSCOTP

With effect from 13.07.2021, the Registration under Odisha State Council For occupational Therapy & Physiotherapy (OSCOTP) can be done online simply in following steps which are as under.

Online payment of requisite fees for different type of Registration i.e New Registration (inside State and Outside State) and additional registration.

Registration		New Registration Price (Rs)	Additional qualification Registration. Price (Rs) (MPT, PhD)	Renewal of registration		
				Before the date expiry of registration. Price (Rs)	Within 1 month after the date of expiry of registration Price (Rs)	For duplicate/ defaced/ lost Price (Rs)
In side odisha	BOT	2000	1000	1000	1500	500
	BPT					
Outside odisha	BOT	3000				
	BPT					

N.B:- Renewal of Registration beyond one month from the date of expiry of registration shall be treated as fresh/new registration.

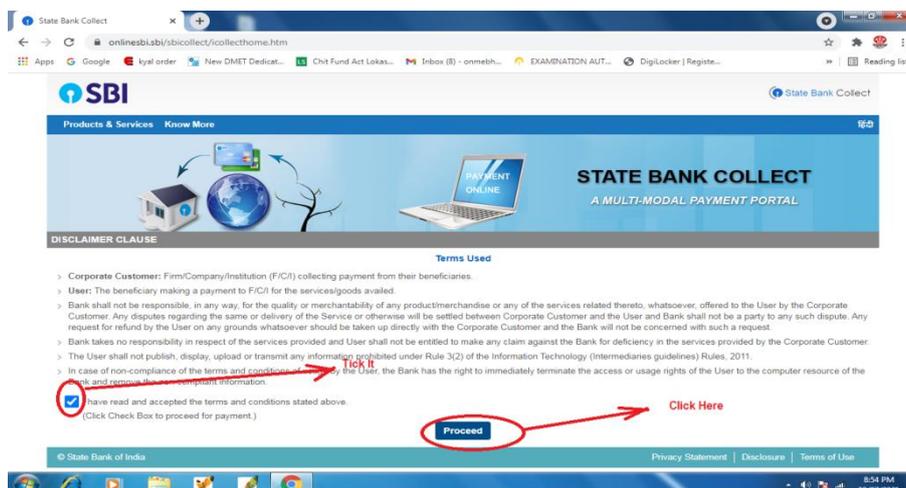
Steps in Online application for Registration under OSCOTP

- Step-1 - Pay the requisite fees online through SB Collect
- Step-2 - Scan Passport Size Photograph, Signature, Certificates etc and Merge as per instructions
- Step-3 - Apply Online
- Step-4 - View Status /Chk your application Status after 2 weeks
- Step-5 -If Status showing objected, then Comply with deficiencies
- Step-6 -If status if verified Ok, Don't click anywhere, wait till status get changed to Approved
- Step-7 -If status showing as Approved, then, Click Download Certificate and Take Colour print out

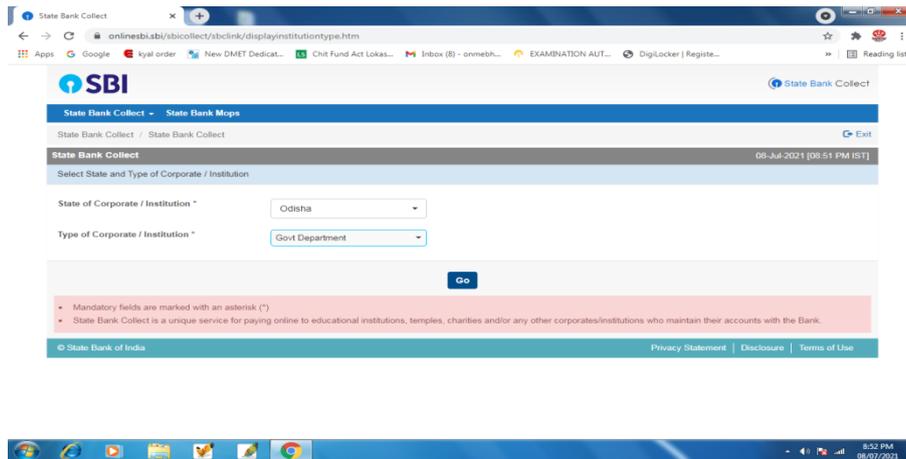
N.B:- If you are following the instructions given & still not able to apply online, and getting some technical errors, then, Type all the information in a word format and mail it attaching all scan copies to OSCOTP Council email. Don't Copy and Paste the scan copies in the word format. Send as attachments separately with word format.

Step-1 : How to Pay Online the Registration fees through SB Collect ?

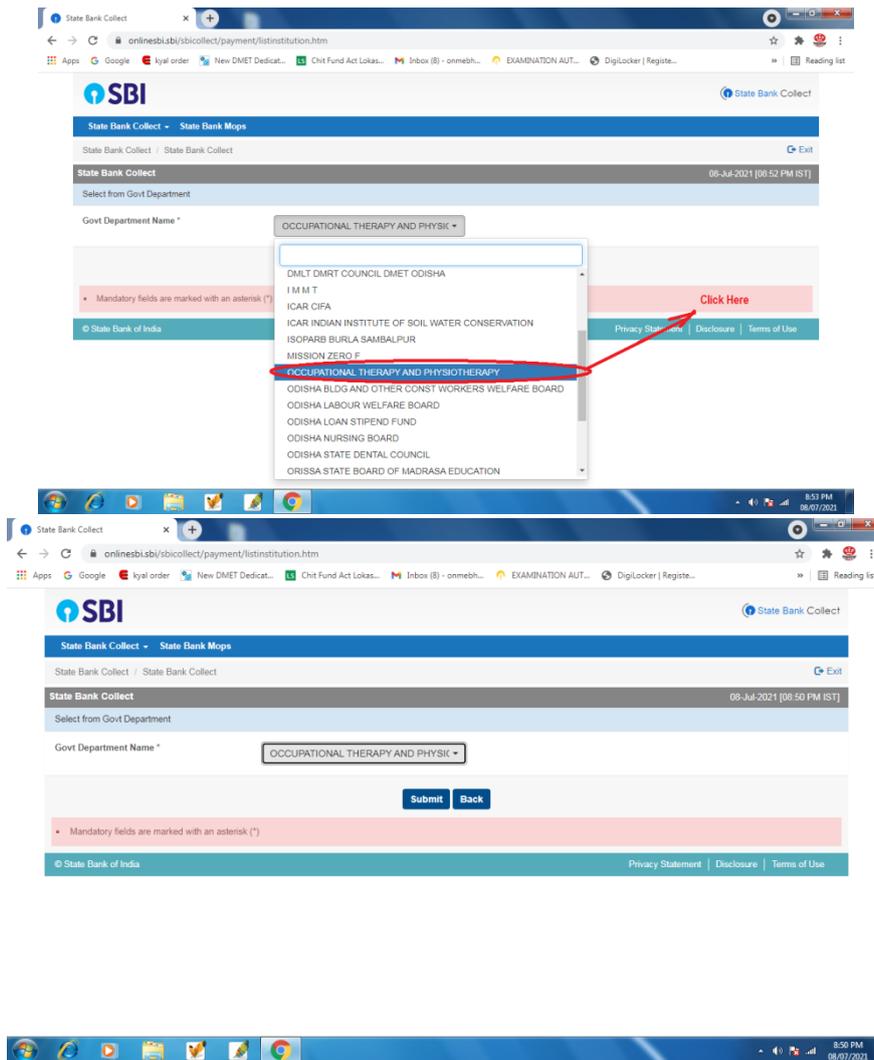
- 1) Click on the link pay Online and the following page will be opened.
- 2) Click the **Check Box** and then Click **Proceed**



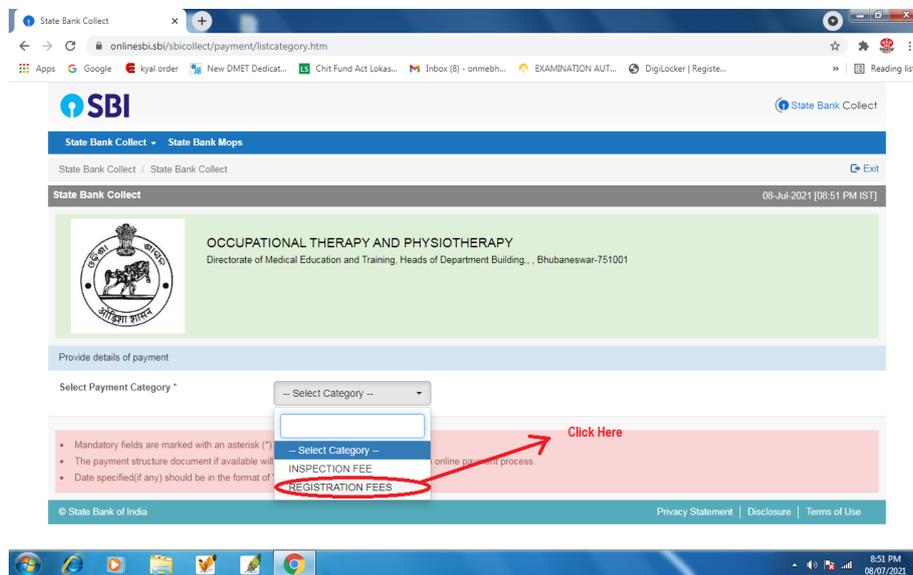
- 3) After Clicking on Proceed..the following page will appear.
- 4) Select State of Corporation / Institution as **Odisha**
- 5) Select Type of Corporate / Institution as **Govt. Department**
- 6) Then Click **Go**



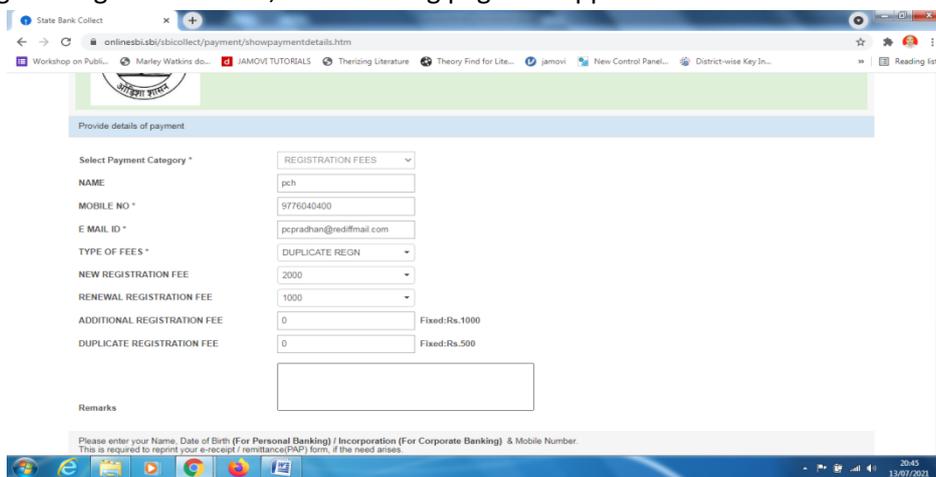
- 7) After Clicking Go..the following page will appear
- 8) Select Govt. Department Name as **Occupational Therapy and Physiotherapy**
- 9) Then Click **Submit**



- 10) After Clicking Submit...the following page will appear.
- 11) Here under payment Category, select **Registration Fees**



12) After selecting the Registration Fees, the following page will appear.



13) The above page will appear

14) Fill up your Full Name, Mobile Number, e-mail ID here (all are compulsory)

15) Select the Type of Fees....means which kind of Registration you are applying for and proceed further

Step-2 : Scanning the Photo, Signature, Certificates etc and Merging them as per requirement ?

1) Keep the following documents ready for Scanning

- Passport Size Colour Photo
- Full Signature in a white paper
- Original Pass-out Degree Certificate
- Original Internship Completion Certificate
- Original Resident Certificate from Tehsildar
- Original Adhar Card
- Original Affidavit

Documents required for Online application ?

A. For Fresh / New Registration

- Requisite payment
- Scan copy of passport size color photo
- Scan copy of Full Signature
- Merged Scan copy of Pass out Certificate & Completion of Internship Certificate & Affidavit

- e. Merged Scan copy of Permanent Resident Certificate from Tehsildar and Adhar Card

B. For Renewal Registration those whose validity of Registration is expired

- a. Requisite payment
- b. Scan copy of passport size color photo
- c. Scan copy of Full Signature
- d. Merged Scan copy of Pass out Certificate & Existing Registration Certificate from OSCOTP
- e. Merged Scan copy of Permanent Resident Certificate from Tehsildar and Adhar Card

C. For Registration of Additional Qualification / Additional Registration

- a. Requisite payment
- b. Scan copy of passport size color photo
- c. Scan copy of Full Signature
- d. Merged Scan copy of Additional Qual. Certificate & Existing Registration & Affidavit
- e. Merged Scan copy of Permanent Resident Certificate from Tehsildar and Adhar Card

D. For Duplicate Registration

- a. Requisite payment
- b. Scan copy of passport size color photo
- c. Scan copy of Full Signature
- d. Merged Scan copy of Pass out Certificate & Existing Registration & Affidavit
- e. Merged Scan copy of Permanent Resident Certificate from Tehsildar and Adhar Card

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/Affidavit** should be **700 px (height) and 600px (width) in pixel** terms and should be within **100 Kb**
- V. Size of **Resident Certificates/Adhar card** should be **700 px (height) and 600px (width) in pixel** terms and should be **within 100 Kb**

How to Merge Scanned Documents for Uploading ?

To merge the 2 or 3 scan copies 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 or 3 .jpeg files

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

(3) Download the merged .jpeg file and upload the same merged file in the place of Upload Merged Files

Step-3 : Apply Online for Registration ?

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**
- (b) Select the Course you have passed out from the given drop down

Drop down – BPT- Bachelor in Physiotherapy / MPT- Master in Physiotherapy / BOT- Bachelor in Occupational Therapy/ MOT- Masters in Occupational Therapy / PhD (**Here select the Course against which you are applying for registration)

- (c) Please enter the Name of the Specialty, if any (For MPT/MOT /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 Affiliated Colleges from Odisha State is given. If you have passed out from any Institute outside Odisha/Inside Odisha State, then select **Other Institute outside Odisha/ Other Institute Inside Odisha***
- (f) If selected Other Institute outside / Inside 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 same reference number again, but do not leave it blank)
- (i) Enter the amount that you have paid for Registration
- (j) Please enter the date of payment (dd/mm/yyyy)
- (k) Enter your full Name (All in Capital letter as per matriculation certificate)
- (l) Enter your father's Name (All in Capital letter as per matriculation certificate)
- (m) Enter your Mother's Name (All in Capital letter as per matriculation certificate)
- (n) Enter your Date of Birth (dd/mm/yyyy) as per matriculation certificate. **Other format like dd-mm-yyyy or dd.mm.yyyy or dd-mmm-yy etc will show error.**
- (o) Select your gender from the given drop down
- (p) Enter your Permanent Address details (*Do not put any special characters like !@#\$%^7*''.*)
- (q) Enter your valid Mobile Number (Prefer to give Whatsapp / Instagram Number)
- (r) Please enter your email id (*This email ID will be your login ID in future to download certificate*)
- (s) Please write your Nationality / Citizen – like *Indian*
- (t) Please enter the date of admission / Joining in the Training * (*Degree against which you are applying for Registration*)
- (u) Please enter your professional Address (*Do not put any special characters like !@#\$%^7*''.*). If U do not have any Professional address, you can mention any of your address or Present Address.
- (v) Please enter your Adhar Number (*12 digit Adhar number as this will help in saving your issued certificate in Digilocker in future, once it will be integrated with Digilocker Portal*)

////////////////////////////////////
The below information are required only for Renewal / Additional / Duplicate Registrations only. Applicants applying for Fresh / New Application need not top fill these section and keep these blank.
(i) Enter existing registration Number issued by OSCOTP
(ii) Enter existing Registration date (dd/mm/yyyy)
(iii) Enter the existing Registration validity date (dd/mm/yyyy)
////////////////////////////////////

- (w) Enter the Name of the University/Examining Board from which You have passed. Do not put any special character here like aphostofee or !@#\$%^7*''etc
- (x) Enter your Date of declaration of your result in (dd/mm/yyyy) format.

Uploading of Scan Copies of Documents.

Common Uploads :- Photograph and Signature for all type of applications

For Fresh / New Registration

- a. Merged Scan copy of Pass out Certificate & Completion of Internship Certificate & Affidavit
- b. Merged Scan copy of Permanent Resident Certificate from Tehsildar and Adhar Card

For Renewal Registration those whose validity of Registration is expired

- c. Merged Scan copy of Pass out Certificate & Existing Registration Certificate from OSCOTP
- d. Merged Scan copy of Permanent Resident Certificate from Tehsildar and Adhar Card

For Registration of Additional Qualification / Additional Registration

- e. Merged Scan copy of Additional Qual. Certificate & Existing Registration & Affidavit
- f. Merged Scan copy of Permanent Resident Certificate from Tehsildar and Adhar Card

For Duplicate Registration

- g. Merged Scan copy of Pass out Certificate & Existing Registration & Affidavit
- h. Merged Scan copy of Permanent Resident Certificate from Tehsildar and Adhar Card

After fill up of all the information as described above, Click on Finally Submit and You will be shown “**NO STATUS UPDATED**”. 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. **Please Click on the left side link “Application” to take a print out of the filled online application for your reference.**

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 OSCOTP 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 & Mobile Number and Bank reference Number, at any case the same email ID / Mobile Number / Bank reference Number will not be registered again or used in another application whatever the status of the application may be. So use a new email ID/ Mobile Number / Bank reference Number for another application irrespective of the status and and type of the application.**

Incase any technical problem, mail to-

oscotpbbsr@gmail.com

Alternatively if you are facing any tech glitz, then just type all relevant data in a word format and mail it along with requisite scan copies separately (don't do copy paste of scan copies in word format) to above email ID. The technical team will take care of your problem within one week.