



COUNSELLING DOCUMENTATION GUIDE

Odisha NEET UG Documents

Every document an Odisha candidate needs — the national papers every applicant must carry, plus the OJEE state-quota proofs. What each one is, how to get it, what it costs, and the mistakes that cost a seat.

Covers both pools. As an Odisha candidate you are considered for the 85% state quota (OJEE) and the 15% All India Quota (MCC). This guide is complete on its own — you do not need any other document to follow it.

START HERE

Odisha pre-verifies its military and Green Card quotas

A resident/nativity certificate establishes the Odisha quota. The distinctive parts are two welfare quotas with their own rules: the Ex-Servicemen quota is not verified at the counselling desk — you must go through the Rajya Sainik Board, Bhubaneswar, which validates and forwards the list to OJEE; and the Green Card quota needs the original, untampered Green Card whose details match your HSC exactly.

Two Odisha quotas with strict routes

Ex-Servicemen (ES). Apply through the Rajya Sainik Board, Bhubaneswar — it independently verifies and forwards the validated list to OJEE. Wards of currently-serving personnel are not eligible under ES.

Green Card. Produce the original, untampered Green Card; the name and date of birth must match your HSC certificate, or you are shifted to the General category.

Urgency key: **START NOW** long lead time, apply months ahead. **TIME-BOUND** expires each financial year, must be freshly dated. **STANDARD** straightforward, keep originals ready.

You are in two pools — prepare for both

You are considered for the 85% state quota **and** the 15% All India Quota run by the MCC. The documents below cover both. One difference for AIQ: your OBC certificate must be on the **Central OBC-NCL list in the central format** — an Odisha caste certificate works for the state quota but is **rejected** for AIQ. If you plan to use both, get a central-list OBC-NCL certificate as well.

SECTION 1

Documents every candidate needs

Required for both the Odisha state quota and the All India Quota, whatever your category. Carry originals plus 3–4 self-attested photocopies of each.

NEET UG 2026 Admit Card

STANDARD

National Testing Agency (NTA)

WHAT IT IS Proof you sat the exam; carries the roll number and photo used to match you at the verification desk.

HOW TO GET IT Download from neet.nta.nic.in. A fresh admit card is being issued for the 21 June 2026 re-exam — the 3 May card is void.

WHAT IT COSTS Free.

HOW LONG Available online once released (expected mid-June 2026).

NEET UG 2026 Scorecard / Rank Letter

STANDARD

National Testing Agency (NTA)

WHAT IT IS Your percentile, marks and All India Rank — the number the whole allotment runs on.

HOW TO GET IT Download from neet.nta.nic.in after results (expected July 2026).

WHAT IT COSTS Free.

HOW LONG Instant once results are declared.

Class 10 Certificate / Marksheet

STANDARD

Recognised national or state board

WHAT IT IS The accepted statutory proof of date of birth — the board certificate, not a municipal birth certificate.

HOW TO GET IT You already hold it. If lost, apply to your board for a duplicate well before counselling.

WHAT IT COSTS Free if held; duplicate ~Rs.100-500.

HOW LONG Instant if held; 2-4 weeks for a board duplicate.

Class 12 Marksheet + Passing Certificate

STANDARD

Recognised national or state board

WHAT IT IS Proof you cleared 10+2 with Physics, Chemistry, Biology/Biotech and English and met the aggregate (50% Open/EWS, 40% SC/ST/OBC, 45% Open-PwBD).

HOW TO GET IT You already hold it. Must show individual subject marks.

WHAT IT COSTS Free if held.

HOW LONG Instant if held.

Government Photo ID

STANDARD

Aadhaar / PAN / Passport / Voter ID / Driving Licence

WHAT IT IS Identity check against the admit card to stop impersonation.

HOW TO GET IT Use any valid, unexpired government ID. The name should match across all your documents.

WHAT IT COSTS Free if held.

HOW LONG Instant if held.

Passport-size Photographs

STANDARD

Same photo as your NTA registration

WHAT IT IS For college records. Must be identical to the photograph uploaded during NEET registration.

HOW TO GET IT Print 8–12 colour copies from the exact file you uploaded to NTA.

WHAT IT COSTS ~Rs.50–150 at a studio.

HOW LONG Same day.

Medical Fitness Certificate

STANDARD

Registered allopathic practitioner (MBBS or higher)

WHAT IT IS Confirms you are fit for clinical training. Some colleges issue it at reporting; others want it in advance.

HOW TO GET IT Get it from a registered MBBS doctor, or at the allotted college's own medical board if they insist on theirs.

WHAT IT COSTS Free at a government hospital; Rs.200–1,000 privately.

HOW LONG Same day.

Birth certificate: needed only as backup if your Class 10 certificate does not print the exact date of birth.

SECTION

Odisha eligibility

This unlocks the 85% state quota.

Resident / Nativity Certificate of Odisha

START NOW

Tahsildar via the state online service

- WHAT IT IS** The core proof of Odisha residence/nativity for the state quota and for any reserved sub-category.
- HOW TO GET IT** Apply online to the Tahsildar / competent authority for the resident (nativity) certificate.
- WHAT IT COSTS** Nominal.
- HOW LONG** Allow about 2 weeks; apply early.

Watch out: Required to claim any reserved category (SC/ST/EWS/ES/GC and sub-categories) — you must be a native of Odisha.

SECTION

Reservation & fee documents

Only if you are claiming a reserved category or a fee concession.

Caste Certificate

TIME-BOUND

Government of Odisha competent authority

- WHAT IT IS** Proof of your reserved category for the Odisha quota.
- HOW TO GET IT** Apply online in the prescribed Odisha format.
- WHAT IT COSTS** Nominal.
- HOW LONG** About 2 weeks.

Watch out: Use a current Odisha certificate; an out-of-state one is not valid.

Income & Asset Certificate

TIME-BOUND

Tahsildar / Additional Tahsildar

- WHAT IT IS** For EWS and fee concessions.
- HOW TO GET IT** Apply to the Tahsildar/Additional Tahsildar for the current year.
- WHAT IT COSTS** Nominal.
- HOW LONG** About 2 weeks.

Watch out: Income/EWS certificates lapse — get a fresh one for this cycle.

SECTION

Special welfare quotas

Only if you are claiming one of these.

Ex-Servicemen (ES) Verification

[START NOW](#)

Rajya Sainik Board, Bhubaneswar

WHAT IT IS Military-quota claim for wards of ex-servicemen domiciled in Odisha.

HOW TO GET IT Apply to the Rajya Sainik Board, Bhubaneswar well ahead — it verifies the records and forwards a validated list directly to OJEE. Do not rely on submitting defence papers at the desk.

WHAT IT COSTS Nominal.

HOW LONG Start early — the board's validation takes time.

Watch out: Wards of currently-serving personnel are not eligible under ES.

Original Green Card

[START NOW](#)

Government of Odisha

WHAT IT IS The state's family-welfare quota for permanent Odisha natives whose parents hold a Green Card.

HOW TO GET IT Carry the original Green Card; ensure the benefit has not been used before.

WHAT IT COSTS —

HOW LONG At verification.

Watch out: A tampered or mutilated card, or details that do not match your HSC, moves you to the General category.

PwBD Certificate

START NOW

State-specified authority / MCC centre (AIQ)

- WHAT IT IS** For the Persons with Benchmark Disability horizontal quota.
- HOW TO GET IT** For the state quota, use the route in the OJEE guidelines with a valid UDID card. For AIQ you need a separate certificate from one of the MCC's roughly 16 designated centres.
- WHAT IT COSTS** Free at a government facility.
- HOW LONG** Apply early; slots are limited.

Watch out: A state PwBD certificate does not cover your AIQ PwBD claim, and vice versa.

The Odisha checklist

- **Resident/nativity certificate:** needed for the quota and every reserved sub-category.
- **Ex-Servicemen:** route through the Rajya Sainik Board, Bhubaneswar — start early, not at the desk.
- **Green Card:** original and untampered, details matching your HSC.
- **Category & income:** current Odisha certificates, freshly dated.
- **Central vs state for AIQ:** Odisha category certificates are for the state quota; AIQ needs a central-list OBC-NCL certificate.

About this guide. Prepared by Neet2Seat. Rules, fees and timelines verified against official sources as of 7 June 2026, using the 2025 counselling cycle as the baseline because the 2026 MCC and state information bulletins were not yet published when this was written. The 3 May 2026 NEET UG exam was cancelled; the re-exam is on 21 June 2026 with results expected in July, so every counselling date below will move accordingly. Fee figures are from 2025 bulletins and can change. Cross-check the exact Proforma, fee and signing authority against the official 2026 brochure before you get any certificate made. This is information, not legal advice.