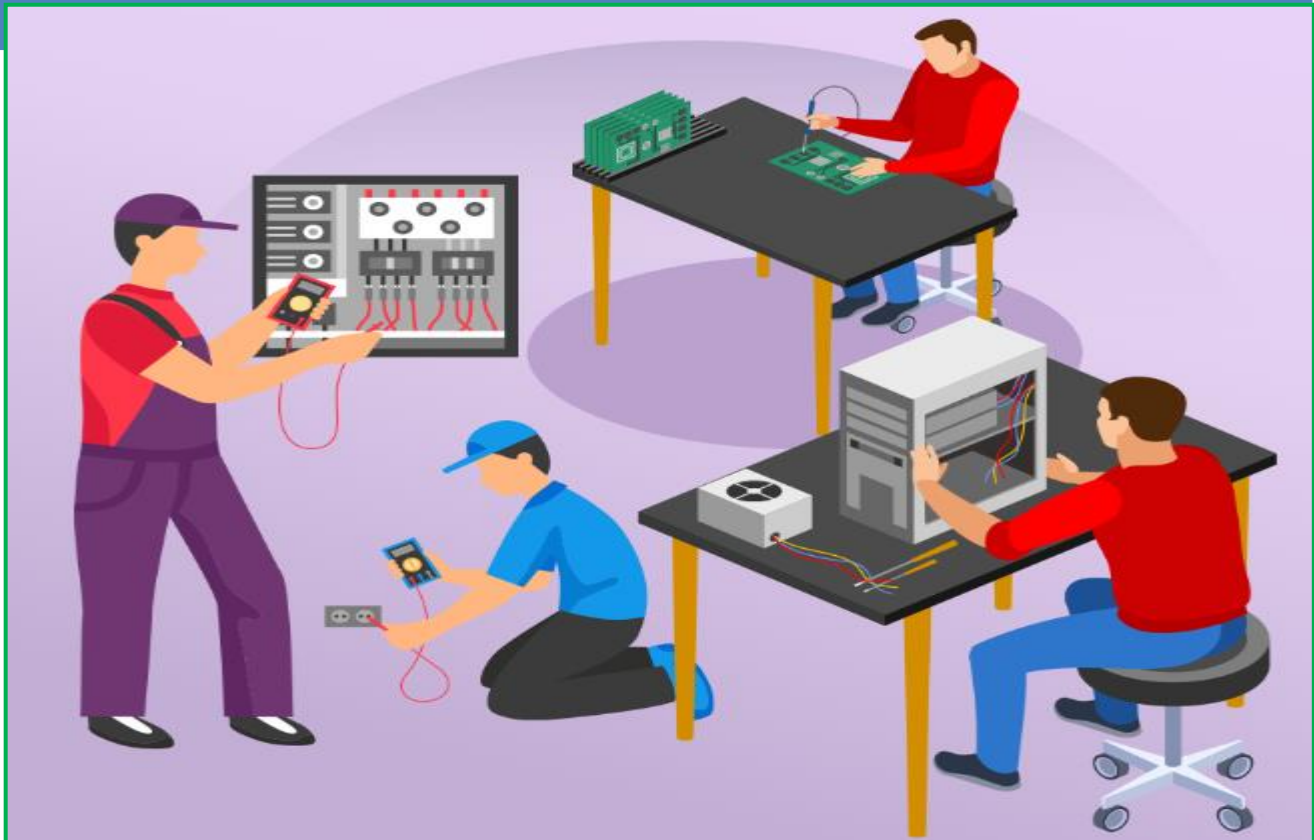


2022

SAMS USER MANUAL For ITI Admission



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1. OVERVIEW

The admission into the ITI stream is taken up by the candidates who have passed in 8th Class, failed in 10th class or have passed in the 10th grade examination from the respective boards, i.e. either HSC, ICSE or CBSE. The system is completely automated and is managed only through online. For completing all the formalities, the candidates should possess a valid mail id and an active mobile number with proper internet facility for receiving all the notifications with respect to admission process. Based on the marks secured in the respective subjects, one can opt admission into the respective colleges by providing the details of the subject wise marks, documents supporting the category to which the candidates belong followed by payment of the requisite fees.

The **ONLINE** Application Form for all ITI courses is available in the website www.samsodisha.gov.in / www.dtetodisha.gov.in, which may be filled up correctly and should be submitted **ONLINE** on or before due date & time.

Before filling up the application form, the candidate should keep ready the scanned copy of the colored photograph along with Caste Certificate, Income certificate, Resident Certificate for claiming any reservation/weightage. The size of the scanned copy of color photograph should vary between 20KB to 100 KB with jpg/jpeg format.

The candidate/parent has to read carefully the information brochure and instructions before filling the ITI Online Application Form.

2. HOW TO GET STARTED

To start using the application, enter the URL: <https://skill.samsodisha.gov.in/Default.aspx> in the browser to land onto the following welcome screen for Skill Development & Technical Education Department or visit the / www.dtetodisha.gov.in site

SAMS
Student Academic Management System

SAMS Helpline (Toll Free)
155335, 1800-345-6770

SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT

Providing a valid CHSE 'Roll Number' and Caste Certificate 'Barcode Number' (for ST/SC Reservation Claim) while filling-in the Common Application Form will help you Auto-Validate online application. Along with this if you make Online Application Fee payment then your application will be treated as Auto-Validated application. In such case only "Applicant Copy" of the CAF will be generated.

ITI Diploma PDIS

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Figure 2-1 Welcome Screen

Referring to **Fig. 2-1**, click the link “ITI”. Clicking on the student registration link, you are redirected to the **Student’s Login** screen as shown in **Fig. 2-2**:

2.1 EXISTING USER (LOG IN)

With reference to **Fig. 2-2**, if you have already registered and signed up, then login to the system using your mobile number and password as shown in the figure below:



Figure 2-2 LOG IN (Existing User)Screen

- Enter the registered **Mobile Number** of the student in the textbox given.
- Enter the login **Password** of the user in the space provided followed
- For security reasons, enter the **Captcha** displayed.
- Click the **LOG IN (Existing User)** button to enter the application and access it.

All the communication during e-Admission will be made through the mobile number and email address used during registration in this portal. **One mobile number and email address can't be used for multiple registrations.**

2.2 NEW USER (SIGN UP)

In case you are new to the system and have not yet registered, then you can sign up into the application for the first time having an active mobile number. For doing so, click the **SIGN UP (New User)** option in Fig. 2-2, which further redirects you to **Fig. 2-3**:

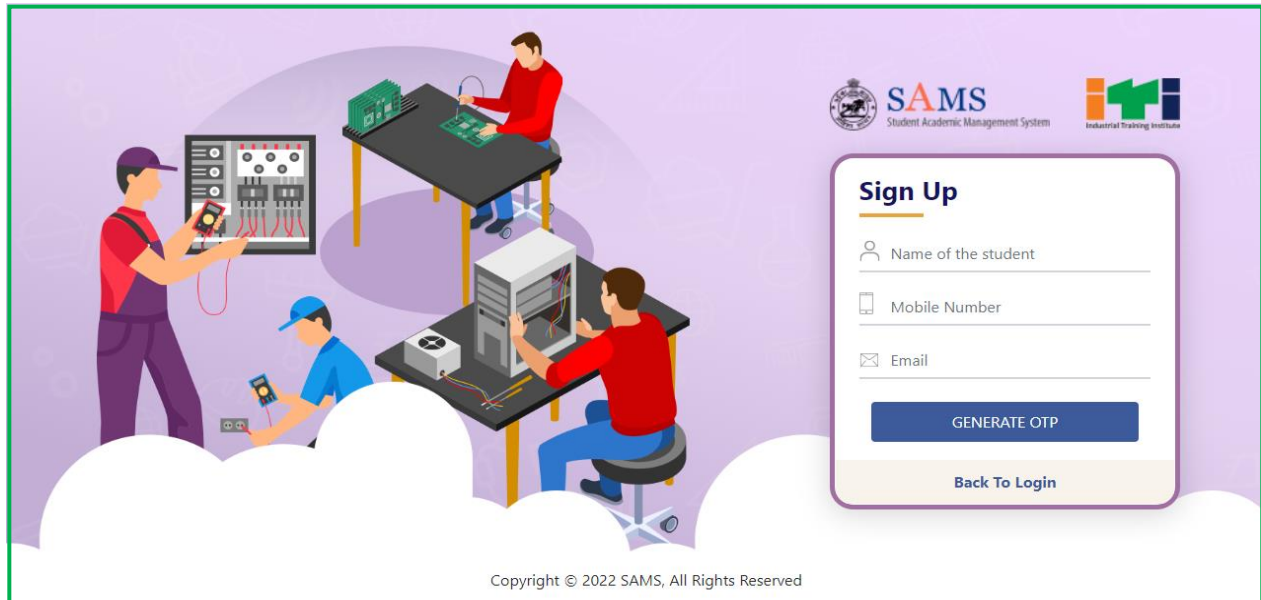


Figure 2-3 SIGN UP (New User)Screen

- Enter the Name of the Student (As in HSC/10th standard/ICSE/CBSE) in the textbox.
- Enter the student's 10 digit Mobile Number for receiving SMS alert.
- Provide your valid and active Email Id for receiving the notifications.
- Click the **"Generate OTP"** button to send the OTP to the valid mobile number registered for activation. This mobile number may either belong to you or to any of your family member that is accessible to you.

You will receive a verification code in your Mobile number and the Email id provided for confirming if the mobile number and id provided are in active state or not. In case, the OTP is not received within 5 minutes, then click the **Resend** button to send the OTP again.

Referring to Fig. 2-4:

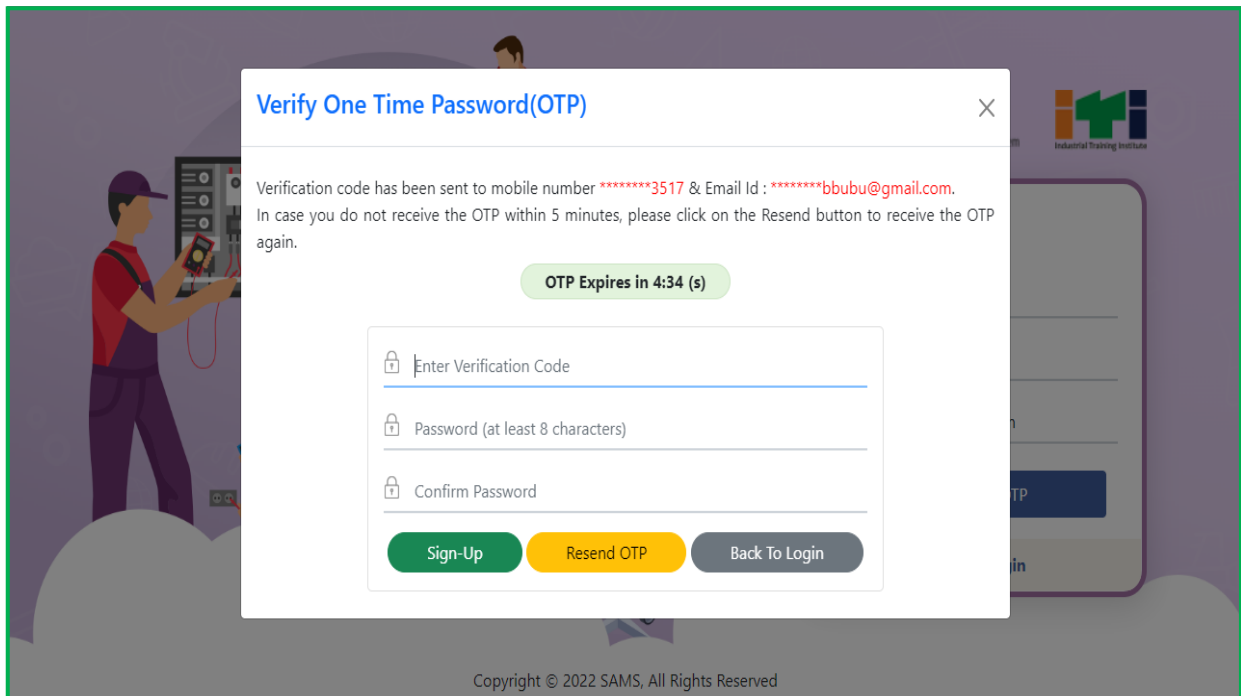


Figure 2-4 New User Registration Screen

- Enter the **Verification Code** you have received in the textbox given.
- Enter the **Password** that includes Upper case, lower case, numbers and special characters of at least 8 characters length in the textbox.
- Re-enter the Password for **confirmation**.
- Click the **Submit** button.

On completing the registration process, you will receive a message that you have successfully registered in your mobile number/the number that is accessible by you. Now you can apply for the ITI admission. Refer **Fig. 2-5**:

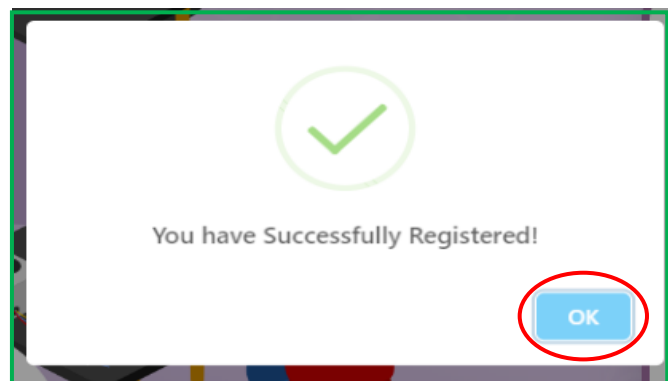


Figure 2-5 Success Message Screen

You will then receive an auto-generated confirmation message sent by the system in your mobile number intimating your registered mobile number and password set.

2.3 FORGOT PASSWORD

In case you have forgotten the login password, then click the **Forgot Password** link in **Fig. 2-2**. This will redirect you to **Fig. 2-6** wherein on entering the **Mobile Number** and **Email id** (as registered), click the **Generate OTP** option as highlighted.

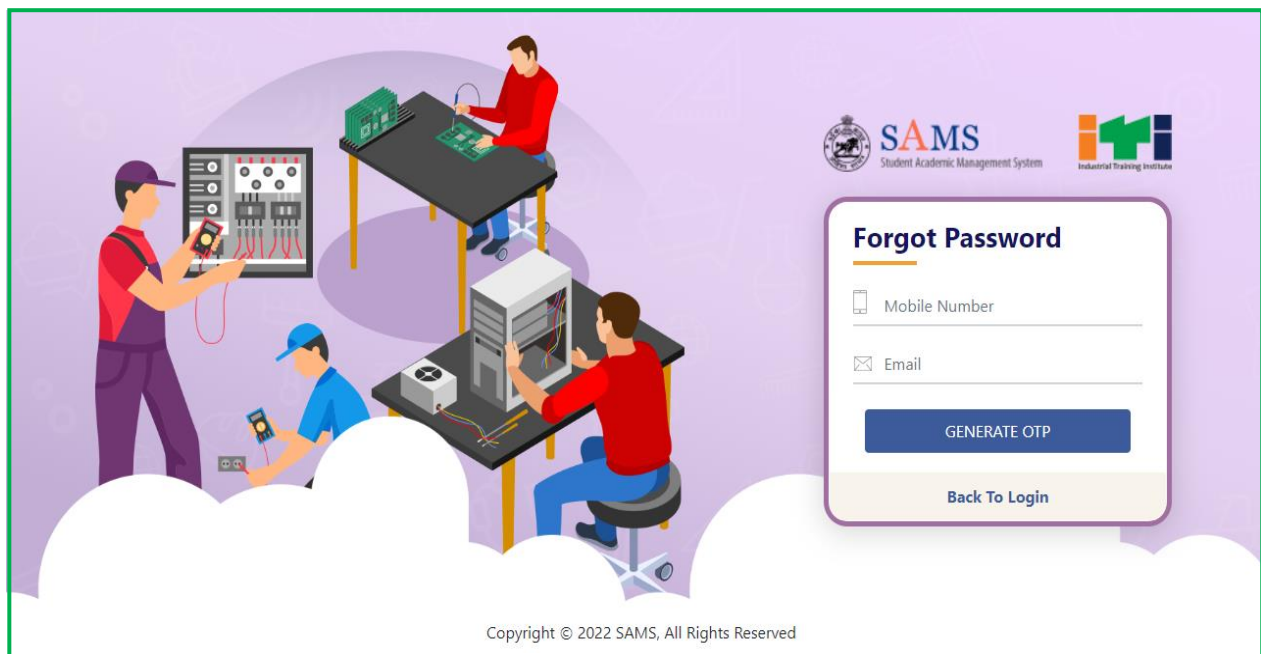


Figure 2-6 Forgot Password Screen

A verification code will be sent to the respective mobile number and mail id. Referring to Fig. 2-7:

- Enter the **Verification Code** received in the textbox.

{**Please Note:** If you don't receive the OTP within 5 minutes, then click the **Resend OTP** option to send the OTP again.}

- Enter the **Password** that includes Upper case, lower case, numbers and special characters of at least 8 characters length in the textbox.
- Re-enter the Password for **confirmation**.
- Enter the Captcha displayed for security reasons.
- Click the Submit button.

Thus, the password is changed successfully and the new password is activated which can be used for login purpose.

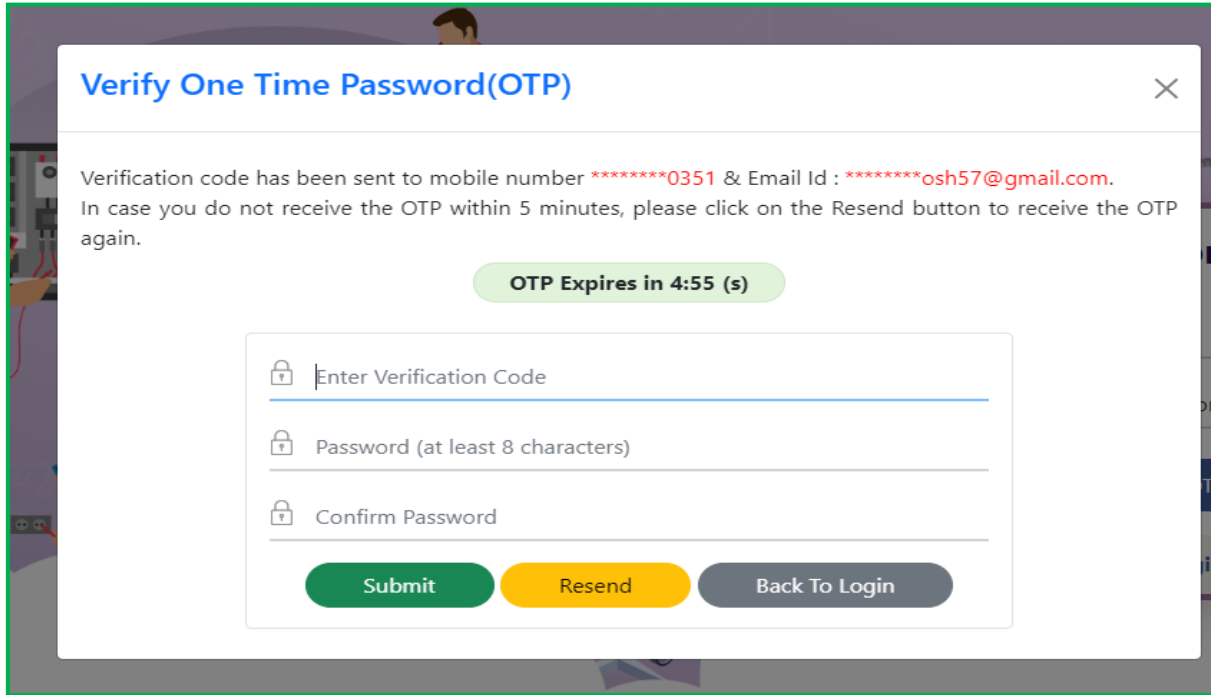


Figure 2-7 Forgot Password Screen

An auto-generated message is sent to your mobile number confirming that your password is changed successfully with the new password updated.

3. DASHBOARD

On successful **Sign In** with your registered mobile number and password, you land onto the following SAMS ITI dashboard, refer Fig. 3-1, displaying the list of important menus in the left column along with the important announcements and Dateline for the online activities with respect to admission-

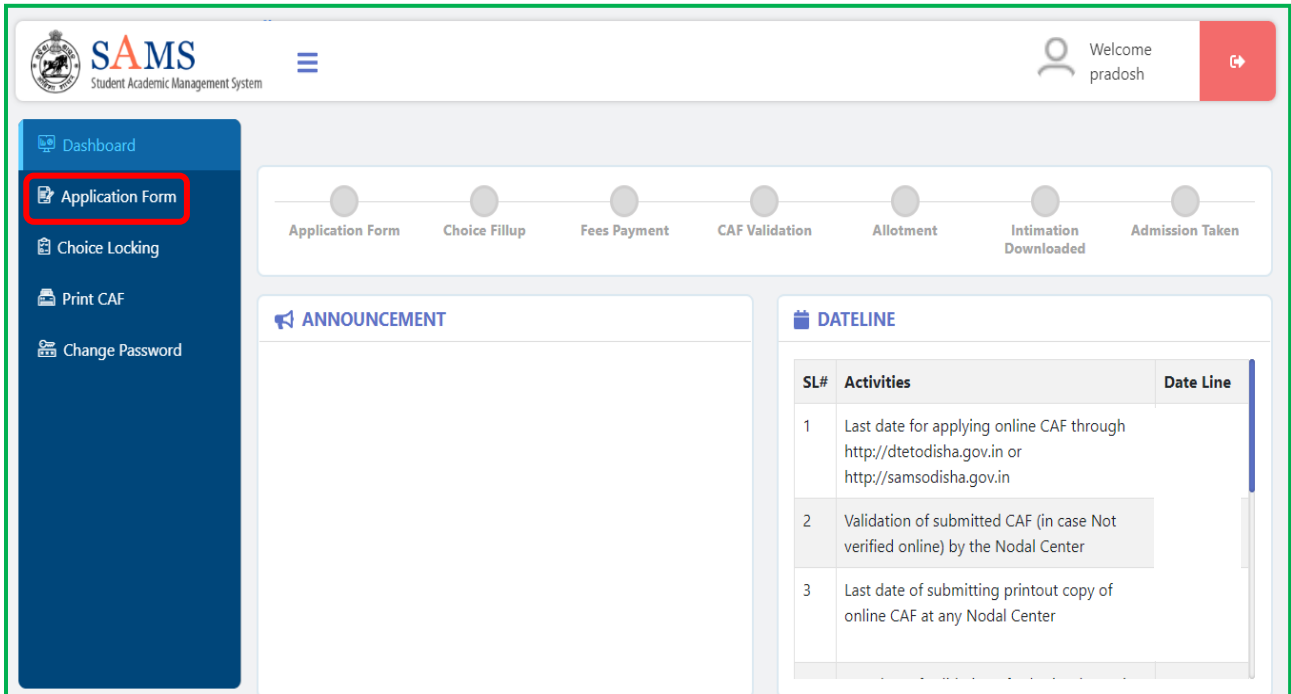


Figure 3-1 Dashboard

Referring to the datelines, you can proceed for applying into the respective stream sticking to the timeline.

3.1 APPLICATION FORM

To start applying for ITI, click the **Application Form** link as highlighted in **Fig. 3-1**, to fill in your details with respect to Academic Details, personal information, Reservation Details :-

1. Academic Details

ACADEMIC DETAILS

Qualification (ଶିକ୍ଷାପ୍ରାପ୍ତିର ସ୍ତର):
 8th Class Pass (ଅଷ୍ଟମ ଶ୍ରେଣୀ ପାସ) 10th Class Fail (ଦଶମ ଶ୍ରେଣୀ ଫେଲ) 10th Class Pass (ଦଶମ ଶ୍ରେଣୀ ପାସ)

Name of the Board from which you have passed the 10th exam, Year of Passing, Exam Type & Roll Number (as in admit card) (ଦଶମ ବର୍ଷରୁ ଦଶମ ଶ୍ରେଣୀ ପାସ କରାଯାଇଥିବା ବୋର୍ଡର ନାମ, ବର୍ଷ, ପରୀକ୍ଷା ପ୍ରକାର ଓ ରୋଲ ନମ୍ବର (ଆଡମିଟ କାର୍ଡ ଅନୁଯାୟୀ))

Name of the Examination Board (ପଢ଼ାବୋର୍ଡର ନାମ): 7 - Board of Secondary Education , Odisha
 Year of Passing (ପାସ କରାଯାଇଥିବା ବର୍ଷ): 2021
 Exam Type (ପରୀକ୍ଷା ପ୍ରକାର): Annual (ବାର୍ଷିକ) Supplementary (ପଞ୍ଜୀକୃତ)
 Roll Number (ରୋଲ ନମ୍ବର): 548487558R

Details of Mark/Grade Secured in Examination (ପରୀକ୍ଷାରେ ପାଇଥିବା ମାର୍କ/ଗ୍ରେଡ୍):

Total Mark (ସମ୍ପୂର୍ଣ୍ଣ ମାର୍କ)		English (ଇଂଲିଶ)		Mathematics (ଗଣିତ)		Science (ବିଜ୍ଞାନ)		Social Science (ସାମାଜିକ ବିଜ୍ଞାନ)		Grade (ଗ୍ରେଡ୍)
Maximum (ଅଧିକତମ ମାର୍କ)	Secured (ପ୍ରାପ୍ତ ମାର୍କ)	Maximum (ଅଧିକତମ ମାର୍କ)	Secured (ପ୍ରାପ୍ତ ମାର୍କ)	Maximum (ଅଧିକତମ ମାର୍କ)	Secured (ପ୍ରାପ୍ତ ମାର୍କ)	Maximum (ଅଧିକତମ ମାର୍କ)	Secured (ପ୍ରାପ୍ତ ମାର୍କ)	Maximum (ଅଧିକତମ ମାର୍କ)	Secured (ପ୍ରାପ୍ତ ମାର୍କ)	
600	420	100	50	100	48	100	69	100	85	A1

Have you passed 10th Board Exam Compartmentally? (ଦଶମ ଶ୍ରେଣୀ ବିଭାଗିତ ଭାବରେ ପାସ କରିଛନ୍ତି କି?) No (ନା) Yes (ହଁ)

Save & Next

Figure 3-2 Academic Details

You can fill-in your details to apply for admission into ITI for the current year in the respective fields under the **Academic_Details** section, refer **Fig. 3-2**:

- Choose your educational Qualification to apply for the ITI admission, i.e. either 8th Class Pass, 10th Class Fail or 10th Class Pass.
- Choosing either of the option, you need to select the details enlisted below as mentioned in the admit card-
 - The **Name of the Examination Board** from which you have passed/failed your lasted attended exam.
 - Select the **Year** of passing/failing the exam from the drop down menu.
 - Choose the **Exam Type** you have appeared, i.e. either Annual or Supplementary.
 - Accordingly, enter your **Roll No.** in the textbox given as mentioned in your admit card.

➤ **Details of Mark/Grade Secured in Examination**

If your roll no. is auto-validated by the system in case you choose the Yes option for agreeing that the data provided are correct, then the details of the maximum marks, marks secured, subject wise marks details will be auto-populated in the respective fields in **Fig. 3-3**.

If the data displayed on the computer screen are matching with your actual data, then choose the Yes option, else choose No to enter your actual data

If **No**, then you need to enter your details in the respective fields as per the exam last attend

- In such case, the CAF won't be auto-validated by the system.
- All those data that are verified online and found correct in all aspects, the respective CAFs will be auto-validated. Rest data found false or manipulated on verifying them online, the same will not be auto-validated by the system rather they will be sent to NCC for data validation.

Total Mark (ସମୁଦାୟ ନମ୍ବର)		English (ଇଂରାଜୀ)		Mathematics (ଗଣିତ)		Science (ବିଜ୍ଞାନ)		Social Science (ସାମାଜିକ ବିଜ୍ଞାନ)		Grade (ଗ୍ରେଡ୍)
Maximum (ଅଧିକତମ ନମ୍ବର)	Secured (ପ୍ରାପ୍ତ ନମ୍ବର)	Maximum (ଅଧିକତମ ନମ୍ବର)	Secured (ପ୍ରାପ୍ତ ନମ୍ବର)	Maximum (ଅଧିକତମ ନମ୍ବର)	Secured (ପ୍ରାପ୍ତ ନମ୍ବର)	Maximum (ଅଧିକତମ ନମ୍ବର)	Secured (ପ୍ରାପ୍ତ ନମ୍ବର)	Maximum (ଅଧିକତମ ନମ୍ବର)	Secured (ପ୍ରାପ୍ତ ନମ୍ବର)	
600	480	100	70	100	80	100	70	100	85	A2

Have you passed 10th Board Exam Compartmentally ? (ଦଶମ ଶ୍ରେଣୀ କମ୍ପାର୍ଟମେଣ୍ଟରେ ପାସ୍ କରିଛନ୍ତି କି?) No (ନା) Yes (ହଁ)

Figure 3-3 Details of Mark/Grade Secured in Examination Screen

- Choose the **Yes** option if you have passed the **10th Board Exam Compartmentally**,
 - Enter the subject wise Fail mark for the previous exam along with the Pass mark in the Compartmental exam in the respective sections.

Have you passed 10th Board Exam Compartmentally ? (ଦତ୍ତ ଶ୍ରେଣୀ କମ୍ପାର୍ଟମେଣ୍ଟାଲରେ ପାଶ୍ କରିଛନ୍ତି କି?) No (ନା) Yes (ହଁ)

Fail Mark in Previous Exam (ପୂର୍ବ ପରୀକ୍ଷାରେ ରଖିଥିବା ଫେଲ ମାର୍କ)

English Fail Mark (ଇଂରାଜୀ ଫେଲ ମାର୍କ)	Mathematics Fail Mark (ଗଣିତ ଫେଲ ମାର୍କ)	Science Fail Mark (ବିଜ୍ଞାନ ଫେଲ ମାର୍କ)	Social Science Fail Mark (ସାମାଜିକ ବିଜ୍ଞାନ ଫେଲ ମାର୍କ)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MIL			Sanskrit			Hindi		
Max Mark (ଅଧିକତମ ମାର୍କ)	Fail Mark (ଫେଲ ମାର୍କ)	Pass Mark (ପାସ ମାର୍କ)	Max Mark (ଅଧିକତମ ମାର୍କ)	Fail Mark (ଫେଲ ମାର୍କ)	Pass Mark (ପାସ ମାର୍କ)	Max Mark (ଅଧିକତମ ମାର୍କ)	Fail Mark (ଫେଲ ମାର୍କ)	Pass Mark (ପାସ ମାର୍କ)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 3-4 Details of Mark/Grade Secured in Examination Screen

For saving the **Academic Details**, click the **Save and Next** option, refer **Fig. 3-2**,

Choosing the **Ok** option, your Academic Details will Saved Successfully, refer **Fig. 3-5** and you will be redirected to the **Personal Information** Screen.

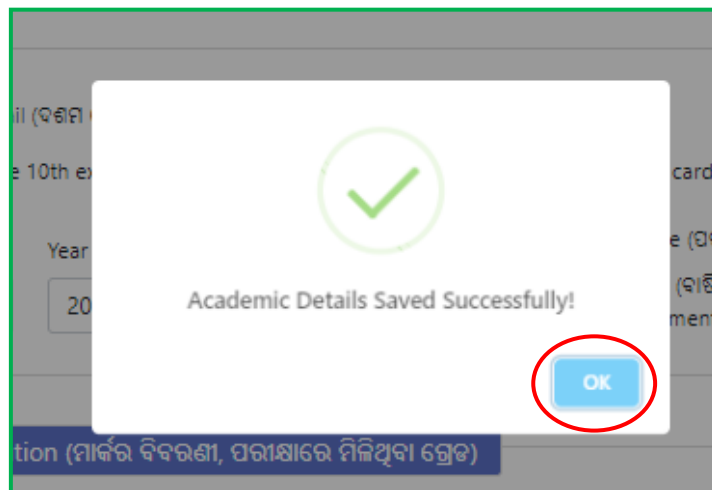


Figure 3-5

2. Personal Information

The screenshot shows the 'Personal Information' screen in the SAMS system. The page is titled 'PERSONAL INFORMATION' and is divided into three main sections: 'Personal Details', 'Residence Address', and 'Bank Details'. The 'Personal Details' section includes fields for Applicant's Name, Father's Name, Mother's Name, Gender, Religion, and Date of Birth. The 'Residence Address' section includes fields for State, District, Block/U.L.B., House No./Street/Village/Post Office/Police Station Name, Telephone No., Mobile No., WhatsApp No., Mail ID, Aadhaar Card No., and Ration Card No. The 'Bank Details' section includes fields for IFSC Code, Name of Bank, Branch Name, and Account No. A red arrow points to the 'Personal Information' tab in the top navigation bar. The page also features a sidebar with navigation options like Dashboard, Application Form, Choice Locking, Print CAF, and Change Password, and a top right corner with a user profile and 'Welcome pradosh'.

Figure 3-6 Personal Information Screen

➤ Personal Details

You can enter your personal details in this section-

- Your information including **Applicant Name**, your **Father's Name**, **Mother's Name**, **Gender**, **Date of Birth** will be auto-populated in the respective fields.
- If the data displayed on the computer screen are matching with your actual data, then choose the Yes option, else choose No to enter your actual data.
- If **No**, then you need to enter your details in the respective fields as per the exam last attended.

- In such case, the CAF won't be auto-validated by the system.
- All those data that are verified online and found correct in all aspects, the respective CAFs will be auto-validated. Rest data found false or manipulated on verifying them online, the same will not be auto-validated by the system rather they will be sent to NCC for data validation.
- Select the name of the **Religion** to which you belong from the drop down menu.
- Select the **Highest Qualification** attended from the options provided.
- The **DOB** and **Gender** gets auto-populated on providing the Roll No.

After Your information including **Applicant Name**, your **Father's Name**, **Mother's Name**, **Gender**, **Date of Birth** then Upload your **photograph** as per the size and format mentioned, refer **Fig. 3-7**:



Figure 3-7 Upload Image

Referring to **Fig. 3-7**, the details of your registration are displayed as entered in theCAF, i.e. the applicant number, name and date of birth chosen.

Click the **Upload Photo** option to search and upload your photograph with the size limit 20KB to 100 KB and jpg/jpeg format.

➤ Residence Address

Residence Address (ଘର ଠିକଣା)

State (ରାଜ୍ୟ) * 1 - Odisha District (ଜିଲ୍ଲା) * BARAGARH Block / ULB (ବ୍ଲକ୍ / ୟୁଲ୍‌ବି) * BARGARH

House No., Street/Village, Post Office, Police Station Name (ଘର ନମ୍ବର, ଘାଟି/ଗ୍ରାମ, ଡାକ କାର୍ଯ୍ୟାଳୟ, ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ) * tjnrhgbfav PIN Code (ପିନ୍ କୋଡ୍) 784900

Telephone No. (ଟେଲିଫୋନ ନମ୍ବର) Area Phone No. Mobile No. (ମୋବାଇଲ ନମ୍ବର) WhatsApp No. (ହାଟ୍‌ସାପ୍ ନମ୍ବର) Same as Mobile No.

Mail ID (ମେଲ୍ ଆଇଡି) * spradosh57@gmail.com Aadhaar Card No. (ଆଧାର କାର୍ଡ ନମ୍ବର) * Ration Card No. (ରାସନ କାର୍ଡ ନମ୍ବର)

Figure 3-8 Residence Address Screen

- Select the name of the “**State**”, “**District**”, & “**Block/ULB**” to which you belong from the respective drop down list.
- Enter the details of Addressee, i.e. “**House No- Street/ Village, Post Office & Police Station Name**” in the space provided.
- The Mobile no. and email id will be displayed automatically same as that registered.
- Enter the “**Pin code, Telephone Number, and WhatsApp No.**” if it is available, (It is optional) in the respective textboxes.
- Enter your **Aadhaar Card number** for identification proof in the textbox given.
- Provide the **Ration card number** held by your family member. (This field is completely optional)

➤ Bank Details

This section manages the details of your bank account for any sort of transaction purpose (this section is optional)-

Bank Details (ବ୍ୟାଙ୍କ ସ୍ୱତନ୍ତ୍ର)

IFSC Code (ଆଇ ଏଫ୍ ଟି ଏସ୍ ସି କୋଡ୍) Name of Bank (ବ୍ୟାଙ୍କର ନାମ) Branch Name (ଶାଖାର ନାମ) Account No. (ଏକାଉଣ୍ଟ ନମ୍ବର / ପାଠ ବହିର ନମ୍ବର)

Figure 3-9 Bank Details Screen

- Enter the **IFSC Code** of the bank where in you have your account.
- Enter the **Name of the Bank** as per the code provided followed by the **Account No.**
- Enter the name of the **Branch** of the bank in the given space.

For saving the **Personal Information**, click the **Save and Next** option, refer **Fig. 3-6**,

Choosing the **Ok** option, your **Personal Information** will Saved successfully, refer **Fig. 3-10** and you will be redirected to the **RESERVATION DETAILS** Screen.

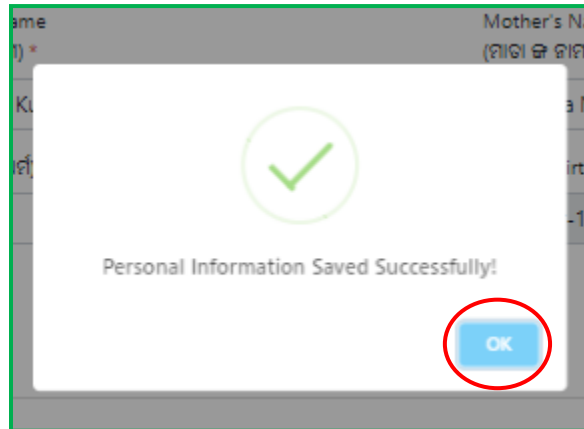


Figure 3-10

3. Reservation Details

Figure 3-11 Reservation Details Screen

➤ **Reservation Details**

RESERVATION DETAILS

Reservation Details (ସଂରକ୍ଷଣ ସମ୍ପର୍କରେ ସୂଚନା) [Refer clause 4 of common prospectus.]

Caste (ଜାତି)

Schedule Tribe (ST) (ଡଫଟସିଲ ଭୂତ ଜନଜାତି) Schedule Caste (SC) (ଡଫଟସିଲ ଭୂତ ଜାତି)
 OBC/SEBC (ଅନ୍ୟାନ୍ୟ ପଞ୍ଜୁଆବର୍ଗ ଜାତି) General (ସାଧାରଣ)

Whether Parent working in any Government/PSU/Defense sector in Odisha ? (if Yes, then You have to show an employer Certificate for reservation at Govt. ITIs) (ଆପଣଙ୍କ ପିତା ମାତା ଓଡ଼ିଶା ରାଜ୍ୟରେ କୌଣସି ସରକାରୀ / ରାଷ୍ଟ୍ରାୟତ ଉଦ୍ୟୋଗ / ସେକ୍ଟରରେ କାର୍ଯ୍ୟରତ ଅଟନ୍ତି କି ? ଯଦି ହଁ, ତେବେ ସଂରକ୍ଷଣ ପାଇବା ନିମନ୍ତେ ନିଯୁକ୍ତିଦାତାଙ୍କ ଠାରୁ ନିଯୁକ୍ତି ପ୍ରମାଣ ପତ୍ରର ନକଲ ଦାଖଲ କରିବାକୁ ହେବ।)

People with Disability (PwD) (ଭିନ୍ନ ଶ୍ରେଣୀ) Sports (କ୍ରୀଡ଼ା) Ex-Service Man (ESM) (ଅବସରଗ୍ରାସ୍ତ ସୈନିକ) CRPF (ସି.ଆର.ପି.ଏଫ)

Police (ପୋଲିସ) Green Card (ଗ୍ରୀନ କାର୍ଡ ଅଫିସର) Minority (ସଂଖ୍ୟାଲଘୁ ସମ୍ପ୍ରଦାୟ)

Do you belong to Economically Weaker Sections (EWS) category ? (ଆପଣ କଣ ଭ ବର୍ତ୍ତୁ୍ୟ ଏସ ବର୍ଗରେ ଆସନ୍ତି ?)

Yes (ହଁ) No (ନା)

Whether Parent belongs to building and Construction worker. (ପିତା ମାତା ନିର୍ମାଣ ଶ୍ରମିକ ଶ୍ରେଣୀର କି?)

Yes (ହଁ) No (ନା)

Figure 3-12 Reservation Details

- Choose the radio button to select for the type of class you belong to, i.e. either **Scheduled Caste, Scheduled Tribe, OBC/SEBC or General.**
- Select the checkbox if your parent/s work in any Government/PSU/Defense Sector in Odisha?
 - a. If Yes, then you need to provide employer certificate for reservation at the Govt. it is.
- For any type of special category of class to which you belong, select the checkbox for either of the reservation options provided, i.e. **“People with Disability, Sports, Ex-Service Man, None”** followed by selecting the sub-reservation options like **“CRPF, Police, Green Card (GC), Minority,”** etc.
 - a. Here, going for **People with Disability (PwD)** option, two additional options are added in this section, i.e. disability group and disability sub-category. This indicates that you can choose the ITI trade in respective colleges depending on the type of disability you suffer from.

People with Disability (PwD) (ଭିନ୍ନ ଶ୍ରେଣୀ)

Percentage of Disability Disability Group Disability Sub-Group

Figure 3-13

- Choose either Yes or No if you belong to **Economically Weaker Sections** society.
- Choose either Yes or No if your **Parent belong to Building and Construction worker** class. If Yes, then **Labour Card No** in the textbox provided as a proof.

➤ **Income Details of Parents**

Figure 3-14 Income Details of Parents

With reference to Fig. 3-14,

- Choose either Yes or No if you are an **Orphan** or not.
- If **Yes**, then selecting the occupation of your father and mother becomes optional.
- If you are not an orphan, then select the occupation of your Father and Mother from the respective drop down menu followed by choosing the slab under which the **Annual Income** of both your parents are covered from the options provided.
 - If the family annual income is within 2.5-8 lakh, then you are eligible for the EWS relaxation.
 - Family income above 8 lakhs are excluded from the EWS reduction.

Enter the Barcode/CCN number of your family income in the textbox (this is optional) if you belong to TFW category

For saving the **Reservation Details**, click the **Save and Preview CAF** option, refer **Fig. 3-15**,

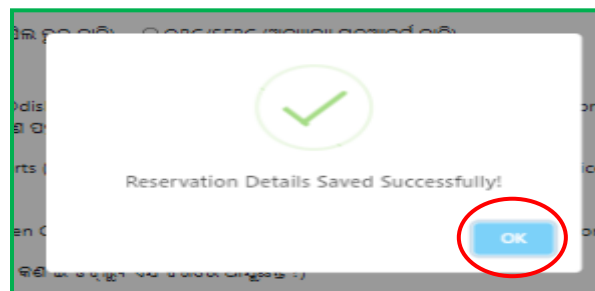




Fig. 3-15

Choosing the **Ok** option, you will be redirected to the **CAF Preview** Screen. Refer to **Fig.-16**




Welcome
pradosh

Dashboard

Application Form

Choice Locking

Print CAF

Change Password

CAF Preview

ACADEMIC DETAILS

Qualification (ଶିକ୍ଷାପରୀକ୍ଷା)

Exam Name (ପରୀକ୍ଷାର ନାମ) 10th Pass	Board Name (ବୋର୍ଡର ନାମ) BSE, Odisha	Year of Passing (ସମାପ୍ତ ବର୍ଷ) 2021
Exam Type (ପରୀକ୍ଷାର ପ୍ରକାର) Annual	Roll Number (ରୋଲ ନମ୍ବର) 5484875558r	

Details of Mark/Grade Secured in Examination (ମାର୍କ ବିବରଣୀ, ପରୀକ୍ଷାରେ ମିଳିଥିବା ଗ୍ରେଡ୍)

Total Mark (ସମଗ୍ର ମାର୍କ)		English (ଇଂରାଜୀ)		Mathematics (ଗଣିତ)		Science (ବିଜ୍ଞାନ)		Social Science (ସାମାଜିକ ବିଜ୍ଞାନ)		Grade (ଗ୍ରେଡ୍)
Maximum (ଅଧିକତମ)	Secured (ପ୍ରାପ୍ତ)	Maximum (ଅଧିକତମ)	Secured (ପ୍ରାପ୍ତ)	Maximum (ଅଧିକତମ)	Secured (ପ୍ରାପ୍ତ)	Maximum (ଅଧିକତମ)	Secured (ପ୍ରାପ୍ତ)	Maximum (ଅଧିକତମ)	Secured (ପ୍ରାପ୍ତ)	
600	420.00	100	50	100	48	100	69	100	85	A1

you passed 10th Board Exam Compartmentally ? (କମ୍ପାର୍ଟମେଣ୍ଟାଲରେ ପାସ କରିଛନ୍ତି କି?)
No

[Click here to edit Academic Details](#)

PERSONAL INFORMATION

Personal Details (ବ୍ୟକ୍ତିଗତ ସୂଚନା)

Applicant's Name (ଅନୁରୋଧକାରୀଙ୍କ ନାମ) Pradosh Kumar Srichandan	Father's Name (ପିତାଙ୍କ ନାମ) Ambuja Kumar Srichandan	Mother's Name (ମାତାଙ୍କ ନାମ) Sasanta Manjari Srichandan
Gender (ଲିଙ୍ଗ) Male	Religion (ଧର୍ମ) HINDU	Date of Birth (ଜନ୍ମ ତାରିଖ) 22-Apr-1995

Highest Qualification (ସର୍ବ ଉଚ୍ଚତମ ଶିକ୍ଷାପରୀକ୍ଷା)
None

Residence Address (ଠିକଣା)

State (ରାଜ୍ୟ) Odisha	District (ଜିଲ୍ଲା) Baragarh	Block/ULB (ବ୍ଲକ୍ / ଉପ-ପଞ୍ଚାୟତ) Baragarh
House No., Street/ Village, Post Office, Police Station Name (ଘର ନମ୍ବର, ଘର/ଗ୍ରାମ, ପୋଷ୍ଟାଫିସ୍, ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ) tjnrhngbtav		Pin Code (ପିନ୍ କୋଡ୍) 754900
Telephone No.(ସଂପର୍କନମ୍ବର) --	Mobile No. (ମୋବାଇଲ୍ ନମ୍ବର) [Redacted]	Whatsapp Number [Redacted]
E-Mail (ଇମେଲ୍ ଆଇଡି) spradosh57@gmail.com	Aadhaar Card No. (ଆଧାର କାର୍ଡ ନମ୍ବର) 249624516870	Ration Card No. (ରାସନ୍ କାର୍ଡ ନମ୍ବର) ..

Bank Details (ବ୍ୟାଙ୍କ ସୂଚନା)

IFSC Code (ଆର-ବି-ଏଚ୍ କୋଡ୍) ..	Name of Bank (ବ୍ୟାଙ୍କ ନାମ) ..	Branch Name (ଶାଖା ନାମ) ..	Account No.(ବ୍ୟାଙ୍କ ନମ୍ବର) ..
---	---	-------------------------------------	---

RESERVATION DETAILS

Reservation Details (ରାଜ୍ୟ/ପ୍ରାନ୍ତ ସଂରକ୍ଷଣ ସୂଚନା)

Caste
General

Whether Parent working in any Government/PSU/Defense sector in Odisha ? (if Yes, then You have to show an employer Certificate for reservation at Govt. ITIs) (ଆପଣଙ୍କ ପିତା ମାତା କିମ୍ବା ଉପକ୍ରମରେ କର୍ମଚାରୀ/ରାଷ୍ଟ୍ରପ୍ରିୟ ଉଦ୍ୟୋଗ/ସେକ୍ଟରରେ କାର୍ଯ୍ୟରେ ଅଛନ୍ତି କି? ଯଦି ହଁ, ତେବେ ସରକାରୀ କାର୍ଯ୍ୟରେ କର୍ମଚାରୀ ହେବା ପାଇଁ ଉପଯୋଗୀ ପ୍ରମାଣ ପତ୍ର ଦେଖାଇବାକୁ ହେବ)
No

People with Disability (PwD)(କିଛି ଜଣ) No	Sports (ସ୍ପୋର୍ଟ) No	Ex-Service Man (ESM) (ଅବସରପ୍ରାପ୍ତ ସୈନ୍ୟ) No	CRPF (ସି.ଆଇ.ସି.ଏଚ୍) No
Police (ପୋଲିସ୍) No	Green Card (ଗ୍ରୀନ୍ କାର୍ଡ) No	Minority (ଅଧିକାଂଶତା ସମ୍ପ୍ରଦାୟ) No	

Do you belong to Economically Weaker Sections (EWS) category ? (ଆପଣ କିମ୍ବା ଆପଣଙ୍କ ପରିବାର ସଭ୍ୟଙ୍କର ଆୟ କିପରି?)
No

Whether Parent belongs to building and Construction worker. (ପିତା ମାତା କିମ୍ବା ପିତାଙ୍କ ସମ୍ପର୍କୀତ କର୍ମଚାରୀ କି?)
No

Income Details of Parents (ପିତା ମାତାଙ୍କ ଆୟ ସୂଚନା)

Are you an orphan?(ଆପଣ ଚିତ୍କର କି?) No	Father's Occupation (ପିତାଙ୍କ ବୃତ୍ତି) BUSINESS	Mother's Occupation (ମାତାଙ୍କ ବୃତ୍ତି) BUSINESS
Annual Income of the Parents (Together) in Rs. (ପିତା ଓ ମାତାଙ୍କ ମୋଟ ଆୟ) 1,00,000-2,50,000	Income Certificate Barcode Number/Misc. CCN (ଆୟ ପ୍ରମାଣ ପତ୍ରର କୋଡ୍ ନମ୍ବର/ସି.ସି.ଏଚ୍) ..	

[Submit Application](#)

[Click here to edit Reservation/Income Details](#)

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Figure 3-16 Application Form

For submitting the application, click the **Submit Application** button. Doing so, the system prompts an alert message if you have verified the form or not.

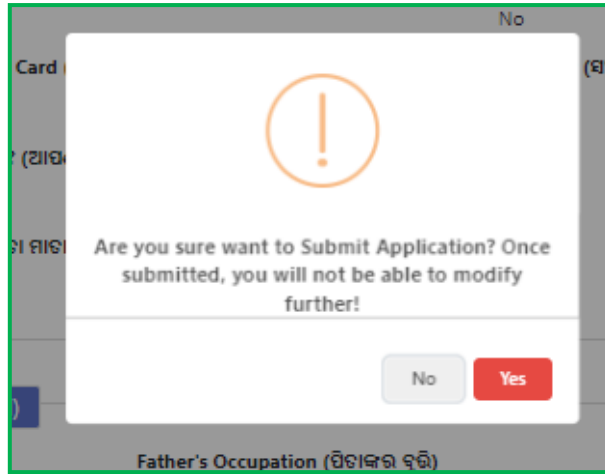


Figure 3-17 Confirmation Screen

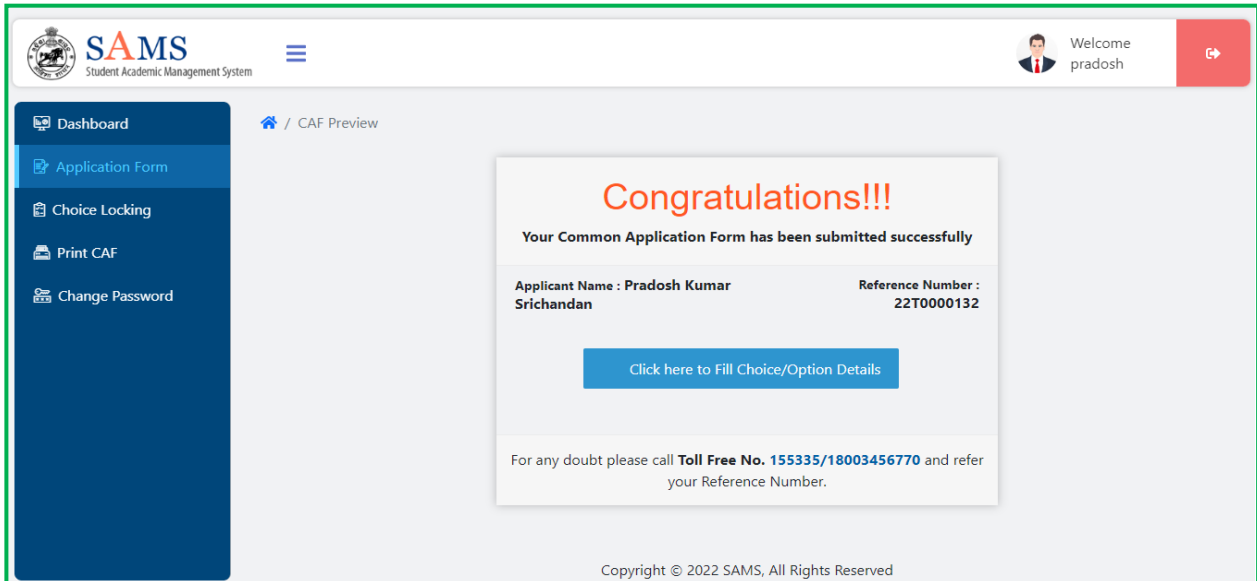


Figure 3-18 Application Form

Thus, you have submitted the application successfully generating the reference number for future reference.

3.2 Choice Locking

For access to the choice filling page, the candidate must choose "**Choice Locking**" from the left menu (Ref. Figure 3-19).

The screenshot shows the SAMS Student Academic Management System interface. The left sidebar menu has "Choice Locking" highlighted with a red circle. The main content area is titled "Choice Fillup" and contains an "APPLICANT INFORMATION" section with the following details:

Applicant Name	Barcode Number	State Name	Qualification
Dilleswar B	22T0000258	ODISHA	10TH FAIL
Mathematics Mark	Science Mark	Disability Type	
31%	26%	NA	

Below the applicant information, there are radio buttons for "InstituteWise" (selected) and "TradeWise", and "Government" (selected) and "Private". There are also dropdown menus for "Trade", "District", and "Institute", and checkboxes for "Regular/IMC" (Regular and IMC) and "Hostel" (Yes/No). An "Add More" button is located at the bottom right of the form.

Figure 3-19

An applicant selects their desired choices to fill out through their chosen institutes or trades And also Institution wise (Government or Private). (Ref. Figure 3-20)

The screenshot shows the SAMS Student Academic Management System interface. The left sidebar menu has "Choice Locking" highlighted. The main content area is titled "Choice Fillup" and contains an "APPLICANT INFORMATION" section with the following details:

Applicant Name	Barcode Number	State Name	Qualification
Dilleswar B	22T0000258	ODISHA	10TH FAIL
Mathematics Mark	Science Mark	Disability Type	
31%	26%	NA	

Below the applicant information, there are radio buttons for "InstituteWise" (selected) and "TradeWise", and "Government" (selected) and "Private". There are also dropdown menus for "District", "Institute", and "Trade", and checkboxes for "Regular/IMC" (Regular and IMC) and "Hostel" (Yes/No). An "Add More" button is located at the bottom right of the form.

Figure 3-20

A candidate may choose the **institute Wise** details in which he or she wants to submit his or her application and then select the institute type **Government or Private** next to choose his/her desired **District, Institute, Trade, Regular/IMC & Hostel** then click on **Add more**. (Ref. Figure 3-21)

The screenshot shows the SAMS Choice Fillup interface. The applicant information is as follows:

Applicant Name	Barcode Number	State Name	Qualification
Dilleswar B	22T0000258	ODISHA	10TH FAIL
Mathematics Mark	Science Mark	Disability Type	
31%	26%	NA	

Below the applicant information, the form is set to **InstituteWise** (circled in red). The institute type is **Government** (selected, circled in red). The form fields are:

- District:** GANJAM (dropdown menu, circled in red)
- Institute:** ITI Chhatrapur, Ganjam - Chatra (dropdown menu, circled in red)
- Trade:** --Select-- (dropdown menu, circled in red)
- Regular/IMC:** Regular (selected, circled in red) and IMC (unselected, circled in red)
- Hostel:** Yes (selected, circled in red) and No (unselected, circled in red)

The **Add More** button is circled in red at the bottom right.

Figure 3-21

Or a candidate may choose the **Trade wise** details in which he/she wants to submit his/her application and select the institute type **Government or Private** next to choose his/her desired **Trade, District, Institute, Regular/IMC & Hostel** then click on **Add more**. (Ref. Figure 3-22)

The screenshot shows the SAMS Choice Fillup interface. The applicant information is as follows:

Applicant Name	Barcode Number	State Name	Qualification
Dilleswar B	22T0000258	ODISHA	10TH FAIL
Mathematics Mark	Science Mark	Disability Type	
31%	26%	NA	

Below the applicant information, the form is set to **TradeWise** (circled in red). The institute type is **Private** (selected, circled in red). The form fields are:

- Trade:** SEWING TECH (C (dropdown menu, circled in red)
- District:** GANJAM (dropdown menu, circled in red)
- Institute:** Banadevi Industrial Training Ce (dropdown menu, circled in red)
- Regular/IMC:** Regular (selected, circled in red) and IMC (unselected, circled in red)
- Hostel:** Yes (selected, circled in red) and No (unselected, circled in red)

The **Add More** button is circled in red at the bottom right.

(Figure 3-22)

Applicant have to choose minimum five (5) nos. choices in his/her CAF. In order to add more than once choice, applicant has to clickon “Add more” button to select the desired option (institute+Trade) from the drop down list. (Ref. 3-23)

In case of an under matric candidate the number of options is minimum one (1) nos. In order to add more than once choice, applicant has to clickon “Add more” button.

The screenshot shows the SAMS Student Academic Management System interface. The left sidebar contains navigation options: Dashboard, Application Form, Choice Locking, Fees Payment, Print CAF, and Change Password. The main content area has a header with the SAMS logo and a welcome message for user B Dilleswar. Below the header, there are radio buttons for 'InstituteWise' (selected) and 'TradeWise', and 'Government' and 'Private'. There are also dropdown menus for 'Trade', 'District', and 'Institute', and radio buttons for 'Regular/IMC' (Regular selected) and 'Hostel' (Yes selected). An 'Add More' button is located to the right of these options. Below this is the 'OPTION DETAILS' table, which is highlighted with a red border. The table has 7 columns: SI#, Option No., Institute, Trade, Regular/IMC, Hostel, and Delete. It contains 5 rows of data. At the bottom of the table area, there is a 'Save Details' button.

SI#	Option No.	Institute	Trade	Regular/IMC	Hostel	Delete
1	1	Banadevi Industrial Training Centre - Kabisuryanagar	SEWING TECH (C&S)	Regular	Yes	
2	2	Rajiv Memorial ITC - Ganjam	SEWING TECH (C&S)	Regular	Yes	
3	3	SAI ITC - Bellaguntha	SEWING TECH (C&S)	Regular	Yes	
4	4	IIAS ITC - Khallikote (NAC)	SEWING TECH (C&S)	Regular	Yes	
5	5	Shree ITC - Bhanjanagar	SEWING TECH (C&S)	Regular	Yes	

(Figure 3-23)

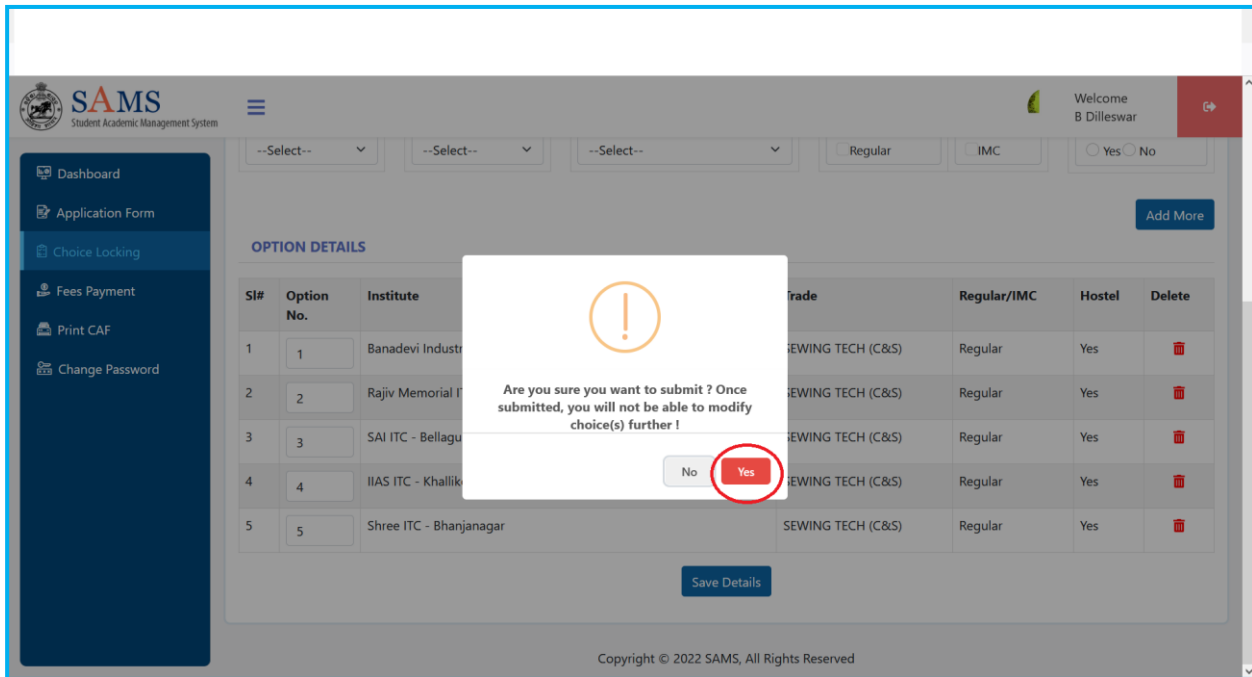
After added minimum five (5) nos. choices from the drop down list, he/she click on “Save details” button. (Ref. Figure 3-24)

This screenshot is similar to Figure 3-23, showing the same SAMS interface. The 'OPTION DETAILS' table is visible with the same 5 entries. In this screenshot, the 'Save Details' button at the bottom of the table area is circled in red, indicating the next step in the process.

(Figure 3-24)

After clicking on the save details, a pop-up window will be shown to applicant and then choose the “Yes” button to proceed or the “No” button to return back to the choice fill-up screen.

NOTE:- Once Click on “Yes”, you will not be able to modify choice(s) further.



(Figure 3-25)

Once the Applicant clicks "YES", (Ref. Figure 3-25) their preferences will be submitted successfully.

3.3 FEES PAYMENT

The CAF submitted won't be validated by the panel, until and unless payment is done. On submitting the relevant documents, you are redirected to the **Fees Payment** screen. Refer **Fig. 3-26**:

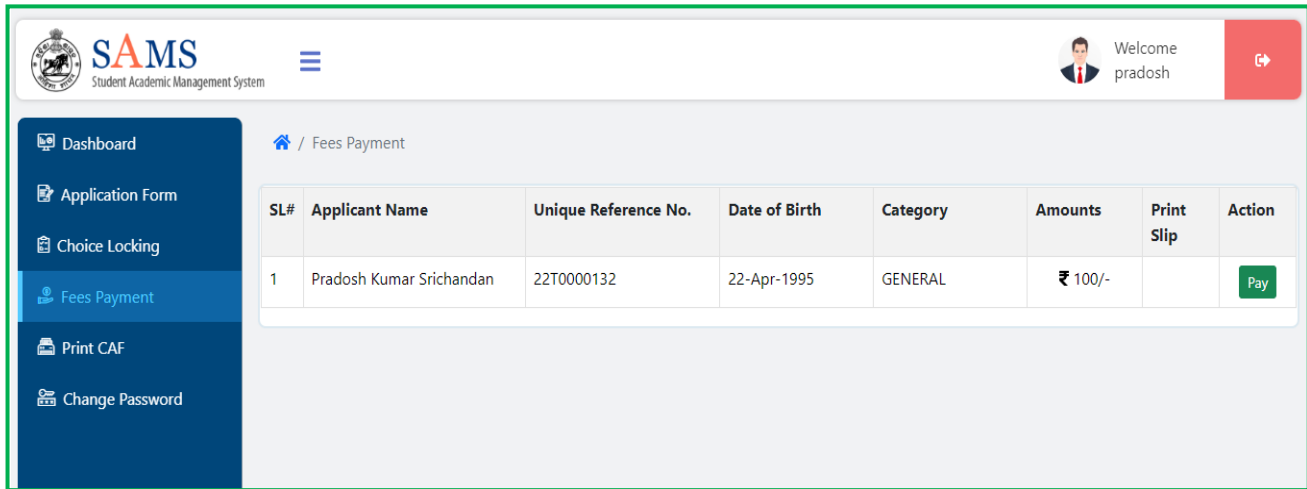


Figure 3-26 Fees Payment Screen

For the applicant name, reference number generated, DOB and category displayed, click the **Pay** option as highlighted to proceed for the payment of the application-

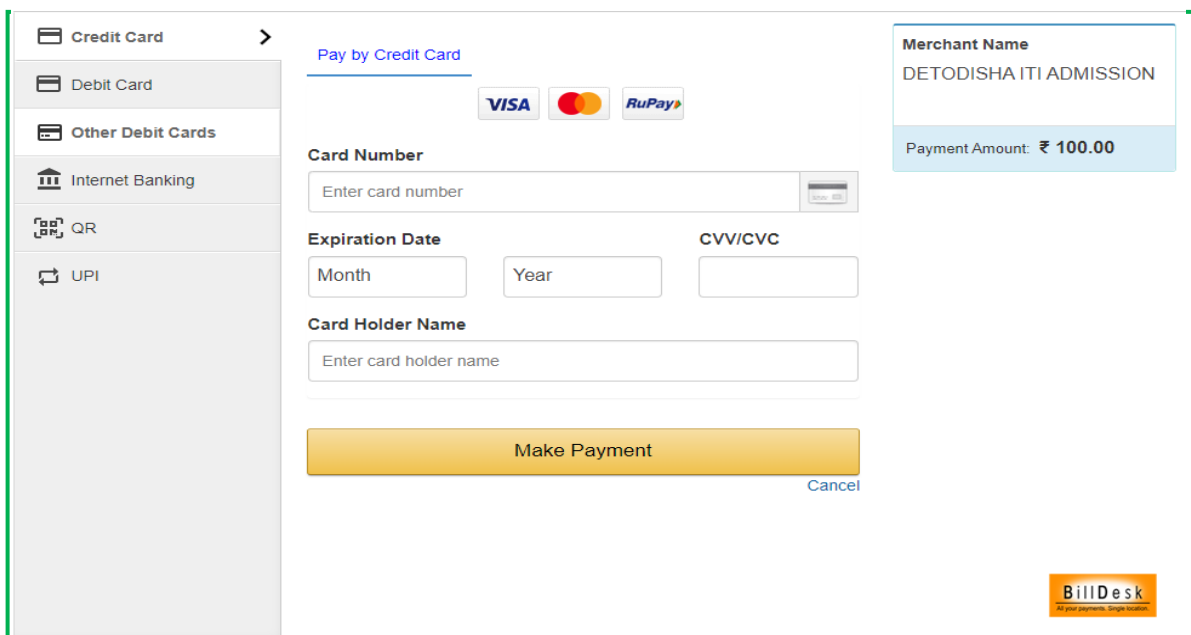



Figure 3-27 Payment Gateway Screen

Referring to Fig. 3-27,

For the various payment modes given, choose for the type through which the application fee payment is to be done, i.e. Credit Card, Debit Card, Debit Card + ATM PIN, UPI Payment and InternetBanking.

Here, going for payment through Debit card, fill in the card details in the respective fields along with the name of the card holder.

Click the **Make Payment** button for final payment of the requisite fees.



The screenshot displays the Punjab National Bank payment gateway interface. At the top, the bank's logo is visible in both Hindi and English. The main heading is "Enter OTP". Below this, the user's mobile number is shown as "xxxxxx0377". A link for "Contact Customer Care" is provided for users who do not recognize the details. The merchant name is "DETODSAITI" and the date is "Jul 08, 2021". A QR code is displayed next to the "Total Charge" field. The card number is "6070 XXXX XXXX 7933" and the personal greeting is "Punjab National Bank". An OTP input field is present, along with a "Resend OTP" link. At the bottom, there are "Submit" and "Cancel" buttons. A footer message states, "This page will automatically timeout after 300 seconds." and the page is powered by "wibmo".

Figure 3-28 Payment Gateway Screen

An OTP is sent to the authenticated user's mobile whose card details are provided for Making the payment.

Enter the OTP received and click the **Make Payment** option to make the transaction.

In case you do not receive the OTP, then click the **Resend OTP** option to send the OTP again.

Once the OTP is verified, the transaction is complete and the requisite amount is debited from your account/or the user whose card details were used.

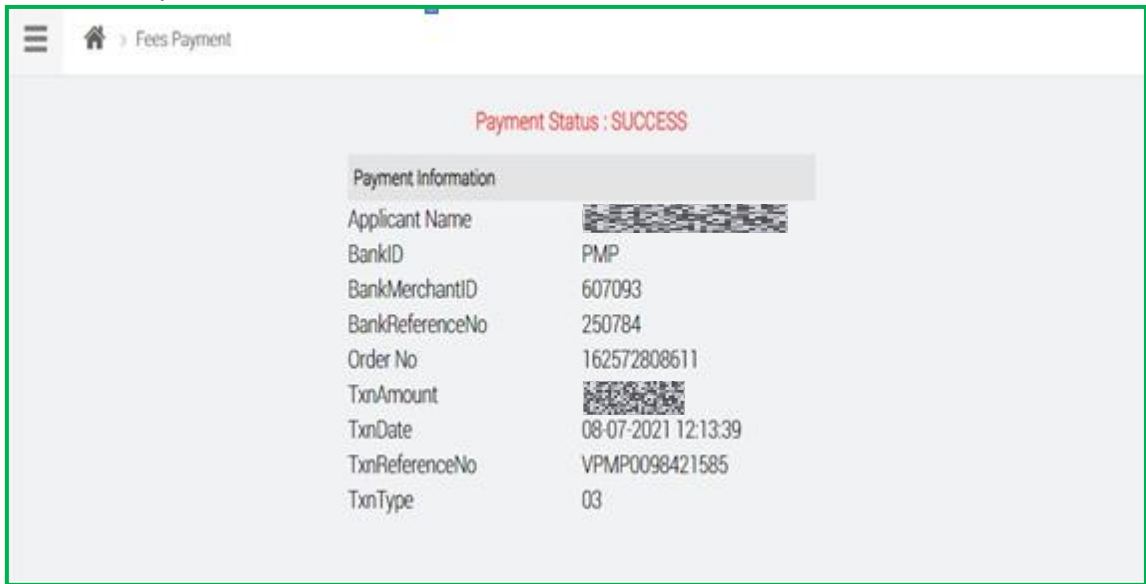



Figure 3-29 Success Message

Thus a success message is generated on successfully paying the requisite amount with the payment information. Refer Fig. 3-29.

3.4 PRINT CAF


Once the payment process is completed, you are redirected to the Print CAF screen where in the complete application form can be downloaded for personal reference as well as to submit at the college counter at the time of admission,

For the barcode number, applicant name and qualification details displayed, click the Print icon as highlighted to generate a printout of the application fees that is complete in all aspects-




Common Application Form

for Admission to Government & Private ITIs (2022-23)
 Skill Development and Technical Education Department, Government of Odisha
 Friday, May 6, 2022 01:17:12 PM
 Your application is not validated.




22T0000132



Date of Submission at Institute

Signature of the Receiving Official

1	Qualification	10th Pass			
2	10th Board Details	Name of the Examination Board	Year of Passing	Exam Type	Roll Number
		<input type="text" value="BSE, Odisha"/>	<input type="text" value="2021"/>	<input type="text" value="Annual"/>	<input type="text" value="5484875558r"/>
3	Applicant's Name	<input type="text" value="PRADOSH KUMAR SRICHANDAN"/>			
4	Father's Name	<input type="text" value="AMBUJA KUMAR SRICHANDAN"/>			
5	Mother's Name	<input type="text" value="BASANTA MANJARI SRICHANDAN"/>			
6	Personal Details	Sex	Religion	Date of Birth	
		<input type="text" value="MALE"/>	<input type="text" value="HINDU"/>	<input type="text" value="22 Apr 1995"/>	
7	Highest Qualification	<input type="text" value="None"/>			



8. Resident Address					
a. State	<input type="text" value="ODISHA"/>	b. District	<input type="text" value="BARAGARH"/>	c. Block / ULB	<input type="text" value="BARGARH"/>
d. Address	<input type="text" value="TYJNRHGBFAV"/>			e. PIN Code	<input type="text" value="784900"/>
f. Telephone No.	<input type="text"/>	g. Mobile No.	<input type="text" value="784900"/>	h. e-Mail	<input type="text" value="spradosh57@gmail.com"/>
i. Alternate Mobile No.	<input type="text" value="784900"/>	j. Aadhaar Card No.	<input type="text" value="249624516870"/>	k. Ration Card No.	<input type="text" value="NA"/>

9. Bank Details			
a. Name of Bank	<input type="text" value="NA"/>	b. Branch Name	<input type="text" value="NA"/>
c. Account No.	<input type="text" value="NA"/>		
d. IFSC Code	<input type="text" value="NA"/>		

10. Reservation Details								
a.	Schedule Tribe (ST)	<input type="text" value="No"/>	Schedule Caste (SC)	<input type="text" value="No"/>	OBC/SEBC	<input type="text" value="No"/>	General	<input type="text" value="Yes"/>
b.	Persons with Disability (PwD)	<input type="text" value="No"/>	Sports	<input type="text" value="No"/>	Green Card	<input type="text" value="No"/>	Minority	<input type="text" value="No"/>
c.	Ex-Service Man (ESM)	<input type="text" value="No"/>	PVTG (Particularly vulnerable tribal group)	<input type="text" value="None"/>	CRPF	<input type="text" value="No"/>	Police	<input type="text" value="No"/>
d.	Whether Parent working in any Government/PSU/Defense sector in Odisha :							<input type="text" value="No"/>
e.	Whether parent belongs to Building and construction worker				<input type="text" value="No"/>			
	Do you belong to Economically Weaker Sections (EWS) category ?				<input type="text" value="No"/>			

11. Income Details of Parents

Are you an orphan ?

a. Father's Occupation b. Mother's Occupation c. Annual Income of the Parents (Together) in Rs.

d. Income Certificate Number e. Income Certificate Status

12.Details of Mark/Grade Secured in Examination

Total Mark		English		Math		Science		Social Science		Grade
Total Mark	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured	Secured
600	420	100	50	100	48	100	69	100	85	A1

b. Have you passed 10th Board Exam Compartmentally ?

Payment Details

Mode of Payment	Payment Status	Amount Paid	Transaction No.
		0.00	

13 Option(s)/Choice(s) Details

Option	Institute Name	Trade	Hostel Option	IMC / REGULAR
1st	ITI Bhawanipatna, Kalahandi - Bhawanipatna	Wireman	No	REGULAR
2nd	ITI Phulbani, Kandhamal - Phulbani	Welder	No	REGULAR
3rd	ITI Jajpur - Jajpur	Electrician	No	REGULAR
4th	ITI Phulbani, Kandhamal - Phulbani	Electrician	No	REGULAR

UNDERTAKING

I do hereby agree to abide by the rules of the Institute /Hostel. I undertake that should any indiscipline and disobedience instance of the rules laid down by the Government or any authority empowered by them in this regard or should conduct in the Institute is found not satisfactory, my name will automatically be removed from the Institute. I undertake that information furnished by me in this application is true and correct and i undertake that any wrong information furnished be me, detected afterwards will be treated as cognizable offence.

I further undertake that i will not involve in any ragging activities in the Institute and hostel premises. I understand that criminal case will be filed against me if indulge in ragging

I hereby fully endorse the undertaking made by our child / ward

Submitted by me

Signature or thumb impression of parents/ guardian
Date _____ Place _____

Full Signature of Applicant
Date _____ Place _____

Note:-"For Availing district Quota" please attach copy of residence certificate/Any government issued ID Card (like Voter ID Card, Aadhaar Card, Electricity bill, Driving License, etc. of Parents)

Enclosures (Certified True Copy of the following documents would be enclosed along with the CAF)

Sl.#	Documents
1	One (1) self signed (on the front side) recent color passport size photograph to be affixed in the CAF (College Copy).
2	HSC Mark Sheets-cum-Provisional Certificate (or equivalent Board).
3	Original School / College Leaving Certificate
4	Attested copy of the Bank Pass Book showing name of the account holder, account number, IFSC number or Letter from Bank Manager on the above information.
5	Attested copy of Income Certificate of parents from the employer / appropriate authority (not below the rank of Tahasildar / Additional Tahasildar) .

Figure 3-30 Print CAF Screen

You may be required to submit a copy of the CAF at the college counter during admission.