How to fill up ITI Common Application Form (CAF)

2024

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1. OVERVIEW

The admission into the ITI stream is taken up by the candidates who have 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 20 KB 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.
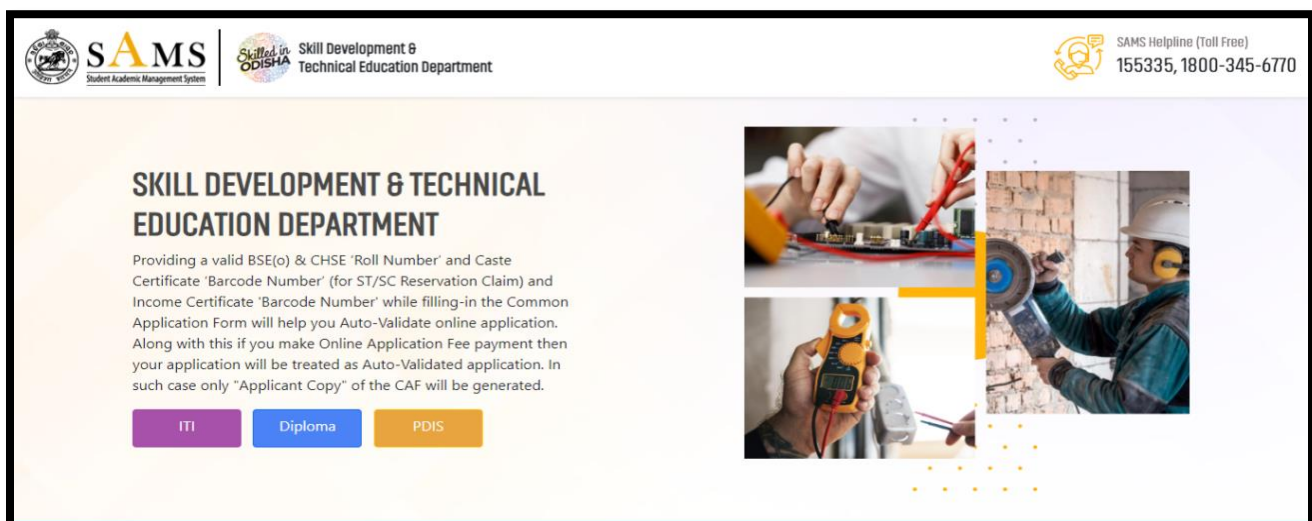

Figure 1 Welcome Screen

Referring to **Fig. 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**:

2.1 EXISTING USER (LOG IN)

With reference to **Fig. 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:
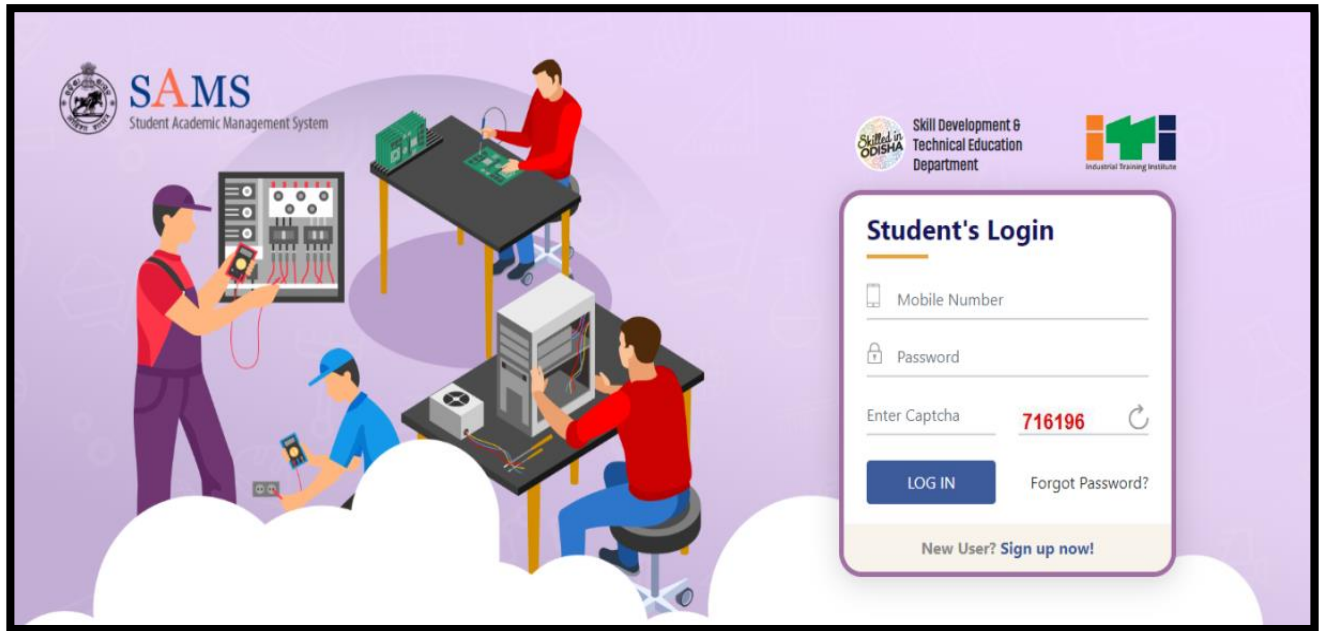

Figure 2 LOG IN (Existing User) Screen

- 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 **LOGIN (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.**
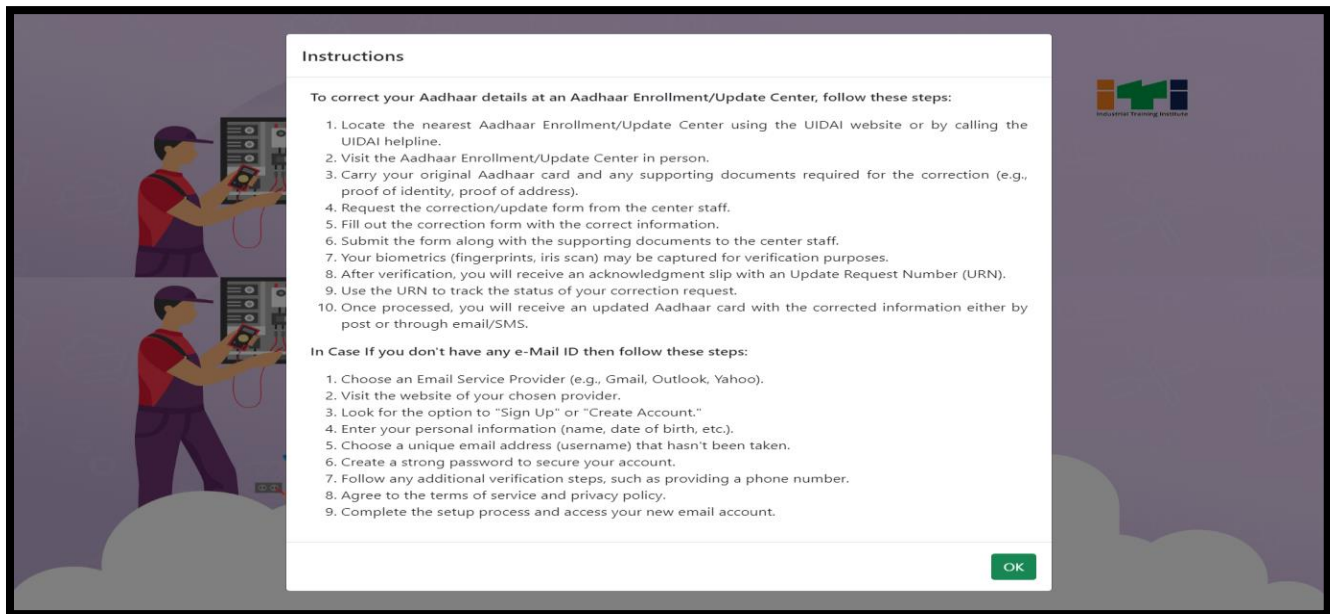
2.2 NEW USER (SIGN UP)

Figure 3 Instruction

In case you don't have any Aadhaar Number and have not create any e-Mail ID then read the instruction carefully and click on "OK" to Proceed. For doing so, click the SIGN up now! (New User) option in Fig. 2, which further redirects you to Fig. 4:
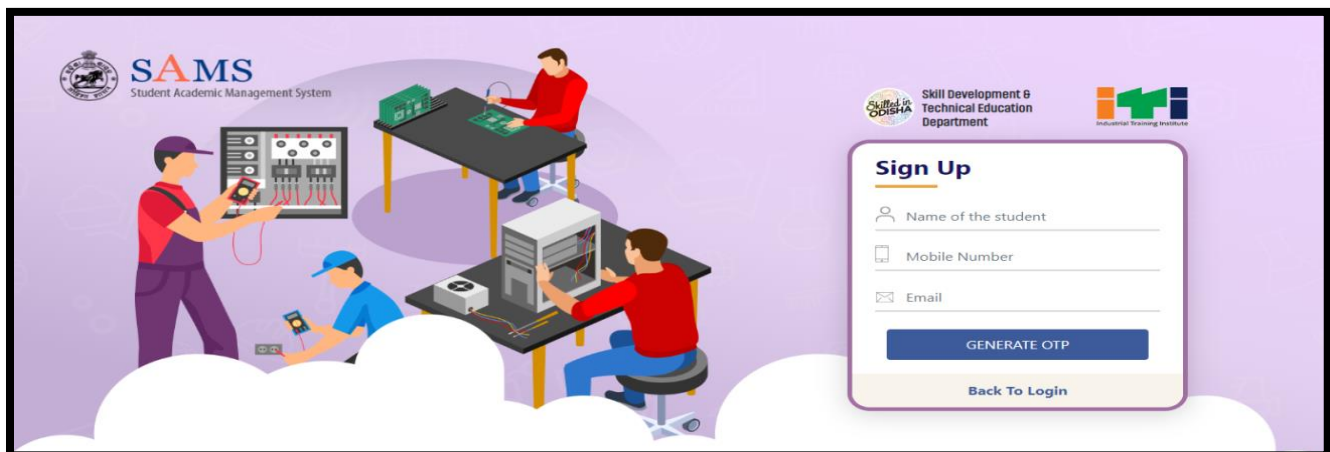

Figure 4 SIGN UP (New User) Screen

- 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 OTP** button to send the OTP again.
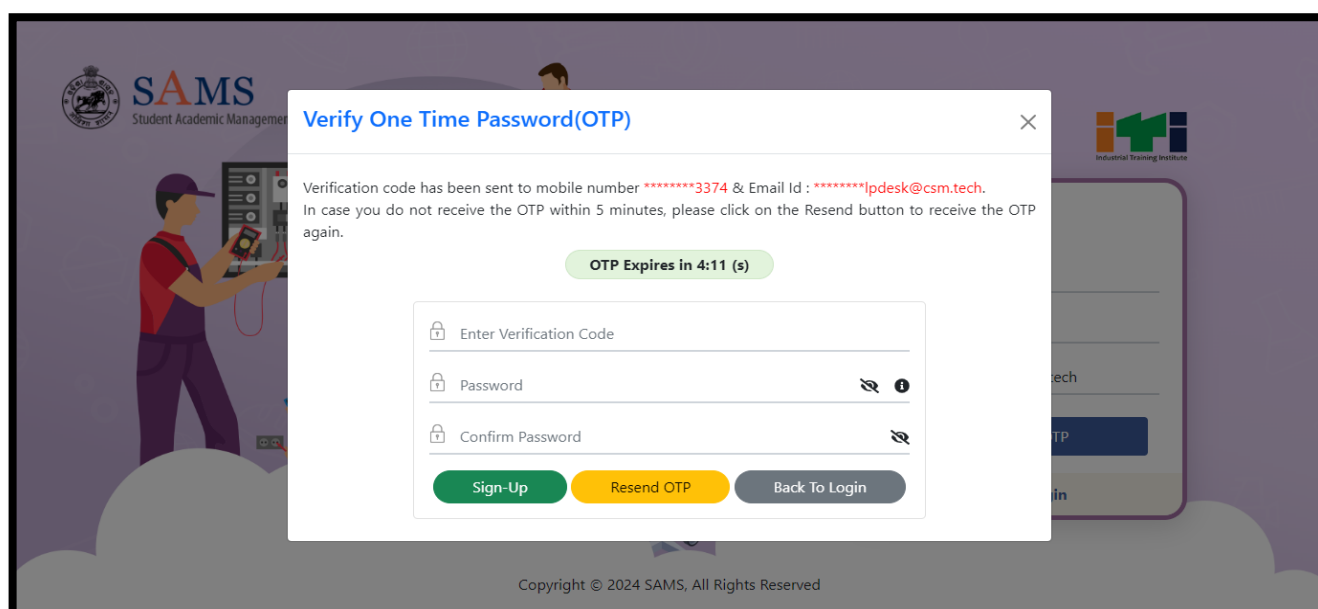
Referring to Fig. 4 :

Figure 5 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 on the **Submit** button.
- On completing the registration process, you will receive a message that you have successfully registered in your registered mobile number, the number that is accessible by you. Now you can apply for the ITI admission. Refer **Fig. 6:**
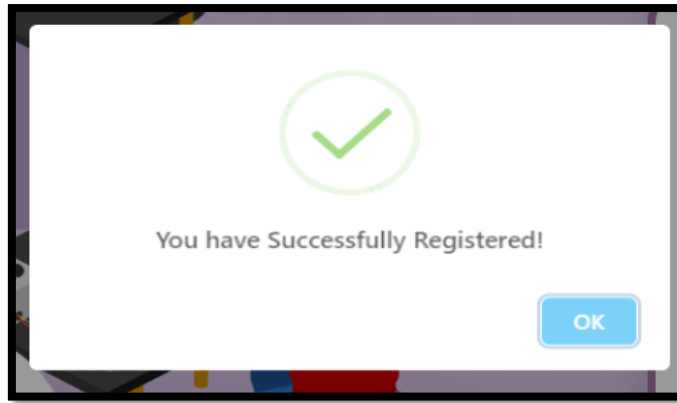
Figure 6 Success Message Screen

Then, you will 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**. This will redirect you to **Fig. 7** wherein on entering the **Mobile Number** and **Email id** (as registered), click the **GENERATE OTP** button as highlighted.
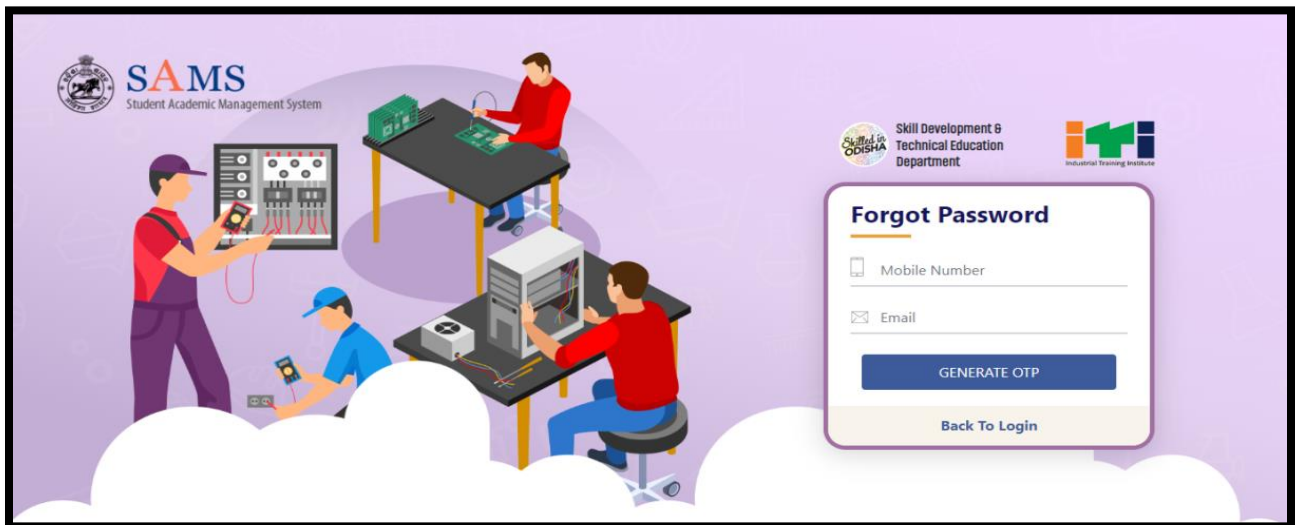

Figure 7 Forgot Password Screen

A verification code will be sent to the respective mobile number and mail id.
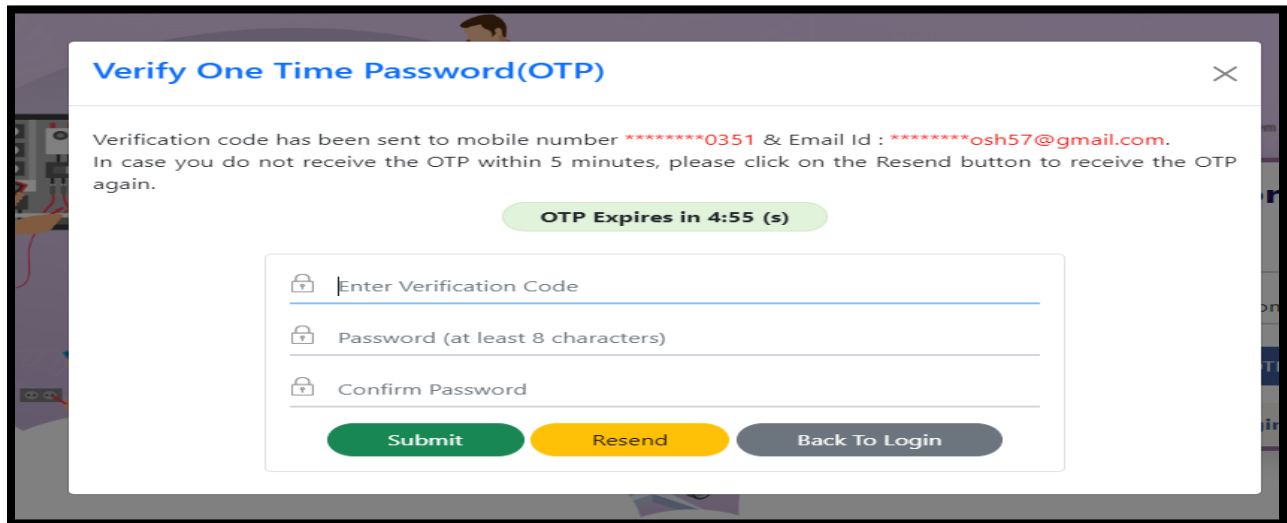
Figure 8 Forgot Password Screen

Referring to Fig. 8:

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

*{**Please Note**: If you don't receive the OTP within 5 minutes, then click the **Resend** 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. Example : Admission@2024, this password is indicative only, the applicants are informed to create their own password accordingly.
- Re-enter the Password for **confirmation**.
- Click on the **Submit** button.

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

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. 9, 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 9 Dashboard

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

3.1 APPLICATION FORM

The applicant needs to click on "Application form" which redirects him/her to the Common Application Form for Admission into Diploma Courses (2024-25).

To start filling out the application form using DigiLocker, an applicant must follow the steps which are mentioned below:

- After login into the SAMS Account click on "Application Form" to start filling up the CAF
- Those applicants who have a DigiLocker account, click on the Yes option, it will redirect you to the DigiLocker account page
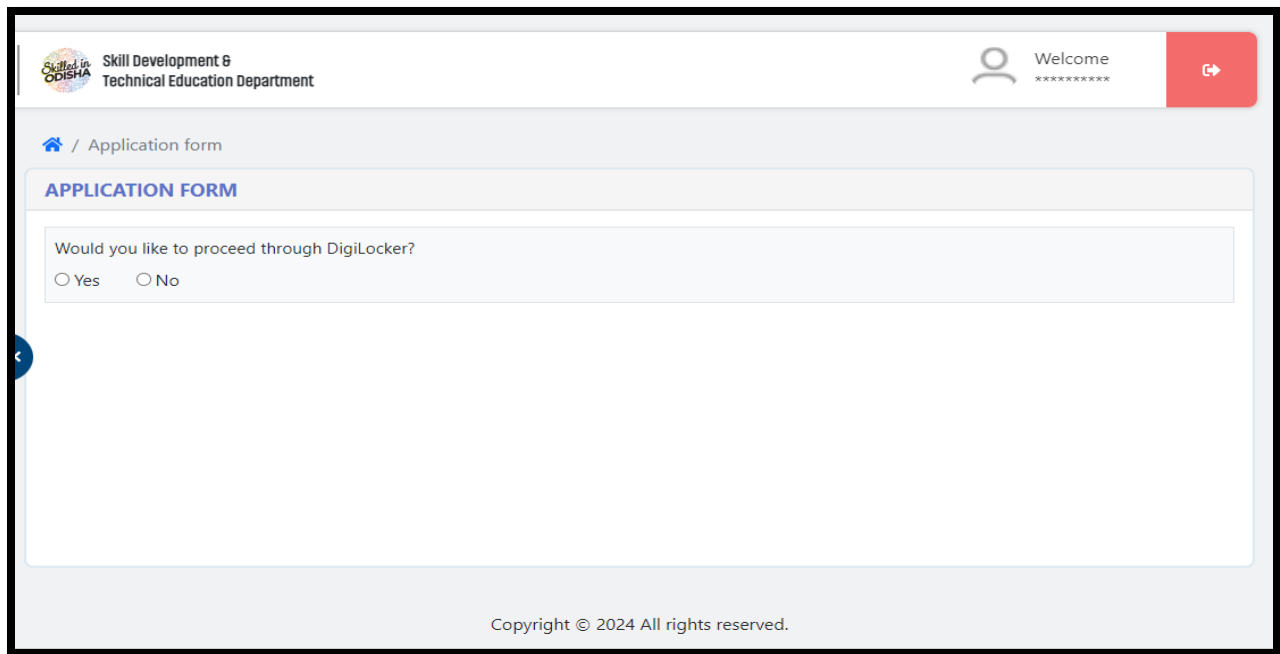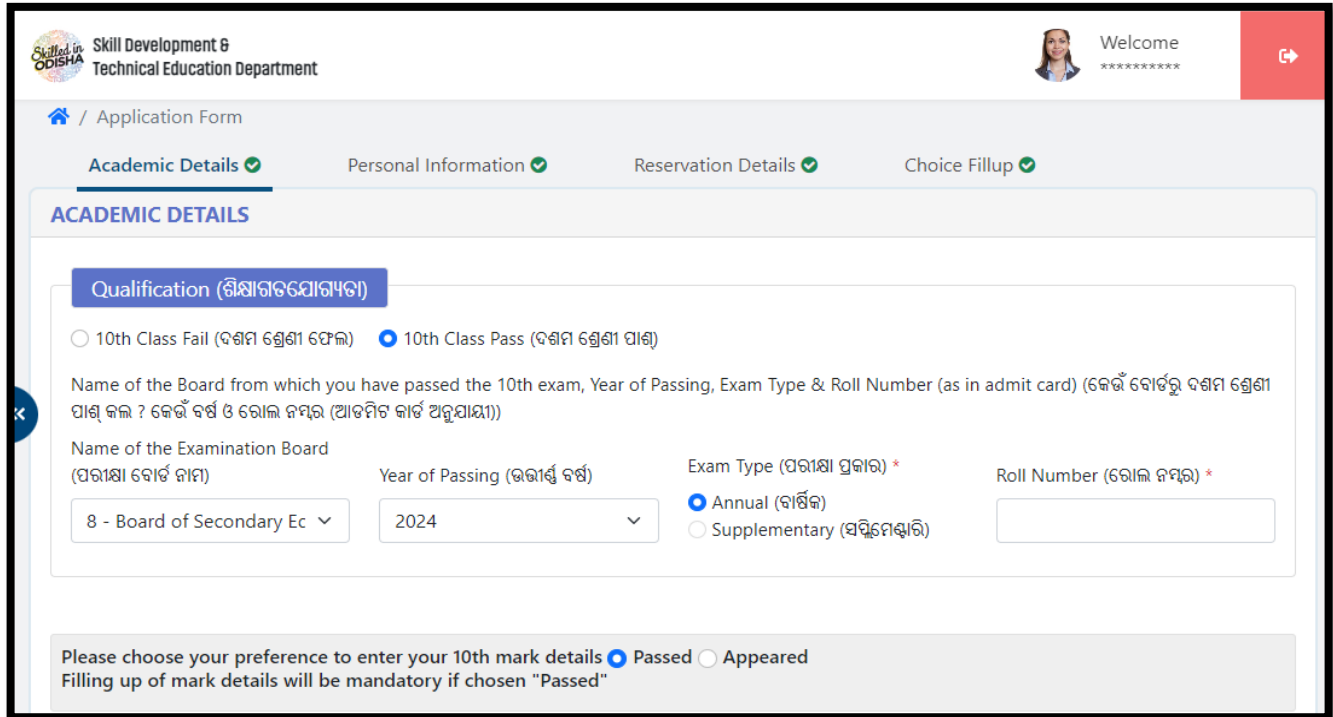
Figure 10 Dash Board

NOTE: *If an applicant does not have the DigiLocker account then, you may create an account by navigating to the https://www.digilocker.gov.in/ and then click on SIGN UP to create an account and then login into the account by clicking on SIGN IN. After that you need to issue the documents to the DigiLocker by clicking on Issue Document*

- After clicking on "Yes" option, applicant may login into the DigiLocker account using his/her registered mobile number / Aadhaar number and PIN. Applicant may also login without PIN by clicking the PIN less authentication,
- After that an OTP will be sent to the registered mobile number. Once you enter an OTP, you will be successfully entered into the DigiLocker account
- To fetch the result and demographic details from DigiLocker, below mentioned documents should be enlisted under the issued document list:
  - o Aadhaar Card
  - o 10th or 12th Mark sheet
- If the above-mentioned document is not showing under the issued document list then issue the document by login into your DigiLocker account
- After redirecting into the DigiLocker account, applicant will be asked to give your consent to the SAMS, Odisha
- Once you click "Allow" to give your consent, applicant will be redirected to the Application Form screen of SAMS, Odisha and the necessary information like result and demographic details shall automatically capture in CAF
- Applicants belong to BSE, Odisha and CHSE, Odisha, their results data will be captured from the result database by entering their and their demographic details will be captured from DigiLocker

- In case there is some variance in the Digilocker fetched demographic details, applicants will have the provision to validate it by through SPDP by entering the using his Aadhaar number.
- Further, if the fetched result and demographic details are incorrect, then the applicant will have the provision to modify the required details by themselves to proceed further.

1) **Academic Details**

Figure 11 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. 11:

- Choose your educational Qualification to apply for the ITI admission, i.e. 10th Class Fail or 10th Class Pass.

- If the result is not declared yet, then select "Appeared" option otherwise select "Passed" option in the field named as **Please choose your preference to enter your 10th mark details.**
- If you select "Appeared" option then you won't be able to enter the mark details.
- Choosing either of the option, you need to select the details enlisted below as mentioned in the admit card-
    - o The Name of the Examination Board from which you have passed/failed your lasted attended exam.
    - o Select the Year of passing/failing the exam from the drop down menu.
    - o Choose the Exam Type you have appeared, i.e. either Annual or Supplementary.

- o Accordingly, enter your Roll No. in the textbox given as mentioned in your admit card.
- In case of BSE Odisha board applicants passed between 2014 to 2023, if an applicant after registration will try to fill the form with the different Roll No. then a pop-up message will display to modify the registered name (Refer **Figure 12**).
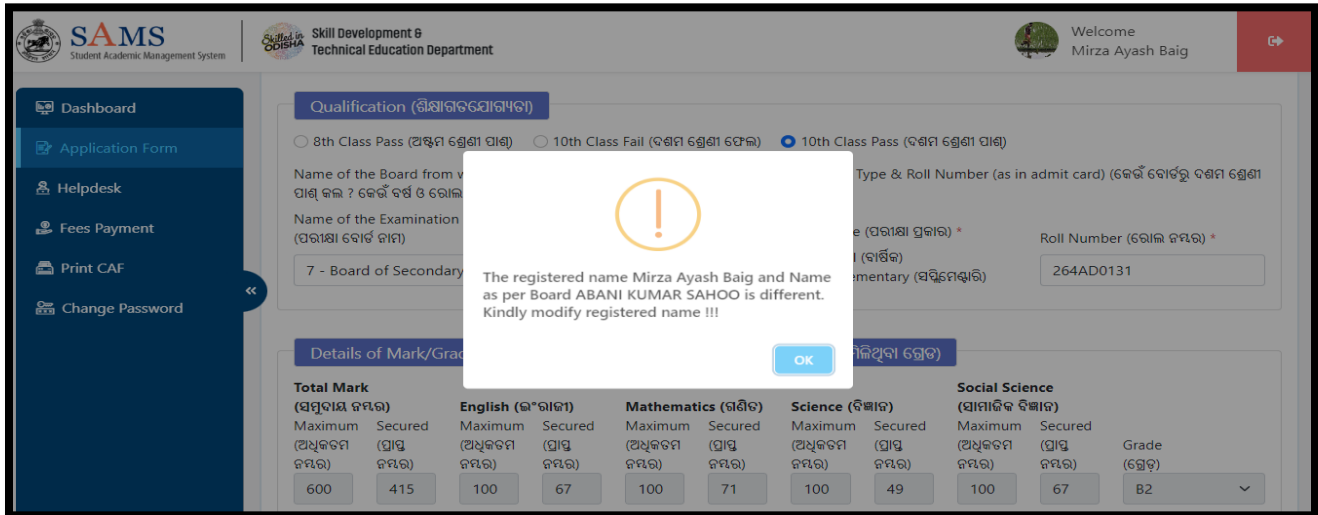
Figure 12 Pop-up Message

- Once the applicant will click on OK, then the applicant will be able to update his/her registered name as per the BSE roll number (Refer **Figure 13**). After updating the name, click on Save button to update successfully.
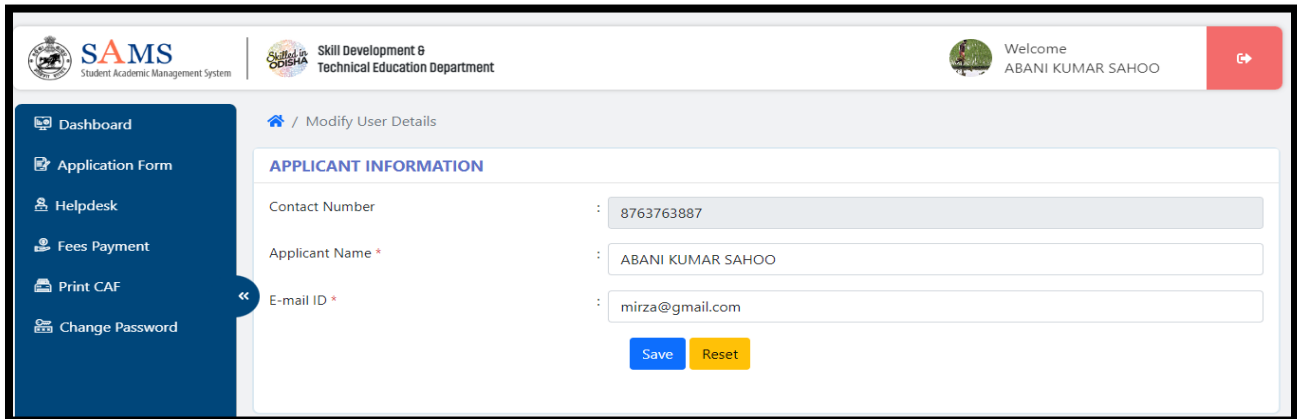
Figure 13 Applicant Information

➢ **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. 14**.

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.

Figure 14 Details of Mark/Grade Secured in Examination Screen

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

Figure 15 Details of Mark/Grade Secured in Examination Screen

For saving the **Academic Details**, click the **Save & Next** option
Choosing the **OK** option, your Academic Details will Saved successfully, refer **Fig. 16** and you will be redirected to the **Personal Information** Screen.
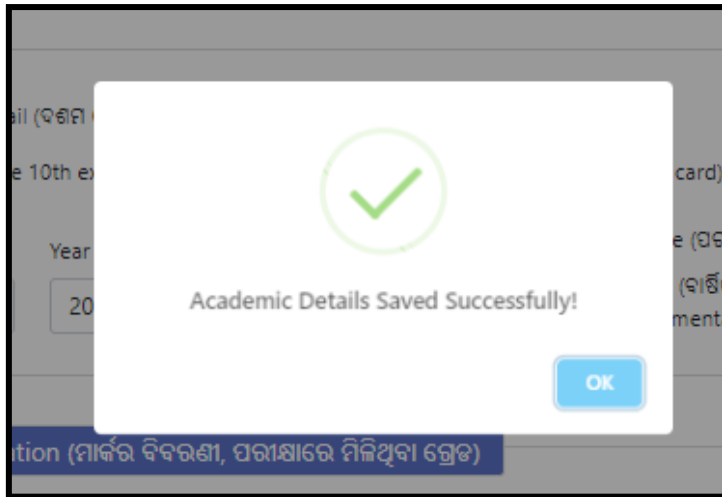
Figure 16 Academic Details Saved

2) Personal Information

Figure 17 Personal Information Screen

- ➢ **Personal Details**

- Enter Your AADHAAR no. in the text box given and Click on **"Fetch from SSDP"**.
- A verification code will be sent to the respective Aadhaar linked Mobile No.
- Enter the Verification Code received in the textbox. (Refer to Figure. 18)
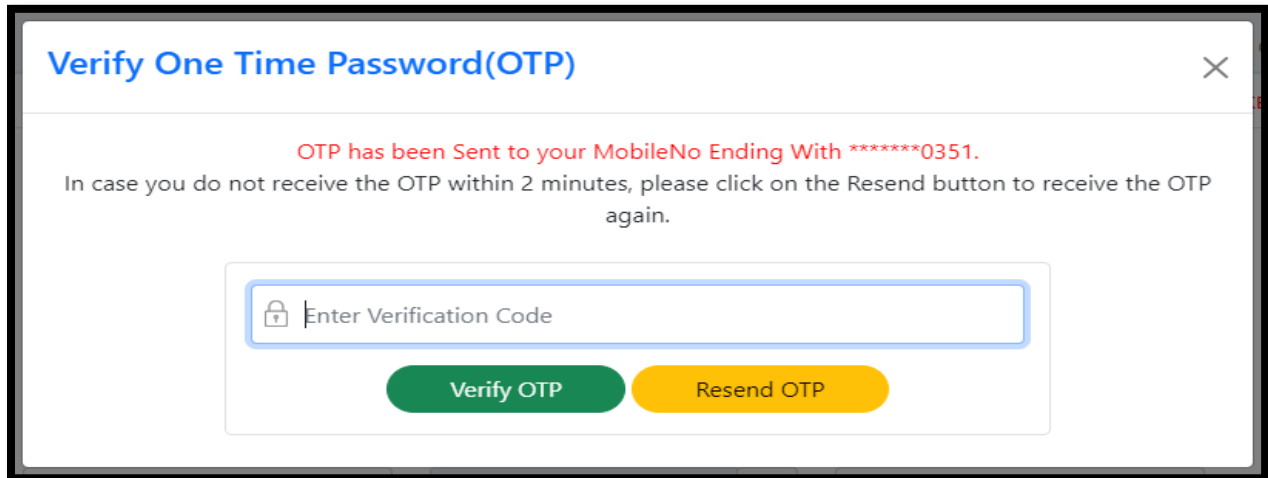

Figure 18 OTP Verification Screen

- Click on the Verify OTP button, automatically a pop-up will be displayed that "Data Fetched from SPDP Successfully" as the screen displayed underneath.
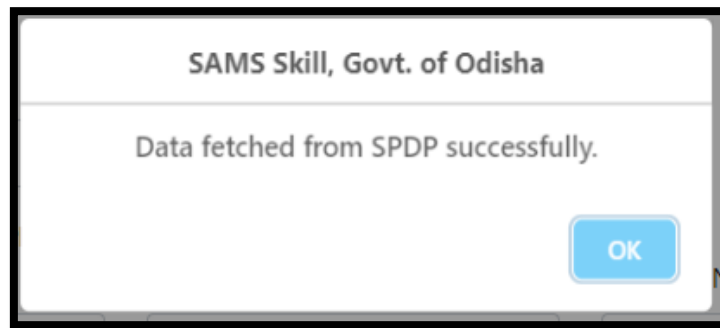
Figure 19 Data Fetched from SPDP

- Then the data like Applicant's Name, Father's Name, Gender, Date of Birth, State, District, and Block/ULB will automatically filled up in the CAF.

Note: The applicant name fetched in CAF should match with the applicant name at CAF Page.

If you want to keep the application form without using SPDP (Social Protection Delivery Platform), then proceed as instructed below:

- Enter the "AADHAAR" in the given box.
- You can enter your personal details in this section-
- Your information including **Applicant Name**, your **Father's Name, Mother's Name, Gender** and **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.
- 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** and **Date of Birth** then Upload your photograph as per the size and format mentioned, refer Fig. 20:

Figure 20 Upload Image

Referring to **Fig. 21**, the details of your registration are displayed as entered in the CAF, 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 20 KB to 100 KB and jpg/jpeg format.

➢ **Residence Address**

Figure 21 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)-

Figure 22 Bank Details Screen

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

For saving the **Personal Information**, click the **Save & Next** option, refer **Fig. 17**, Choosing the **OK** option, your **Personal Information** will Saved successfully, refer **Fig. 23** and you will be redirected to the **Reservation Details** Screen.
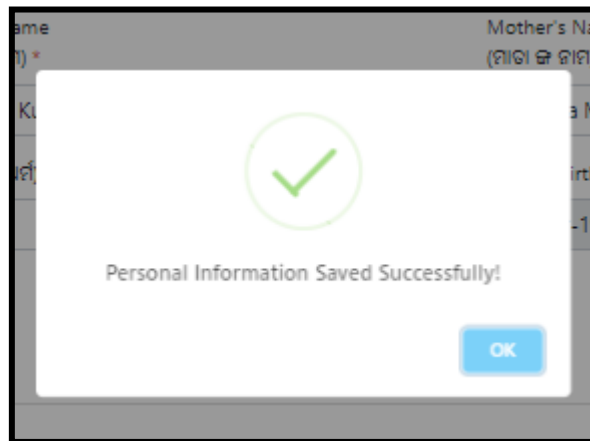
Figure 23 Personal Information Saved

➢ **Reservation Details**

Figure 24 Reservation Details Screen

Figure 25 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 (Unreserved)**.
- PVTG- PVTG applicants will be given priority in selection process.
- Select the checkbox if your parent/s work in any Government/PSU/Defense Sector in Odisha?
  - o 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" followed by selecting the sub-reservation options like Minority, ESM"** etc.
  - o 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.
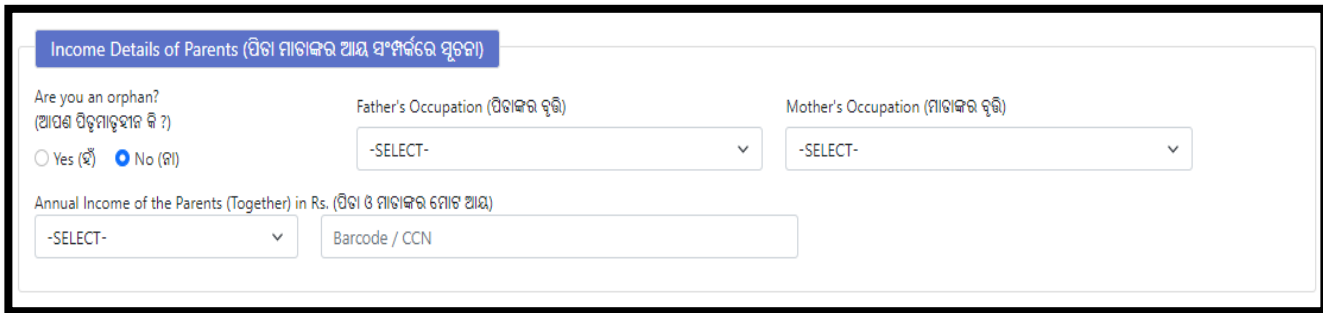
Figure 26-People with Disability

- 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 enter **Labour Card Number** in the textbox provided as a proof.

> **Income Details of Parents**

Figure 27 Income Details of Parents

With reference to Fig. 27:
- 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 you are eligible for EWS (Economically Weaker Section) category, choose YES. Once EWS category is opted by you, it will prompt you to upload Income & Asset Certificate. The Income & Asset Certificate must be issued by competent Authority. Further, the Income and Asset Certificate must be valid. To check the validity of the document, check the Income and Asset Certificate where it is clearly written about the validity of the certificate. For issuance of EWS certificate, please check your eligibility and contact your Tehsil Office.
- **Enter the Barcode/CCN number of your family income in the textbox (this is optional) if you belong to TFW (Tuition Fee Waiver) category**
  For saving the **Reservation Details**, click the **Save & Next** option
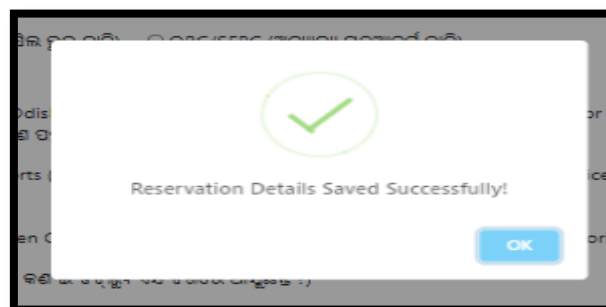
Figure 28 Reservation Details Saved

3.2 CHOICE LOCKING

An applicant selects their desired **choices** to fill out through their chosen **institutes** or **trades** and also Institution wise (**Government or Private**). (**Ref. Figure 28**)

Figure 29 Choice Fill-up

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 & Hostel** then click on **Add More**. (Ref. **Figure 29**)

Figure 30 Institute Wise Choice Fill-up

Also 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 30**)

Figure 31 Trade Wise Choice Fill-up

Applicants are required to choose *minimum five* **(5) nos.** choices in his/her CAF. In order to add more than once choice, applicant has to click on "**Add More**" button to select the desired option (**Institute + Trade**) from the drop down list.

In case of an under matric and PwD candidates the number of options is minimum one **(1) no.** In order to add more than once choice, applicant has to click on "**Add More**" button.After added minimum five **(5) nos.** choices from the drop down list, he/she click on "**Save & Preview**" button. (Ref. **Figure 32**).

Sl#	Option No.	Institute	Trade	Regular/IMC	Hostel	Delete
1	1	Kalahandi ITC - Bhawanipatna	COPA	Regular	No	🗑
2	2	Swami Jagannath ITC - Jharsuguda	ELECTRICIAN	Regular	Yes	🗑
3	3	Basudevpur ITC - Basudevpur	FITTER	Regular	Yes	🗑
4	4	Madan Mohan ITC - Kujang	ELECTRICIAN	Regular	Yes	🗑
5	5	Debadihi ITC - Jharsuguda	ELECTRICIAN	Regular	Yes	🗑

Previous   Save & Preview

Figure 32 Filled Choices

For saving the **Choice Locking**, click on the **Save & Preview** option, refer Fig. 29
Choosing the **OK** option, you will be redirected to the **CAF Preview** Screen. Refer to **Fig.33**

Figure 33 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.
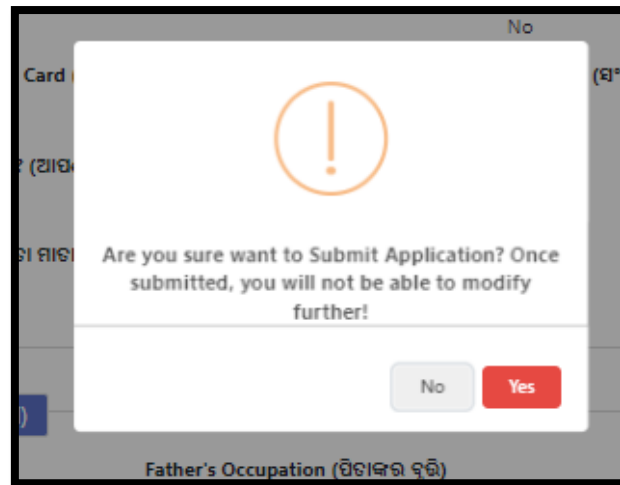
Figure 34 Confirmation Screen
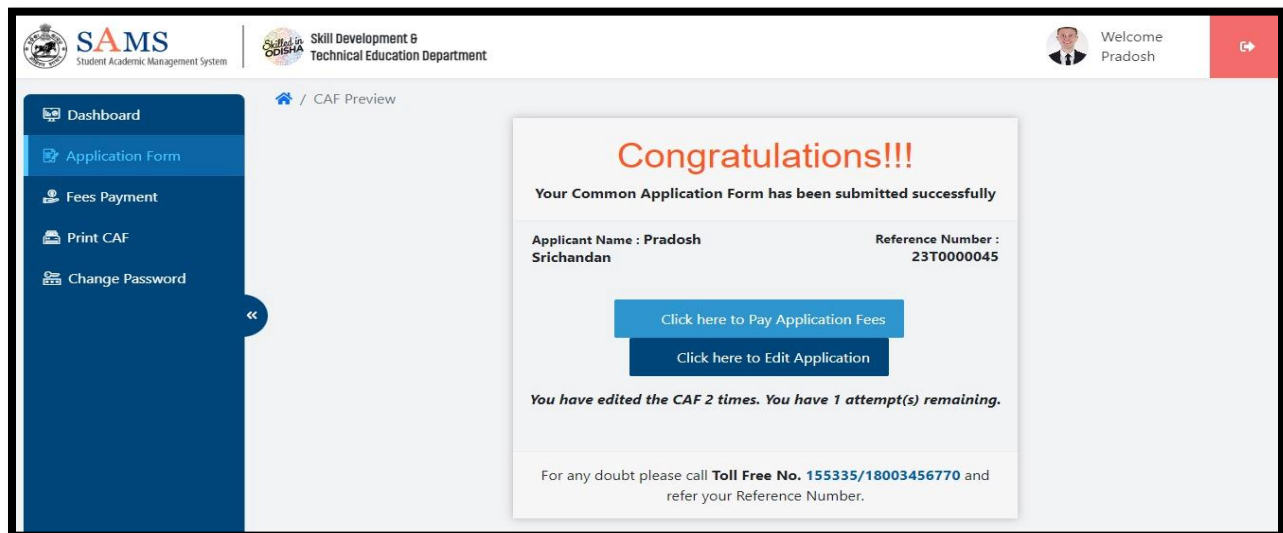
Figure 35 Application Form

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

3.3 FEES PAYMENT

The CAF submitted won't be validated by the panel, until and unless payment is done. On submitting the relevant details, you are redirected to the **Fees Payment** screen. Refer **Figure 36**:
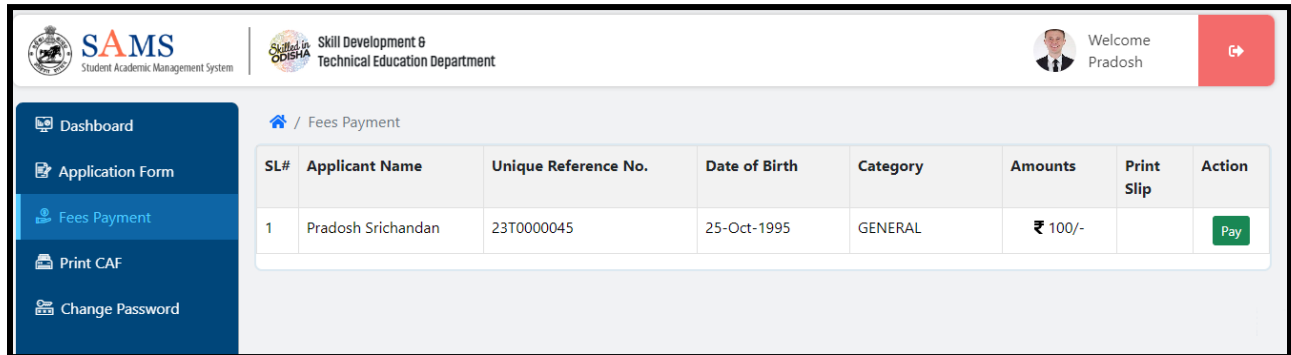
Figure 36 Fees Payment Screen

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.
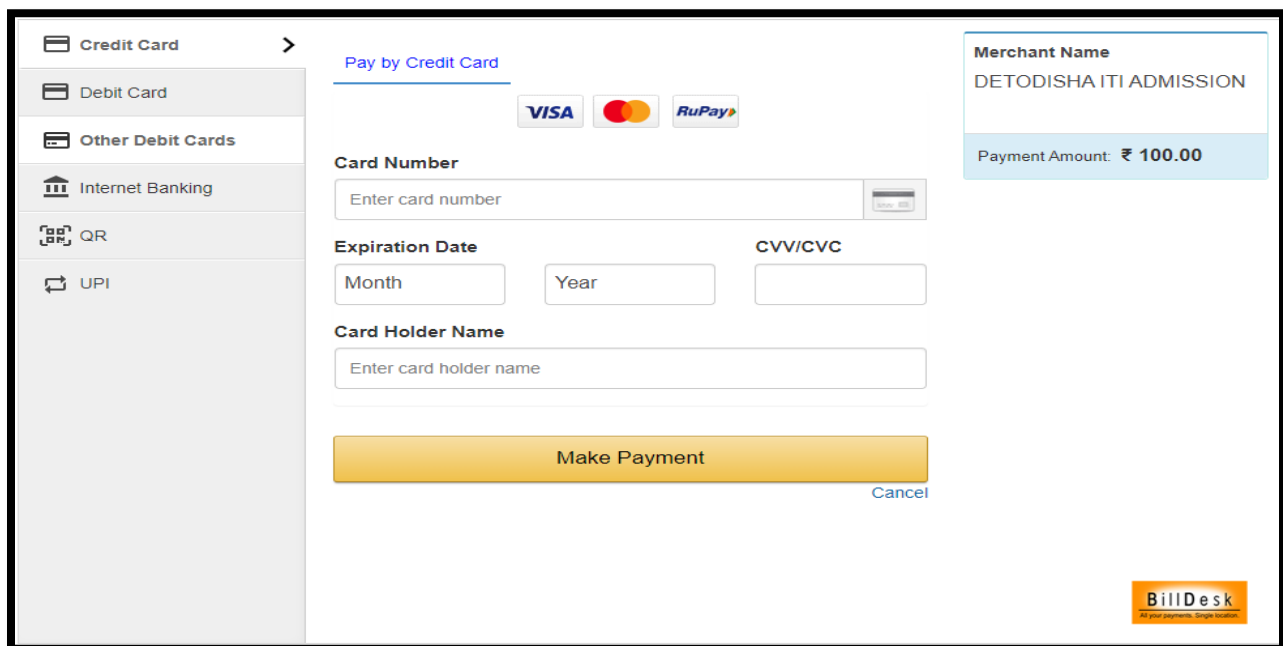
Figure 37 Payment Gateway Screen

Referring to Figure 37,

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 Internet Banking.

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 on the **Make Payment** button for final payment of the requisite fees.
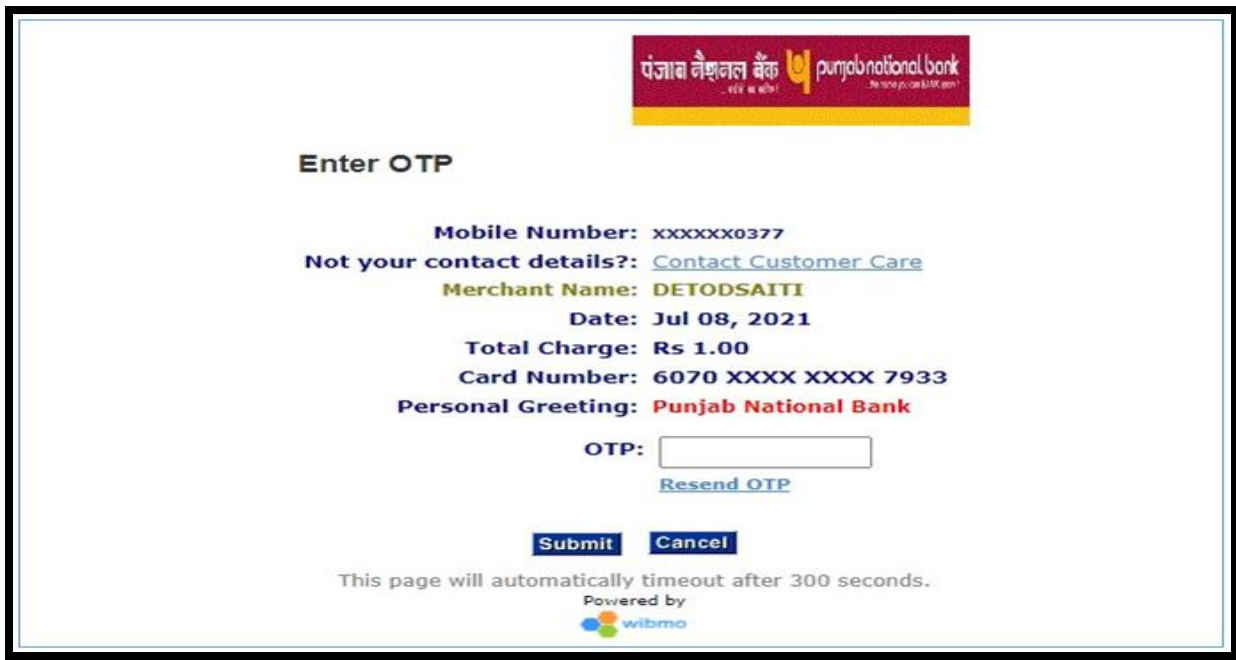
Figure 38 Payment Gateway Screen

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.
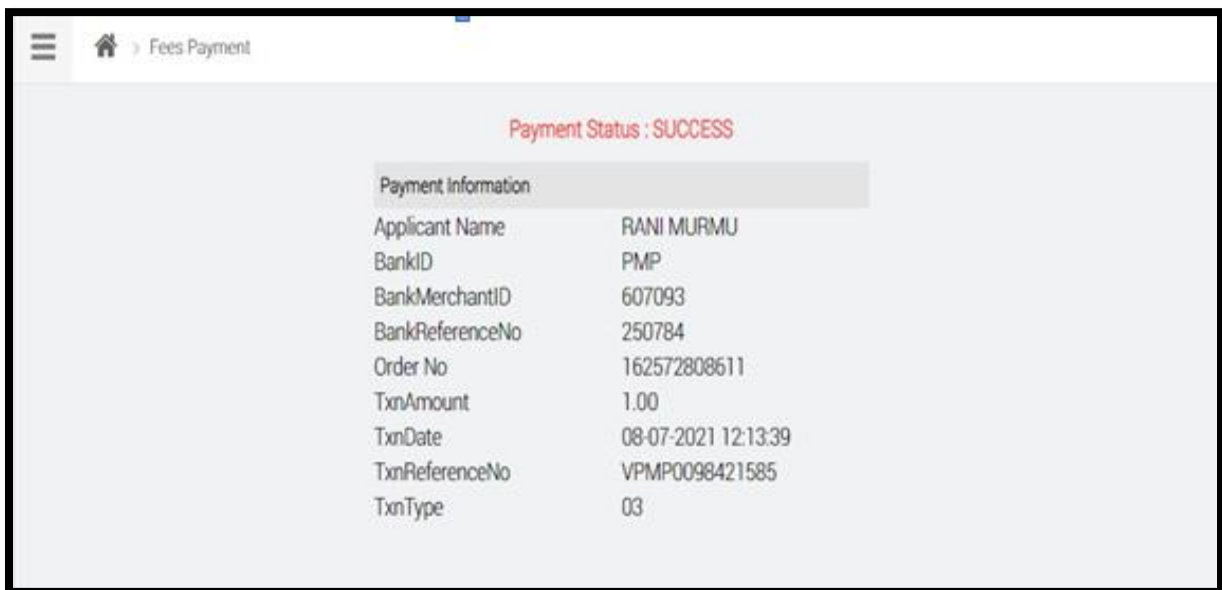
Figure 39 Success Message

Thus a success message is generated on successfully paying the requisite amount with the payment information. Refer **Figure 39**.

Note:- An applicant can edit his/her CAF maximum up to three times.

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 top 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.

Applicants whose result is not declared yet, those applicants can't able to click on **Print CAF** option. Those applicants can download their CAF once their result will declare.

Common Application Form
for Admission to Government & Private ITIs (2023-24)
Skill Development and Techincal Education Department, Government of Odisha
Wednesday, Mar 22, 2023 04:29:29 PM

Industrial Training Institute

| Date of Submission at Institue | | 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
		BSE, Odisha	2011	Annual	Artygh45

3	Applicant's Name	PRADOSH SRICHANDAN
4	Father's Name	AMBUJA KUMAR SRICHANDAN
5	Mother's Name	BASANTA SRICHANDAN

6	Personal Details	Sex	Religion	Date of Birth
		MALE	HINDU	25 Oct 1995

7	Highest Qualification	B.P.E.D

8. Resident Address

a.	State	ODISHA	b.	District	CUTTACK	c.	Block / ULB	CUTTACK (MC)
d.	Address	WEFFERG				e.	PIN Code	754322
f.	Telephone No.			g.	Mobile No.	7008620351	h. e-Mail	mnbbubu@gmail.com
i.	Whatsapp No.	7008620351		j.	Aadhaar Card No.	XXXXXXXX6870	k. Ration Card No.	NA

9. Bank Details

a.	Name of Bank	NA	b.	Branch Name	NA	c.	Account No.	NA
d.	IFSC Code	NA						

10. Reservation Details

a.	Schedule Tribe (ST)	No	Schedule Caste (SC)	No	OBC/SEBC	No	General	Yes
b.	Persons with Disability (PwD)	No	Sports	No	Green Card	No	Minority	No
c.	Ex-Service Man (ESM)	No	PVTG (Particularly vulnerable tribal group)	None	CRPF	No	Police	No
d.	Whether Parent working in any Government/PSU/Defense sector in Odisha :						No	
e.	Whether parent belongs to Building and construction worker			No				
f.	Do you belong to Economically Weaker Sections (EWS) category ?			No				
g.	Are you interested for seat sponsored by OMC?	No	OMC Village Name	NA				

11. Income Details of Parents

Are you an orphan ? No

a.	Father's Occupation	BUSINESS	b.	Mother's Occupation	BUSINESS	c.	Annual Income of the Parents (Together) in Rs.	1,00,000-2,50,000
d.	Income Certificate Number	NA	e.	Income Certificate Status	NA			

12. Details of Mark/Grade Secured in Examination

Total Mark		English		Math		Science		Social Science	
Total Mark	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured
600	300	100	50	100	50	100	50	100	50

b. Have you passed 10th Board Exam Compartmentally ? No

Payment Details

Mode of Payment	Payment Status	Amount Paid 0.00	Transaction No.

13 Option(s)/Choice(s) Details

Option	Institute Name	Trade	Hostel Option	IMC / REGULAR
1st	Kalahandi ITC - Bhawanipatna	Computer Operator and Programming Assistant (NSQF)	No	REGULAR
2nd	Swami Jagannath ITC - Jharsuguda	Electrician (NSQF)	Yes	REGULAR
3rd	Basudevpur ITC - Basudevpur	Fitter (NSQF)	Yes	REGULAR
4th	Madan Mohan ITC - Kujang	Electrician (NSQF)	Yes	REGULAR
5th	Debadihi ITC - Jharsuguda	Electrician (NSQF)	Yes	REGULAR

UNDERTAKING

I do hereby agree to abide by the rules of the Institue /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 Institue is found not satisfactory, my name will automatically be removed from the Institue . 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 Institue 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)

Figure 40 Print CAF Screen

You may be required to submit a copy of the CAF at the college counter during admission.
NB:-The figures shown in the document are for illustrative purpose only.

LIST OF FIGURES