



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.

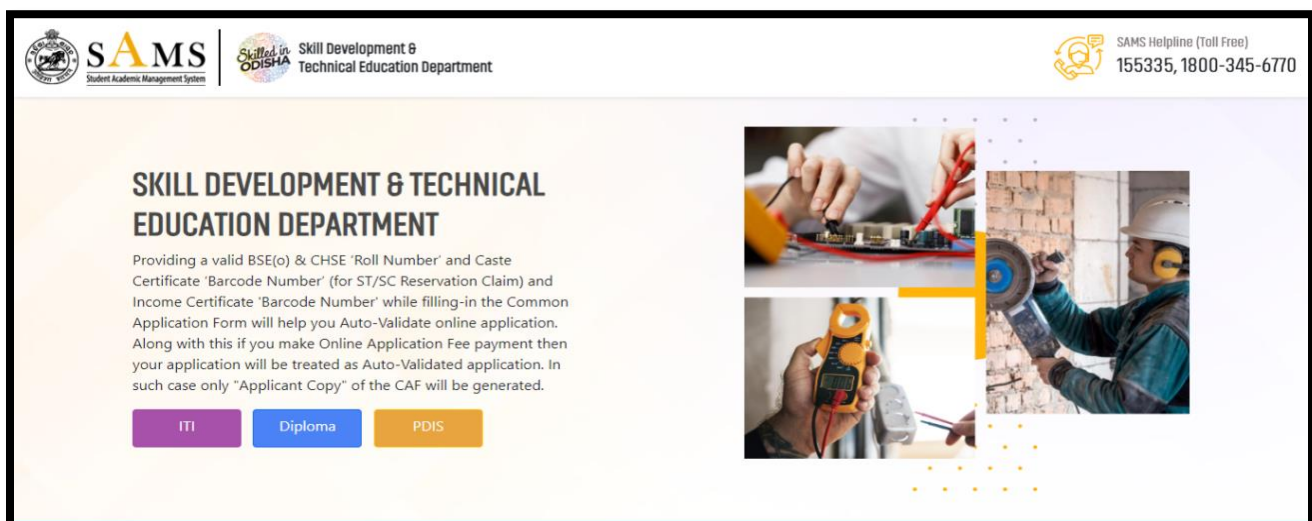


Figure 1 Welcome Screen

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:

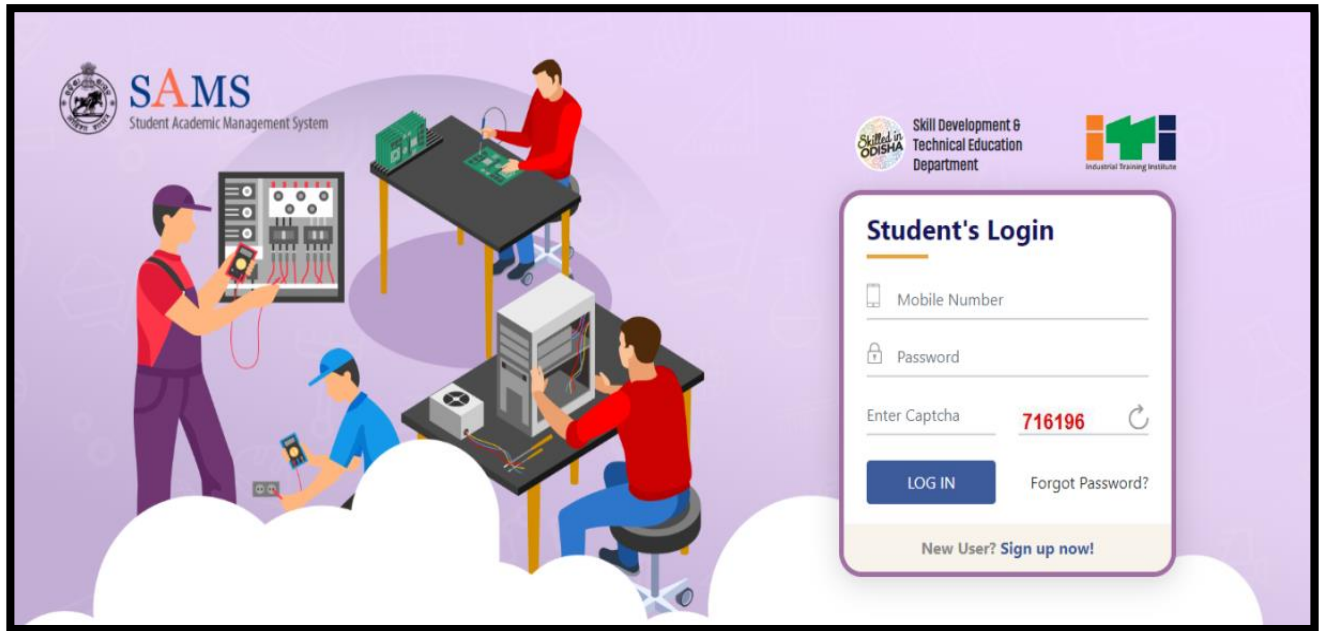


Figure 2 LOG IN (Existing User) Screen

- 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)

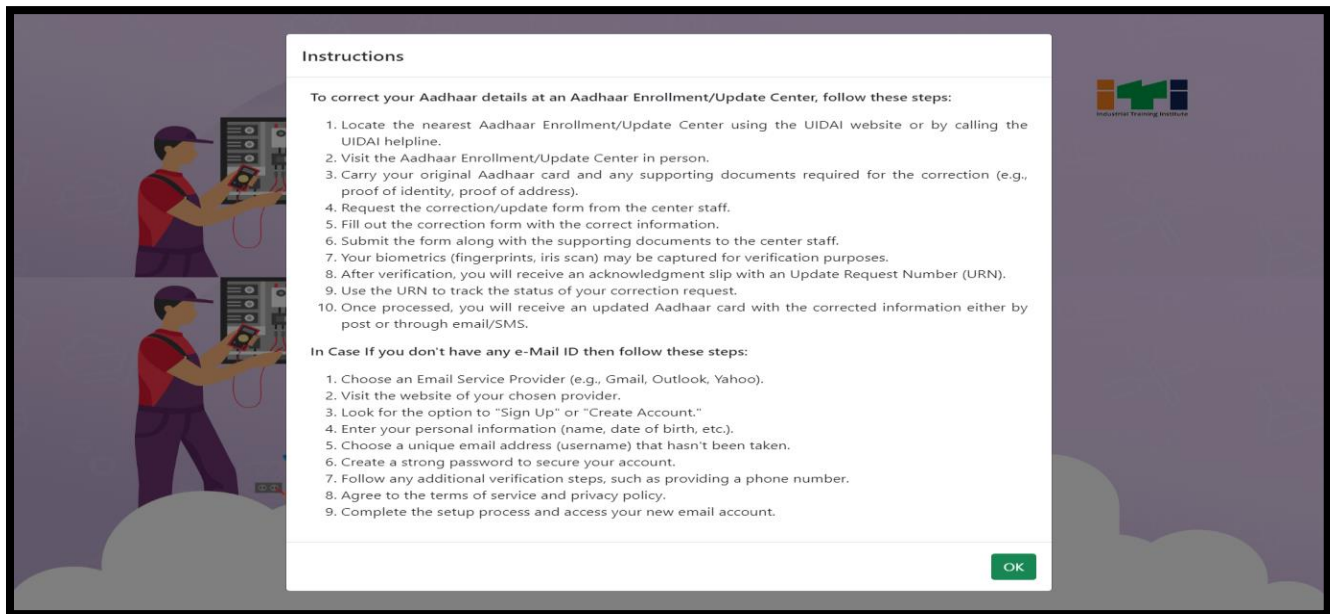


Figure 3 Instruction

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:

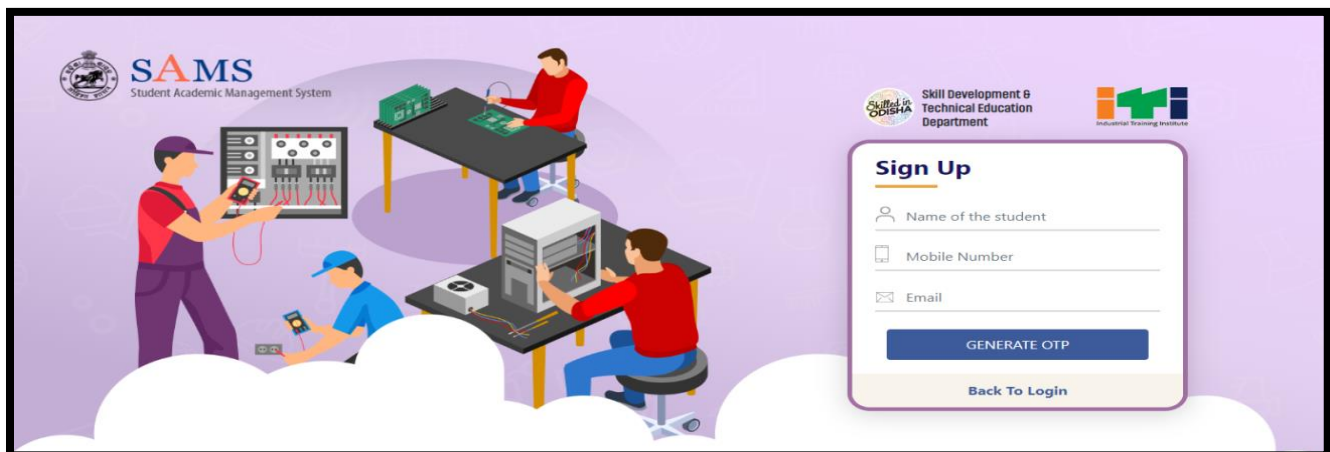


Figure 4 SIGN UP (New User) Screen

- 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 :

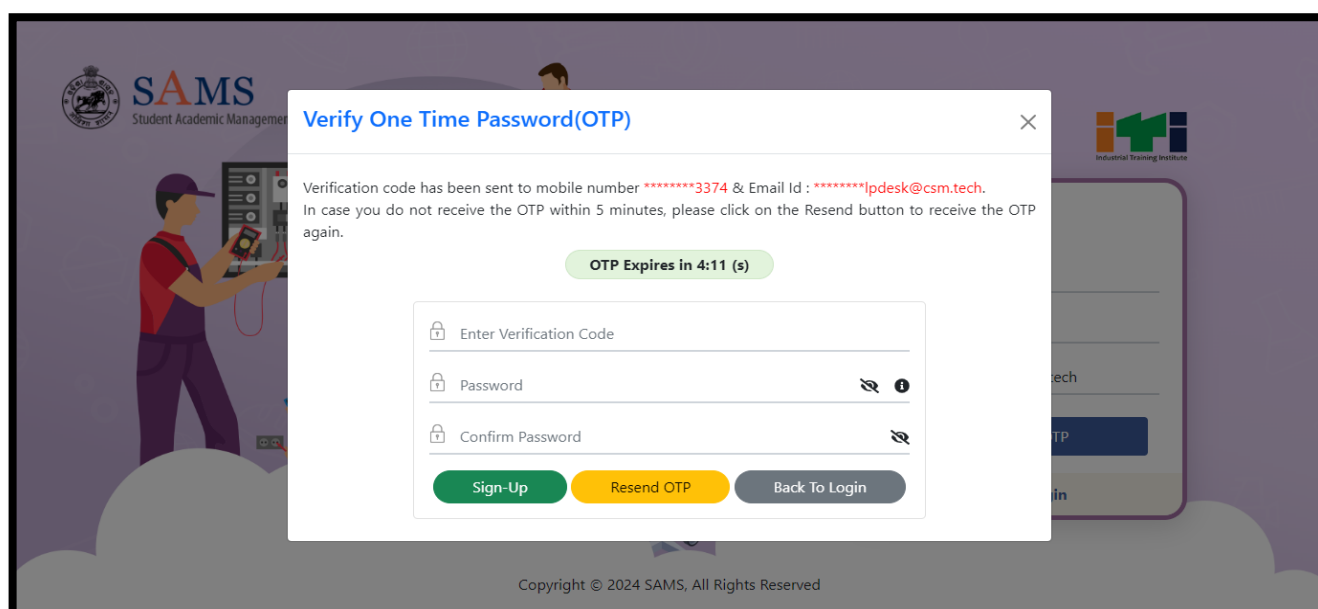


Figure 5 New User Registration Screen

- 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**:

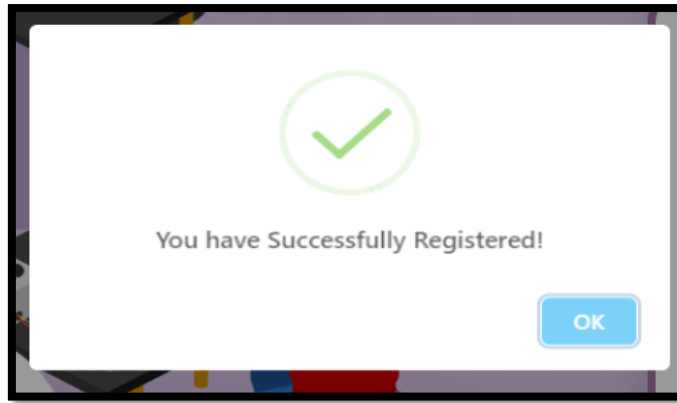


Figure 6 Success Message Screen

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.

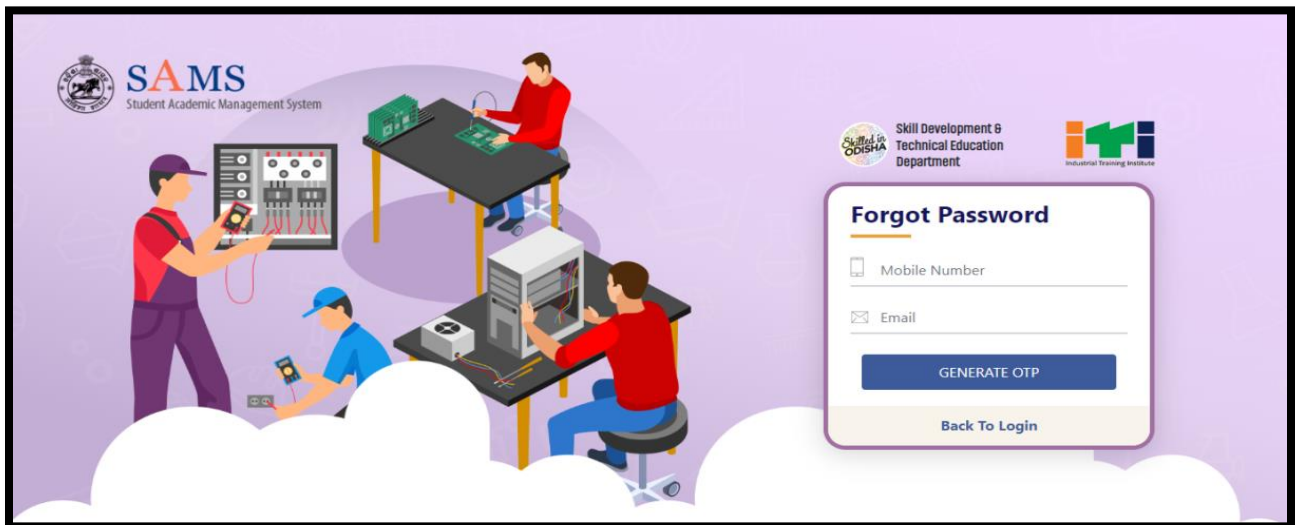


Figure 7 Forgot Password Screen

A verification code will be sent to the respective mobile number and mail id.

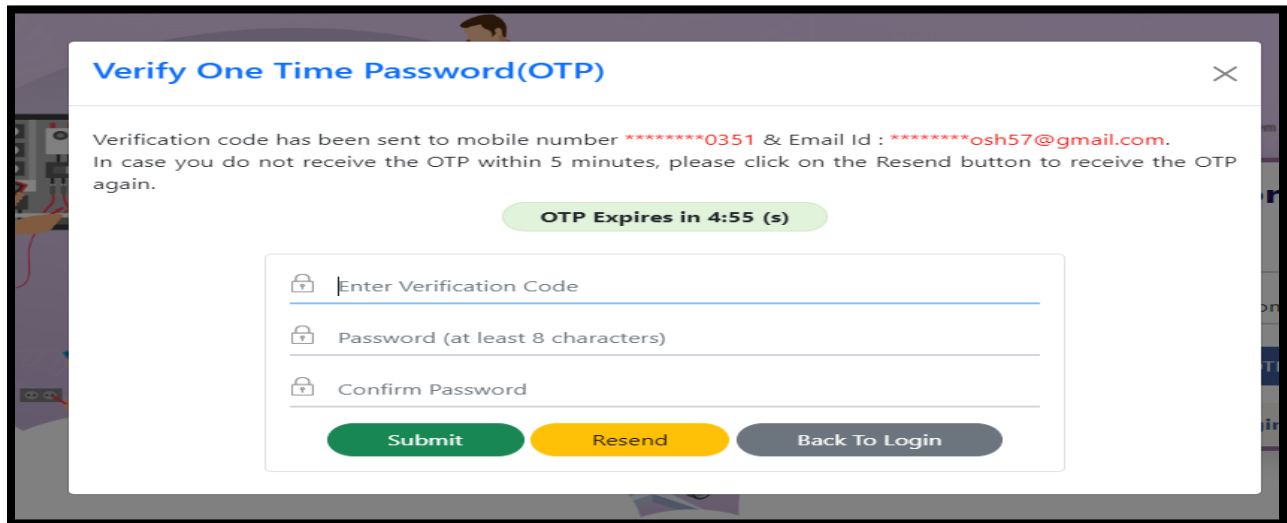


Figure 8 Forgot Password Screen

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.

SL#	Activities	Date Line
1	Availability of online Common Application Form (CAF) in the website http://dtetodisha.gov.in or http://samsodisha.gov.in	08-Jul-2021
2	Last date for applying online CAF through http://dtetodisha.gov.in or http://samsodisha.gov.in	04-Aug-2021 (11:45 PM)
3	Validation of submitted CAF (in case Not	20-Jul-

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

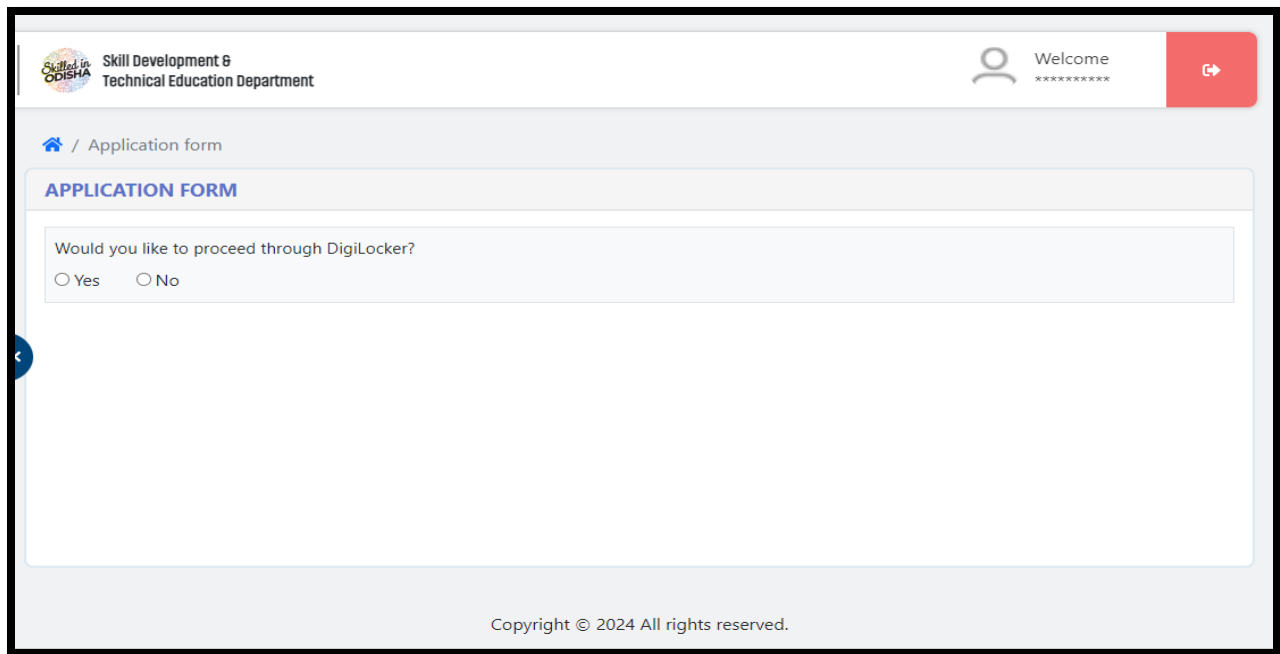


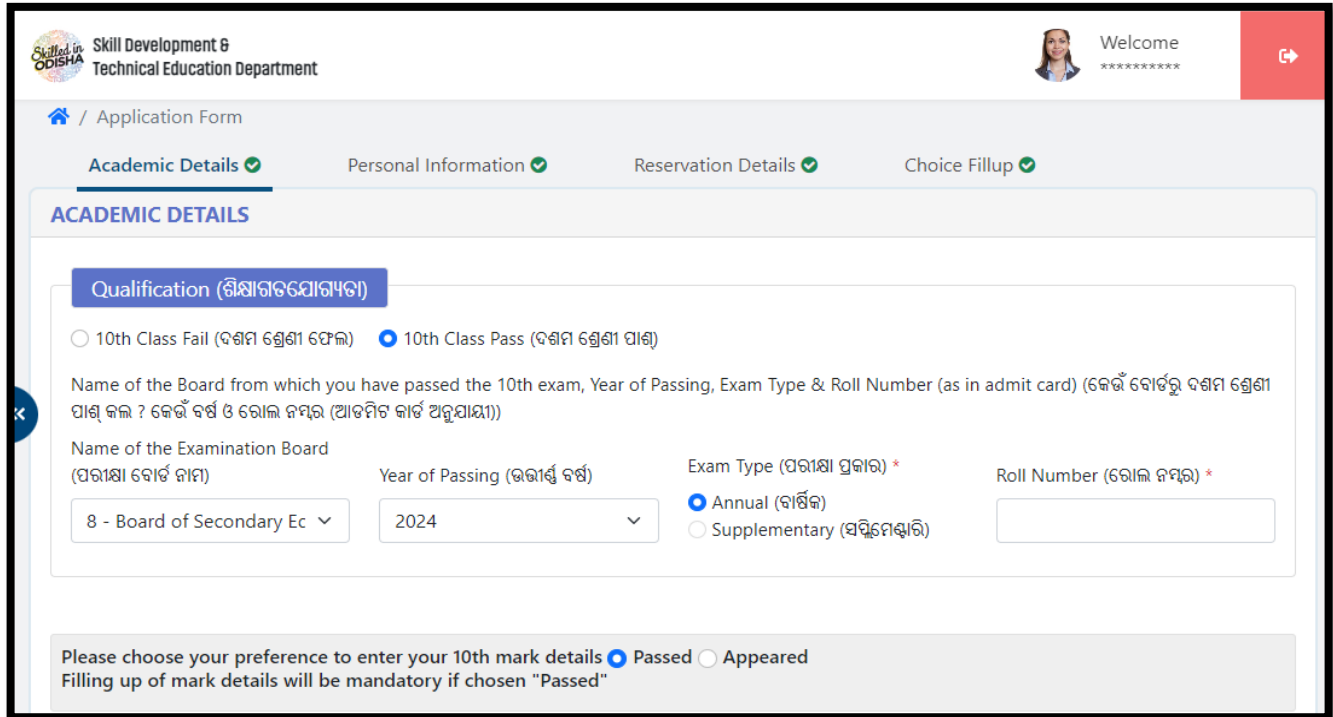
Figure 10 Dash Board

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:
 - Aadhaar Card
 - 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



Skill Development & Technical Education Department

Welcome *****

Application Form

Academic Details ✓ Personal Information ✓ Reservation Details ✓ Choice Fillup ✓

ACADEMIC DETAILS

Qualification (ଶିକ୍ଷାଗତଯୋଗ୍ୟତା)

10th Class Fail (ଦଶମ ଶ୍ରେଣୀ ଫେଲ) 10th Class Pass (ଦଶମ ଶ୍ରେଣୀ ପାଶ)

Name of the Board from which you have passed the 10th exam, Year of Passing, Exam Type & Roll Number (as in admit card) (କେଉଁ ବୋର୍ଡ଼ରୁ ଦଶମ ଶ୍ରେଣୀ ପାଶ୍ କଲ ? କେଉଁ ବର୍ଷ ଓ ରୋଲ ନମ୍ବର (ଆଡମିଟ କାର୍ଡ ଅନୁଯାୟୀ))

Name of the Examination Board (ପରୀକ୍ଷା ବୋର୍ଡ ନାମ) Year of Passing (ଉତ୍ତୀର୍ଣ୍ଣ ବର୍ଷ) Exam Type (ପରୀକ୍ଷା ପ୍ରକାର) * Roll Number (ରୋଲ ନମ୍ବର) *

8 - Board of Secondary Ec 2024 Annual (ବାର୍ଷିକ) Supplementary (ସମ୍ପୂର୍ଣ୍ଣକାଳି)

Please choose your preference to enter your 10th mark details Passed Appeared
Filling up of mark details will be mandatory if chosen "Passed"

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-
 - The Name of the Examination Board from which you have passed/failing 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.
- 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).

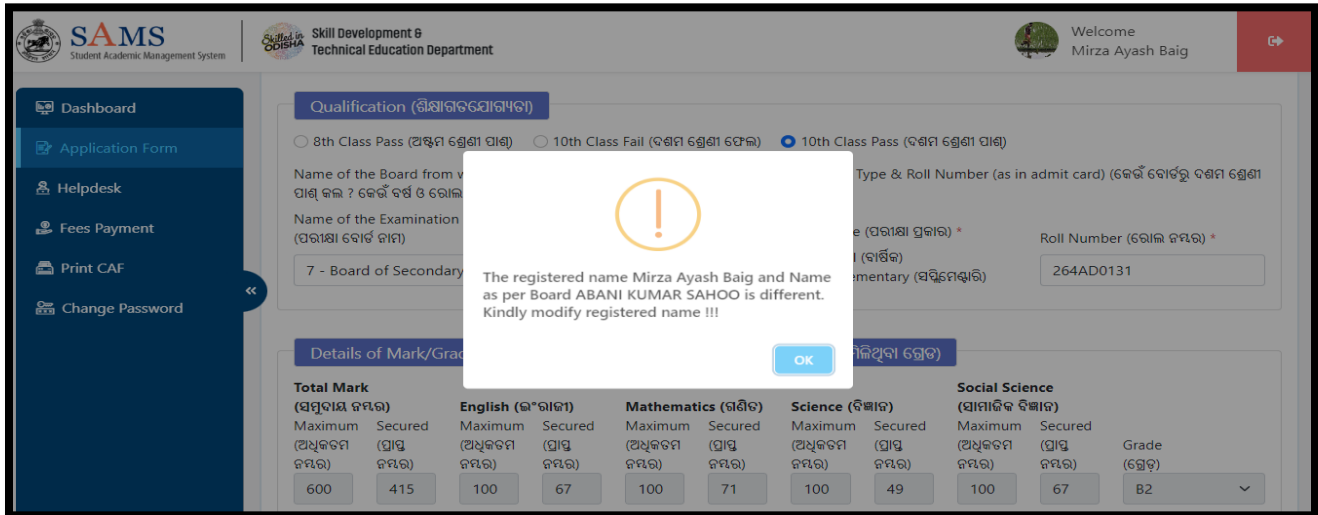


Figure 12 Pop-up Message

- 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.

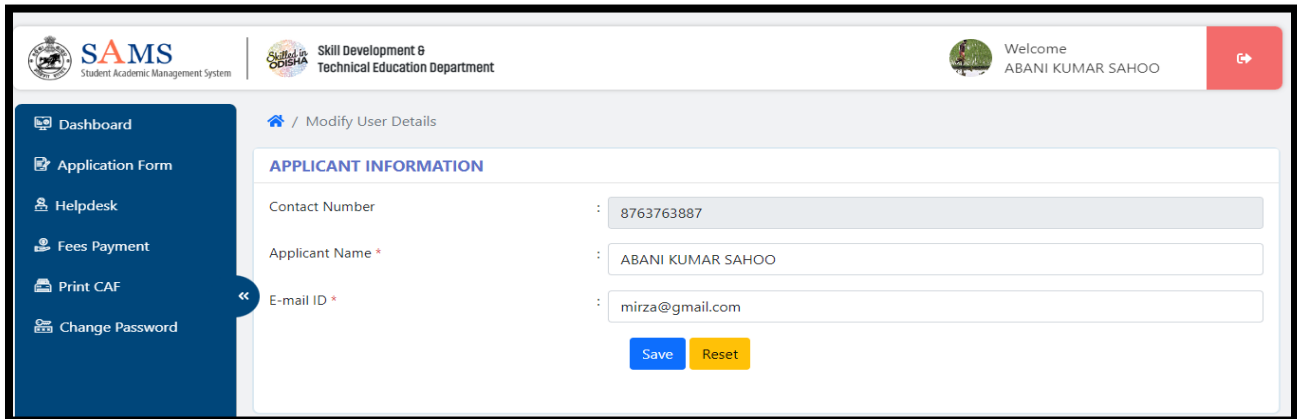


Figure 13 Applicant Information

➤ **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,
 - 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.

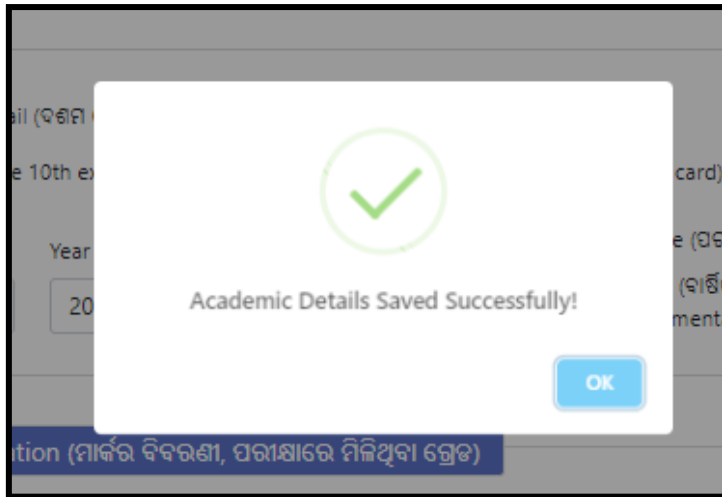


Figure 16 Academic Details Saved

2) Personal Information

SAMS
Student Academic Management System

Skill Development &
Technical Education Department

Welcome
Mirza Test

/ Personal Information

Academic Details ✓ Personal Information ✓ Reservation Details ✓ Choice Fillup ✓

PERSONAL INFORMATION

Personal Details (ବ୍ୟକ୍ତିଗତ ସୂଚନା)

Aadhaar Card No. (ଆଧାର କାର୍ଡ ନମ୍ବର) *

Enter Aadhaar Number

Applicant's Name (ଉତ୍ତରାଧିକାରୀଙ୍କ ନାମ) *

Father's Name (ପିତାଙ୍କ ନାମ) *

Mother's Name (ମାତାଙ୍କ ନାମ) *

Gender (ଲିଙ୍ଗ) *

Religion (ଧର୍ମ) *

Date of Birth (ଜନ୍ମ ତାରିଖ) *

Highest Qualification (ସର୍ବ ଶ୍ରେଷ୍ଠ ଶିକ୍ଷାଗତ ଯୋଗ୍ୟତା)

Upload only jpg/jpeg file between (20 KB to 100 KB)

Residence Address (ଗୃହ ଠିକଣା)

State (ରାଜ୍ୟ) *

District (ଜିଲ୍ଲା) *

Block / ULB (ବ୍ଲକ୍ / ଉଲ୍ବ) *

House No., Street/Village, Post Office, Police Station Name (ଘର ନମ୍ବର, ଘାଟି/ଗ୍ରାମ, ପୋଷ୍ଟ ଅଫିସ୍, ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ) *

Telephone No. (ଟେଲିଫୋନ୍ ନମ୍ବର)

Mobile No. (ମୋବାଇଲ୍ ନମ୍ବର) *

WhatsApp No. (ସ୍ୱାସ୍ଥ୍ୟାପ୍ ନମ୍ବର) (Same as Mobile No.)

I am providing my WhatsApp number to receive Whatsapp notification from SAMS. [WhatsApp](#)

Mail ID (ମେଲ୍ ଆଇଡି) *

Ration Card No. (ରାସନ୍ କାର୍ଡ ନମ୍ବର)

Bank Details (ବ୍ୟାଙ୍କ ସୂଚନା)

IFSC Code (ଆଇ ଏଫ୍ ଏସ୍ ସି କୋଡ୍) *

Name of Bank (ବ୍ୟାଙ୍କର ନାମ) *

Branch Name (ଶାଖାର ନାମ) *

Account Holder's Name (ଆକାଉଣ୍ଟ ହୋଲ୍ଡରଙ୍କ ନାମ) *

Account No. (ଏକାଉଣ୍ଟ ନମ୍ବର / ପାଣ୍ଚ ବହିର ନମ୍ବର) *

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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)

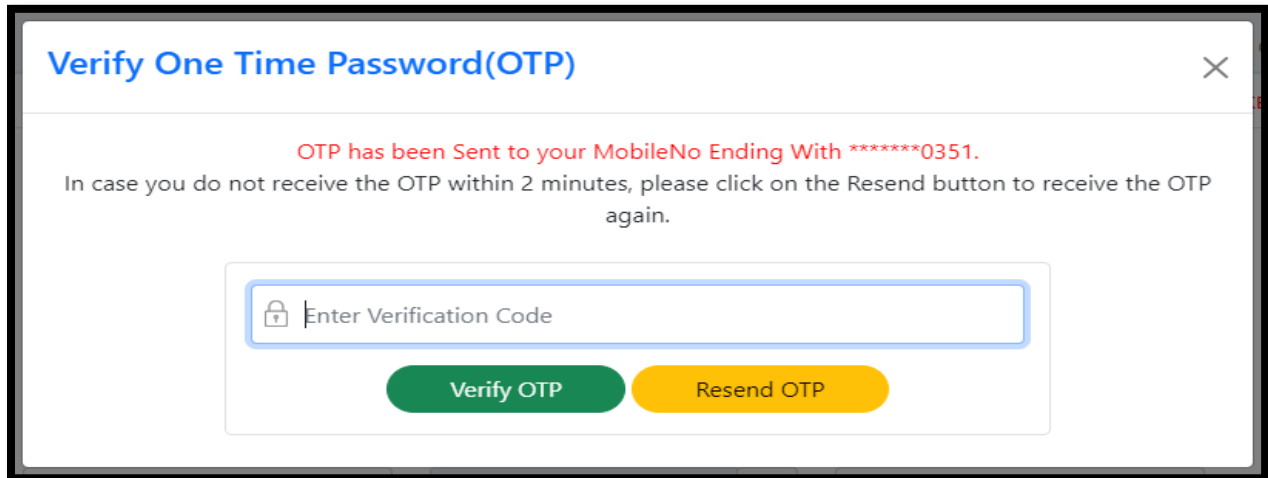


Figure 18 OTP Verification Screen

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

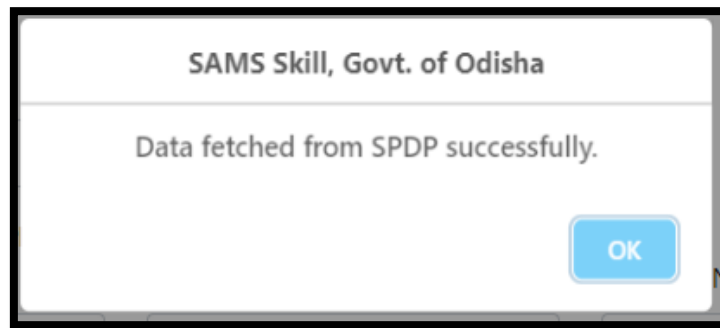


Figure 19 Data Fetched from SPDP

- 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

Residence Address (ଘର ଠିକଣା)

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

House No., Street/Village, Post Office, Police Station Name (ଘର ନମ୍ବର, ଷାହ/ଗ୍ରାମ, ପାଠା ଚାକ କାର୍ଯ୍ୟାଳୟ, ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ) * tyjnrhgbfav PIN Code (ପିନ୍ କୋଡ୍) 784900

Telephone No. (ଟେଲିଫୋନ ନମ୍ବର) Area Phone No. 7008620351 WhatsApp No. (ସ୍ୱା/ସ୍ୱାପ୍ ନମ୍ବର) Same as Mobile No. 7008620351

Mail ID (ମେଲ୍ ଆଇଡି) * spradosh57@gmail.com Aadhaar Card No. (ଆଧାର କାର୍ଡ ନମ୍ବର) * 249624516870 Ration Card No. (ରାସନ କାର୍ଡ ନମ୍ବର)

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)-

Bank Details (ବ୍ୟାଙ୍କ ସୂଚନା)

IFSC Code (ଆଇ ଏଫ୍ ଏସ୍ ସି କୋଡ୍) * SBIN0010250 Name of Bank (ବ୍ୟାଙ୍କର ନାମ) * State Bank of India Branch Name (ଶାଖାର ନାମ) * KIIT Account Holder's Name (ଖାତା ଧାରକଙ୍କ ନାମ) * pradosh

Account No. (ଏକାଉଣ୍ଟ ନମ୍ବର / ପାଠା ବହିର ନମ୍ବର) * 12345678

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.

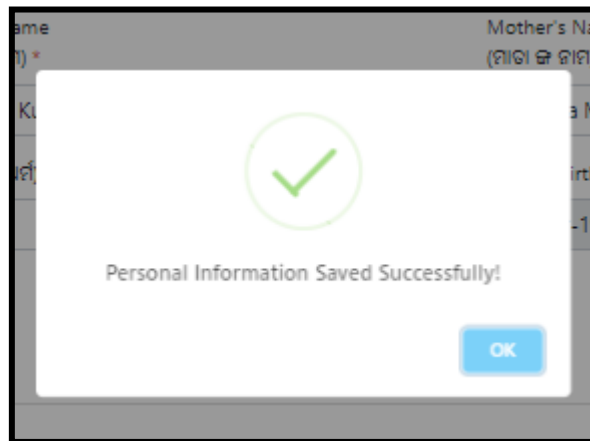


Figure 23 Personal Information Saved

➤ **Reservation Details**

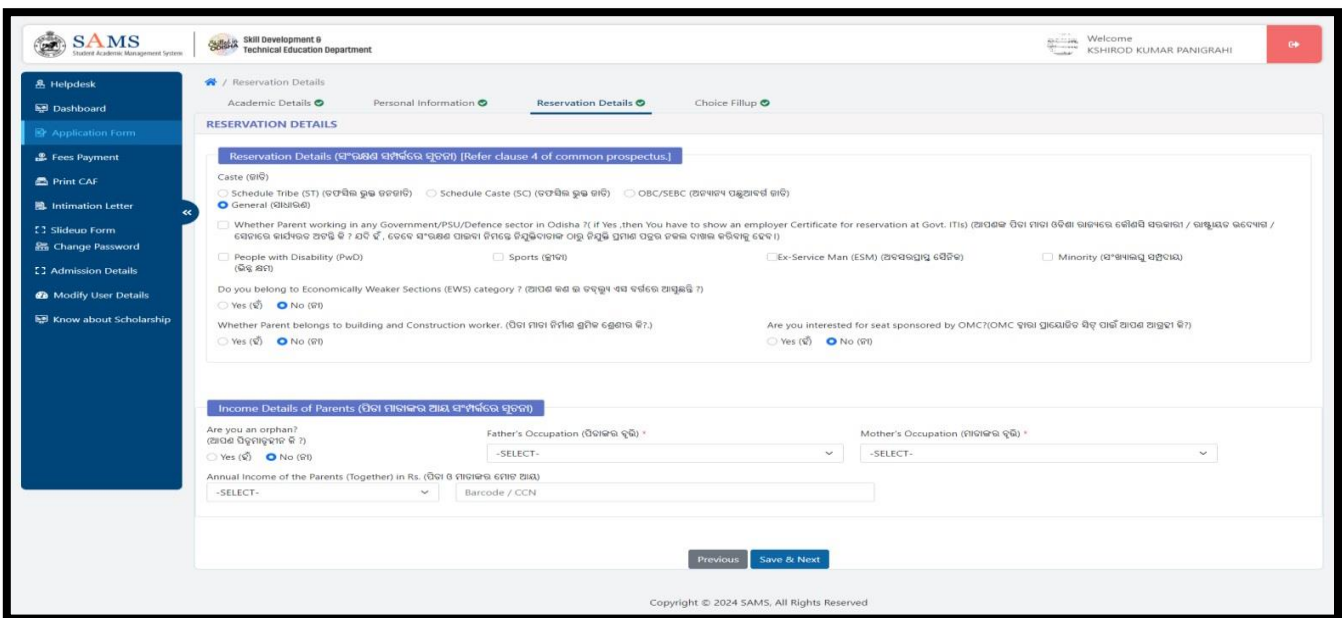


Figure 24 Reservation Details Screen

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

Caste (ଜାତି)

Schedule Tribe (ST) (ଦଫତରୀୟ କୁଳ ଜନଜାତି) Schedule Caste (SC) (ଦଫତରୀୟ କୁଳ ଜାତି) OBC/SEBC (ଅନ୍ୟାନ୍ୟ ପଞ୍ଜୀକୃତ ଜାତି)

General (ସାଧାରଣ)

Whether Parent working in any Government/PSU/Defence sector in Odisha ? (If Yes, then You have to show an employer Certificate for reservation at Govt. ITIs) (ଆପଣଙ୍କ ପିତା ମାତା ଓଡ଼ିଶା ରାଜ୍ୟରେ କେଣେସି ସରକାରୀ / ରାଷ୍ଟ୍ରାୟତ୍ତ ଭବେନୀର / ସେବାରେ କାର୍ଯ୍ୟରତ ଅଟନ୍ତି କି ? ଯଦି ହଁ, ତେବେ ସଂରକ୍ଷଣ ପାଇବା ନିମନ୍ତେ ନିୟୁତ୍ତିପାତ୍ରୀକାରୀ ଠାରୁ ନିୟୁତ୍ତି ପ୍ରମାଣ ପତ୍ରର ନକଲ ଦାଖଲ କରିବାକୁ ହେବ।)

People with Disability (PwD) (ଭିକ୍ତ ଶ୍ରେଣୀ) Sports (କ୍ରୀଡ଼ା) Ex-Service Man (ESM) (ଅବସରପ୍ରାପ୍ତ ସୈନିକ) Minority (ସଂଖ୍ୟାଳଗୁ ସମ୍ପ୍ରଦାୟ)

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

Yes (ହଁ) No (ନା)

Whether Parent belongs to building and Construction worker. (ପିତା ମାତା ନିର୍ମାଣ ଶ୍ରମିକ ଶ୍ରେଣୀର କି?) Yes (ହଁ) No (ନା)

Are you interested for seat sponsored by OMC?(OMC ଦ୍ୱାରା ପ୍ରାୟୋଜିତ ସିଟ୍ ପାଇଁ ଆପଣ ଆଗ୍ରହୀ କି?) Yes (ହଁ) No (ନା)

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/Defence Sector in Odisha?
 - 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.
 - 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) (ଭିକ୍ତ ଶ୍ରେଣୀ)

Percentage of Disability

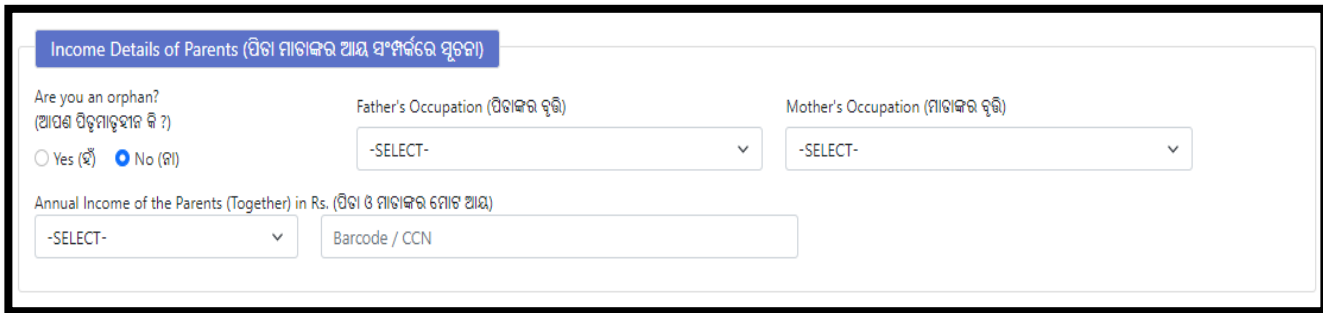
Disability Group

Disability Sub-Group

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



Income Details of Parents (ପିତା ମାତାଙ୍କର ଆୟ ସମ୍ପର୍କରେ ସୂଚନା)

Are you an orphan?
(ଆପଣ ପିତୃମାତୃହୀନ କି ?)

Yes (ହଁ) No (ନା)

Father's Occupation (ପିତାଙ୍କର ବୃତ୍ତି)

Mother's Occupation (ମାତାଙ୍କର ବୃତ୍ତି)

Annual Income of the Parents (Together) in Rs. (ପିତା ଓ ମାତାଙ୍କର ମୋଟ ଆୟ)

Barcode / CCN

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

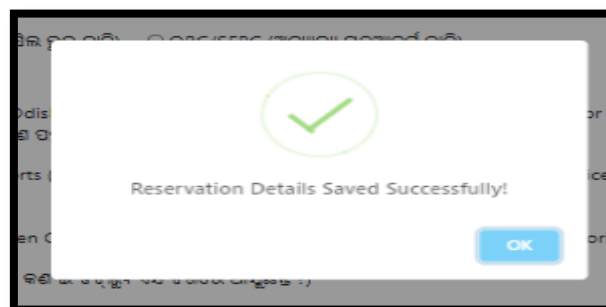


Figure 28 Reservation Details Saved

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)

The screenshot shows the SAMS Choice Fillup form. The header includes the SAMS logo and the Skill Development & Technical Education Department. The user is logged in as Pradosh. The form is divided into sections: Academic Details, Personal Information, Reservation Details, and Choice Fillup. The Choice Fillup section contains the following information:

APPLICANT INFORMATION			
Applicant Name	Barcode Number	State Name	Qualification
Pradosh Srichandan	23T000045	ODISHA	10TH PASS
Mathematics Mark	Science Mark	Disability Type	
50%	50%	NA	

Below the information, there are radio buttons for selection: InstituteWise (selected), TradeWise, Government (selected), and Private. There are also dropdown menus for District, Institute, and Trade, and checkboxes for Regular/IMC and Hostel. An "Add More" button is located at the bottom right of the form.

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)

This screenshot shows the same SAMS Choice Fillup form as Figure 29, but with red boxes highlighting specific elements. The highlighted elements are:

- The **InstituteWise** radio button.
- The **Government** radio button.
- The **District** dropdown menu, which is set to **GANJAM**.
- The **Institute** dropdown menu, which is set to **ITI Chhatrapur, Ganjam - Chatr**.
- The **Trade** dropdown menu, which is set to **--Select--**.
- The **Regular/IMC** checkboxes, with **Regular** selected.
- The **Hostel** checkboxes, with **Yes** selected.
- The **Add More** button.

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)

The screenshot shows the SAMS Student Academic Management System interface. The user is logged in as B Dilleswar. The page title is 'Choice Fillup'. The 'APPLICANT INFORMATION' section displays: Applicant Name: Dilleswar B, Barcode Number: 22T0000258, State Name: ODISHA, Qualification: 10TH FAIL, Mathematics Mark: 31%, Science Mark: 26%, and Disability Type: NA. Below this, there are radio buttons for 'InstituteWise' and 'TradeWise' (selected), and 'Government' and 'Private' (selected). There are dropdown menus for 'Trade' (SEWING TECH (C)), 'District' (GANJAM), and 'Institute' (Banadevi Industrial Training Ce). There are checkboxes for 'Regular/IMC' (Regular selected, IMC unselected) and 'Hostel' (Yes selected, No unselected). An 'Add More' button is located at the bottom right.

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	

At the bottom of the table, there are two buttons: 'Previous' and '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**

SAMS
Student Academic Management System

Skill Development &
Technical Education Department

Welcome
KSHIROD KUMAR PANIGRAHI

CAF Preview
ACADEMIC DETAILS

Qualification (ଶିକ୍ଷାବର୍ତ୍ତନ ସୂଚନା)

Exam Name (ପରୀକ୍ଷା ନାମ) 10th Pass	Board Name (ବୋର୍ଡ ନାମ) Board of Secondary Education , Odisha,Cuttack-01	Year of Passing (ପାସ୍ସ ବର୍ଷ) 2024
Exam Type (ପରୀକ୍ଷା ପ୍ରକାର) Annual	Roll Number (ରୋଲ ନମ୍ବର) egjgrewg	

Details of Mark/Grade Secured in Examination (ମାର୍କ/ଗ୍ରେଡ୍ ସିକ୍ୟୁରଡ୍ ଇନ ଏକ୍ସାମିନେସନ୍)

Total Mark (ସମ୍ପୂର୍ଣ୍ଣ ମାର୍କ)		English (ଇଂଲିଶ)		Mathematics (ମ୍ୟାଥ)		Science (ସାଇନ୍ସ)		Social Science (ସୋସାଲ୍ ସାଇନ୍ସ)	
Maximum (ମ୍ୟାକ୍ସିମମ୍)	Secured (ସିକ୍ୟୁରଡ୍)	Maximum (ମ୍ୟାକ୍ସିମମ୍)	Secured (ସିକ୍ୟୁରଡ୍)	Maximum (ମ୍ୟାକ୍ସିମମ୍)	Secured (ସିକ୍ୟୁରଡ୍)	Maximum (ମ୍ୟାକ୍ସିମମ୍)	Secured (ସିକ୍ୟୁରଡ୍)	Maximum (ମ୍ୟାକ୍ସିମମ୍)	Secured (ସିକ୍ୟୁରଡ୍)
600	420	100	52	100	66	100	58	100	47

you passed 10th Board Exam Compartmentally ? (ତୁମ୍ଭେ 10th ବୋର୍ଡ୍ ଏକ୍ସାମିନେସନ୍ କମ୍ପାର୍ଟମେଣ୍ଟାଲି ପାସ୍ କରୁଛୁ କି?)
No

[Click here to edit Academic Details](#)

PERSONAL INFORMATION

Personal Details (ବ୍ୟକ୍ତିଗତ ସୂଚନା)

Applicant's Name (ଅପ୍ଲିକାଣ୍ଟ ନାମ) Kshirod Kumar Panigrahi	Father's Name (ପିତାଙ୍କ ନାମ) Birendra Kumar Panigrahi	Mother's Name (ମାତାଙ୍କ ନାମ) Saudamini Panigrahi
Gender (ଲିଙ୍ଗ) Male	Religion (ଧର୍ମ) HINDU	Date of Birth (ଜନ୍ମ ତାରିଖ) 20-Apr-2002

Highest Qualification (ଉଚ୍ଚତମ ଶିକ୍ଷାବର୍ତ୍ତନ ସୂଚନା)
Graduate and above

Residence Address (ରାଜ୍ୟ ଠିକଣା)

State (ରାଜ୍ୟ) Odisha	District (ଜିଲ୍ଲା) Bargarh	Block/ULB (ବ୍ଲକ୍ / ଗ୍ରାମପଞ୍ଚାୟତ) Bargarh
House No., Street/ Village, Post Office, Police Station Name (ହାଉସ୍ ନମ୍ବର, ଷ୍ଟ୍ରିଟ୍/ଗ୍ରାମ, ପୋଷ୍ଟ ଅଫିସ୍, ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ) DOLA GOBINDA PANDA,00,JAMURDA,JAMURDA,BARAGARH,ODISHA,768038 BARGARH		
Telephone No. (ଟେଲିଫୋନ୍ ନମ୍ବର) --	Mobile No. (ମୋବାଇଲ୍ ନମ୍ବର) 7750847448	Pin Code (ପିନ୍ କୋଡ୍) 751010
E-Mail (ଇମେଲ୍ ଆଇଡି) debaprasa09e@csm.tech	Aadhaar Card No. (ଆଡ଼ହାର୍ଡ୍ କାର୍ଡ ନମ୍ବର) XXXXXXXXXX6246	Whatsapp Number (ଫୋନ୍ ନମ୍ବର) --
		Ration Card No. (ରେସନ୍ କାର୍ଡ ନମ୍ବର) --

Bank Details (ବ୍ୟାଙ୍କ ସୂଚନା)

IFSC Code (ଆଇ.ଏଫ.ଏସ.ସି. କୋଡ୍) ALLA0211403	Name of Bank (ବ୍ୟାଙ୍କ ନାମ) Allahabad Bank	Branch Name (ଫାନ୍ଦା ନାମ) HAKAPALI	Account Holder's Name (ଆକାଉଣ୍ଟ ହୋଲ୍ଡର ନାମ) regjgeregjg
Account No. (ଆକାଉଣ୍ଟ ନମ୍ବର) 3453453453453453			

[Click here to edit Personal/Residence/Bank Details](#)

RESERVATION DETAILS

Reservation Details (ରଜିଷ୍ଟ୍ରେସନ୍ ସୂଚନା)

Caste (କାଷ୍ଟ) Schedule Tribe (ST) None	Caste Certificate Barcode Number/Misc. CCN (କାଷ୍ଟ ସଂଶ୍ଳେଷଣ କୋଡ୍/ସି.ସି.ଏନ.) hhhhhhhhhhhh
PVTG (Particularly vulnerable tribal group) (ପି.ଭି.ଟି.ଜି.) (ବିଶେଷ ଭାବରେ ସୁରକ୍ଷିତ ଅଭିଭାଗୀ ଗୋଷ୍ଠୀ) None	
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) (ପିତାଙ୍କ କାର୍ଯ୍ୟାଳୟ କେଉଁଠି ଥାଏ / ଉପସ୍ଥାପନ କରନ୍ତୁନା ? / କେବଳ ଗୋଷ୍ଠୀ ଗୋଷ୍ଠୀ କ୍ଷେତ୍ରରେ କାର୍ଯ୍ୟ କରୁଥିବା ପାଇଁ ଉପସ୍ଥାପନ କରନ୍ତୁନା ?) No	
People with Disability (PwD) (ପି.ଏଚ୍.ଡି.) No	Sports (ସ୍ପୋର୍ଟସ୍) Yes
	Sports Level (ସ୍ପୋର୍ଟସ୍ ଲେଭେଲ୍) National Level
	Ex-Serviceman (ESM) (ଏକ୍ସ-ସର୍ଭିସମ୍ୟାନ୍) No
Minority (ମିନୋରିଟି) No	
Do you belong to Economically Weaker Sections (EWS) category ? (ଆପଣ କେଉଁ ଉପସ୍ଥାପନ କରନ୍ତୁନା ?) No	
Whether Parent belongs to building and Construction worker. (ପିତାଙ୍କ କାର୍ଯ୍ୟାଳୟ କେଉଁଠି ଥାଏ ?) No	
Are you interested for seat sponsored by OMC?(OMC ଦ୍ୱାରା ପ୍ରୋତ୍ସାହିତ କର୍ମୀଙ୍କ ପାଇଁ ଆଗ୍ରହ କରୁଛନ୍ତି କି?) No	
	OMC Village Name NA

Income Details of Parents (ପିତାଙ୍କ ଉପାଧିକାରୀ ସୂଚନା)

Are you an orphan?(ଆପଣ ଉପାଧିକାରୀ କି ?) No	Father's Occupation (ପିତାଙ୍କ ଉପାଧିକାରୀ) CULTIVATION	Mother's Occupation (ମାତାଙ୍କ ଉପାଧିକାରୀ) CULTIVATION
Annual Income of the Parents (Together) in Rs. (ପିତାଙ୍କ ଉପାଧିକାରୀ ସୂଚନା) 1,00,000-2,50,000	Income Certificate Barcode Number/Misc. CCN (ଆପଣ ଉପାଧିକାରୀ କରନ୍ତୁନା ?) --	

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

Option Details

Option	Institute Name	Trade	Hostel Option	IMC / REGULAR
1st	ITI Bhubaneswar, Khurda - Bhubaneswar (MC)	Baker and Confectioner (NSQF)	Yes	REGULAR
2nd	ITI Bhubaneswar, Khurda - Bhubaneswar (MC)	Dress Making (NSQF)	No	REGULAR
3rd	Govt. ITI, Kantabanji, Bolangir - Kantabanji (NAC)	Computer Operator and Programming Assistant (NSQF)	No	REGULAR
4th	ITI Jharsuguda - Jharsuguda	Electrician (NSQF)	No	REGULAR
5th	ITI Bhubaneswar, Khurda - Bhubaneswar (MC)	Electrician (NSQF)	Yes	REGULAR
6th	ITI Phulbani, Kandhamal - Phulbani	Electrician (NSQF)	No	REGULAR

[Click here to edit Option Details](#)

I do hereby declare that all information furnished in this application is true, complete and correct to the best of my knowledge and belief. I understand that if any of the information given by me is proven to be false, incomplete or incorrect, then I shall be solely responsible as per applicable law.

Submit Application

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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.

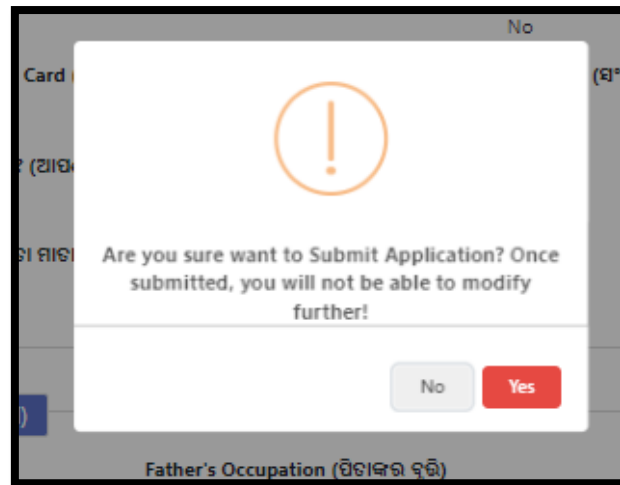


Figure 34 Confirmation Screen

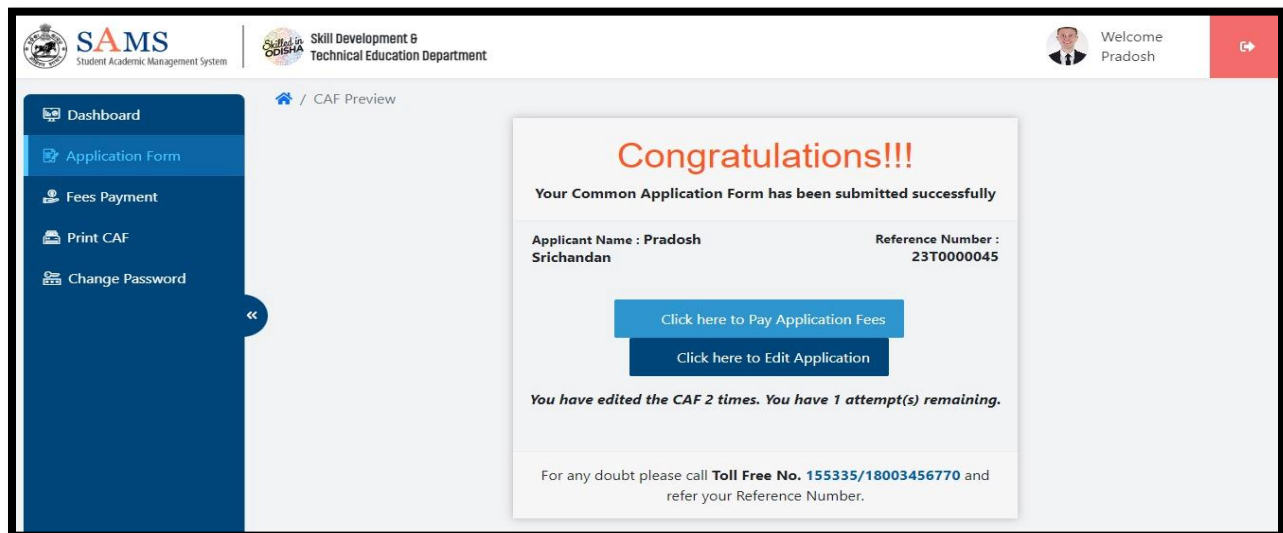


Figure 35 Application Form

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**:

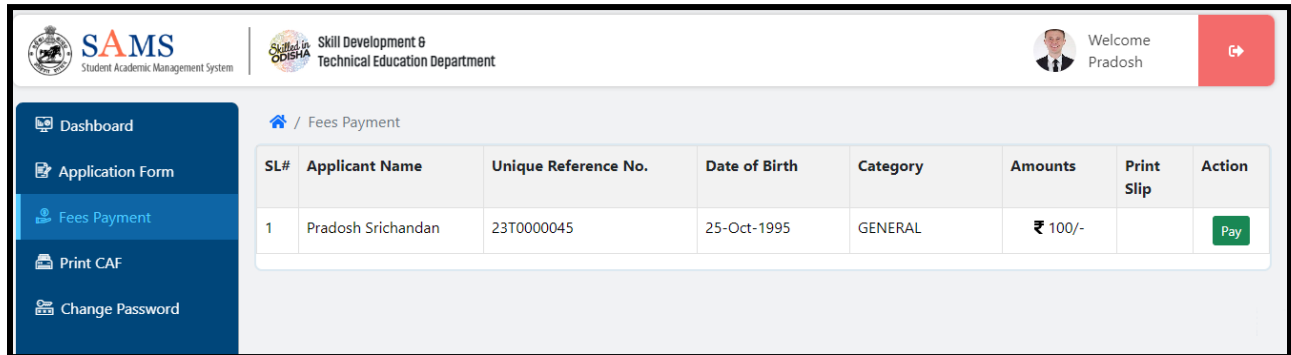


Figure 36 Fees Payment Screen

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.

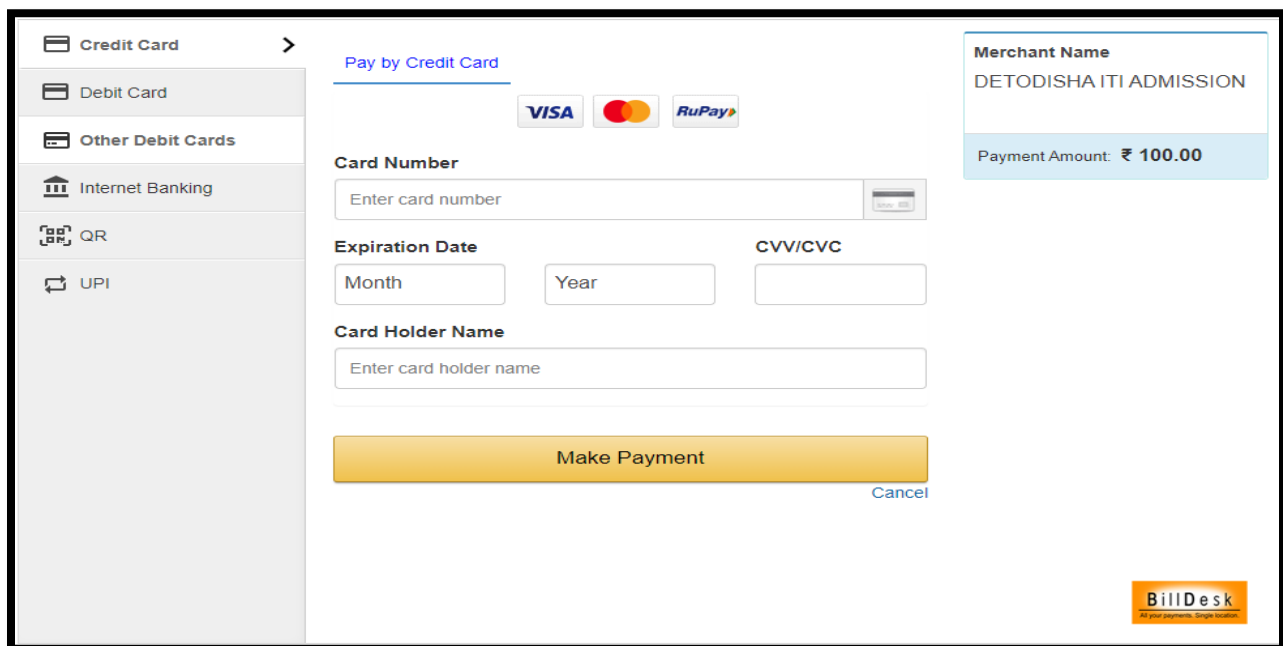


Figure 37 Payment Gateway Screen

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.

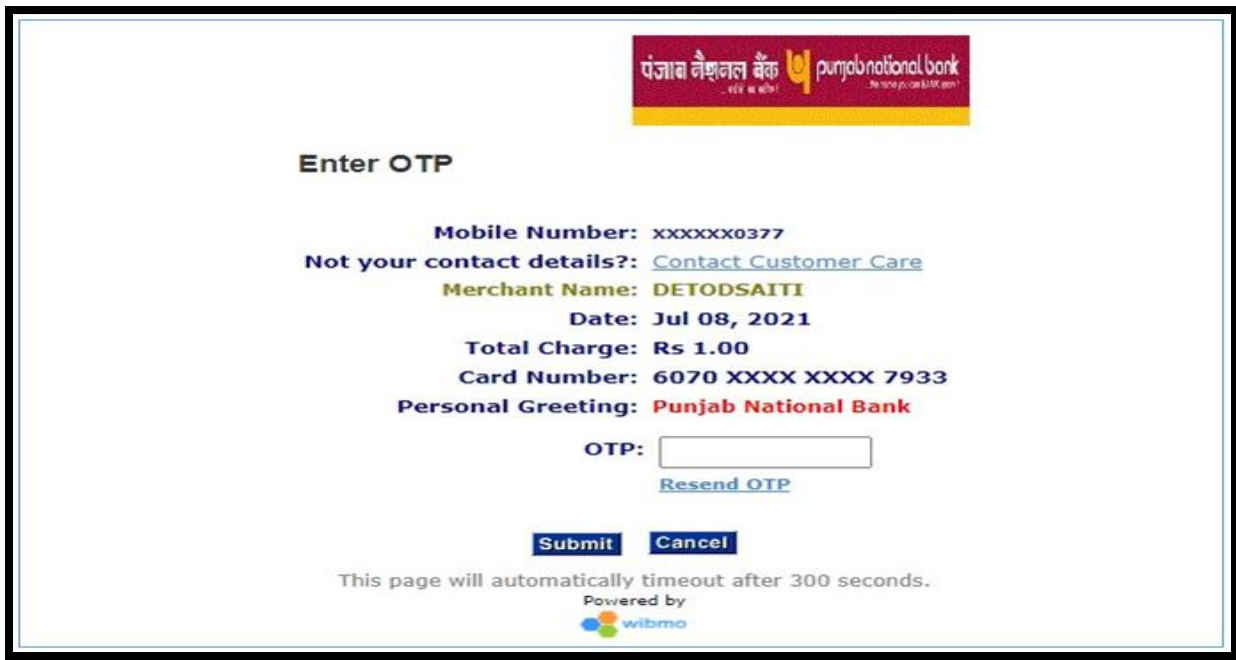


Figure 38 Payment Gateway Screen

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.

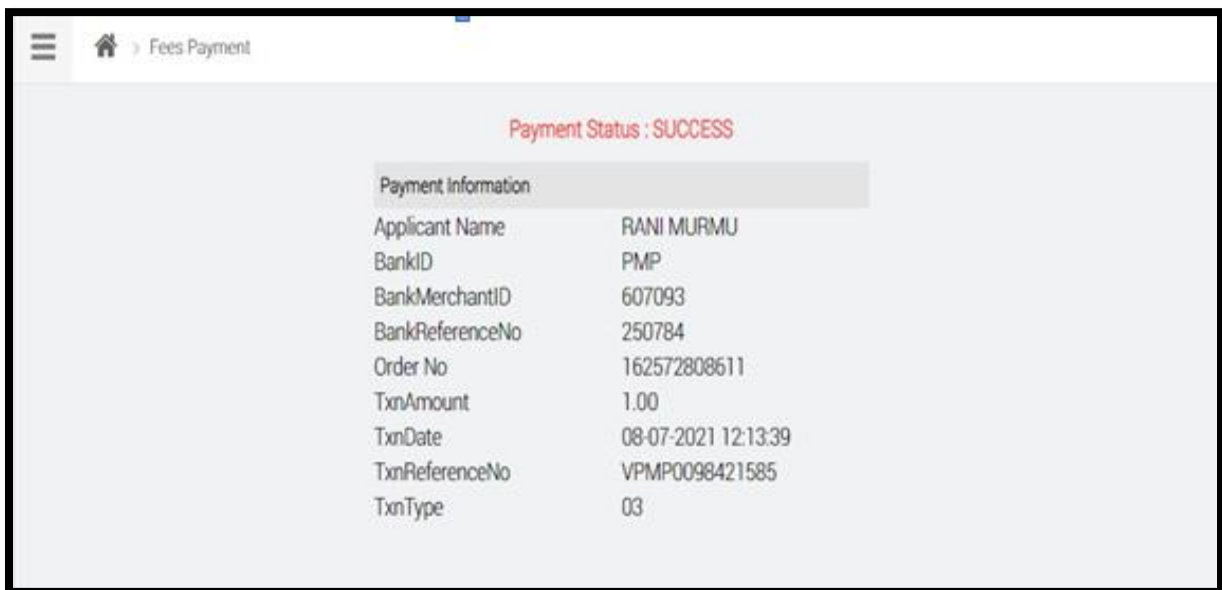


Figure 39 Success Message

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 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.

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 Technical Education Department, Government of Odisha
Wednesday, Mar 22, 2023 04:29:29 PM



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

9. Bank Details
 a. Name of Bank b. Branch Name c. Account No.
 NA NA 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		
	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured	Maximum	
600	300	400	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 Transaction No.
 0.00

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	Sivami Jagannath ITC - Jharsuguda	Electrician (NSQF)	Yes	REGULAR
3rd	Basudevpur ITC - Basudevpur	Filter (NSQF)	Yes	REGULAR
4th	Madan Mohan ITC - Kujang	Electrician (NSQF)	Yes	REGULAR
5th	Debadhi ITC - Jharsuguda	Electrician (NSQF)	Yes	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 by 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 Full Signature of Applicant
 Date Place 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.

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