



ACADEMIC
SESSION
2024-25

COMMON PROSPECTUS

ITI e-Admission 2024

Student Academic Management System

Skill Development
& Technical Education Dept.
Government of Odisha

**Please read the Prospectus
carefully before filling the
Common Application Form [CAF]**

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Sanjog Helpline (Toll Free) Number **155335** OR **1800-345-6770**
e-Admission Helpdesk at SAMS Resource (ITI) Center

- Applicants applying in two or more CAFs are liable to be rejected
- Ragging in any form is an offence and punishable under law



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Applicant Copy	This form is the replica of the CAF. It contains the Barcode Number and to be retained by the applicant. Use of Barcode Number is necessary for any future communication relating to admission.
DTET, Odisha	Directorate of Technical Education and Training, Odisha
CTS	Craftsmen Training Scheme
CAF	Common Application Form
SLC/CLC	School Leaving Certificate/College Leaving Certificate
Internet Facility Center	It is a facility center, opened within the ITI premises where students/parents/guardians can apply online and take print outs of Applicant Copy.
ITI Profile	This profile gives information regarding the course schedule in various ITIs. They will also specify the various trades under CTS available for training.
CP	Common Prospectus
Destination ITI	Where the applicant is selected to take admission (as mentioned in the Intimation letter)
DGT	Directorate General of Training
Help Desk	Helpdesk consists of a group of teaching and non-teaching staff. It educates the applicants about the different procedures of e-Admission.
ITI	Industrial Training Institute (Only Government/Private ITI)
NCVT	National Council for Vocational Training
SAMS	Student Academic Management System
SAMSITI	An Industrial Training Institute which is implementing admission through SAMS i.e.e-Admission.
Sanjog Helpline Toll Free Number	155335 or 1800-345-6770: It is toll free help line number which provides information to applicants/parents/general Public conquer related to e-Admission.
SCTEVT	The State Council for Technical Education & Vocational Training
SID portal	Skill India Digital portal

Important Notes

Applicants desirous of admission into Government / Private ITIs during the Academic Year 2024-25 have to apply through **ONLINE** mode ONLY. There will be no OFFLINE mode for submission of Common Application Form (CAF).

Admissions into 1st year ITI Courses shall be made according to the merit rank drawn on the basis of the marks obtained by an applicant in the qualifying examination and choices (ITI +Trade) opted.

For admission into ITI Courses for the Academic year 2024-25, the applicant has to pay the application fee (Non-Refundable) after final submission of CAF through online mode only i.e. ATM-cum-Debit Card/ Credit Card/ Net Banking.

If an applicant passed from the BSE, Odisha between 2014 and 2023 she/he does not need to enter the examination mark details. Their information will automatically populate in the CAF, once they enter 'Examination Name', 'Year of Passing', 'Exam Type' & 'Roll Number'.

The applicant or his/her representative needs to submit the original certificates, mark sheets, other necessary documents at the time of admission at the destination institution.

The admission shall be cancelled at any time if the certificates / mark sheets/ any other documents are found to be forged / manipulated.

An applicant will not be considered for admission, if he/she fails to substantiate his/her claim with respect to the Reservation, Category, Residence, Date of Birth, Qualification etc. with original documents at the time of admission in the destination institutions.

Submission of application does not automatically confirm the right of admission into Government / Private ITIs of the State.

The details of the e-admission date line shall be available in the official website (<https://dtetodisha.gov.in> or <https://samsodisha.gov.in>)

The applicant needs to be registered himself/herself in the website <https://dtetodisha.gov.in> or <https://samsodisha.gov.in> by providing the Name, Mobile No. and Email ID to get the online 'Common Application Form (CAF)'. It can be accessed at any place where Internet facility is available. Please read the Common Prospectus (CP) carefully before filling the online CAF.

The candidates are advised to remember the Barcode Number, User ID and Password for future correspondence.

The applicant can apply multiple choices (Institute + Trade) in one application during 'Choice Filling'.

The applicant should fill up options i.e. Institute & Trade in order of preference very carefully. If an applicant gets selected for the seat of his/her choice of preference as per the 'Choice Filling', then the lower options will automatically be cancelled and only higher options will be considered for next selections through auto sliding, if opted for.

If an applicant got selected in a lower option than the 1st option and wants to remain in that option, then she/he must log into SAMS Student Login and select "Annexure-7" to freeze the auto slide up procedure. Otherwise, the system will automatically move the applicant up the queue for a better option based on his or her eligibility.

If the selected applicant does not take admission, her/ his name shall be removed from the system for future admission during that particular phase of admission. Therefore, it is mandatory for the selected applicants to take admission in order to remain in the system.

Only the computer (Internet) generated application form with Barcode shall be accepted. In no case, a DTP or Typed CAF shall be accepted.

Intimation letter to the selected applicants will be transmitted through five modes:

- i. SMS
- ii. Email (if e-mail ID is provided)
- iii. WhatsApp
- iv. Website (<https://dtetodisha.gov.in> or <https://samsodisha.gov.in>)
- v. Institute Notice Board (Publication of provisional merit list rank in the SAMS Website and at the selected Institute Notice Board).
- vi. Toll Free Number (155335 or 1800-345-6770). Intimation will not be sent through post.

1. Executive Summary

What is SAMS?

SAMS stands for Students Academic Management System. In this system, students are taking admission online into +2 (Junior) and +3 (Degree) classes of Arts, Commerce, Science, Sanskrit & Vocational Streams along with Industrial Training Institutions. This admission process, which is carried out through internet and computers is called as e-Admission.

All 49 Government ITIs brought to the SAMS fold from the session 2017-18. From the session 2018-19, e-Admission is compulsory for all the Government and Private ITIs. Presently, **72 Govt. ITIs and 418 Pvt.** ITIs are under the SAMS platform for e-admission in Govt. and Private ITIs.

Objective

The main objectives of SAMS are to ;

- Ensure single window system for admission through e-Admission process
- Make the admission process economical
- To make the entire admission process transparent, thereby ensuing proper justice to the applicants/parents regarding selection
- Reduce the workload of ITIs by developing several modules of administration using the database of admission process and thereby improve services to the students.

ITIs under SAMS

In accordance with the decision of the Government of Odisha in Skill Development and Technical Education Department vide **G.O 2214, Dated: 05/05/2017**, the centralized admission has been conducted in all Government ITIs through SAMS from the session 2017-18. After successful implementation of SAMS in all Govt. ITIs, Government decided to include all Private ITIs during the session 2018-19 in SAMS. The list of Govt. / Pvt. ITIs is available in the website <https://dtetodisha.gov.in> or <https://samsodisha.gov.in>

2. Features of SAMS

Common Prospectus (CP)

Common Prospectus is a booklet, which outlines the details of e-Admission process, relevant information of different Industrial Training Institutes and other procedures. The CP is available in the website of DTET(O) <https://dtetodisha.gov.in> & SAMS <https://samsodisha.gov.in> . Applicants may download it and print the same for their use.

- i. The first part of CP has features of e-Admission like general guidelines, selection principles, reservation & weightage matters. The booklet which you are reading now is the first part of CP.
- ii. The second part of CP describes individual ITI profiles, like seats, trades & hostel, admission fees etc. The second part of the CP is available in the website under “ITI Profile” link of the website.

Common Application Form (CAF)

The CAF has been so designed that, an applicant can apply to any trade of any Government / Private ITIs of the State in one form. An applicant has to fill it up ONLINE by logging on to the website <https://dtetodisha.gov.in> or <https://samsodisha.gov.in>.

Furthermore, if an applicant passed/ appearing qualifying examination of the BSE, Odisha between 2014 and 2023, then s/he has to enter the ‘Examination Name’, ‘Year of Passing’, ‘Exam Type’ & ‘Roll Number’ and wait till the marks are shown to him/her on the CAF. Again if s/he agrees with the marks shown in the screen, then s/he has to confirm it by clicking on ‘Yes’ button or else ‘No’ button to allow self to enter the actual marks. However, other information like address, reservation, weightage, etc. are to be entered in the appropriate box of the CAF.

Note: Applicants passed / appearing the qualifying examination other than from the BSE, Odisha have to fill in all necessary fields of their own.

Online Application

As mentioned above, an eligible applicant has to fill in the relevant information in the CAF online through <https://dtetodisha.gov.in> or <https://samsodisha.gov.in> on a computer screen and submit it on-line.

Selection Process

Once online application dateline is over, the software will process only those applications which are finally submitted with successful payment of Application Fees and prepare the final selection list for each of the Government / Private ITIs as per the merit, reservation, weightage and choice of preference of the applicant.

The merit list and the intimation letters to the selected applicants shall be made available in the website. Besides, an applicant can download and print her/his intimation letter directly from the website after receiving a SMS notification on her/his mobile number and take admission at the particular ITI on the date mentioned there in.

Intimation Procedure

Intimation will be sent to the selected applicants in different modes outlined in the following table during various phases of Admission and the Intimation letter may be downloaded by login into the applicant's SAMS account.

Mode of Intimation	1 st Phase Selection	2 nd Phase Selection	Spot Selection
SMS	✓	✓	X
Email	✓	✓	X
WhatsApp	✓	✓	X
Website (https://dtetodisha.gov.in or https://samsodisha.gov.in)	✓	✓	X
Selected Institute Notice Board	✓	✓	✓
Sanjog Helpline Toll Free Number (155335 or 1800-345-6770)	✓	✓	X

Admission

During the phases of admission (a) First Selection Admission (b) Second Selection Admission (c) SPOT Admission (for remaining seats); the merit lists in respect of each Government / Private ITI shall be in the e-Space of respective Institutes. The Government / Private ITIs should download these lists immediately, take printouts and notify those in the respective institute's notice boards. SMS will be sent to selected candidates by the SAMS, Odisha.

The selected applicants have to take admission directly in the ITI on the scheduled date and time mentioned in the intimation letter.

The candidates on option for admission to the ITI other than the selected ITI by virtue of auto sliding, his/her fees/document needs to be transferred to final Institute to avoid duplicate name appearance.

Predetermined Dates

SAMS operates through prefixed dates for all its activities. It helps in creating awareness and transparency & timely completion of the activities. These dates have been finalized for on-line admission in the all Government and Private ITIs in the State through Student Academic Management System (SAMS).

Sl#	Activities	Date Line
1)	Availability of online Common Application Form (CAF) in the website https://dtetodisha.gov.in or https://samsodisha.gov.in	01-April-2024
2)	Last date for applying online CAF through https://dtetodisha.gov.in or https://samsodisha.gov.in	As per decision of DTET
3)	Publication of 1 st Selection List	As per decision of DTET
4)	Downloading of Intimation Letter in applicant's login	As per decision of DTET
5)	Reporting of the selected applicants for admission and admission data updation and Error Correction at ITIs	As per decision of DTET
6)	Auto slide up (If a candidate is not interested in the auto slide up, he or she may click the "Annexure-7" option in their login to freeze after completion of their admission)	As per decision of DTET
7)	Publication of 2 nd Selection List	As per decision of DTET
8)	Downloading of Intimation Letter	As per decision of DTET
9)	Reporting of the selected applicants for admission and admission data updation at selected ITIs	As per decision of DTET
10)	Publication of ITI wise vacancy list at SAMS Website	As per decision of DTET
The exact dateline for Phase-I, Phase-II and Spot admission (if necessary) will be notified after getting the Academic Calendar from the DGT, New Delhi		

NOTE: Changes to the date line (if occurs) will be notified in the website.

3. e-Admission Procedure

Application Process

The CAF is available at <https://dtetodisha.gov.in> or <https://samsodisha.gov.in> for applying online. There is one Common Application Form (CAF) for admission to any Government / Private Industrial Training Institutes in the State.

The CP will be available online to be downloaded in *PDF* format. An applicant can download the same and take a printout for making an informed choice while filling in CAF on-line.

Where to apply Online?

As the CAF is available in the website <https://dtetodisha.gov.in> or <https://samsodisha.gov.in>, it can be accessed in the Common Service Center, Internet Facility Center operated in Govt. ITIs, Cyber cafe and any place where Internet facility is available.

How to apply Online?

Applicants are advised to read the Common Prospectus carefully before filling and submitting the CAF.

To apply ONLINE application form for ITI Courses, the applicant has to visit the website <https://dtetodisha.gov.in> or <https://samsodisha.gov.in>.

You must keep ready with the soft copy of your scanned PHOTO (in jpg format & size between 20 KB to 100 KB) before filling the ONLINE CAF.

An applicant has to complete four steps for completion of his/her application, i.e. Student Registration, Fill the application form, Upload images and Online Payment of Application Fees.

At the homepage <https://dtetodisha.gov.in> or <https://samsodisha.gov.in> there is a tab named 'ITI' / 'e-Admission (Govt. & Pvt. ITIs)' for ITI Admission Page. By clicking the 'ITI' tab you will go to ITI admission page, there you click on 'STUDENT REGISTRATION' icon to get the registration page. Where an applicant can register him/herself & after registration s/he can sign-in & apply the CAF.

Submission of CAF at the Institution

The applicant has to produce the Applicant Copy and the original documents as reflected under "Documents to be Submitted" at the allotted Institution during reporting for the admission only. Further, it is advised to all the applicants not to visit any Govt. ITIs/Nodal ITIs for submission of online printout copy of Common Application Form (CAF) for verification.

NOTE: The CAF does not require validation/Verification at Govt. ITIs(Nodal Centres), application and document verification will be done at the time of admission in respective institution.

- i. The information uploaded in the CAF shall be verified as per the original documents submitted by the applicant during reporting for the admission.

- ii. At the time of Admission, the Institution will verify the submitted CAF online by comparing the information with the relevant documents like mark sheets, reservation & weightage certificates, etc. **If any discrepancies w.r.t. "Gender", "Category", "Marks", "Disability Type", noticed by the Institution during physical verification of the documents produced by the applicants for admission will be marked as "Error Correction" and same will be rectified instantly by the concerned Institution.**
- If any applicant uploaded the mark wrongly, does error correction and the marks comes under cutoff mark after correction, then he/she will be considered in that particular round otherwise he/she will be moved to the subsequent round.
 - If the applicant does correction in any other filed other than the mark secured in the qualifying exam, then after error correction he/she will be moved to the subsequent round.

Change of Mobile

The applicant wants to change his/her mobile number during admission needs to visit the nearest Govt. ITI and approach the concerned authority for change of mobile. The details SOP are annexed at Annexure-I

Principles of Selection

- **Age Limit:** Candidates having age of 14 years and above as on 01.08.2024 (no upper age limit) are permitted to take admission in Trades/Units affiliated to NCVET vide Letter NoDGET-19(15)/ 2010-CD dated 22.09.2010.
- **Eligibility:** The minimum eligibility for admission to ITI classes shall be a fail in 10th /pass in 10th standards of High School Examination or Annual High School Examination of Board of Secondary Education (BSE), Odisha or its equivalent boards as per the eligibility criteria for specific trades.
- Marks secured at the 10th Board Examination out of the total marks, weightage & reservation (if applicable) will be taken into consideration in preparing the merit list.
- The trade of choice can be allotted as per choice mentioned during choice filling and as per availability of seats.
- No dereservation of seats under reserved category will be made in the phase-I & II.
- The carried forward vacant seats of reservation categories will be allotted amongst the respective reservation applicants. After exhaust of the reservation applicants, the remaining reserved seats will get dereserved. Female seats will not get dereserved during phase-I and II. During the de-reservation in the all unfilled females seats will be merged with UR Female seats it will be carried forward to the spot round as unreserved female category seats for the initial days of spot admission as approved by the competent authority. After that, all vacant seats under unreserved female category shall be dereserved to the unreserved Male category seats.
- SC/ST applicants selected for admission on merit basis in the General (UR) category shall not be counted against reserved seats. They shall be treated as General (UR) category applicants for admission, but their social category will remain unchanged.

Intimation

Intimation for e-Admission will be communicated through following five modes:

- SMS will be sent to the mobile number provided in the CAF.
- Email (if e-mail address is provided in the CAF)
- WhatsApp message will be sent to the mobile number provided in the CAF.

- iv. An applicant can get the information by dialing Sanjog Helpline Toll Free (155335 or 1800-345-6770) Number by giving their Barcode Number printed on CAF on all Government working days between 06 A.M. to 10 P.M.
- v. A selected applicant can download the intimation letter directly from the website <https://dtetodisha.gov.in> or <https://samsodisha.gov.in>
- vi. Notice board of selected institution, where applicant is selected to take admission.

Reporting for Admission and Fee structure

Selected applicants have to produce the Intimation Letter, Original SLC/CLC, all original documents for verification with 01 set of photocopies of the testimonies, three color passport size photographs, Applicant Copy/ Common Application Form at the ITI where s/he got selected for admission on the date and time mentioned there in.

(i) Admission Fee for Government ITIs

As per G.O. 2964/SDTE, dt. 31/05/2016, the following fee structure has been implemented in Government ITIs w.e.f. the academic session 2016-17:

Sl. No.	Components	Fees for Government ITIs		
		1 st Year / One Year Engg. Trade	2 nd Year Year Engg. Trade	1 st Year Non-Engg. Trade
1)	Tuition Fee	1200	1200	400
2)	Development fee	1500	1500	500
3)	Cultural Fee	100	100	100
4)	Magazine fee	100	100	100
5)	Athletic fee	100	100	100
6)	Registration fee	20	--	20
7)	Identity card fee	40	--	40
8)	Library Development	200	200	100
9)	Internal Examination fee	100	100	100
10)	Minor Building Maintenance	200	200	100
11)	Progress card fee	40	--	40
12)	Maintenance of machineries & replacement of hand tools/trainees kits	400	200	100
13)	Central Placement Cell (one time)	100	--	100
14)	Caution money (one time - refundable)	100	--	100
15)	Trainees Welfare Scheme	100	100	100
Total		4,300	3,800	2,000

Note:

- a) The selected candidates are required to deposit the admission fees as applicable with the Principal of the concerned ITI at the time of admission. In no case full admission fee shall be returned to the admitted candidates after completion of admission process and only Rs.100/- shall be refunded to the candidates towards caution money.
- b) Women and PwD Category candidates shall pay only caution money (Rs.100/-) and welfare fee (Rs.100/-).

- c) The ST and SC category candidates whose parents annual income is not more than Rs.2.5 Lakhs shall have to make payment of admission fees at the time of admission and the same will be reimbursed except the caution money by the ST & SC Department latter on vide ST& SC Development Department, Bhubaneswar letter No. 21665/SSD dt.10.11.2021.
- d) As per G.O. 1320/SDTE, dt. 21/02/2023, the orphans admitted into Govt. ITIs shall be exempted from deposit of Tuition Fees/other charges viz; application fee for admission, development fee, Hostel Seat rent (in case of boarders), library charges, examination fees except caution money (which is refundable) at the time of admission but these charges/fees shall be routed to the concerned Principals out of the budgetary provisions under this scheme.
- e) As per Govt. Order No. 4607/SDTE dt.16.10.2021, Rs.100/- per trainee per annum shall be collected from all the trainees admitted into Govt. ITIs towards ITI trainees Welfare Scheme and the amount collected shall be released as assistance to the family members of deceased trainees, accident caused by trainees during practical at workshop or incase of death of earning members of family.
- f) During spot admission the candidate have to pay their admission fee in full (Non-Refundable) in online mode separately from SAMS, in the account of selected ITI which is far away from the candidate's place and unable to report on time at the selected ITI. The details of the Bank Account of the Govt. ITIs are available at SAMS Portal.

(ii) Admission Fee for Private ITIs

Fee structure of Pvt. ITIs shall be communicated later on.

4. Reservation

Government ITI

1) Availability of seats for applicants of all districts

No seats will be kept reserved within and outside the districts with 75:25 ratio as per previous reservation policy. In accordance with the approval of the Govt. in SD&TE Dept, all seats will be available for applicants of all districts in State level.

2) Non-metric trades shall be filled up by the 10th fail candidates who have failed in HSC/Board Examination. Incase seats lying vacant; those shall be filled up by HSC pass candidates during spot admission.

3) 16% of the seats will be kept reserved for Scheduled Caste and 23% for the Scheduled Tribe candidates as per the Government of Odisha Notification No.7113/I dt. 25.4.2003 with following special provisions:

- a) 58% of seats for ST and 9% of seats for SC are reserved and the rest of 33% of seats reserved for Non-Tribals at TTI, Takatpur and PCITI, Baripada in Mayurbhanj District.
- b) 100% seats in existing trades have been reserved for ST candidates only but the vacant seats as well as new seats added after 2016 shall be filled up by other caste candidates on merit basis at ITI, Khariar Road in Nuapada District.

- c) 55% of seats for ST and 20% of seats for SC are reserved at ITI, Malkangiri.
- d) 01 seat per Unit are reserved against ST category for 13 PVTG categories (Paudi Bhuinyas, Juangs, Soura, Lanjia Saura, Birhor, Kutia Kandh, Bonda, Didayi, Lodha, Hill Kharia, Mankidia, Chuktia Bhujia & Dongria Kandh) in ITIs of 14 districts (Angul, Deogarh, Dhenkanal, Gajapati, Ganjam, Jajpur, Kalahandi, Kandhmal, Keonjhar, Malakanagiri, Mayurbhanj, Nuapada, Rayagada & Sundergarh).
- e) The SC/ST persons who have migrated from the State of origin to some other State for the purpose of seeking training, education, employment etc. will be deemed to be SC/ST of the state of his/her origin and will be entitled to derive benefits from the State of origin and not from the state to which he/she has migrated (vide GOI letteNo. BC/16084m 1.82-SC and BCS/dt. 22.02.1985)
- 4) As per (The rights of person disability act 2016 clause 32(1) which has been approved by the Government in the SD&TE Department vide OSWAS file No. DTET-CT-1-AMD-0002-2023), 5% of seats shall be reserved for admission of Persons with Disability (PwD) on merit basis on production of valid documents issued by the competent authority with mention of percentage of disabilities. The Orthopedically Handicapped, Low Vision and Hearing Impaired category of PwD candidates shall be taken into admission in various trades as per NCVT, norms. **100% seats of Special ITI for PwD, Jatni, Khorda are reserved for Persons with Disability(PwD) having 60% or more disability percentage.** If seats remain vacant, then during spot admission, applicants under PWD category with 40% disability will get seats those vacant seats.
- 5) As per the G.O.No.2400/Dated the 16.09.1981, Candidates who have represented the Country-All India Team, All India University Team, Approved State team in senior group in any National Competition in sports will be given admission irrespective of marks secured by them subject to other eligibility criteria.
- 6) A weightage of 15% over and above the aggregate secured by them at the qualifying examination will be given to the participants in the State School team and State Junior Group, approved by the State level bodies in the events organized by the National organization. The sports certificate submitted by the candidates can be accepted only when the certificates are countersigned by the Director of Sports, Odisha. This is applicable for Govt. ITI only.
- 7) As per Notification No.7113 dt. 25.4.2003, 2% seats shall be reserved for admission of the children, wards of defense personnel of Armed/Para military forces of Odisha killed /disabled in action during the war or peace time operation. However, the prioritization for admission of deference personnel as per D.O.No. 3547/AS/94 dt. 3.6.1994 issued by Government of India, Ministry of Defense shall be followed.
- 8) 1% of total sanctioned seats will be reserved for orphans under green passage scheme. The applicant has to produce certificate from DCPO. The applicant under green passage shall be offered seat as per his/her choice in a particular ITI (Govt/Pvt) subject to availability of seat in that particular trade. Detailed process of submission of documents w.r.t. Green Passage scheme are annexed at Annexure-II

- 9) 100% seats of Government ITI Gumma, ITI Chandragiri of Gajapati district, Government ITI Bhandaripokhari of Bhadrak district, Govt. ITI Kutra of Sundargarh district, Govt. ITI Kotagarh and Govt. ITI Daringbadi of Kandhamal district established under Multi Sectoral Development Plan (MSDP)/PMJVK for Welfare of Minorities are reserved for Minority candidates. Normal reservation principle shall be applicable for admission of candidates into the vacant seats.
- 10) As per G.O. No.7392/I dt. 27.05.2011, 30% seats of seats in all the trades have been reserved for women candidates. The seats meant for women candidates, which are not utilized fully, during spot admission could be filled in by male candidates after exhaustion of women candidates.
- 11) As per Notification No. 3594/SDTE dt.29.07.2019, 10% EWS quota for Economically Weaker Sections in admission to ITIs shall be implemented in addition to existing reservation policies for other categories subject to condition that such quota is restricted within the enhanced unit size only having parent's annual income not exceeding Rs.8.0 Lakhs. The applicants under this category has to produce Income and Asset Certificate issued by the Tahasildar during last FY 2023-24.
- 12) Capturing Options in CAF and Allotment of Seats for ITI, Koira, Sundargarh**
- a) ITI Koira of Sundargarh district is OMC collaborative as a Mining Skill Academy which reserves 50% seats for welfare of its enlisted 84 numbers of periphery villages for endorsement & admission into this ITI through SAMS. The remaining 50% of seats of ITI, Koira will be filled by open selection through SAMS.
- b) 10th Pass is the minimum eligibility criteria to apply for the following Craftsman Training Scheme (CTS) trades in ITI Koira.
- i) Mechanic Mining Machinery (NSQF)
 - ii) Stone Processing Machine Operator(NSQF)
 - iii) Stone Mining Machine Operator (NSQF)
 - iv) COPA (NSQF)
- c) For admission to ITI Koira, candidates must fill out the online CAF at SAMS.
- d) When applying the CAF, candidates belonging to either of the 84 OMC Periphery Areas must indicate their preference as OMC. If a candidate has validated to be an OMC endorsed candidate from drop-down box of 84 villages, his or her name will be considered first against 50% seats reserved for OMC sponsored candidates, and if he or she does not get a seat under OMC based on merit /category, his or her name may be considered for merit listing exclusively for Open Selection.
- e) Out of 50% of the total intake of this ITI under open selection category, vertical reservation of 50% seats for ST & 9% seats for SC candidates will be followed for ITI Koira as per population strength of Sundargarh district. However the admission of PVTG category shall be governed as per 4. (3) (d).

- f) The horizontal reservation of 5% seats for PwD, 2% for son/ward of Ex-Servicemen and 30% seats for female candidates shall be followed.
 - g) 50% seats will be sponsored by OMC for 4 CTS trades with the above reservation criteria mentioned at Point No.12. f), 12. g) & 12. h).
 - h) Remaining 50% or 84 seats for CTS for open selection in 30 districts including the reservation criteria mentioned at Point No. 12. f) & 12. g).
 - i) DST seats $24 \times 3 = 72$ will be 100% OMC sponsored.
 - j) If a candidate chooses an OMC Sponsored seat and is offered one trade, his or her name will not be considered for any other selection, regardless of option number. If he or she does not get a seat, his or her name will be put forward for open selection.
 - k) The de-reservation procedure for the OMC Sponsored and Open Selection processes shall begin with the first round of selection.
 - l) Govt. ITI Banspal has been setup in PPP mode in collaboration with TATA Steel foundation. The fee structure for 70% of seats shall be regulated as per Govt. ITI fee structure and 30% of Seats (Supernumerary) shall be regulated as per PVT ITI fee Structure.
- 13) Inter de-reservation will be completed following approval of the DTET, Odisha.

Private ITI

- 1) In accordance to provisions contained in para 2.9 (3) of Training Manual prescribed by DGT, New Delhi 23% seats shall be reserved for ST category candidates, 16 % seats shall be reserved for SC category candidates, (The rights of person disability act 2016 clause 32(1) which has been approved by the Government in the SD&TE Department vide OSWAS file No. DTET-CT-1-AMD-0002-2023), 5% seats for PwD, 2% seats for Ex-Serviceman, 30% for Girls (Horizontal), in all private ITIs. The vacant seats of ST, SC & PWD category shall be de-reserved after phase-II under the respective reservation category. Vacant seats reserved for women category will be de-reserved to un-reserved female and subsequently to un-reserved male during spot admission.
- 2) As per Notification No. 3594/SDTE dt.29.07.2019, 10% EWS quota for Economically Weaker Sections in admission to ITIs shall be implemented in addition to existing reservation policies for other categories subject to condition that such quota is restricted within the enhanced unit size only having parent's annual income not exceeding Rs.8.0 lakhs. The applicants under EWS category have to produce income and asset certificate for issued during last financial year i.e.2023-24 are annexed at Annexure-IV.

5. Trades under Craftsman Training Scheme (CTS) available for Training

Availability of Trades, Duration and Entry Qualification in ITIs

Sl. No.	Trade Name	Type	Duration	Entry Qualification
1	Attendant Operator (Chemical Plant)(NSQF)	Engineering	2 years	10th Pass with Math & Science
2	Automobile Sector (CoE)	Engineering	2 years	10th Pass with Math & Science
3	Architectural Draughtsman (NSQF)	Engineering	2 years	10th Pass with Math & Science
4	Advance CNC Machining Technician (NSQF)	Engineering	2 years	10th Pass with Math & Science
5	Additive Manufacturing Technician (3 D Printing)	Engineering	1 year	10th Pass
6	Basic Cosmetology	Non Engineering	1 year	10th Pass
7	Baker and Confectioner(NSQF)	Non Engineering	1 year	10th Pass
8	Building constructor(NSQF)	Engineering	1 year	10 th fail
9	Computer Hardware & Networking Maintenance (NSQF)	Non Engineering	1 year	10th Pass with Math & Science
10	Computer Operator and Programming Assistant(V.I)(NSQF)	Non Engineering	1 year	10th Pass
11	Computer Operator and Programming Assistant(NSQF)	Non Engineering	1 year	10th Pass
12	Cosmetology(NSQF)	Engineering	1 year	10th Pass
13	Central Air conditioning Plant Mechanic (CoE)	Engineering	2 years	10th Pass with Math & Science
14	Dairying	Non Engineering	1 year	10th Pass
15	Dental lab Equipment Technician(NSQF)	Non Engineering	2 years	10th Pass
16	Desk Top Publishing Operator(NSQF)	Non Engineering	1 year	10th Pass
17	Draughtsman (Civil)(NSQF)	Engineering	2 years	10th Pass with Math & Science
18	Draughtsman (Mechanical)(NSQF)	Engineering	2 years	10th Pass with Math & Science
19	Dress Making(NSQF)	Non Engineering	1 year	10 th fail
20	Electrical Sector (CoE)	Engineering	2 years	10th Pass with Math & Science
21	Electrician(NSQF)	Engineering	2 years	10th Pass with Math & Science
22	Electrician Power Distribution (NSQF)	Engineering	2 years	10th Pass with Math & Science
23	Electronics Mechanic(NSQF)	Engineering	2 years	10th Pass with Math & Science
24	Fabrication Sector (CoE)	Engineering	2 years	10th Pass with Math & Science
25	Fitter(NSQF)	Engineering	2 years	10th Pass with Math & Science
26	Floriculture & Landscaping	Non Engineering	1 year	10th Pass
27	Food Production(General)(NSQF)	Non Engineering	1 year	10th Pass
28	Foundryman Technician(NSQF)	Engineering	1 year	10th Pass
29	Health Sanitary Inspector(NSQF)	Non Engineering	1 year	10th Pass
30	Horticulture	Non Engineering	1 year	10th Pass
31	Industrial Painter(NSQF)	Engineering	1 year	10th Pass
32	Information Communication Technology System Maintenance(NSQF)	Engineering	2 years	10th Pass with Math & Science
33	Instrument Mechanic(NSQF)	Engineering	2 years	10th Pass with Math & Science
34	IoT Technician Smart Agriculture(NSQF)	Non Engineering	1 year	10th Pass with Math & Science
35	IoT Technician Smart City(NSQF)	Non Engineering	1 year	10th Pass with Math & Science
36	IoT Technician Smart Healthcare(NSQF)	Non Engineering	1 year	10th Pass with Math & Science
37	IT Sector (CoE)	Engineering	2 years	10th Pass with Math & Science
38	In Plant Logistics Assistant	Engineering	1 year	10th Pass
39	Industrial Robotics & Digital Manufacturing Technician (CoE)	Engineering	1 year	10th Pass

40	Laboratory Assistant (Chemical plant) (NSQF)	Engineering	2 years	10th Pass with Math & Science
41	Machinist(NSQF)	Engineering	2 years	10th Pass with Math & Science
42	Marine Engine Fitter(NSQF)	Engineering	1 year	10th Pass with Math & Science
43	Mechanic Electric Vehicle (NSQF)	Engineering	2 years	10th Pass with Math & Science
44	Mechanic (Motor Vehicle)(NSQF)	Engineering	2 years	10th Pass with Math & Science
45	Mechanic (Tractor)(NSQF)	Engineering	1 year	10th Pass with Math & Science
46	Mechanic Agriculture Machinery(NSQF)	Engineering	2 years	10th Pass with Math & Science
47	Mechanic Auto Body Painting(NSQF)	Engineering	1 year	10th Pass
48	Mechanic Auto Body Repair(NSQF)	Engineering	1 year	10th Pass with Math & Science
49	Mechanic Diesel(NSQF)	Engineering	1 year	10th Pass with Math & Science
50	Mechanic Machine Tool Maintenance(NSQF)	Engineering	2 years	10th Pass
51	Mechanic Mining Machinery(NSQF)	Engineering	2 years	10th Pass with Math & Science
52	Maintenance Mechanic (CP) (CoE)	Engineering	2 years	10th Pass with Math & Science
53	Manufacturing Process Control & Automation (CoE)	Engineering	1 year	10th Pass with Math & Science
54	Multimedia Animation & Special Effects (CoE)	Non Engineering	1 year	10th Pass
55	Old Age Care (NSQF)	Non Engineering	1 year	10th Pass
56	Operator Advanced Machine Tools	Engineering	2 years	10th Pass with Math & Science
57	Painter General (NSQF)	Engineering	2 years	10 th fail
58	Plastic Processing Operator(NSQF)	Engineering	1 year	10th Pass with Math & Science
59	Plumber(NSQF)	Engineering	1 year	10 th fail
60	Process Plant Maintenance Sector(CoE)	Engineering	2 years	10th Pass with Math & Science
61	Production & Manufacturing Sector (CoE)	Engineering	2 years	10th Pass with Math & Science
62	Pump Operator-Cum-Mechanic(NSQF)	Engineering	1 year	10th Pass with Math & Science
63	Refrigeration and Air-conditioning Technician(NSQF)	Engineering	2 years	10th Pass with Math & Science
64	Remotely Piloted Aircraft / Drone Pilot (Junior)(NSQF)	Non Engineering	6 Months	10th Pass with Math & Science
65	Secretarial Practice (English)(NSQF)	Non Engineering	1 year	10th Pass
66	Sewing Technology (NSQF)	Engineering	1 year	10 th fail
67	Sheet Metal Worker(NSQF)	Engineering	1 year	10 th fail with Math & Science
68	Smart Phone Technician-cum-APP Tester(NSQF)	Non Engineering	6 Months	10th Pass
69	Solar Technician (Electrical) (NSQF)	Engineering	1 years	10th Pass with Math & Science
70	Stenographer & Secretarial Assistant (English)(NSQF)	Non Engineering	1 year	10th Pass
71	Stone Mining Machine Operator	Engineering	1 years	10th Pass with Math & Science
72	Stone Processing Machine Operator	Engineering	1 years	10th Pass with Math & Science
73	Surveyor(NSQF)	Engineering	2 years	10th Pass
74	Technician Mechatronics (NSQF)	Engineering	2 years	10th Pass with Math & Science
75	Technician Electronics System Design & Repair (NSQF)	Engineering	2 years	10th Pass with Math & Science
76	Textile Wet Processing Technician(NSQF)	Engineering	2 years	10th Pass
77	Tool & Die Maker (Press Tools, Jigs & Fixtures)(NSQF)	Engineering	2 years	10th Pass with Math & Science
78	Turner(NSQF)	Engineering	2 years	10th Pass with Math & Science
79	Warehouse Technician	Engineering	1 year	10th Pass
80	Welder(NSQF)	Engineering	1 year	10 th fail
81	Wireman(NSQF)	Engineering	2 years	10 th fail
82	Wood Work Technician (NSQF)	Engineering	1 year	10 th fail

Dual System Training

Dual System of Training (DST) scheme enables industries to partner with (Government & private) Industrial Training Institutes (ITIs) for conducting training programmes under high employability courses to fulfill the needs of industries. In this System, the theory portion and basics about safety and tools, equipment along with foundation practical will be conducted in the ITI. For providing the industrial training relevant to practical/lab training portion of the curriculum, the trainee gets trained in the industry. Following ITIs have Dual System of Training after getting approval from the DGT, New Delhi

Govt. ITIs

Sl.	Name of the ITI	Name of the Trade	No. of Units	Industry Partner
1	Government ITI, Rayagada	Machinist	01	JK Paper Mill, Rayagada
2	Government ITI, Berhampur	Fitter	01	Indian Rare Earths Ltd, Matikhal, Chatrapur, Ganjam
		Electrician	01	
		MMV	01	Laxmi Motor Cycles & Allied Pvt. Ltd, Berhampur
		Fitter	01	Aska Co-operative Sugar Industries, Aska
3	Government ITI, Rourkela	Fitter	01	SAIL(RSP), Rourkela
4	Government ITI, Anandpur, Keonjhar	Fitter	01	Odisha Mining Corporation Ltd, Daitari Iron Ores Mines
5	Government ITI, Talcher	Fitter	01	NALCO Ltd, NALCO (S&P) Complex, Angul
6	Government ITI, Hirakud, Sambalpur	Welder	01	Hindalco Industries Ltd, Hirakud, Sambalpur
7	Government ITI, Bhawanipatna	Fitter	01	Vedanta Ltd (Alumina Refinery Project), Lanjigarh, Kalahandi, Sairam Steel Industries, Bhawanipatna, Kalahandi
8	Govt. ITI, Bhubaneswar	Electrician	01	IOCL, Paradeep, Jagatsinghpur
		Electrician	01	
9	Govt. ITI, Jajpur	Fitter	01	NINL, Jajpur
		Electrician	01	
10	Govt. ITI, Cuttack	Electrician	01	OPTL, Bhubaneswar
		Electrician	01	Paradeep Port Trust, Paradeep, Jagatsinghpur
		Fitter	01	Corrosion Protection Pvt. Ltd, Jagatpur, Cuttack
		Electrician	01	
		Turner	01	
Welder	01			
Machinist	01			
		MMV	01	Rashmi Motors, Cuttack
11	Govt. Madhusudan ITI, Cuttack	Electrician	01	OPTL, Bhubaneswar
12	Govt. ITI, Puri	Electrician	01	OPTL, Bhubaneswar
13	Govt. ITI, Barbil	Fitter	01	JSPL, Barbil, Keonjhar
		Electrician	01	
		Fitter	01	Arya Iron Steel Co. Pvt. Ltd, Barbil, Keonjhar

14	Govt. ITI, Bolangir	Electrician	01	OPTL, Bhubaneswar
15	Govt. SIPT, Pattamundai, Kendrapara	Electrician	01	OPTL, Bhubaneswar
16	Govt. ITI, Nayagarh	Electrician	01	OPTL, Bhubaneswar
17	Govt. ITI, Balasore	PPO	01	ORIPLAST, Balasore
		Fitter	01	Jagadamba Polymers Pvt. Ltd, Balasore
		Electrician	01	
		PPO	01	
		Fitter	01	NOCCI Tool Room, Balasore
18	Govt. ITI, Hinjilicut, Ganjam	Welder	04	Sri Ram Steel, Konkorada, Ganjam
19	GITI, Ambaguda, Koraput	MMV	01	Legend Cars Pvt. Limited, Jaypur, Koraput
20	Govt. ITI Rasnpur, Sambalpur	Electrician	01	OPTCL, Bhubaneswar
21	Govt. ITI Barkote, Deogarh	Electrician	01	OPTCL, Bhubaneswar
22	Govt. ITI, Gajbahal, Rayagada	Electrician	01	OPTCL, Bhubaneswar
23	Govt. ITI, Mathili, Malkangiri	Electrician	01	OPTCL, Bhubaneswar
24	Govt. ITI, Raigada, Gajapati	Electrician	01	OPTCL, Bhubaneswar
25	Govt. ITI, Koida, Sundargarh	Stone Mining	01	OMC Ltd & JSPL, Tensa AMNS Ltd, Koida
		Machine Operator, Stone Processing	01	
		Machine Operator, Mechanic Mining Machinery	01	OMC Ltd, Koida
26	Govt. ITI, Hirakud, Sambalpur	Fitter Electrician	01 01	Hindalco Ltd. Hirakud, Sambalpur

Pvt. ITIs

Sl.	Name of the ITI	Name of the Trade	No. of Units	Industry Partner
1	OP Jindal Institute of Technology & Skills, Angul (Pvt. ITI)	Fitter	01	Jindal Steel and Power Ltd, Angul
2	Sriguru Pvt. ITI, Cuttack	Fitter	04	Sanjukta Enterprises, Jagatpur, Cuttack
		Electrician	02	
3	Institute of Science & Technology Pvt. ITI, Cuttack	Fitter	01	Unopos Enterprises, Patrapara, Bhubaneswar
		Sewing Tech.	01	Khusi Garments, Cuttack
4	Industrial Training Centre, Bargaon, Sundergarh	Fitter	03	Satguru Metals & Power Pvt. Ltd., Sundergarh
		Electrician	04	
5	Unopos Industrial Training Centre, Tirtol, Jagatsinghpur	Fitter	02	Power Tech, Bhubaneswar, Khurda
		Electrician	02	
6	DIET Pvt. ITI, Balikuda, Jagatsinghpur	Fitter	02	Suruchi Spices, Jagatsinghpur,
7	Cuttack Pvt. ITI, Baliana, Khurdha	Fitter	02	Unique Power Generation Pvt. Ltd., Bhubaneswar, Khurda
		Electrician	02	
8	Sybase Institute of Industrial Technology Pvt. ITI, Cuttack	Fitter	02	BBN Plastic Pvt. Ltd, Cuttack
		Electrician	02	

9	Damanjodi Pvt. ITI, Koraput	Fitter Electrician MMV	01 01 01	HKT Bricks, Similiguda, Koraput
10	Apex Institute of Industrial Technology Pvt. ITI, Cuttack	Fitter Electrician	02 01	JIT Multilayers Pvt. Ltd, Cuttack
11	Chandra Sekhar ITC, Kendujhar	Fitter Electrician	01 02	Shree Engineering, Kendujhar
12	Makardhwaj Pvt. ITI, Jagatsinghpur	Fitter Electrician	02 02	East Coat Nutrition & Chemical Pvt. Ltd, Cuttack
13	Pallahara Institute of Industrial Training & Skill Pvt. ITI, Angul	Fitter Electrician	01 02	Pratap Electrical Works, Mancheswar, Bhubaneswar, Khurda
14	Hill-Tech ITC, Bhubaneswar, Khurda	Fitter Electrician	02 02	Shree Balaji Engicons Pvt. Ltd, Jharsuguda
15	Bhubaneswar Institute of Industrial Technology Pvt. ITI, Khurda	Fitter Electrician	04 06	Mahavir Cashew Processing Units, Khurda
16	Bhubaneswar Pvt. ITI&Tech. Bhubaneswar, Khurda	Fitter Electrician	02 02	Ka Kahnar Equipments Pvt. Ltd, Bhubaneswar, Khurda
17	GREAT ITC, Jagatsinhpur	Fitter	01	Pragati Engg. , Cuttack
18	Nodal ITC , Kendrapara	Electrician	02	Unique Power Generation Pvt. Ltd, Khurda

Established New Govt. ITI for 2023-24			
Sl. No.	Name of the ITI	Trades	Unit
1	Govt. ITI, Balugaon, Khurda	Fitter	4(2+2)
		Electrician	4(2+2)
		Technician Electronics System Design & Repair	2(1+1)
		Dress Making	2(1+1)
2	Govt. ITI, Bhanjanagar, Ganjam	Surveyor	2(1+1)
		Electrician	4(2+2)
		Mechanic Motor Vehicle	2(1+1)
		Mechanic Electric Vehicle	2(1+1)
3	Govt. ITI, Karanjia, Mayurbhanj	Fitter	4(2+2)
		Electrician	4(2+2)
		Mechanic Motor Vehicle	2(1+1)
		Dress Making	2(1+1)
4	Govt. ITI, Kaptipada, Mayurbhanj	Fitter	4(2+2)
		Electrician	4(2+2)
		Machinist	2(1+1)
		Solar Technician	2(1+1)
5	Govt. ITI, Rua, Puri	Plumber	4(2+2)
		Mechanic Electric Vehicle	4(2+2)
		Refrigeration & Air- Conditioning Technician	2(1+1)
		Sewing technology	2(1+1)

6	Govt. ITI, Olavar, Kendrapada	Fitter	4(2+2)
		Electrician	4(2+2)
		Refrigeration & Air- Conditioning Technician	2(1+1)
		Solar Technician	2(1+1)
7	Govt. ITI, Athamalik, Angul	Fitter	4(2+2)
		Electrician	4(2+2)
		Refrigeration & Air- Conditioning Technician	2(1+1)
		Sewing Technology	2(1+1)
8	Govt. ITI, Junagarh, Kalahandi	Fitter	4(2+2)
		Electrician	4(2+2)
		Refrigeration & Air- Conditioning Technician	2(1+1)
		Plumber	2(1+1)
9	Govt. ITI, Bansapal, Keonjhar	Fitter	2(1+1)
		Electrician	2(1+1)
		Advanced CNC Operator	2(1+1)
		Mechanic Electric Vehicle	2(1+1)
		Solar Technician(Electrical)	2(1+1)
10	Govt. ITI, Patnagarh, Bolangir	Fitter	2(1+1)
		Electrician	2(1+1)
		Plumber	2(1+1)
		Dress Making	2(1+1)
11	Govt. ITI, Dharmagarh, Kalahandi	Computer Hardware & Networking Maintenance	2(1+1)
		Dress Making	2(1+1)
		Electrician Power Distribution	2(1+1)
		Mechanic Electric Vehicle	2(1+1)
12	Govt. ITI, Bijepur, Bargarh	Advanced CNC Machining Technician	2(1+1)
		Architectural Draughtsman	2(1+1)
		Electrician	2(1+1)
		Fitter	2(1+1)

6. Other Information

Registration of Trainees after e-Admission

All the trainees admitted through e-Admission process on SAMS portal in NCVET affiliated trades shall be registered on SID (Skill India Digital) portal. Permanent registration number shall be generated on SID portal. The admitted trainees have to keep their own linked mobile no and registered e-mail ID intact until they get National Trade Certificate.

Undertaking from Trainees

On joining the Training Institute the selected candidates will be required to give an undertaking to abide by the discipline of the Institute, take care of Government properties failing which the Principal has the right to recover from them the expenses incurred on their training of such loss amount as it may deem fit. **Ragging of any nature is a punishable offence and strictly prohibited in ITIs.** All the admitted trainees have also to submit one undertaking w.r.t. Nasamukta Bharat Abhiyan are annexed at Annexure-III.

Caution Money

Trainees will require to deposit on admission a sum of Rs.100/- each as caution money. The caution money is refundable to trainees on the satisfactory completion of the course after deduction of Government dues if any.

Student welfare facilities

a) Hostel facilities

In case of Government ITIs, the trainees may be provided with hostel accommodation in the institute hostel as per the availability of seats. Each of the boarders shall pay @ Rs.1500/- per year towards seat rent, hostel contingency, electricity and water charges crockery etc (reimbursable for SC/ST boarders by appropriate authorities).

b) Welfare Scheme

The trainees have to deposit Rs.100/- towards welfare fees for getting financial benefit in a later stage in case of death of their parents/earning guardian.

c) Library Facilities

The Government ITIs have been supported with library facilities with adequate Written Instructional Materials (WIMs) of National Instructional Media Institute (NIMI), Chennai, other reference books, journals, magazines for utility of the trainees.

d) ICT Infrastructure

The Government ITIs have been supported with IT Labs for IT literacy, Communication Labs for communication skills, Smart Classrooms and other advanced vocational training labs for trainees utility;

e) ODI Skill App

The admitted trainees at Govt. ITIs will have the facility to get learning.

Outsourcing of Employability Skill Training through Professional Agency

The training in the subject has been outsourced through professional agency in all Govt. ITIs. Materials and assessment on ODI Skill App are available to the trainers and trainees.

Industry Participation Activities

In accordance with DGT O.M. dtd.09.01.23, 44 nos of Govt. Pvt. ITIs extend training under DST mode in 3rd shift to facilitate better job opportunities.

Training-cum-Production activities

In order to build skill confidence, the Govt. ITIs have been supported with advanced level machineries for undertaking production activities.

National Trade Certificate

Annual pattern of examination are being conducted for the trainees admitted from the Academic Session 2018-19 as per guidelines of DGT No.MSDE-18011/DGT/2017-TTC, dt.19.04.2018. **The minimum compulsory attendance for trainees in regard to their eligibility for the annual pattern trade test is 80% of the actual number of working days.** The All India Trade Test are conducted by the NCVET after completion of the prescribed period and schedule of training and successful trainees are awarded with the Provisional National Trade Certificate(PNTC) cum Memorandum of marks issued by the SCTE&VT, Odisha and subsequently National Trade Certificate in the trades concerned are issued by the NCVET New Delhi.

World Skill Competitions

- Odisha skills competition leading to Regional -National- World skill competition is organised to future a healthy spirit of competition among skill artisans and moral boosting as well as recognition of skills by the society at large.

Instructions to the candidates (Procedures for e-Admission through SAMS)

- Take the help of Help Desk to know about the ITI / Trades and how to register online. Online application are being received through SAMS portal wef 01.04.2024
- Logon to SAMS Portal at <https://dtetodisha.gov.in> or <https://samsodisha.gov.in> for online registration.
- Application fee for Rs.100/- will be paid online before final submission of Common Application Form (CAF).

SOP for Mobile Number Change at Government ITIs

Application submission & Verification:

Applicants who wish to change their registered mobile number need to submit a written application addressing to the Principal of the approaching institute (nearby Government ITIs).

The written application needs to be supported with self-attested xerox copy of Aadhar Card & HSC certificate.

The Admission Officer of the concerned Govt. ITI will take steps for change of mobile number. The genuineness of the candidate approaching for change of mobile number will be verified. If the Admission Officer is satisfied with the claim of the candidate, then will take further steps for change of the mobile number. At the time of change of mobile number, photo with time and date stamp(geo tag) of the candidate will be taken and may be uploaded in the SAMS portal (depending upon the availability of option) or else shall be kept for future reference.

Change of Mobile number will be allowed only if the details of the applicant desires to change the mobile number match with the CAF details reflected on SAMS portal against that particular number. In case of any deviation change of mobile number won't be allowed. Concerned institutions are to ensure the same and will be held responsible for any wrong editing of the details.

Notification:

The applicant will be notified via SMS on their previous mobile number (if reachable) & Current Mobile no. regarding the successful change of mobile number.

Confirmation:

The applicant will receive a confirmation message on their new mobile number confirming the successful update of their mobile number.

Acknowledgement:

The applicant is advised to keep the updated mobile number safe and secure for further communication.

Record Keeping:

Record of mobile number change request along with the updated details is to be maintained by the admission section of concerned ITI for future reference. For this purpose, a register shall be maintained where daily updates need to be made for all cases, recommended as well as not recommended.

Note:

- The entire process should adhere to the guidelines and regulations set forth for the Government ITIs and should prioritize data security and confidentiality.
- Where the institution feels that the application for change of mobile number is genuine and if it is changed, no other candidate shall be affected, then the mobile number may be changed. While sending mail, Government ITIs shall attach scanned copy of all documents as submitted by the candidates.
- In no case, the CAF details of other candidates be deleted, edited or altered in any manner.

FORMAT -REQUEST FOR CHANGE OF MOBILE NUMBER

Name of the Candidate	
Father's Name	
Date of Birth	
CAF (Common Application Form) Barcode No	
Old Mobile Number	
New Mobile Number	
Reason for Change of Mobile Number	
Aadhar Card Number	
HSC Roll Number	
Board of Exam of HSC(BSE/CBSE/ICSE/Other)	
Date of submission of application	
The following documents need to be attached with this form: i. Xerox copy of Aadhar Card, ii. Xerox copy of HSC certificate/Marksheet Original HSC certificate/ marksheet will be submitted by the applicant for verification and will be returned immediately after verification by the respective Government ITIs. In cases where original certificates / mark sheets are not issued by concerned boards, any other supporting document regarding genuineness of the candidate need to be verified.	

**Affix
passport/stamp
size photo of
the candidate
here. Photo**

Signature of the Candidate

VERIFICATION:

The details of the candidate are verified by me and found to be correct. There is no objection in changing the mobile number of the candidate. Photo of the candidate with date and time stamp is taken and kept for future reference.

Signature of the Admission Officer with date

Recommended for change of Mobile Number

Signature of the Principal with seal

Skill Development & Technical Education Department
GREEN PASSAGE SCHEME FOR TECHNICAL EDUCATION, ODISHA
Resolution No 1320 dtd. 21.02.2023.

The Green Passage Scheme of Skill Development & Technical Education Department has been providing free Skill Training (ITI courses) to children without having biological or adoptive parents. The Green Passage Scheme will also cover the children who have lost both of their parents or single parent because of COVID-19 pandemic.

1. Beneficiary:

A child without having biological/adoptive parents or a child who has lost both or single bread-earning parent or a child residing in Child Care Institution or under foster care or care of a guardian or any fit person/ surviving parent will be eligible to get the benefits of the scheme, subject to the condition that the annual income of guardian (fit person/ surviving parent) does not exceed Rs. 8 Lakhs from all sources.

2. Identification:

- If the child is or was an inmate of a Child Care Institution, the District Child Protection Officer (DCPO) will issue the certificate to avail the benefits of Green Passage Scheme.
- If the child is under foster care/ care of a guardian, the DCPO will issue the said certificate basing on recommendation of Child Welfare Committee and income certificate from Tahasildar.
- In case of children of COVID-19 victims, they have to submit the Specially Cared Child Certificate/ I-Card for identification and income certificate from concerned Tahasildar for consideration.

3. Annexures:

Following annexure to be used for this purpose:

- i. Annexure-I: Application for availing benefits under Green Passage Scheme to be submitted to the DCPO with acknowledgement.
- ii. Annexure-II: Recommendation by Child Welfare Committee (CWC) for availing benefits under Green Passage Scheme.
- iii. Annexure-III: Certificate to avail benefits under Green Passage Scheme to be issued by the DCPO.

4. Exemption of Fees:

As per Govt. in SD&TE Department Resolution No.1320 dtd.21.02.2023, the Orphans admitted into Govt. Polytechnics only shall be exempted from payment of Tuition Fees/other charges viz. application fees, development fees, hostel rent, library charges, examination fees except caution money (refundable). They shall also be provided monthly maintenance allowance @ Rs.2000/- for Hostellers/ residing in certified Mess and @ Rs.1000/- for Day Scholars to meet the charges of food, learning aids and other incidental expenses. The scheme would cover the students who pursue their Skill Training in any Govt ITI in the State of Odisha.

Name and address of the Office of the Competent Authority
(W&CD Department, Govt. of Odisha)

CERTIFICATE TO AVAIL BENEFITS UNDER GREEN PASSAGE SCHEME

(Resolution No 1320 dtd. 21.02.2023 of
Skill Development & Technical Education Department, Govt. of Odisha)

Letter No _____

Date. _____

Photo of the
Beneficiary

The Application for Green Passage Scheme filed by Sri / Kumari
_____ (name) At _____
Po _____, District _____ was enquired into. It is hereby certified
that Sri /Ms. _____ (name), At _____
Po. _____, District. _____ is eligible for availing benefits
under Green Passage Scheme with reference to Resolution No 1320 dtd. 21.02.2023 issued
by Government of Odisha in the Skill Development & Technical Education Department.

Date :

Signature of Issuing Authority
(Seal)

ANTI-DRUG DECLARATION FORM TO BE SIGNED BY THE STUDENT

I..... (Name) son / daughter /ward of
Mr./Mrs./Ms.....(Name) admitted to.....(course and year)' in
..... (Institution) during the year 2024 hereby agree to the following terms:

- i. I am aware that the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances are wrong and harmful.
- ii. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of alcohol/tobacco/any psychoactive substances within the premises of the institute/university or during any sponsored activities by the Institute/University.
- iii. I shall report to the authorities of the Institution any irregular behavior that I observe in relation to the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances which may have occurred at the Institution or during any activities conducted by any students or Institution.
- iv. I shall support and actively participate in any substance use prevention education programmes which may be organized by the Institution/government which would enable me to be a better student and citizen of India.
- v. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any substance-related incident of which I may have information, and to prevent the possession, use, sale and distribution of any psychoactive substances in or around my Institution.

Date:

Signature:

Student Name:	
CAF No:	

Income & Asset Certificate

Government of.....

(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post. Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities. 2.

Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe, and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

<p>Recent Passport size attested photograph of the applicant</p>
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*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-IV shall only be accepted as proof of candidate's claim as belonging to EWS:

- i. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- ii. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tahsildar and
- iv. Sub-Divisional Officer or the area where the candidate and/or his family normally resides.