2023

How to fill ITI Common Application Form (CAF)

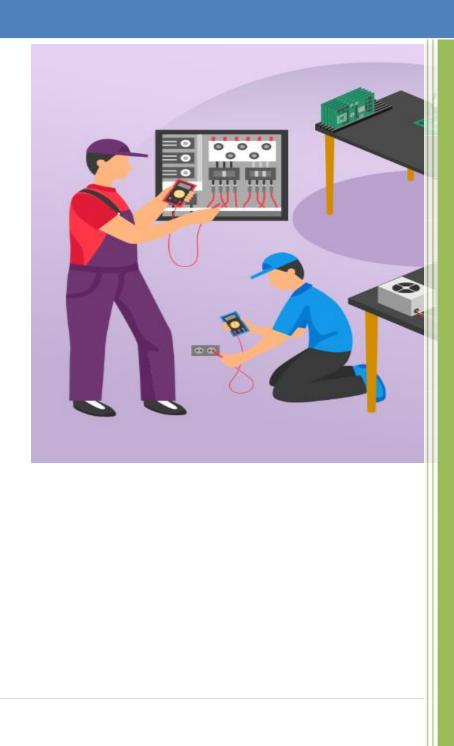


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1. OVERVIEW

The admission into the ITI stream is taken up by the candidates who have passed in 8th Class, failed in 10th class or have passed in the 10th grade examination from the BSE Odisha or equivalent boards such as ICSE, CBSE, etc. This admission is completely automated web based application. For applying for the ITI Course, the candidates should have a proper internet connection along with a valid mail id and an active mobile number. The **ONLINE** Common Application Form (CAF) for ITI courses is available in the website <u>www.samsodisha.gov.in</u> / <u>www.dtetodisha.gov.in</u>, 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 documents. The size of the scanned copy of color photograph should vary between 20 KB to 100 KB with jpg/jpeg format. The candidates/parents have to read carefully the Information Brochure and User Manual before filling the ITI Common Application Form (CAF) online.

2. HOW TO GET STARTED

To start using the application, enter the URL: <u>https://samsodisha.gov.in/</u> in the browser to land onto the Student Academic Management System (SAMS) as displayed in the Figure 1. Now, Click on the <u>ITI</u> available under Skill Development & Technical Education Department to enter ITI website as shown in Figure 2.

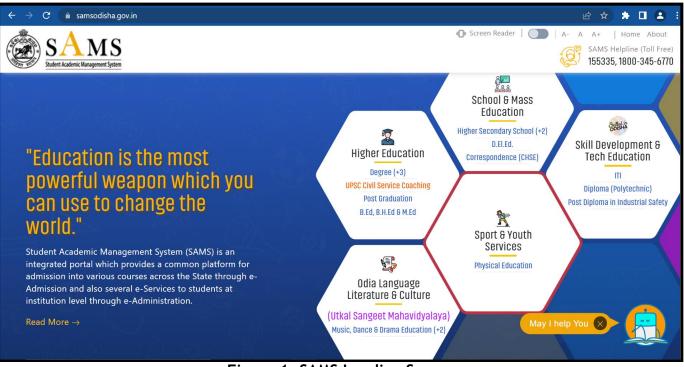


Figure 1: SAMS Landing Screen

← → C ⓐ skill.samsodisha.gov.in/Website/ITI/itiHome.aspx	년 ጵ 🗯 🗖 😩 :
SANS Department of Skill Dev & Tech Education Industrial Training Institute About	Pace FAQ SAMS Helpline (Toll Free)
Meteoreta of the sequired to register herself/himself to avail different services under SAMS (e-Admission) such as online application, payments, selection, intimation, etc. The registration will be through an OTP (One Time Password) process, hence a mobile number & email is very crucial. Multiple registrations are restricted against single mobile & email. Common Prospectus	Notices View More BSE(O) Equivalent Board List Image: Advertisement on ITI Admission-2023
Facts & Figures View More Reports View More	Key Dates More Dates

Figure 2: ITI Website Landing Page

2.1 NEW USER (SIGN UP)

Referring to Figure 2, click on the link named "Student Login" to get the login page. Candidates, who are new to the portal are advised to click on the "Sign up" link to register themselves as per the below screen. To create an account, a candidate is required to provide his/her name mentioned in the 10th Certificate, a mobile number and eMail ID (This mobile number and eMail ID must be active during the entire admission process to receive any type of communication).

SAMS Student Academic Management System	Skill Development 6 Technical Education Department
	Sign Up Name of the student Mobile Number
	Email GENERATE OTP Back To Login
Copyright © 2023 SAMS, All Rights Reserved	

Figure 3 Sign Up Screen

- Enter your name at the Name of the student (As in HSC/10th standard/ICSE/CBSE) in the textbox.
- Enter your active 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.
- You will receive a verification code in your given Mobile number and the Email id. You need to provide the verification code to create your student account. In case, the OTP is not received within 5 minutes, then click the Resend OTP button to send the OTP again.

Verify One Time Password(OTP) ×	
Verification code has been sent to mobile number 3517 & Email Id : ******bbubu@gmail.com. In case you do not receive the OTP within 5 minutes, please click on the Resend button to receive the OTP again. OTP Expires in 4:34 (s)	
Enter Verification Code	
Password (at least 8 characters)	
Confirm Password	
Sign-Up Resend OTP Back To Login in	
	1.
Copyright © 2022 SAMS, All Rights Reserved	

Figure 4 OTP Screen

• After entering OTP and Password, click on Sign-up and then you have been successfully registered message will display on the screen.

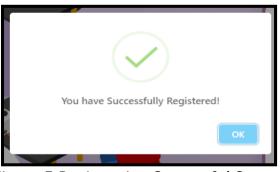


Figure 5 Registration Successful Screen

- 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.
- 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 EXISTING USER (LOG IN/SIGN UP)

In case 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 6 Existing User Screen

- To fill the application form 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.

2.3 FORGOT PASSWORD

In case you have forgotten the login password, then click the **Forgot Password** link in **Figure 6**. This will redirect you to **Figure 7** wherein on entering the **Mobile Number** and **Email id** (as registered), click the **GENERATE OTP** button as highlighted.

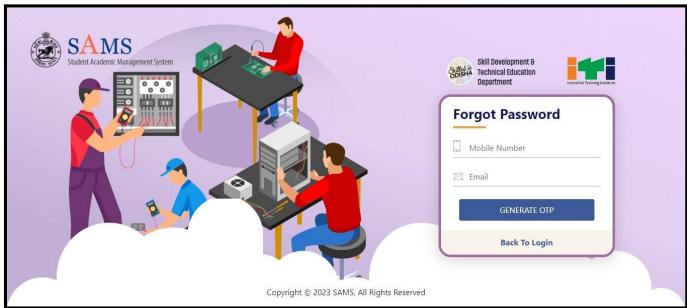


Figure 7 Forgot Password Screen

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

Referring to Figure 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.
- 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.

	Verify One Time Password(OTP) ×	1
	Verification code has been sent to mobile number *******0351 & Email Id : ******osh57@gmail.com. In case you do not receive the OTP within 5 minutes, please click on the Resend button to receive the OTP again. OTP Expires in 4:55 (s)	
J	Enter Verification Code Password (at least 8 characters)	51
• •	Confirm Password	T
	Submit Resend Back To Login	

Figure 8 Forgot Password OTP Screen

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

3. DASHBOARD

On successful **Sign In** with your registered mobile number and password, you land onto the following SAMS ITI dashboard, refer Figure 9, displaying the list of important menus in the left column along with the important announcements and Dateline for the online activities with respect to admission.

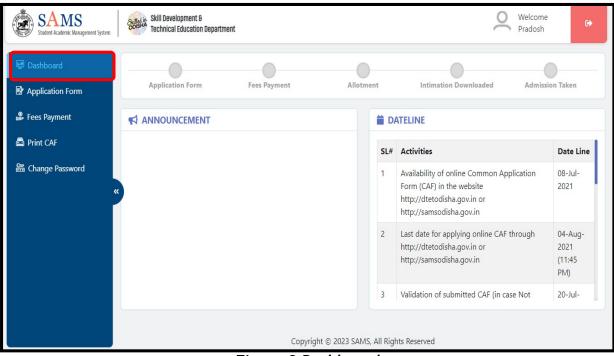


Figure 9 Dashboard

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

3.1 APPLICATION FORM

To start applying for ITI, click the **Application Form** link as highlighted in **Figure 10**, to fill in your details with respect to Academic Details, Personal Information, and Reservation Details

1) Academic Details

SAMS Student Academic Management System	Skill Development & Technical Education Department	Welcome Pradosh
👰 Dashboard	🛠 / Application Form	
😰 Application Form	Academic Details Personal Information Reservation Details Choice Fillup)
ይ Fees Payment	ACADEMIC DETAILS	
🚔 Print CAF	Qualification (ଶିକ୍ଷାଗତଯୋଗ୍ୟତା)	
🖀 Change Password	🔿 ଃth Class Pass (ଅଷ୍ଟମ ଶ୍ରେଶୀ ପାଶ୍) 🔷 10th Class Fail (ଦଶମ ଶ୍ରେଶୀ ଫେଲ) 💿 10th Class Pass (ଦଶମ ଶ୍ରେଶୀ ପାଶ	3()
	Name of the Board from which you have passed the 10th exam, Year of Passing, Exam Type & Roll Number (ପାଣ୍ କଲ ? କେଇଁ ବର୍ଷ ଓ ରୋଲ ଜୟର (ଆତମିଟ କାର୍ଡ ଅନୁଯାୟୀ))	as in admit card) (କେଉଁ ବୋର୍ଡରୁ ଦଶମ ଶ୍ରେଶୀ
	Name of the Examination Board (ପରୀକ୍ଷା ବୋର୍ଡ ନାମ) * Year of Passing (ଭ୍ରତ୍ୟାର୍ଣ୍ଣ ବର୍ଷ) * Exam Type (ପରୀକ୍ଷା ପ୍ରକାର) *	Roll Number (ରୋଲ ନମ୍ଦର) *
	7 - Board of Secondary Ec 💙 2011 ଂ Osupplementary (ସମ୍ଭିନେୀଣ୍ଟାରି)	ARTYGH45

Figure 10 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 Figure 10:

- Choose your educational Qualification to apply for the ITI admission, i.e. either 8th Class Pass, 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-
 - $_{\odot}$ The Name of the Examination Board from which you have passed/failed your lasted attended exam.
 - \circ 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 and 2022, 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 11**).

SAMS Stadent Academic Management System	Skill Devel	lopment 9 Education Dep	artment						q	Welc Mirz	ome a Ayash Baig	64
Dashboard Application Form A Helpdesk Fees Payment Print CAF Change Password	ି 8th Class Name of th ପାଣ୍ କଲ ? 6 Name of th (ପରୀକ୍ଷା କେଖ 7 - Board	s Pass (ଅଷ୍ଟମ e Board fror କରି ବର୍ଷ ଓ ଚେ e Examinatio	an The reg as per Kindly	i 10th Clas	ss Fail (Q&R 6 me Mirza Aya NI KUMAR S istered name	ash Baig an AHOO is di	d Name	ss Pass (ଦଶନ Type & Roll N (ପରୀଶା ପ୍ରକାର (ବାର୍ଷକ) mentary (ସସ୍ଥିକ ଲିଥିକା ରେଗ୍ରବ)	lumber (as in		୍ଟେକର୍ଦ୍ଧି ବୋଟରୁ ଦଶନ per (ରୋଲ ଜ୩ର) * 1131	କୁଣ
	Total Mark (ସମୁଦାୟ ଜନ Maximum (ଅଧିକଟମ ନମ୍ଭର) 600	Stars.	English (ଭ Maximum (ଅଧିକତମ ଜମ୍ଭର) 100	*ରାଜୀ) Secured (ପ୍ରାସ୍ତ ନୟର) 67	Mathemat Maximum (ଅଧିକତମ ନୟର) 100	ics (ଗଣିତ) Secured (ପ୍ରାସ୍ତ ଜୟର) 71	Science (6 Maximum (ଅଧିକତମ ନମ୍ଭର) 100		Social Scie (ସାମାସିକ ବି Maximum (ଅଧିକତମ ନମର) 100		Grade (ଗ୍ଲେଡ଼) B2	~

Figure 11 Pop-up Screen for Name Mismatch

• 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 12**). After updating the name, click on Save button to update successfully.

SAMS Student Academic Management System		Skill Development & Technical Education Department			Ļ	Welcome ABANI KUMAR SAHOO	•
Dashboard		希 / Modify User Details					
Application Form		APPLICANT INFORMATION					
8 Helpdesk		Contact Number	:				
Fees Payment		Applicant Name *	:	ABANI KUMAR SAHOO			
🚔 Print CAF	«	E-mail ID *	: [r			
🖀 Change Password							
				Save Reset			

Figure 12 Registration Details Update Screen

> 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 **Figure 13**.

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.

iotal Mark ସମୁହାୟ ଜମ୍ଭରୀ)	English (ଇଂଟ	ຟຣ1)	Mathematics	(ଗଣିତ)	Science (ବିଜ୍ଞା	ନ)	Social Scienc ବିଜ୍ଞାନ)	:e (ସ୍ୱାମାଜକ		
/laximum	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured		
ାଧିକତମ	(ପ୍ରାସ୍ତ ନୟର)	(ଅଧିକତମ	(ପ୍ରାସ୍ତ ନମ୍ଭର)	(ଅଧିକତମ	(ପ୍ରାସ୍ତ ନମ୍ଭର)	(ଅଧିକତମ	(ପ୍ରାସ୍ତ ନମ୍ଭର)	(ଅଧିକତମ	(ପ୍ରାସ୍ତ ନମ୍ଭର)	Grade	
ୟର)	480	ନୟର)	70	ନୟର)	80	ନୟର)	70	ନୟର)	85	(ଗ୍ରେଡ଼)	
600		100		100		100		100		A2	~

Figure 13 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.

English Fail Mark (ଇଂରାଜୀ ଫେଲ ନୟର)		Mathemat (ଗଣିତ ଫେନ	tics Fail Mark ଲ ଜୟର)		ce Fail Mark ? ଫେଲ ଜୟର)		Social Science Fail Mark (ସାମାଜିକ ବିଜ୍ଞାନ୍ର ଫେଲ ଜୟର)		
Max Mark	MIL Fail Mark	Pass Mark	Max Mark	Sanskrit Fail Mark	Pass Mark	Max Mark	Hindi Fail Mark	Pass Mark	
(ଅଧିକତମ ନୟର)	(ଫେଲ ନୟର)	(ପାସ ନମ୍ଭର)	(ଅଧିକତମ ନୟର)	(ଫେଲ ନୟର)	(ପାସ ନୟର)	(ଅଧିକତମ ଜୟର)	(ଫେଲ ନୟର)	(ପାସ ନୟର)	

Figure 14 Details of Mark/Grade Secured in Supplementary Examination Screen

For saving the Academic Details, click the Save & Next option.

Choosing the **OK** option, your Academic Details will Saved successfully, refer **Figure 15** and you will be redirected to the **Personal Information** Screen.

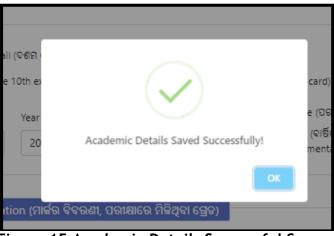


Figure 15 Academic Details Successful Screen

2) Personal Information

	😤 / Personal Information				
	Academic Details 🤗 🧧 Pe	rsonal Information Reserv	ation Details C	hoice Fillup	
Fees Payment	PERSONAL INFORMATION				
Print CAF	Personal Details (ବ୍ୟକ୍ତିଗତ ସୂତନ	N)			
Change Password	Applicant's Name (ଦରଖାନ୍ତଳାରିଙ୍କ ନାମ) *	Father's Name (ପିତା କ୍ର ନାମ) *	Mother's Name (ମାତା କ୍ର ନାମ) *		
	Gender (ଲିଙ୍ଗ୍) *	Religion (ଧର୍ମ) *	Date of Birth (ଜନ୍ନ ତାରିଖ	1) *	25
	SELECT 🛩	SELECT 🗸		-	
	Highest Qualification (ସର୍ବ ଶେଷ ଶିକ୍ଷାଗତ ଯୋଗ୍ୟତା)				Upload Photo Upload only jpg/jpeg file
	Select 🗸				between (20 KB to 100 KB)
	Telephone No. (ଟେଲିଫୋନ ନମ୍ଭର)	Mobile No. (ମୋବାଇଲ ହ	ନମ୍ବର) *	WhatsApp No. No.)	.(ହ୍ୱାଗ୍ସଆତ୍ସ୍ ନମ୍ଭର) (🗌 Same as Mobile
	Area Phone No	7008620351			
	 I am providing my WhatsApp n 	number to receive Whatsapp notifica	ition from SAMS. 🚫 Wh	atsApp	
	Mail ID (ମେଲ୍ ଆଇଡି) *	Aadhaar Card No. (ଆଧ	ାର କାର୍ଡ ନମ୍ଭର) *	Ration Card N	o. (ରାସନ କାର୍ଡ ନମ୍ଭର)
	mnbbubu@gmail.com				
	Bank Details (ବ୍ୟାଙ୍ଗ ସୂତନା)				
	Bank Details (କ୍ୟାଙ୍ଗ ସୁହନୀ) IFSC Code (ଆଇ ଏଫ ଏସ ସି କୋର୍ଟ)	Name of Bank (ବ୍ୟାଙ୍କର ଜାମ)	Branch Name (ଶାଖାର ଜ 		ccount No. ଏକାଭଣ୍ଡ ଜୟର / ପାଶ ବହିର ଜୟର)

Figure 16 Personal Information Screen

- Personal Details
- You can enter your personal details in this section-
- Your information including **Applicant Name**, your **Father's Name**, **Mother's Name**, **Gender** 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 **Figure 17**:



Figure 17 Upload Image

Referring to **Figure 16**, 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

State (ରାଜ୍ୟ) *	District (ଜିଲ୍ଲା) *	Block / ULB (ବ୍ଲକ / ୟୁଲାବି) *
1 - Odisha	✓ BARAGARH	✓ BARGARH ✓
House No., Street/Village, Post Office, Police Station N ଘର ନୟର., ସାହି/ଗ୍ରାମ ,ତାକ କାର୍ଯ୍ୟାଳୟ,ପୋଲିସ୍ ଷ୍ଟେସନ୍ ନାମ) *		PIN Code (ପିନ୍ କୋଡ଼)
tyjnrhgbfav		784900
Telephone No. (ଟେଲିଫୋନ ନୟର)	Mobile No. (ମୋବାଇଲ ନୟର) *	WhatsApp No.(ସ୍ୱାସ୍କ୍ରଆତ୍ସ ଜୟର)
Area Phone No.	7008620351	Same as Mobile No.
		7008620351
/lail ID (ମେଲ୍ ଆଇଡି) *	Aadhaar Card No. (ଆଧାର କାର୍ଡ ଜୟର) *	Ration Card No. (ରାସନ କାର୍ଡି ନୟର)
spradosh57@gmail.com	249624516870	

Figure 18 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 ଏଫ ଏସ ସି କୋର୍ଡ)	Name of Bank (ବ୍ୟାଙ୍କର ନାମ)	Branch Name (ଶାଖାର ନାମ)	Account No. (ଏକାଭଣ୍ଟ ନୟର / ପାଶ ବହିର ନୟର)

Figure 19 Bank Details Screen

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

For saving the **Personal Information**, click the **Save & Next** option, refer **Figure 16**, Choosing the **OK** option, your **Personal Information** will Saved successfully, refer **Figure 20** and you will be redirected to the **Reservation Details** Screen.

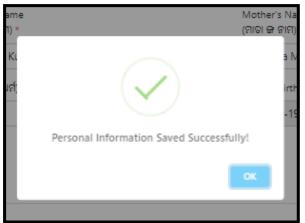


Figure 20 Personal Information Successful Screen

3) Reservation Details

E Dashboard	😽 / Reservation Details					
P Application Form	Academic Details 🔿	Personal Information 🥥	Reservation Deta	ls Choice	rillup	
2. Fees Payment	RESERVATION DETAILS					
Print CAP		ଣ ସମ୍ପର୍କରେ ସୂଚନା) (Refer clause -	l of common pro	spectus.]		
A Change Password	General (MIGI540) Whether Parent working in an	କ ହାହାନ୍ତି) ଲାକାନି) 🕜 OBC/SEBC ଆନ୍ୟାନ୍ୟ ପଲ୍ପ Iy Government/PSU/Defense sector । ଜନିସା ଭାନ୍ୟରେ କୌଣସି ସରକାରୀ / ଭାସ	in Odisha 2(if Yes ,t			
	ନିଯୁକ୍ତିବାବାକ ଠାରୁ ନିଯୁକ୍ତି ପ୍ରମାଣ ର	୧ର ନନକ ଦାଖକ କରିବାକୁ ହେବ ।)				
	 People with Disability (PwD) (ଭିନ୍ନ ଉଟ) 	Sports (9191)	୍ର Dx-Servic (ଅବସରପ୍ରାପ୍ଲ	e Man (ESM) ସୈମିକ)	🖂 CRPF (ସି.ଆର.ସି.ଏଫ)	
	Police (GCIMARI)	🗇 Green Card ପ୍ରୋନ ସାର୍ଡ ଅଛିକ୍	Minorit	ന്രംപ്രക്ഷൻ വുടുപന		
	ନିର୍ମାଣ ଶ୍ରମିକ ଶ୍ରେଣୀର କି?.)	ing and Construction worker. (ପିତା ହ	ପାଇଁ ଆପଣ ନ	ାଲ୍ଲହୀ କିମ୍ବ	sored by OMC?(OMC ହାରା ପ୍ରାରେନ	ବ ନିଙ୍
	🗇 Yes (ହିଁ) 🗢 No (ଜ୍ଞା)		ි Yes (වේ	O No (91)		
	Income Details of Parents (Are you an orphan? cated destegenc @ p	ତୀ ମାତାଙ୍କର ଆୟ ମାଂମ୍ପର୍କରେ ସୂତନୀ) Father's Occupation (ପିତାଙ୍କର କୁ	50 *	Mother's Occupati	on (ମାଙ୍ଗଳର କୁର୍ବି) =	
	🔾 Yes (\$) 💿 No (91)	-SELECT-	~	-SELECT-	*	
	Annual Income of the Parents (Toge	ther) in Rs. (ପିତା ଓ ମାହାରର ମୋଡ ଆଣ	o			
	SFLECT ~	Barcode / CCN				
		Previo	us Save & Nex			

Figure 21 Reservation Details Screen

RESERVATION DETAILS			
Caste (ଜାତି) Schedule Tribe (ST) (ତଫସିଲ ଭୁକ ଜନଜାତି) OBC/SEBC (ଅନ୍ୟାନ୍ୟ ପଛୁଆବର୍ଗ ଜାତି) Ge Whether Parent working in any Governm	eneral (ସାଧାରଣ) ent/PSU/Defense sector in Odisha ?(if Yes ,the	vectus.] m You have to show an employer Certificate for reservatio ବା ନିମନ୍ତେ ନିଯୁକ୍ତିଦାତାଙ୍କ ଠାରୁ ନିଯୁକ୍ତି ପ୍ରମାଶ ପତ୍ରର ନକଲ ଦାଖଲ କରିସ	
🗌 People with Disability (PwD) (ଭିନ୍ନ କ୍ଷମ)	🗌 Sports (କ୍ରୀଢିା)	⊡Ex-Service Man (ESM) (ଅବସରପ୍ରାସ୍ତ ସୈନିକ)	🗌 CRPF (ସି.ଆର.ପି.ଏଫ)
🗌 Police (ପୋଲିସ)	🗌 Green Card (ଗ୍ରୀନ କାର୍ଡ ଅଛିକି)	🗌 Minority (ସଂଖ୍ୟାଲଘୁ ସମ୍ପ୍ରଦାୟ)	
୍ର Yes (ହିଁ) 🔷 No (ନା)	ions (EWS) category ? (ଆପଣ କଣ ଇ ଡକ୍ଲୁୟ ଏସ କ nstruction worker. (ପିତା ମାତା ଜିର୍ମାଣ ଶ୍ରମିକ ଶ୍ରେଣୀର (ω ·	

Figure 22 Reservation Details

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

 People with Disability (PwD) (ଭିନ୍ନ କ୍ଷମ) 					
Percentage of Disability		Disability Group		Disability Sub-Group	
-Select-	~	-Select-	~	-Select-	~

Figure 23 PwD Screen

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

> Income Details of Parents

Income Details of Parents (ପିତା	ମାତାଙ୍କର ଆୟ ସଂମ୍ପର୍କରେ ସୂଚନା)			
Are you an orphan? (ଆପଣ ପିତୃମାତୃହୀନ କି ?)	Father's Occupation (ପିତାଙ୍କର ବୃତ୍ତି)		Mother's Occupation (ମାତାଙ୍କର ବୃତ୍ତି)	
୍ର Yes (ହଁ) 💿 No (ନା)	-SELECT-	~	-SELECT-	~
Annual Income of the Parents (Togethe	r) in Rs. (ପିତା ଓ ମାତାଙ୍କର ମୋଟ ଆୟ)			
-SELECT-	Barcode / CCN			

Figure 24 Income Details of Parents

With reference to Figure 24,

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.
 - $\circ~$ If the family annual income is within 2.5-8 lakh, then you are eligible for the EWS relaxation.
 - \circ Family income above 8 lakhs are excluded from the EWS reduction.
- Enter the Barcode/CCN number of your family income in the textbox (this is optional) if you belong to TFW category

For saving the Reservation Details, click the Save & Preview CAF option, refer Figure 21

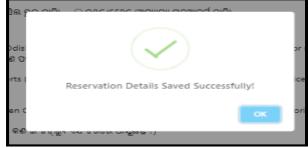


Figure 25 Reservation Details Successful Screen

3.2 CHOICE LOCKING

Dashboard	🛠 / Choice Fillup				
Application Form	Academic Details 🛇	Personal Information 🥝	Reservation Details	Choice Fillup	
Fees Payment	CHOICE FILLUP				
Print CAF	APPLICANT INFOR	MATION			
🚡 Change Password	Applicant Name Pradosh Srichandan	Barcode Number 23T0000045	State Name ODISHA	Qualific	
	Mathematics Mark 50%	Science Mark 50%	Disability T	уре	
	InstituteWise Trad	eWise O Government O Priv	ate		
	District	Institute	Trade	Regular/IMC	Hostel
	Select 🛩	Select 🗸	Select 🗸	Regular	O Yes O No
					Add More
					Add Mole

Figure 26 Choice Fillup Screen

An applicant selects their desired **choices** to fill out through their chosen **institutes** or **trades** and also Institution wise (**Government or Private**) (**Ref. Figure 26**)

A candidate may choose the **institute Wise** details in which he or she wants to submit his or her application and then select the institute type **Government or Private** next to choose his/her desired **District**, **Institute**, **Trade**, **Regular/IMC & Hostel** then click on **Add More**. (Ref. **Figure 27**)

PPLICANT INFORMATIC	IN.			
Applicant Name	Barcode Number	State Nar	ne	Qualification
Dilleswar B	22T0000258	ODISHA		10TH FAIL
Mathematics Mark	Science Mark	Disability	Туре	
31%	26%	NA		
InstituteWise TradeWise	• Government Private]	1 (2. 2.222	
District	Institute	Trade	Regular/IMC	Hostel
GANJAM 🛩	ITI Chhatrapur, Ganjam - Chatri 💙	Select 🗸	Regular	IMC O Yes No

Figure 27 Institute Wise Screen

Or a candidate may choose the **Trade wise** details in which he/she wants to submit his/her application and select the institute type **Government or Private** next to choose his/her desired **Trade, District, Institute, Regular/IMC & Hostel** then click on **Add More** (Ref. **Figure 27**)

Applicant have 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 shall click on "Save & Preview" button. (Ref. Figure 28).

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	1 1 1 1 1 2 2 Swami Jagannath ITC - Jharsuguda ELECTRICIAN Regular Yes 1 3 3 Basudevpur ITC - Basudevpur FITTER Regular Yes 1	SI#	Option No.	Institute	Trade	Regular/IMC	Hostel	Delete
2 Basudevpur ITC - Basudevpur FITTER Regular Yes 3 3 Madan Mohan ITC - Kujang ELECTRICIAN Regular Yes	2 Main Again administration of Managada Eccentre in the Again Regular Regular Image: Again administration of Managada 3 3 Basudevpur ITC - Basudevpur FITTER Regular Yes Image: Again administration of Managada 4 Madan Mohan ITC - Kujang ELECTRICIAN Regular Yes Image: Again administration of Managada	1	1	Kalahandi ITC - Bhawanipatna	СОРА	Regular	No	Ô
4 4 Madan Mohan ITC - Kujang ELECTRICIAN Regular Yes	4 4 Madan Mohan ITC - Kujang ELECTRICIAN Regular Yes	2	2	Swami Jagannath ITC - Jharsuguda	ELECTRICIAN	Regular	Yes	ā
		3	3	Basudevpur ITC - Basudevpur	FITTER	Regular	Yes	â
5 Debadibi ITC I barruguda ELECTRICIAN Regular Var	5 Debadihi ITC - Jharsuguda ELECTRICIAN Regular Yes	4	4	Madan Mohan ITC - Kujang	ELECTRICIAN	Regular	Yes	ā
		5	5	Debadihi ITC - Jharsuguda	ELECTRICIAN	Regular	Yes	Ô
				Previous Sa	we & Preview			

Figure 28 Screen after Adding Choices

For saving the **Choice Locking**, click on the **Save & Preview** option, refer Figure 26 Choosing the **OK** option, you will be redirected to the **CAF Preview** Screen Ref. **Figure 29**

	Skill Developmen Technical Educa	nt 9 ition Department							0	Praclosh	0.
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Figure 29 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.

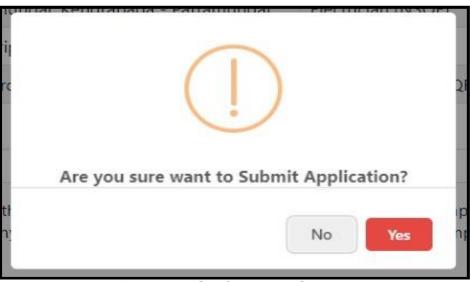


Figure 30 Confirmation Screen

Student Academic Management System	Skill Development & Technical Education Department		Welcome Pradosh	G)
Dashboard	🛠 / CAF Preview			
P Application Form		Congratulations!!!		
Fees Payment		Your Common Application Form has been submitted successfully		
🚔 Print CAF		Applicant Name : Pradosh Reference Number : Srichandan 2370000045		
🖀 Change Password				
	«	Click here to Pay Application Fees Click here to Edit Application		
		You have edited the CAF 2 times. You have 1 attempt(s) remaining.		
		For any doubt please call Toll Free No. 155335/18003456770 and refer your Reference Number.		
		Copyright © 2023 SAMS, All Rights Reserved		

Figure 31 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 Ref. **Figure 32**:

Student Academic Management System	ODIS	Kill Development & Technical Education Departr	nent				elcome adosh	6
Dashboard	*	/ Fees Payment						
Application Form	SL#	Applicant Name	Unique Reference No.	Date of Birth	Category	Amounts	Print Slip	Action
🗳 Fees Payment	1	Pradosh Srichandan	23T0000045	25-Oct-1995	GENERAL	₹ 100/-		Pay
🚔 Print CAF								
🖀 Change Password								

Figure 32 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.

Credit Card > Debit Card Other Debit Cards	Pay by Credit Card VISA ■ RuPay> Card Number Payment Amount: ₹ 100.00
1 Internet Banking	Enter card number
응왕 QR	Expiration Date CVV/CVC
C UPI	Month Year
	Card Holder Name
	Enter card holder name
	Make Payment Cancel
	Cancer
	BillDesk

Figure 33 Payment Gateway Screen

Referring to Figure 33,

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.

पंजाब नैष्ट्रलल बेंक ⊌ punjabnational.bank
Enter OTP
Mobile Number: xxxxx0377 Not your contact details?: <u>Contact Customer Care</u> Merchant Name: DETODSAITI Date: Jul 08, 2021 Total Charge: Rs 1.00 Card Number: 6070 XXXX XXXX 7933 Personal Greeting: Punjab National Bank OTP:
Submit Cancel This page will automatically timeout after 300 seconds. Powered by Cancel

Figure 34 Payment Gateway OTP 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.

E 🕈 > Fees Payment	-		
	Paymer	it Status : SUCCESS	
	Payment Information		
	Applicant Name BankID	RANI MURMU PMP	
	BankMerchantID	607093	
	BankReferenceNo	250784	
	Order No	162572808611	
	TxnAmount	1.00	
	TxnDate	08-07-2021 12:13:39	
	TxnReferenceNo	VPMP0098421585	
	TxnType	03	

Figure 35 Success Message Screen

Thus a success message is generated on successfully paying the requisite amount with the payment information. Refer **Figure 35**.

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

3.4 PRINT CAF

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

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

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

Skilled in ODISHA				Industrial Training Institute
	for Admission into Gove Skill Development and Techincal	Application Form ernment & Private ITIs I Education Department, Government 33:22 AM (No of times CAF edited	(2023-24) of Odisha	23T0000045
1 Qualification 2 10th Board Details 3 Applicant's Name 4 Father's Name 5 Mother's Name 6 Personal Details 7 Highest Qualification 8 Resident Address a State 0. Address	Name of the Examination Board BSE, Odisha PRADOSH AMBUJA BASANTA Sex MALE B.Com B.Com		Roll Number kafkje12213 ate of Birth 13 Jul 1995 c. Block / ULB e. PIN Code	CUTTACK (MC) 754322
f. Telephone No.	620351	g. Mobile No. 7008620551 j. Aadhaar Card XXXXXXXX No. b. Branch Name NA	h. e-Mail	mnbbubu@gmail.com NA NA
e. Whether parent belongs to f	No	No Green arly vulnerable None CRPF		General Yes Minority No Police No No If the Parents 2.50,000 - 6,00,000
12. Details of Mark/Grade Secure Total Mark 600 300 b. Have you passed 10th B	ed in Examination English Maximum Secured Maxi 100 50 10 oard Exam Compartmentally ? Payment Status	Imum Secured Maximum 00 50 100 No Payment Details Amount Paid	Secured Maxim	
2nd ITI Balasore - Balasore 3rd SIPT Pattamundai, Ker 4th ITI Bhandaripokhari, Bf 5th Gandhamardana ITI, B	drapada - Pattamundai adrak - Bhandaripokhari	100 Trade Internet of Things (Agriculture) (NS Draughtsman (Mechanical) (NSOF Electrician (NSOF) Dress Making (NSOF) UNDERTAKING should any indiscipline and disobedie	QF) No) No No No No	atel Option IMC / REGULAR REGULAR REGULAR REGULAR REGULAR REGULAR REGULAR
authority empowered by them in thi information furnished by me in this a I further undertake that I will not inv I hereby fully endorse th	regard or should conduct in the Institue is populcation is threa and correct and i underfi- sive in any ragging activities in the Institue e undertaking made by our / ward	s found not satisfactory, my name will ake that any wrong information furnish	utomatically be removed fro ed by me, detected afterward	m the Institue . I undertake that is will be treated as cognizable offence.

Figure 36 Print CAF Screen

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

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