2023

How to fill ITI Common Application Form (CAF)

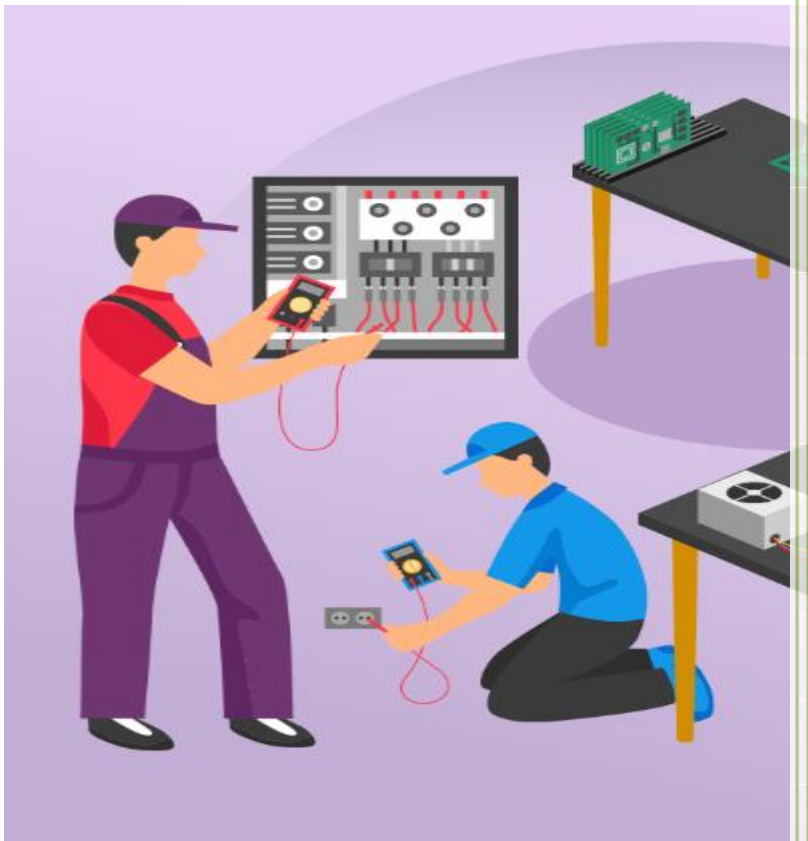# Table of Contents

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 www.samsodisha.gov.in / www.dtetodisha.gov.in, which may be filled up correctly and should be submitted **ONLINE** on or before due date & time. Before filling up the application form, the candidate should keep ready the scanned copy of the colored photograph along with Caste Certificate, Income certificate, Resident Certificate for claiming any reservation 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:** https://samsodisha.gov.in/ in the browser to land onto the **S**tudent **A**cademic **M**anagement **S**ystem (SAMS) as displayed in the **Figure 1**. Now, Click on the **ITI** available under Skill Development & Technical Education Department to enter ITI website as shown in **Figure 2**.
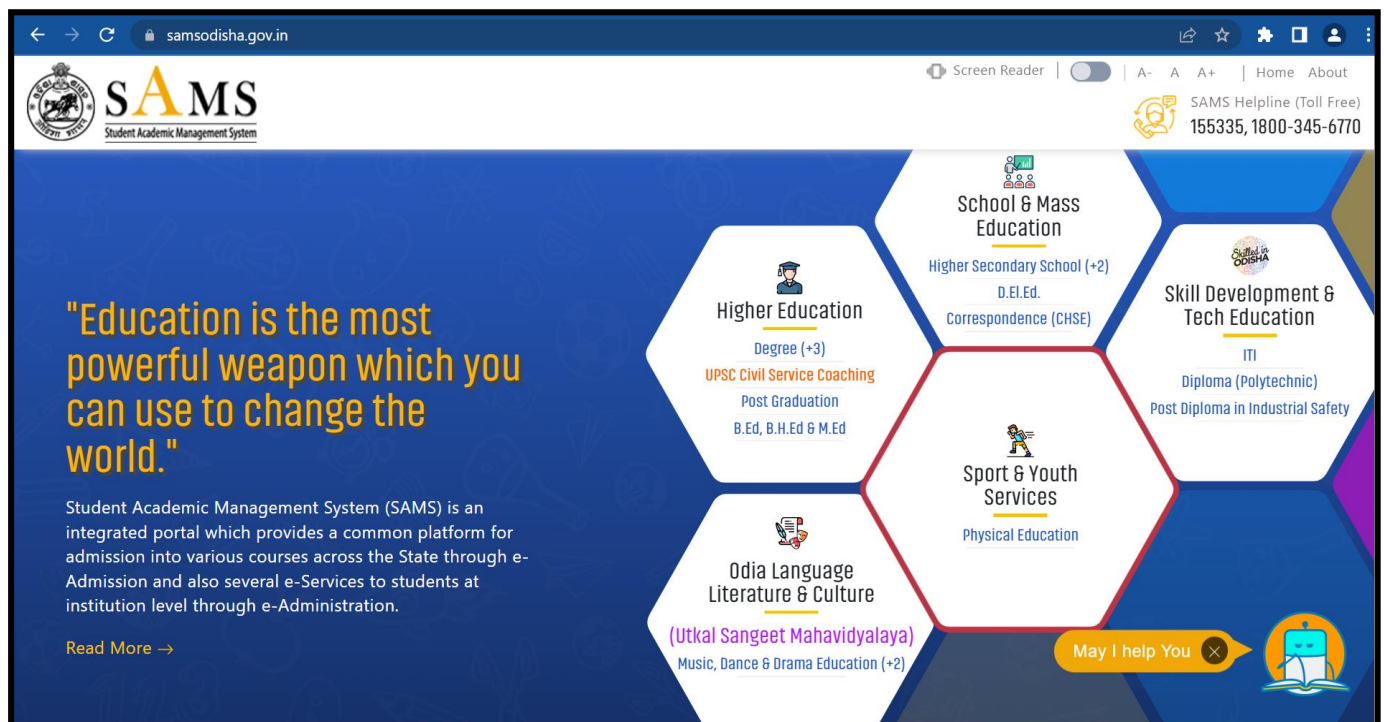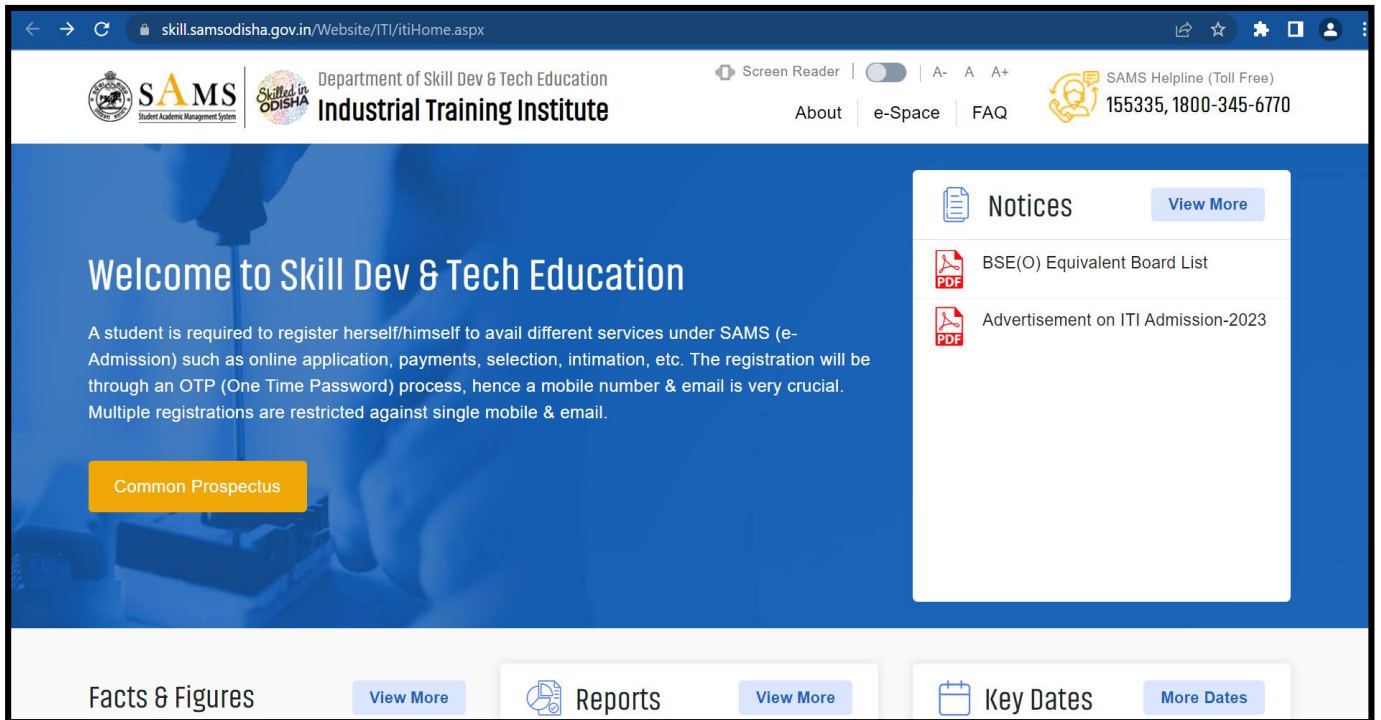

Figure 1: SAMS Landing Screen

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).
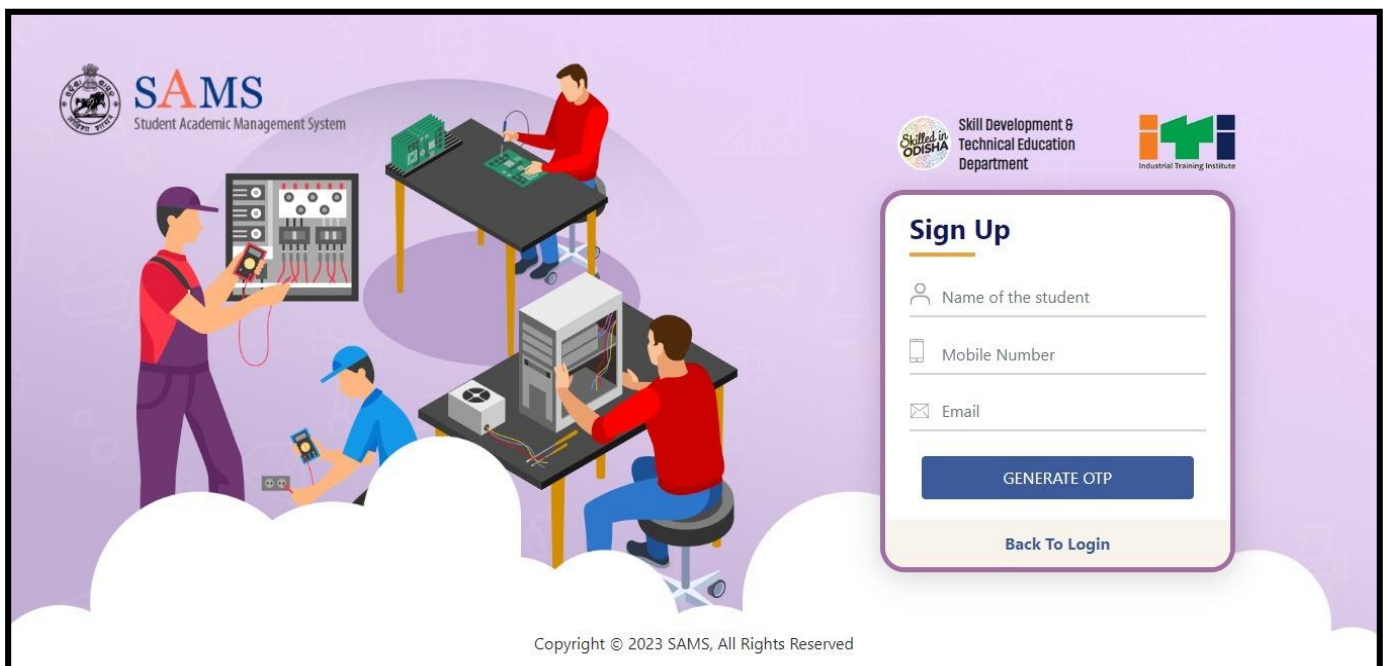
Figure 3 Sign Up Screen

- 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.
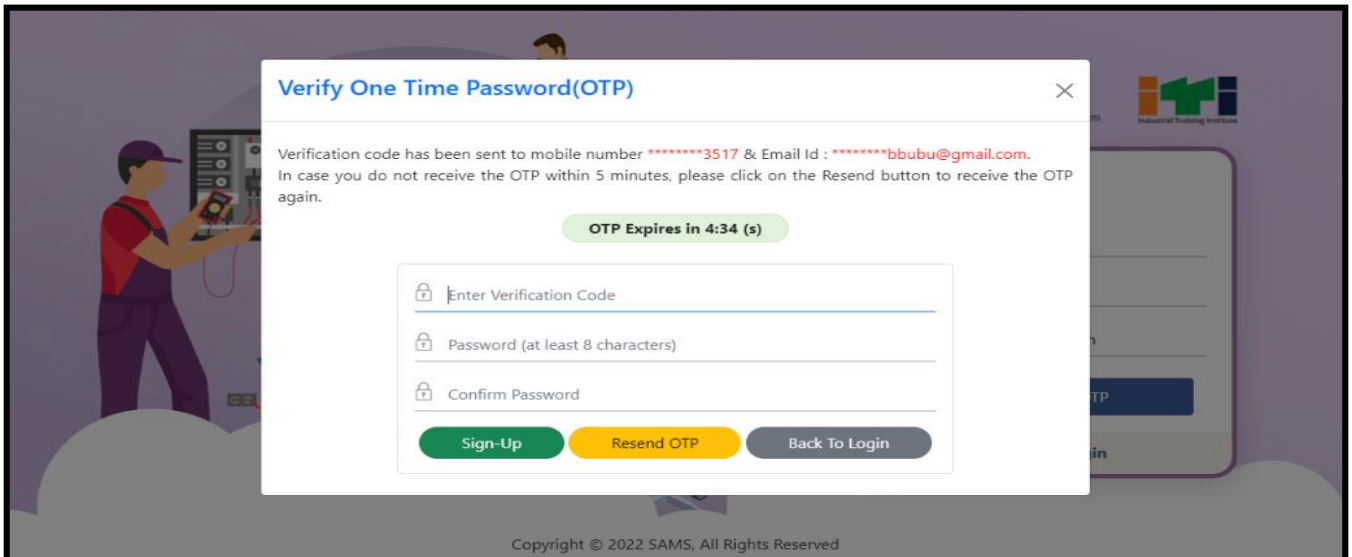

Figure 4 OTP Screen

- After entering OTP and Password, click on Sign-up and then you have been successfully registered message will display on the screen.
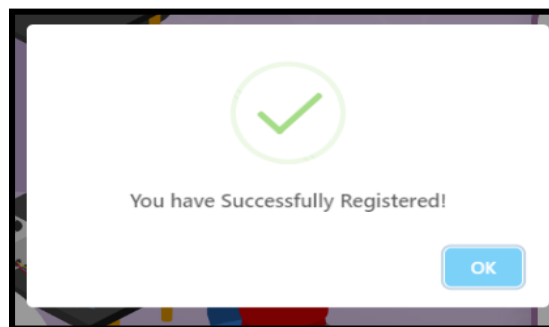
Figure 5 Registration Successful Screen

- 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.
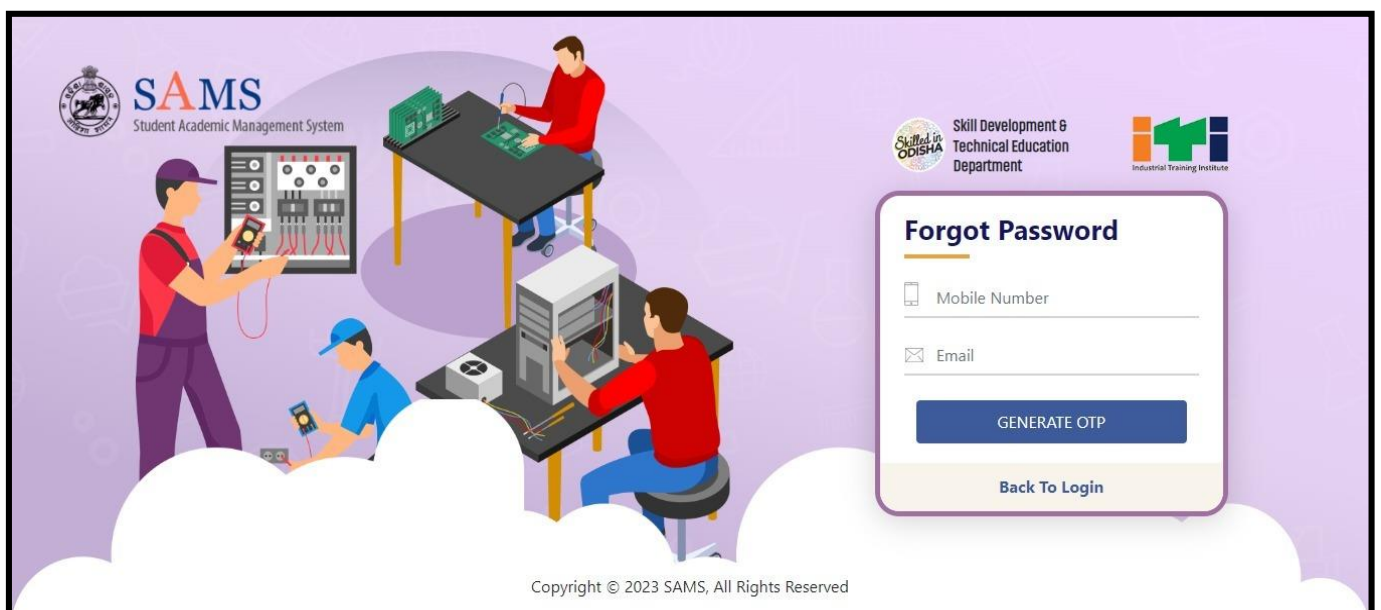
Figure 7 Forgot Password Screen

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.
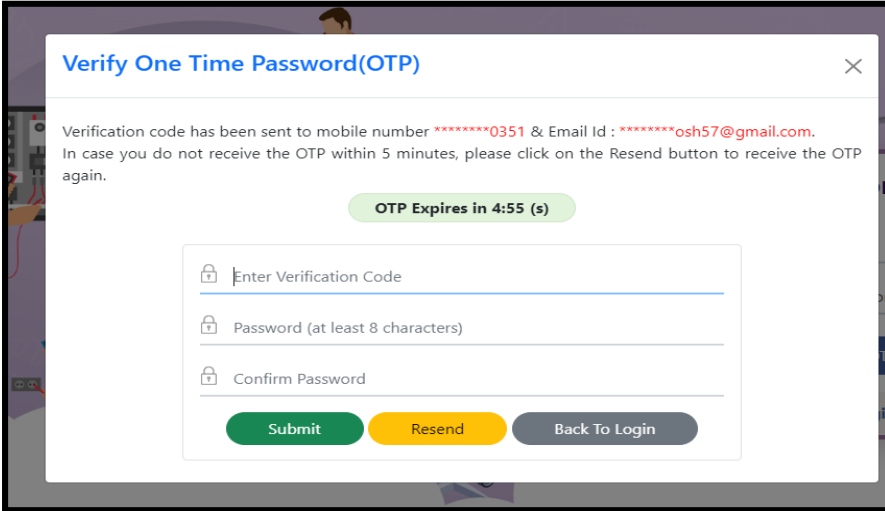
Figure 8 Forgot Password OTP Screen

- 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.
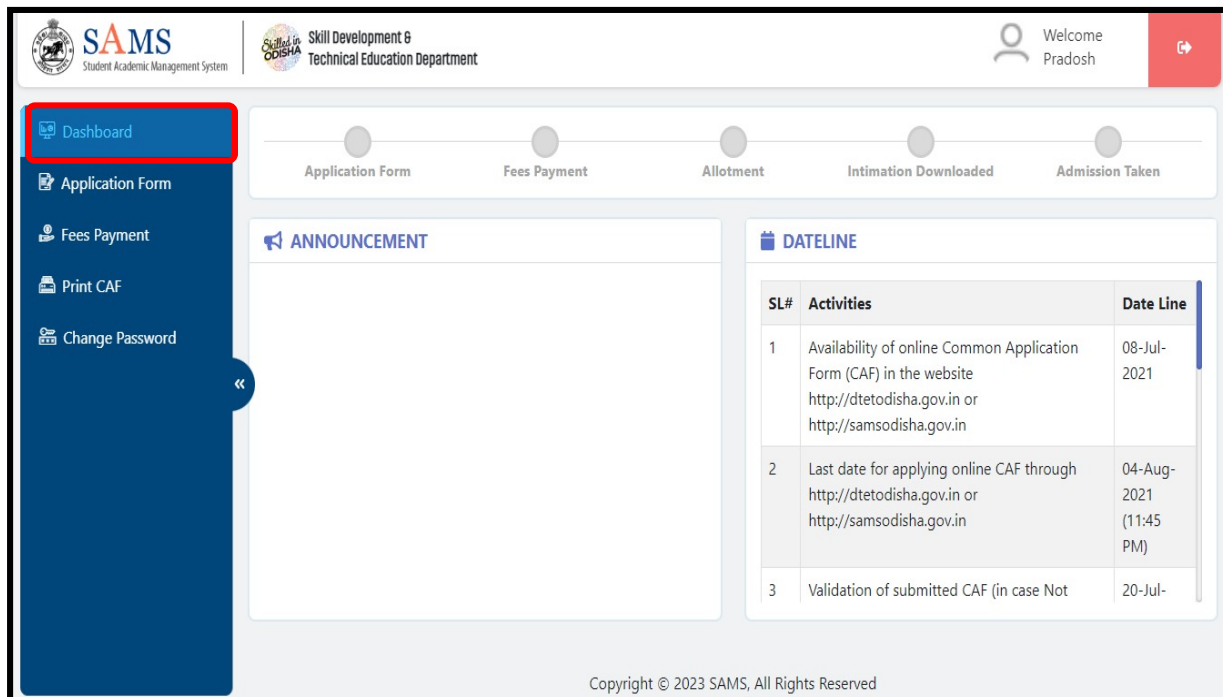
Figure 9 Dashboard

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) <u>Academic Details</u>
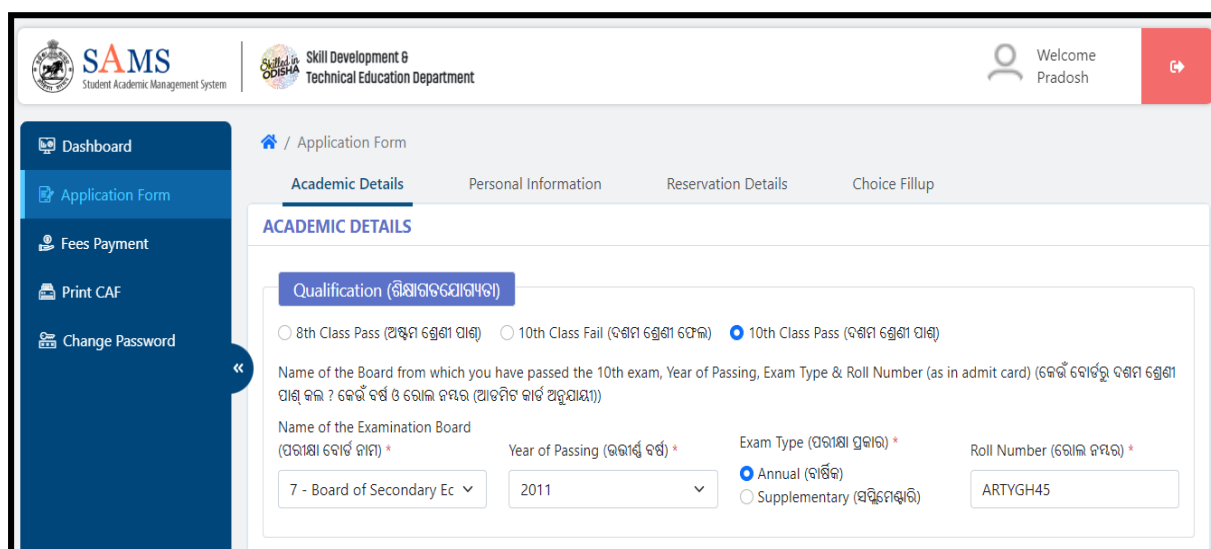
Figure 10 Academic Details

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-
  o The Name of the Examination Board from which you have passed/failed your lasted attended exam.
  o Select the Year of passing/failing the exam from the drop down menu.
  o Choose the Exam Type you have appeared, i.e. either Annual or Supplementary.
  o Accordingly, enter your Roll No. in the textbox given as mentioned in your admit card.
- In case of BSE Odisha board applicants passed between 2014 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**).
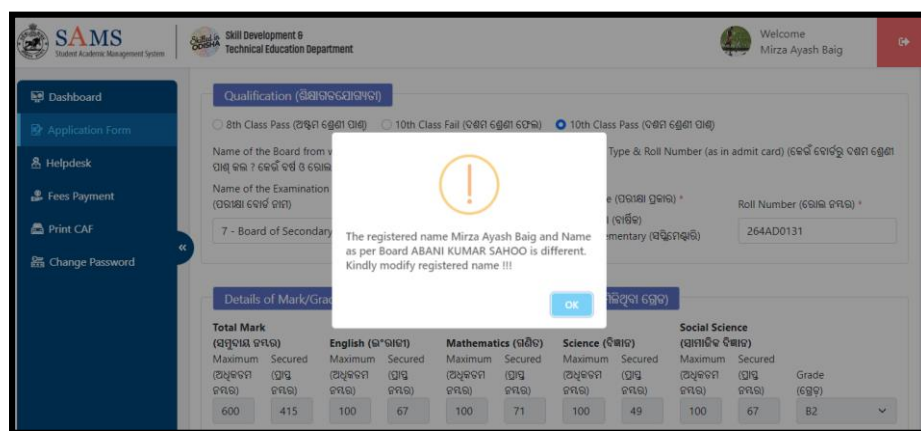
Figure 11 Pop-up Screen for Name Mismatch

- 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.
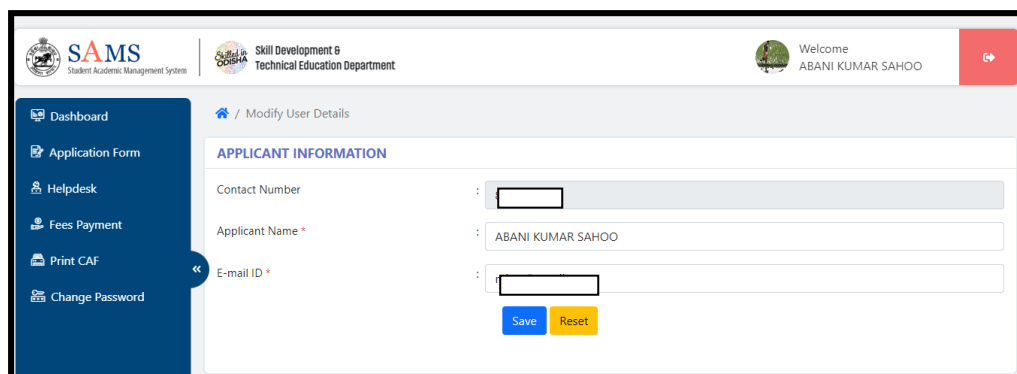
Figure 12 Registration Details Update Screen

➢ **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.

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.

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.
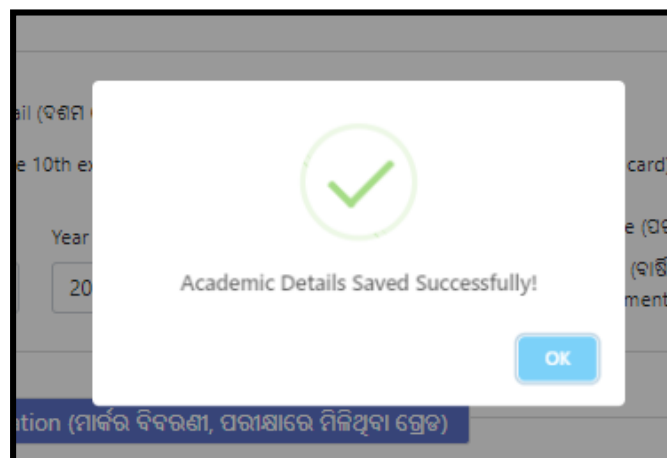
Figure 15 Academic Details Successful Screen

2) Personal Information

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.
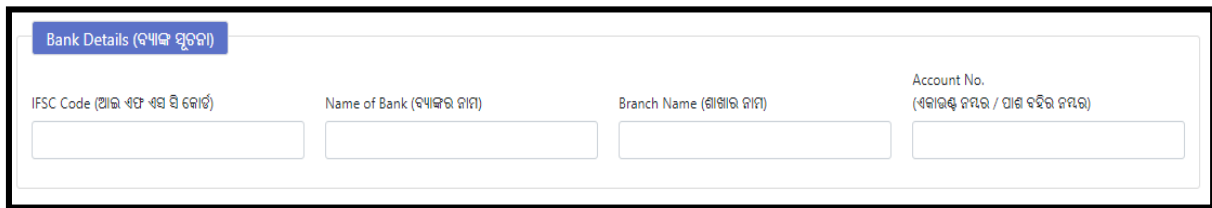
➢ **Residence Address**

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)-

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.
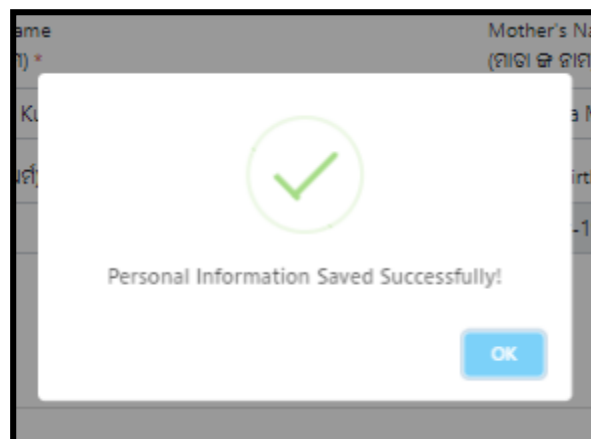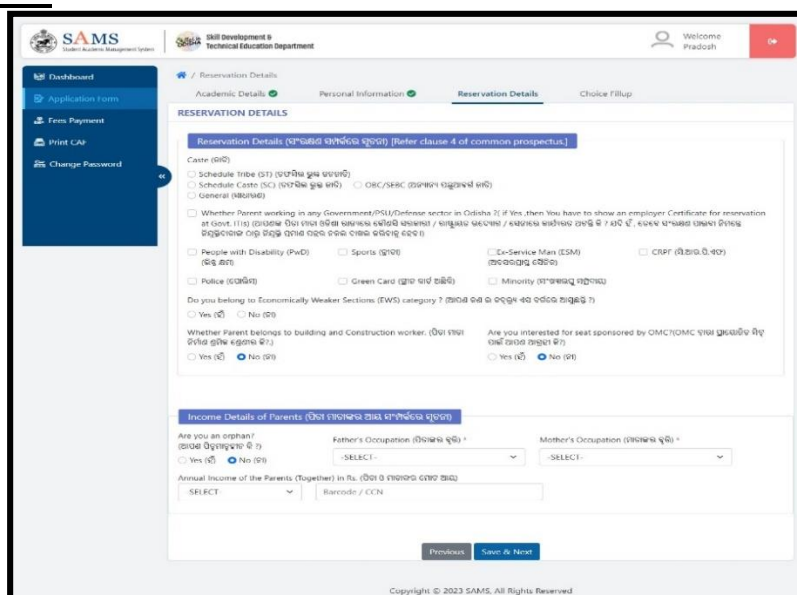
Figure 20 Personal Information Successful Screen

3) Reservation Details

Figure 21 Reservation Details Screen

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?
  - 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.

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

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

For saving the **Reservation Details**, click the **Save & Preview CAF** option, refer **Figure 21**
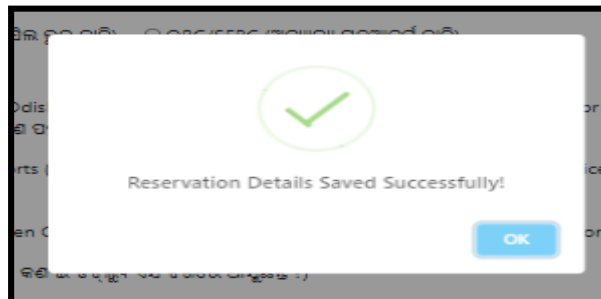
Figure 25 Reservation Details Successful Screen

3.2 CHOICE LOCKING

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**)

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**).

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**

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
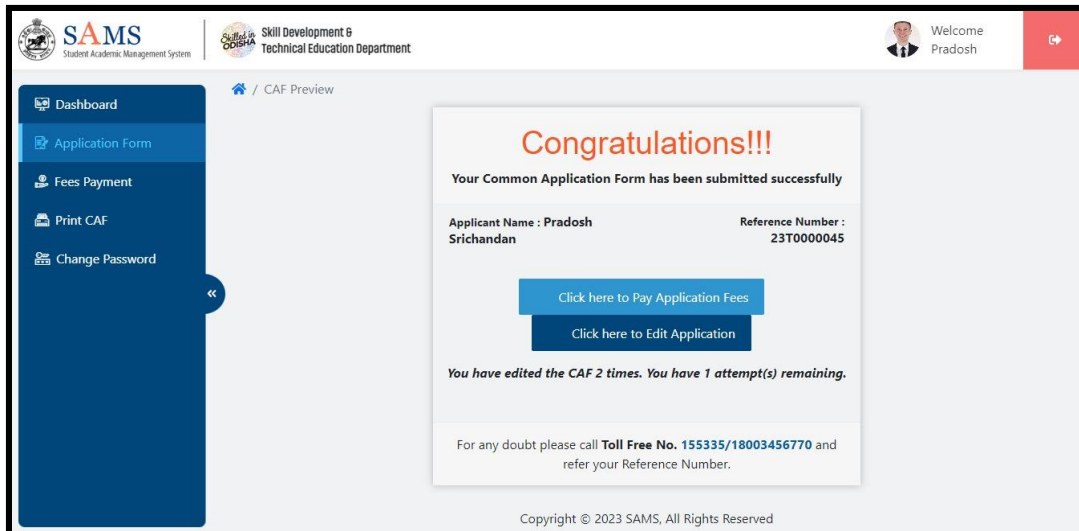
Figure 31 Application Form

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**:
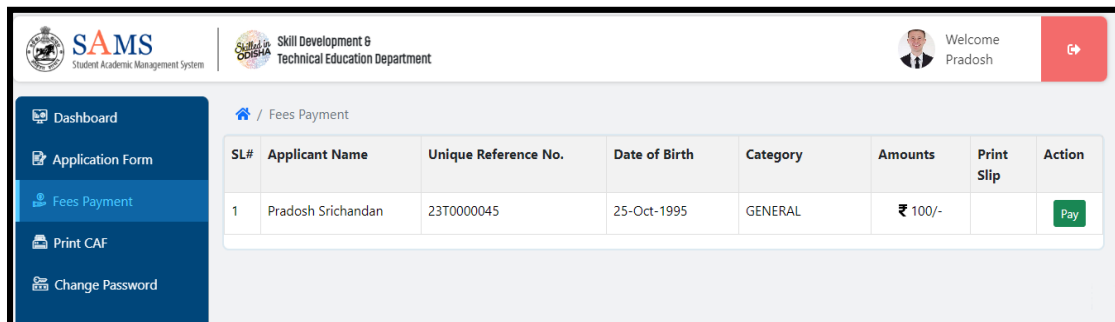
Figure 32 Fees Payment Screen

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.
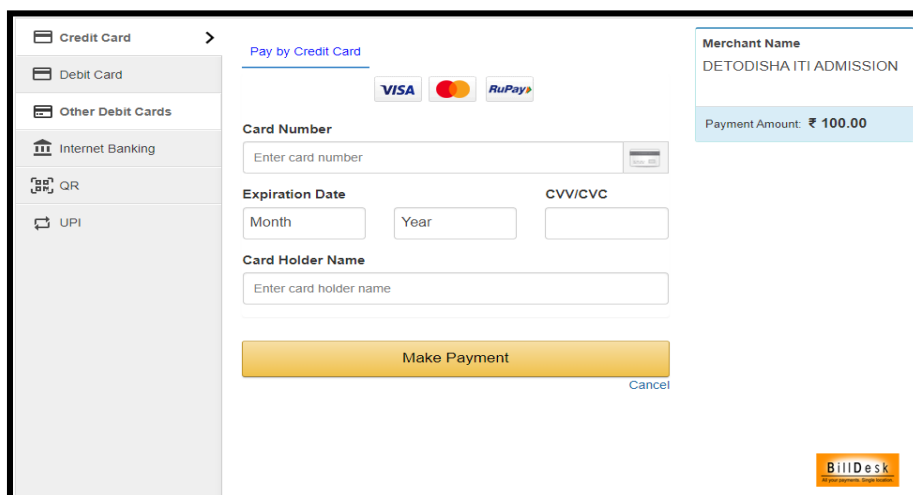
Figure 33 Payment Gateway Screen

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.

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.

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.

Figure 36 Print CAF Screen

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

LIST OF FIGURES