



**ACADEMIC
SESSION
2023-24**

COMMON PROSPECTUS

ITI e-Admission 2023

Student Academic Management System

Skill Development
& Technical Education Dept.
Government of Odisha

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

Directorate of Technical Education and Training, Odisha
Killamaldan, Buxibazar, Cuttack-753001

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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 with in 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
HelpDesk	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/PrivateITI)
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 or1800-345-6770: It is toll free help line number which provides information to applicants/parents/general Public conguer related to e-Admission.
SCTEVT	The State Council for Technical Education & Vocational Training

Important Notes

Applicant's desirous of admission into Government / Private ITIs during the Academic Year 2023-24 have to apply through **ONLINE** mode ONLY. There will be no OFFLINE mode for submission of Common Application Form(CAF).

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

For admission to ITI Courses for the Academic year 2023-24, 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 BSE, Odisha between 2014 and 2022 need not require entering the examination mark details. Their information will automatically populate in the CAF, once they entered 'Examination Name', 'Year of Passing', 'Exam Type' & 'Roll Number'.

The candidate or his/her representative need to submit the original certificates, mark sheets, other necessary documents at the time of Admission at destination institution.

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

A candidate 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.

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 a candidate got selected in a lower option than the 1st option and wants remain in that option than 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, **60 Govt. ITIs and 415 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 reducing the anxiety of applicants/parents regarding selection
- Reduce the workload of Educational Institutions by developing several modules of administration using the database of admission process and thereby improve services to the students.

ITIs under SAMS

As per the decision taken by Government of Odisha in Skill Development and Technical Education Department vide **G.O 2214, Dated: 05/05/2017**, the centralized admission will be 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 BSE, Odisha between 2014 and 2022, 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 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 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) Balance Seat (SPOT) Admission (for residual 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 them in the respective Institutes notice boards. SMS will be sent to selected candidates by 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 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-2023
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
Phase-II and Spot admission if necessary should be notified at a later stage.		

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

3. e-Admission Procedure

3.1 Application Process

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

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

3.2 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, Cybercafe and any place where Internet facility is available.

3.3 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.

3.4 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.

3.5 CAF and Document Verification Process

- 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. "District", "Qualification" "Gender", "Reservation", "Marks", "Disability Type", "Special Community", "Minority", "OMC", "Sports Quota", and/or "EWS" 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. All those applicants will be considered in the subsequent selection as a fresh applicant.**

3.6 Principles of Selection

- **Age Limit:** Candidates having age of 14 years and above as on 01.08.2023 (no upper age limit) are permitted to take admission in Trades/Units affiliated to NCVT vide Letter No DGET-19(15)/ 2010-CD dated 22.09.2010.
- **Eligibility:** The minimum eligibility for admission to ITI classes shall be a pass in 8th standards of High School Examination or Annual High School Examination of Board of Secondary Education (BSE), Odisha or its equivalent boards.
- 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.
- In case there are no applicants in any of the reserved category, all seats will be de-reserved except ST, SC & PwD seats from the very beginning of the 1st round of Phase-I. During the de-reservation, all unfilled females seats will be merged with UR Female seats. SC/ST applicants selected for admission on merit basis in the general category shall not be counted against reserved seats. They shall be treated as general category applicants for admission, but their social category will remain unchanged.

3.7 Intimation

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

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

3.8 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:

- 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.
- Women & PwD Category candidates shall pay all other fees / charges except 'Tuition Fee' at Sl. No. 1 of the fees table.
- 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 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) Admission against 4 seats of the Trades per Unit introduced under the Gol scheme 'Upgradation of 1396 Government ITIs through PPP' in the following ITIs will be governed by the concerned IMC Society on merit basis with additional 'Development Fee' @Rs. 5,000/- per student per annum.

Sl#	District	Block/ ULB	Institute Name
1)	Bargarh	Bargarh	ITI Bargarh
2)	Boudh	Boudh	ITI Boudh
3)	Bolangir	Bolangir	Gandhamardana ITI, Bolangir
4)	Cuttack	Cuttack Sadar	Madhusudan ITI, Cuttack
5)	Dhenkanal	DhenkanalSadar	ITI Dhenkanal
6)	Ganjam	Chhatrapur	ITI Chhatrapur, Ganjam
7)	Keonjhar	Barbil MPL	ITI Barbil, Keonjhar
8)	Keonjhar	Anandapur	ITI Anandapur, Keonjhar
9)	Malkangiri	Malkanagiri	ITI Malkanagiri
10)	Mayurbhanj	Baripada	TTI Takatpur, Mayurbhanj
11)	Mayurbhanj	Baripada	Purna Chandra ITI Baripada, Mayurbhanj
12)	Nawarangpur	Umarmote	ITI Umarmote, Nabrangpur
13)	Nuapada	Khariar Road NAC	ITI Khariar Road, Nuapada
14)	Puri	PuriSadar	ITI Puri

(N.B: The additional development Fee of Rs.5,000/- per trainee per annum for IMC seats shall be collected in the offline mode within the cut-off dates at the respective ITIs.)

- f) 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, thus 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.
- g) 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 place and unable to report in time at the selected Institution. 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

4.1 Government ITI

- 1) As per G.O. NO.2314/I dt. 7.8.1987 and G.O. No.20763/I dt. 22.7.1993, 75% seats of each ITI shall be filled up by the local candidates i.e. of the district (undivided) and the rest 25% as well as the vacancy, if any, in the local quota of 75% shall be filled up by outside the undivided district candidates from separate merit list prepared for them.
- 2) 50% of seats of non-matric trades shall be filled up as per NCVT norms prescribed in Training Manual (8th class pass) and the rest 50% of seats on non-matric trades in ITIs be filled up by the non-matric candidates who have failed in HSC/Board Examination. In case sufficient numbers of HSC / Board failed candidates are not available against the particular trade, the seats reserved for the HSC/Board failed candidates will be filled up by the 8th class pass candidates on merit basis. In case seats lying vacant shall be filled up by HSC pass candidates.
- 3) 15% 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% seats are reserved for ST with special reservation of one seat per unit for any PVTG community and 20% seats for SC at ITI, Malkangiri.
 - d) 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 letter No. 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.**

- 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 University team at the Inter University competition, 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.
- 7) As per Notification No.7113 dt. 25.4.2003, 2% seats shall be reserved for admission of the children, wards of defence 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 Defence shall be followed.
- 8) As per Notification No.7113 dt. 25.4.2003, 5% seats shall be reserved for admission of the children of green card holders.
- 9) 100% seats of Government ITI, Gumma, ITI, Chandragiri of Gajapati, Government ITI, Bhandaripokhari, Bhadrak, Govt. ITI, Kutra, Sundargarh, Govt. ITI, Kotagarh and Govt. ITI, Daringbadi, 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.
- 12) **Capturing Options in CAF and Allotment of Seats for ITI, Koira, Sundargarh**
 - a) During the 2022-23 session, ITI Koira, along with ten other Government ITIs, became part of SAMS. This ITI, Koira 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 also 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 L 5)
 - ii) Stone Processing Machine Operator(NSQF L 4)
 - iii) Stone Mining Machine Operator (NSQF L 4)
 - iv) COPA (NSQF L 4)
- 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) 50% of the total intake of this ITI for open selection category will be subject to selection in accordance with ITI Malkangiri, with the exception of 1 ST Seat per Shift / Unit, which will be reserved for Special Community ST applicants (PVTG-Particularly vulnerable tribal group) and allocated on a first-come, first-served basis.
- f) The vertical reservation of 50% seats for ST & 9% seats for SC candidates proposed to be followed for ITI, Koira as per population strength of Sundargarh district.
- g) The horizontal reservation of 5% seats for PwD, 2% for son/ward of Ex-Servicemen, 5% for Green Card Holders and 30% seats for female candidates shall be followed.
- h) 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).
- i) Remaining 50% or 84 seats for CTS for open selection with 75% local district quota for Sundargarh district & 25% other rest 29 districts including the reservation criteria mentioned at Point No. 12. f) & 12. g).
- j) DST seats $24 \times 3 = 72$ will be 100% OMC sponsored.
- k) 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.
- l) The de-reservation procedure for the OMC Sponsored and Open Selection processes shall begin with the first round of selection.

m) 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 permission of the DTET(O).

4.2 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, 15 % 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 in any or all the categories shall be filled in Phase-I by General category students on merit.
- 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.
- 3) In case of CRPF ITC Group centre, Bhubaneswar, 75% seats are reserved for CRPF category (CRPF wards candidates, Real brother/ candidates of Ex-CRPF personnel, Relatives of CRPF personnel & other Central Para Military Forces) and rest 25% seats will be filled up by civilians.

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

5.1 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	10 th Pass with Math & Science
2	Baker and Confectioner(NSQF)	Non-Engineering	1 year	10 th Pass
3	Carpenter(NSQF)	Engineering	1 year	8 th Pass
4	Computer Hardware & Network Maintenance(NSQF)	Non-Engineering	1 year	10 th Pass with Math & Science
5	Computer Operator and Programming Assistant (V.I)(NSQF)	Non-Engineering	1 year	10 th Pass
6	Computer Operator and Programming Assistant(NSQF)	Non-Engineering	1 year	10 th Pass
7	Cosmetology(NSQF)	Engineering	1 year	10 th Pass
8	Dairying	Non-Engineering	1 year	10 th Pass

9	Dental Lab Equipment Technician(NSQF)	Non-Engineering	2 years	10 th Pass
10	Desk Top Publishing Operator(NSQF)	Non-Engineering	1 year	10 th Pass
11	Draughtsman (Civil)(NSQF)	Engineering	2 years	10 th Pass with Math & Science
12	Draughtsman (Mechanical)(NSQF)	Engineering	2 years	10 th Pass with Math & Science
13	Dress Making(NSQF)	Non-Engineering	1 year	8 th Pass
14	Electrician(NSQF)	Engineering	2 years	10 th Pass with Math & Science
15	Electronics Mechanic(NSQF)	Engineering	2 years	10 th Pass with Math & Science
16	Fitter(NSQF)	Engineering	2 years	10 th Pass with Math & Science
17	Floriculture & Landscaping	Non-Engineering	1 year	10 th Pass
18	Food Production (General)(NSQF)	Non-Engineering	1 year	10 th Pass
19	Foundry Man Technician(NSQF)	Engineering	1 year	10 th Pass
20	Health Sanitary Inspector(NSQF)	Non-Engineering	1 year	10 th Pass
21	Horticulture	Non-Engineering	1 year	10 th Pass
22	Industrial Painter(NSQF)	Engineering	1 year	10 th Pass
23	Information Communication Technology System Maintenance(NSQF)	Engineering	2 years	10 th Pass with Math & Science
24	Instrument Mechanic(NSQF)	Engineering	2 years	10 th Pass with Math & Science
25	IoT Technician Smart Agriculture(NSQF)	Non-Engineering	1 year	10 th Pass with Math & Science
26	IoT Technician Smart City(NSQF)	Non-Engineering	1 year	10 th Pass with Math & Science
27	IoT Technician Smart Healthcare(NSQF)	Non-Engineering	1 year	10 th Pass with Math & Science
28	Laboratory Assistant (Chemical Plant) (NSQF)	Engineering	2 years	10 th Pass with Math & Science
29	Machinist(NSQF)	Engineering	2 years	10 th Pass with Math & Science
30	Marine Engine Fitter(NSQF)	Engineering	1 year	10 th Pass with Math & Science
31	Mechanic (Motor Vehicle)(NSQF)	Engineering	2 years	10 th Pass with Math & Science
32	Mechanic (Tractor)(NSQF)	Engineering	1 year	10 th Pass with Math & Science
33	Mechanic Agriculture Machinery(NSQF)	Engineering	2 years	10 th Pass with Math & Science
34	Mechanic Auto Body Painting(NSQF)	Engineering	1 year	10 th Pass
35	Mechanic Auto Body Repair(NSQF)	Engineering	1 year	10 th Pass with Math & Science
36	Mechanic Diesel(NSQF)	Engineering	1 year	10 th Pass with Math & Science
37	Mechanic Machine Tool Maintenance(NSQF)	Engineering	2 years	10 th Pass
38	Mechanic Mining Machinery(NSQF)	Engineering	2 years	10 th Pass with Math & Science
39	Painter General (NSQF)	Engineering	2 years	8 th Pass
40	Plastic Processing Operator(NSQF)	Engineering	1 year	10 th Pass with Math & Science
41	Plumber(NSQF)	Engineering	1 year	8 th Pass
42	Pump Operator-Cum-Mechanic(NSQF)	Engineering	1 year	10 th Pass with Math & Science
43	Refrigeration and Air-Conditioning Technician(NSQF)	Engineering	2 years	10 th Pass with Math & Science
44	Secretarial Practice (English)(NSQF)	Non-Engineering	1 year	10 th Pass
45	Sewing Technology (NSQF)	Non-Engineering	1 year	8 th Pass
46	Sheet Metal Worker(NSQF)	Engineering	1 year	8 th Pass with Math & Science
49	Smart Phone Technician-cum-APP Tester(NSQF)	Non-Engineering	6 Months	10 th Pass
50	Stenographer & Secretarial Assistant (English)(NSQF)	Non-Engineering	1 year	10 th Pass

51	Surveyor(NSQF)	Engineering	2 years	10 th Pass
52	Technician Mechatronics (NSQF)	Engineering	2 years	10 th Pass with Math & Science
53	Textile Wet Processing Technician(NSQF)	Engineering	2 years	10 th Pass
54	Tool & Die Maker (Press Tools, Jigs & Fixtures)(NSQF)	Engineering	2 years	10 th Pass with Math & Science
55	Turner(NSQF)	Engineering	2 years	10 th Pass with Math & Science
56	Welder(NSQF)	Engineering	1 year	8 th Pass
57	Wireman(NSQF)	Engineering	2 years	8 th Pass
58	Solar Technician (NSQF)	Engineering	1 year	10 th Pass with Math & Science
59	Additive Manufacturing Technician (3-D Printing)(NSQF)	Engineering	1 year	10 th Pass with Math & Science
60	Stone Mining Machine Operator (NSQF)	Engineering	1 year	10 th Pass with Math & Science
61	Stone Processing Machine Operator (NSQF)	Engineering	1 year	10 th Pass with Math & Science
62	Operator Advance Machine Tools (NSQF)	Engineering	2 years	10 th Pass with Math & Science

5.2 Dual System Training

Dual System of Training (DST) scheme will enable 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 will be trained in the industry. Following ITIs have Dual System of Training.

1	Govt. ITI, Rayagada	Machinist	01	JK Paper Mill, Rayagada
2	Govt. 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	Govt. ITI, Rourkela	Fitter	01	SAIL(RSP), Rourkela
4	Govt. ITI, Anandpur, Keonjhar	Fitter	01	Odisha Mining Corporation Ltd, Daitari Iron Ores Mines
5	Govt. ITI, Talcher	Fitter	01	NALCO Ltd, NALCO (S&P) Complex, Angul
6	Govt. ITI, Hiraakud, Sambalpur	Welder	01	Hindalco Industries Ltd, Hiraakud, Sambalpur
7	Govt. 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 OPTL, Bhubaneswar
		Electrician	01	

9	Govt. ITI, Jajpur	Fitter Electrician	01 01	NINL, Jajpur
10	Govt. ITI, Cuttack	Electrician	01	OPTL, Bhubaneswar
		Electrician	01	Paradeep Port Trust, Paradeep, Jagatsinghpur
		Fitter Electrician Turner Welder Machinist	01 01 01 01	Corrosion Protection Pvt. Ltd, Jagatpur, Cuttack
		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 Electrician	01 01	JSPL, Barbil, Keonjhar
		Fitter	01	Arya Iron Steel Co. Pvt. Ltd, Barbil, Keonjhar
		MMV	01	Utkal Automobiles Pvt. Ltd, Barbil, Keonjhar
		Turner	01	Barbil Steel Fabrication Works, Keonjhar
		Machinist	01	Orissa Engineering Works, 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	02	Sri Ram Steel, Konkorada, Ganjam
19	GITI, Ambaguda, Koraput	MMV	01	Legend Cars Pvt. Limited, Jeypore, 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 Machine Operator, Stone Processing Machine Operator, Mechanic Mining Machinery	01	OMC Ltd & JSPL, Tensa
			01	AMNS Ltd, Koida
			01	OMC Ltd, Koida
26	Govt. ITI, Hirakud, Sambalpur	Fitter Electrician	01 01	Hindalco Ltd. Hirakud, Sambalpur

Proposed 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)

6. Other Information

6.1 Registration of Trainees after e-Admission

All the trainees admitted through e-Admission process in NCVT affiliated trades shall be registered into NCVT MIS Portal.

6.2 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.**

6.3 Caution Money

Trainees will be required 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.

6.4 Student welfare facilities

6.4.1 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).

6.4.2 Library Facilities

The Government it is 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.

6.4.3 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;

6.5 Outsourcing of Employability Skill Training through Professional Agency

The training in the subject has been outsourced through professional agency in all Govt.ITIs.

6.6 Industry Participation Activities

In order to make the vocational training system more industry responsive, the Gol Schemes “Upgradation of 1396 Government ITIs through PPP” have been introduced in 14 numbers

of Government ITIs through participation of industries in the form of Institute Managing Committee (IMC)/IMC Societies. These Government it is are

1) ITI Bargarh, 2) ITI Boudh, 3) Gandhamardana ITI, Bolangir, 4) Madhusudan ITI, Cuttack 5) ITI Dhenkanal, 6) ITI Chhatrapur, 7) ITI Barbil, 8) ITI Anandapur, 9) ITI Malkanagiri, 10) TTI Takatpur, Mayurbhanj, 11) Purna Chandra ITI Baripada, 12) ITI Umarkote, 13) ITI Khariar Road, 14) ITI Puri Admission against 4 seats of the Trades per Unit introduced under the Gol scheme ‘Upgradation of 1396 Government ITIs through PPP’ in the above Government ITIs will be governed by the concerned IMC Society on merit basis with additional ‘Development Fee’ @ Rs.5,000/- per student per annum.

6.7 Training-cum-Production activities

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

6.8 National Trade Certificate

Annual pattern of examination will be conducted for the trainees admitted from the 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 NCVT 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 SCTE&VT, Odisha and subsequently National Trade Certificate in the trades concerned are issued by NCVT New Delhi.

6.9 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 from **01.04.2023** onwards.
- Logon to SAMS Portal at <https://dtetodisha.gov.in> or <https://samsodisha.gov.in> for online registration from **01.04.2023**
- Application fee for Rs.100/- will be paid online before final submission of CAF.