

## SOP for 2<sup>nd</sup> phase Diploma Spot Admission (1st Semester/1st Year)

**“Tagging declaration as annexed at Annexure-I is mandatory.”**

### **Activity dateline:**

- **Registration of fresh candidates: 12.11.2021 to 28.11.2021 (upto 06.00PM)**
- **Candidates are advised to carry their valid mobile phone with registered mobile number to complete the OTP based tagging process**
- **Reporting of candidates, preparation of merit list & admission of eligible applicants on merit**

### **Govt. Institutions:**

- a) Validation & OTP based Tagging -17.11.2021 to 29.11.2021 (upto 6PM)
- b) Publication of Merit List: 30.11.2021-11:00AM
- c) Counselling & System based allotment of branch on merit-30.11.2021-11.30AM to 30.11.2021-7:00PM
- d) Verification of the documents uploaded by the candidates while taking admission. Candidates are not allowed to take admission in absence of valid documents which **must be completed within stipulated dateline.**

### **Private Institutions:**

- a) Document verification and validation at selected NCCs of applicants: 17-11-2021 to 30-11-2021 (04:00 PM)
- b) **OTP based Tagging of validated and auto validated CAFs & Admission: 17.11.2021 to 30.11.2021 (up to 8:00PM )**
- c) **Only after validation of the CAF at nearby NCC, a candidate is eligible for tagging. However, a candidate with auto-validated CAF and valid documents can directly be tagged.**

### **Applicants to be considered for 2<sup>nd</sup> Phase Diploma Spot Admission-2021**

- 1- Fresh eligible registered applicants;
- 2- Registered but not validated in the earlier phase;
- 3- Validated but not filled choices in the earlier phase;
- 4- Filled choices but not allotted seat in the earlier phase;
- 5- Allotted but not deposited admission fees in the earlier phase;
- 6- Allotted but not reported for admission in the earlier phase.

## Getting Started for Spot Admission – for Institute

- Open your browser, type the URL: [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and select the
- Diploma available under “Skill Development & Technical Education” from the screen.
- Then, click on the “e-Space” link to open the login page.
- Provide institution username and password to login.

## Steps for “validation”

- To validate the document, NCC needs to provide the Barcode no. of the applicant in the given box, then click on “Show” Button, It will show the details of applicant for verification.
- Then, click on “validate button” and you will be redirected to “Document Verification Page” for verification of documents already uploaded or upload new document. After completion of document verification, NCCs are advised to click on “Save” button to complete the validation process of a CAF.
- Print of the CAF can be taken by clicking on the barcode number displayed at “View” screen.

The screenshot shows the 'Validate' page on the Samsodisha portal. At the top, there is a 'Barcode No.' field with the value '21F0024362' and a 'Clear Barcode' button. Below this is the 'Applicant Details' section, which includes course information (1 - Diploma in Engineering Only), exam details (10th, Board of Seconds, High School Certi, 2021), and personal information (Applicant's Name: GOPAL PUJARI, Father's Name: DAMU PUJARI, Mother's Name: SUDARMA PUJARI, Blood Group: --SELECT--, Gender: MALE, Date of Birth: 04-Dec-2004, Aadhaar/EID Number: 614021877481). There are also fields for 'Address for Correspondence' (State: ODISHA, District: NAWARANGPUR, Block/ULB: KOSAGUMUDA, Pin Code: 764058, Mobile No.: 9984593830) and 'Mark Secured in each subject in 10th Examination'. A table shows subject-wise marks for English, Social Science, Science, AUTOMATIVE, First Language/ Odia, and Mathematics. The 'Domicile' section asks if the applicant is an Odisha State Applicant, an Outside Odisha State Applicant, or an Odia Livino in Odia Speaking tracts. The 'Reservation Details' section includes options for Scheduled Caste (SC), Scheduled Tribe (ST), or Others, and a field for Caste Certificate Barcode Number/Misc. CCN (E-STO/2021/185562). The 'Other Information' section includes Nationality (INDIAN) and Annual Income (Upto 2.5 lakhs). At the bottom, there are 'Validate' and 'Cancel' buttons.

**Applicant Details**

Course Details : 1 - Diploma in Engineering Only

Exam Name : 10th Board / Council Name : Board of Seconds Board Exam Name : High School Certi Year of Passing : 2021 Exam Type :  Annual  Supplementary Roll Number : 124FC0215

Applicant's Name : GOPAL PUJARI  
 Father's Name : DAMU PUJARI  
 Mother's Name : SUDARMA PUJARI  
 Blood Group : --SELECT-- Gender : MALE  
 Religion : HINDU Date of Birth : 04-Dec-2004  
 Aadhaar /  EID Number : 614021877481  
 Do you belong to Building & Other Construction Workers (BOCW) beneficiary?  Yes  No

**Address for Correspondence**

State: 1 - ODISHA District: NAWARANGPUR Block/ULB : KOSAGUMUDA  
 House No., Street/ Village, Post Office, Police Station Name : AT/PO-BHAIGADN PS-KOSAGUMUDA Pin Code: 764058  
 Mobile No.: 9984593830 Alternate Mobile No.: E-Mail:

**Mark Secured in each subject in 10th Examination**

Total mark secured in all subjects

Maximum Mark : 600 Secured Mark : 295 % : 49.17 Have you passed Compartmentally?  Yes  No

Subject	Maximum Mark	Secured Mark	%	Have you passed the subject Compartmentally?
--Select--				<input type="radio"/> Yes <input checked="" type="radio"/> No
1# English	100	47	No	--
2# Social Science	100	50	No	--
3# Science	100	48	No	--
4# AUTOMATIVE	100	51	No	--
5# First Language/ Odia	100	53	No	--
6# Mathematics	100	46	No	--

**Domicile**

Are you Odisha State Applicant (S) :  Yes  No  
 Are you Outside Odisha State Applicant (O)? :  Yes  No  
 Are you Odia Livino in outvino Odia Speaking tracts :  Yes  No

**Reservation Details (Reservation is applicable only for "a" domicile Applicants)**

Scheduled Caste (SC)  Scheduled Tribe (ST)  Others  
 Caste Certificate Barcode Number/Misc. CCN : E-STO/2021/185562   
[Check Here to Confirm](#)

**Other Information**

Nationality: INDIAN Annual Income : Upto 2.5 lakhs  
 TFW Scheme :  Yes  No

Validate Cancel

[Screenshot-1]

Verify Document(s)

Please upload below supporting documents as per claim reserved by applicant

- Only pdf files are allowed
- Min/Max Size: 50/500KB
- File name can only contain alphanumeric characters, numbers, hyphens(-), commas(,), spaces and underscore(\_)
- File name should not contain more than 30 characters

SL#	Details of Document(s)	Upload	Action
1	Scanned copy of Permanent Residence Certificate (in case of reservation category / Lateral Admission) in Form-V as applicable,.	Choose File No file chosen	Upload
2	Income & Asset Certificate as appended in Form-IX / in the format from the competent authority in case of candidate claiming seats under EWS category	Choose File No file chosen img729.pdf	Upload

Save Cancel

[Screenshot-2]

- Category, Course and domicile can't be changed without permission of the DTET, Odisha.

### Steps for “Spot Tagging”

- Select “Spot Admission (Diploma)” from the left menu bar.
- Then, click on the “Spot Tagging (1st Sem./Yr.)” link to open the CAF tagging page to tag 1<sup>st</sup> Sem./Yr. applicant.
- Type the Bar code number in the given box and then click on the **Generate OTP** button. The underneath screen will be displayed.
- On clicking on “**Generate OTP**” button, an OTP will be sent to the particular student’s registered mobile number. The In-charge person needs to ask the candidate to provide that OTP and then type the OTP at the given place and click on **Submit** button.

CAF Tag Fresh

Cancel History Cancel Admission

Note:- (1) Courses i.e. Diploma in Engineering Only, Diploma in Non-Engineering Only are only allowed for tagging.  
(2) Institute can only change the course details to Diploma in Engineering Only, Diploma in Non-Engineering Only during the tagging.

Barcode No. : 21F000075 **Generate OTP**

Verification code has been sent to mobile number \*\*\*\*\*0151

In case you do not receive the OTP within 5 minutes, please click on the Resend button to receive the OTP again.

471507 **Submit**

OTP Expires in 4:49 second(s)

Resend OTP

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[Screenshot-3]

- On clicking on the “**Submit**” button, the details of the CAF will be displayed on the screen. Please refer to Screenshot-4.



CAF Tag Fresh

Spot Tagging

View Add

**Note:- (1) Courses i.e. Diploma in Engineering Only, Diploma in Non-Engineering Only are only allowed for tagging. (2) Institute can only change the course details to Diploma in Engineering Only, Diploma in Non-Engineering Only during the tagging.**

Barcode No. : 21F0001854 Clear Barcode

**Applicant Details**

**Course Details** : 1 - Diploma in Engineering Only

Exam Name	Board / Council Name	Board Exam Name	Year of Passing	Exam Type	Roll Number
10th	Board of Seconda	High School Certi	2017	<input checked="" type="radio"/> Annual <input type="radio"/> Supplementary	151CC0037

Total Mark Secured	First Language/ Odia	English	Third Language	Mathematics	Science	Social Science
389	38	55	97	62	62	75

Note : If the above mark showing in the computer screen is matching with the applicant actual mark secured, then please click on "Yes" button. If not, click on "No" button to enter the actual mark.  Yes  No

Applicant's Name : JITENDRA KUMAR MOHANTA  
 Father's Name : BUDHADEB MOHANTA  
 Mother's Name : SUNAFULA MOHANTA  
 Blood Group : B+ Gender : MALE  
 Religion : HINDU Date of Birth : 08-Jun-2001  
 Aadhaar /  EID Number : 581205229807  
 Do you belong to Building & Other Construction Workers (BOC) beneficiary? :  Yes  No

  
 N...sen  
*Signature*  
 N...sen  
Upload jpg/jpeg files only between (20 to 100 KB)

**Address for Correspondence**

State : 1 - ODISHA District : KEONJHAR Block/ULB : SAHARAPADA  
 House No., Street/ Village, Post Office, Police Station Name : AT/P.O-MACHHAGARH VIA-MACHHAGARH P.S-PATNA Pin Code : 758081  
 Mobile No. : 8658685450 8328852838 E-Mail : jitendrakumarmohar

**Mark Secured in each subject in 10th Examination**

**Total mark secured in all subjects**

Maximum Mark	Secured Mark	%	Have you passed Compartmentally ?
600	389	64.83	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Subjectwise Mark(s)**

Subject	Maximum Mark	Secured Mark	%	Have you passed the subject Compartmentally ?	Add More		
--Select--			-	<input type="radio"/> Yes <input checked="" type="radio"/> No			
SL#	Subject	Maximum Mark	Secured Mark	Compartmental	Mark Secured in first attempt	Percentage	Delete
1	First Language/ Odia	100	38	No	--	38.00	<input type="button" value="Delete"/>
2	English	100	55	No	--	55.00	<input type="button" value="Delete"/>
3	Third Language	100	97	No	--	97.00	<input type="button" value="Delete"/>
4	Mathematics	100	62	No	--	62.00	<input type="button" value="Delete"/>
5	Science	100	62	No	--	62.00	<input type="button" value="Delete"/>
6	Social Science	100	75	No	--	75.00	<input type="button" value="Delete"/>

**Domicile**

Are you Odisha State Applicant (S) :  Yes  No  
 Are you Outside Odisha State Applicant (Z)? :  Yes  No  
 Are you Odia Living in outlying Odia Speaking tracts (L)? :  Yes  No

**Reservation Details (Reservation is applicable only for "s" domicile Applicants)**

Scheduled Caste (SC)  Scheduled Tribe (ST)  Others  
 Caste Certificate Barcode Number/Misc. CCN :

**Other Information**

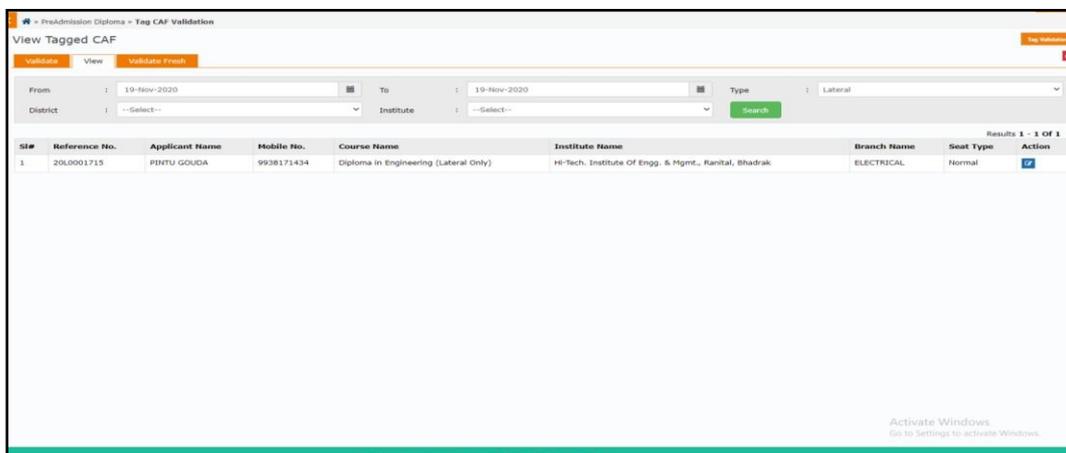
Nationality : INDIAN Annual Income : Upto 2.5 lakhs  
 TFW Scheme :  Yes  No  
 Do you belong to Economically Weaker Sections (EWS) category? :  Yes  No

**Branch Information**

Branch Name : --Select-- Seat Type : --Select-- Seat Available :  
**General : 0 , TFW : 0 , EWS : 0**

## Use of “View” Tab

- Click on “View” from tab menu.
- All Tagged candidate list will be displayed.



The screenshot displays a web application interface for 'View Tagged CAF'. At the top, there are navigation tabs: 'Validate', 'View', and 'Validate Fresh'. Below the tabs, there are search filters for 'From' (19-Nov-2020), 'To' (19-Nov-2020), 'Type' (Lateral), 'District', and 'Institute'. A 'Search' button is present. The main content area shows a table with the following data:

Sl#	Reference No.	Applicant Name	Mobile No.	Course Name	Institute Name	Branch Name	Seat Type	Action
1	20L0001715	PINTU GOUDA	993817434	Diploma in Engineering (Lateral Only)	Hi-Tech. Institute Of Engg. & Mgmt., Ramtal, Bhadrak	ELECTRICAL	Normal	

At the bottom right of the table, it says 'Results 1 - 1 Of 1'. There is also a watermark for 'Activate Windows' at the bottom of the page.

[Screenshot-5]

## Steps for “Spot Admission” Govt. Institutions

- By clicking on the “**Spot Admission (Diploma)**” link, following links will be available
  - Merit List
  - Admission Update
- All validate tagged applicant will be displayed under “Merit List” menu. Selection of the merit list of applicants will be done purely mark basis.
- For admission, click on “Admission Update” link from left menu. Before clicking on the “Take Admission” button, the concerned authority needs to verify the online CAF with supporting documents for correctness.
- By clicking on “Take Admission” button admission process is completed for this candidate only.
- After successful admission, student’s data will be reflected in the admission register for further use of college.

## Steps for “Spot Admission” Pvt. Institutions

- By clicking on “Tag Applicant” button admission process is completed for this candidate only.
- All validated and auto-validated CAFs will be displayed in admission register right after successful tagging by the Institutions.

**N.B:** The institution shall ensure strict adherence to COVID guidelines issued by Government/local Authorities during the conduct of whole process.

## **Diploma Admission-2021**

### **Declaration by the candidate for Tagging in the process of Diploma Admission-2021**

1. I fulfill the eligibility criteria as detailed at Chapter-3 of Diploma-Admission-2021 Information Brochure.
2. I am also submitting the following required documents in original along with a set of photocopies of such documents duly signed by me as per Chapter-8.1 of the of Diploma e-Admission-2021 Information Brochure .

(I).....(II).....

(III).....(IV).....

(V).....(VI).....

(VII).....(VIII).....

3. I do hereby opt for tagging in the ongoing admission process of Diploma Admission-2021 in the following Institute, branch / Semester/Year at my own will without being biased.

i) Name of the Institution: \_\_\_\_\_

ii) Branch(1<sup>st</sup>Sem./Year)\_\_\_\_\_

Counter Signature by the Principal  
with seal of the concerned Institution.

Name of the Principal  
:Mobile No.:

Full signature of the candidate

Mobile Number \_\_\_\_\_

Bar code No. \_\_\_\_\_

Date: \_\_\_\_\_