

SOP for 2nd phase Diploma Spot Admission **(3rd Sem. Lateral Entry)**

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

Activity dateline:

- **Registration of Lateral Entry candidates: 29.11.2021(06:00 PM) to 30.11.2021(upto 3:00PM)**
- **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**
- **Applicants are mandatorily required to submit Annexure-I.**

Govt. Institutions:

- a) 3rd Semester L.E: **OTP based Tagging :- 30.11.2021-10:00AM to 30.11.2021-05:00PM,**
- b) 3rd Semester L.E: **Validation Starts from :- 30.11.2021 (01:00PM) to 30.11.2021 (05:00PM)**
- c) **Publication of Merit List: 30.11.2021-07:00PM,**
- d) **Counseling & System based allotment of branch on merit of Lateral Entry- 30.11.2021-07:01PM to 30.11.2021-11.00 PM**
- e) **Verification of the documents uploaded by the candidates while taking admission must be completed within scheduled timeline. Candidates are not allowed to take admission in absence of valid documents.**

Private Institutions:

- a) 3rd Semester L.E: **Last date for OTP based Tagging & Admission: 30.11.2021(10:00AM) to 30.11.2021 (upto 11.00PM)**
- b) 3rd Semester L.E.: **Validation of non-validated candidates details at selected NCCs of the concerned district from 30.11.2021(01:00PM to 11:00PM).**
- c) **Verification of the documents uploaded by the candidates while taking admission must be completed within scheduled timeline. Candidates are not allowed to take admission in absence of valid documents.**

Applicants to be considered for Spot Admission

- 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 and select the
- Diploma available under “**Skill Development & Tech Education**” from the screen.
- Then, click on the “**e Space**” link to open the log in page.
- Provide institution username and password to login.

Steps for “Spot Tagging”

- Select “**Spot Admission (Diploma)**” from the left menu bar.
- Then, click on the “**Spot Tagging (Lateral)**” link to open the CAF tagging page to tag 3rdSem./L.E. 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.

[Screenshot-1]

- On clicking on the “**Submit**” button, the details of the CAF will be displayed on the screen. Necessary correction may be made at Institution level before tagging the CAF. Please refer to Screenshot-2.



PreAdmission Diploma > Spot Tagging(Fresh)

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

- Category, Course and domicile can't be changed without permission of the DTET.
- By clicking on the “Tag Applicant” button, you will be redirected to “Document Verification Page” for verification of documents already uploaded or upload new document. After completion of document verification, Institutions are advised to click on “Save” button to complete the tagging process of a CAF. Please refer to Screenshot-3.

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 Annual Income Certificate as appended in Form-VIII/ in the format from the competent authority in case of candidate claiming seats under TFW category not earlier than April, 2020 as per circular issued by Revenue & Disaster Management Department, Govt.of Odisha from time to time.	<input type="button" value="Choose File"/> No file chosen <input type="button" value="2nd phase validation data.pdf"/>	<input type="button" value="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	<input type="button" value="Choose File"/> No file chosen <input type="button" value="405_2017_Conveyence.pdf"/>	<input type="button" value="Upload"/>

[Screenshot-3]

- Print of the CAF can be taken by clicking on the barcode number displayed at “View” screen.

Use of “View” Tab

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

Pre-admission Diploma - Tag CAF Validation

View Tagged CAF To Refresh

From : 19-Nov-2020 To : 19-Nov-2020 Type : Lateral
 District : --Select-- Institute : --Select--

Sl#	Reference No.	Applicant Name	Mobile No.	Course Name	Institute Name	Branch Name	Seat Type	Action
1	20L0001715	PINTU GOUDA	9938171434	Diploma in Engineering (Lateral Only)	Hi-Tech. Institute Of Engg. & Mgmt., Ranital, Bhadrak	ELECTRICAL	Normal	<input type="button" value="View"/>

Results 1 - 1 Of 1

Activate Windows
Go to Settings to activate Windows.

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[Screenshot-3]

Steps for “Spot Admission” Govt. Institutions

- By clicking on the “**Spot Admission (Diploma)**” link, following links will be available
 - Merit List
 - Admission Update
- All validated 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 the institution.

Steps for “Spot Admission” Pvt. Institutions

- All auto-validated CAFs will be displayed in admission register right after successful tagging by the Institutions.
- Institutions are required to take a printout of the non- validated CAFs & relevant documents to the nearest NCC of the concerned district for validation within the scheduled timeline. After successful validation at NCC, remaining records will also be shown at admission register.
- The In-Charge Person needs to verify and ensure the correctness the info mentioned in online CAF and supporting uploaded documents.

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 e-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 here by opt for tagging in the on going admission process of Diploma Admission- 2021 in the following Institute ,branch / Semester at my own will without being biased.

i) Name of the Institution: _____

ii) Branch(3rdSem)_____

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

Name of the
Principal: MobileNo.:

Full signature of the candidate

MobileNumber _____

BarcodeNo. _____

Date: _____