Skill India
कौशल भारत-कुशल भारत

Industrial Training Institute

Student Academic Management System

Skill Development & Technical Education Department
Government of Odisha

Academic Session 2019-20

COMMON PROSPECTUS

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

Applicants appliying in two or more CAFs are liable to be rejected

Directorate of Technical Education and Training, Odisha
Killamaidan, Buxibazar, Cuttack-753001
Tel: 0671-2301061, 2306593 | Email: dtetorissa@gmail.com

For more details please contact
Sanjog Helpline (Toll Free) Number 155335 OR 1800-345-6770
e-Admission Helpdesk at SAMS Resource (ITI) Center

Ragging in any form is an offence and punishable under law

1 Contents

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.
Applied ITI	The ITI at which, the applicant submits her/his application form for admission is said to be the applied ITI.
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 within the ITI premises where students/parents/guardians can apply online and take printouts 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
Help Desk	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 / Private ITI)
NCVT	National Council for Vocational Training
SAMS	Student Academic Management System
SAMS ITI	An Industrial Training Institute which is implementing admission through SAMS i.e. e-Admission.
Nodal ITI Center	A Government Industrial Training Institute where the filled in CAF will be validated (In case not verified online). The list of these ITIs is available in the website http://dtetodisha.gov.inor http://samsodisha.gov.in
Sanjog Helpline Toll Free Number	155335 **OR** 1800-345-6770: It is toll free help line number which provides information to applicants / parents / general public on query 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 2019-20 have to apply through **ONLINE** mode ONLY. There will be no OFF LINE mode for submission of 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 2019-20, 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 2013 and 2019 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'.

If an applicant agrees with the marks shown in the screen and validates the reservation details online i.e. the Income & Caste (Issued through e-District Odisha Portal) and other details without modifying, then such applications will be treated as auto-validated application. Except such applicants, all are required to visit the nearest Nodal Center of ITI for validation of the online applied applications with all original certificates.

The candidate or his/her representative need to submit the original certificates, mark sheets, other necessary documents at the time of document verification at Nodal ITI Centre.

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 document verification and counseling.

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 (**http://dtetodisha.gov.in** or **http://samsodisha.gov.in**)

The applicant needs to be registered himself/herself in the website http://dtetodisha.gov.in or http://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 the selected applicant does not take admission, her/ his name shall be removed from the system for future admission during this Session. 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) Website (http://dtetodisha.gov.in or http://samsodisha.gov.in) (iv) Institute Notice Board (Publication of provisional merit list rank in the Nodal Center of ITI & Website and Selected list at selected Institute Notice Board) (v) Toll Free Number (155335 OR 1800-345-6770). Intimation will not be sent through post.

1. Executive Summary

1.1 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.

1.2 Objective

The 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.

1.3 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 has decided to include all Private ITIs during the session 2018-19 in SAMS. The list of Govt. / Pvt. ITIs is available in the website http://dtetodisha.gov.in or http://samsodisha.gov.in

2 Features of SAMS

2.1 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 http://dtetodisha.gov.inand applicant may download it and print the same for their use.

a) 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.

b) The second part of CP describes individual ITI profiles, like seat availability, trades availability, hostel availability, admission fees, etc. The second part of the CP is available in the website under "ITI Profile" link of the website.

2.2 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 http://dtetodisha.gov.inor http://samsodisha.gov.in.

Furthermore, If an applicant passed/ appearing qualifying examination of BSE, Odisha between 2013 and 2019, 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.

2.3 Online Application

As mentioned above, an eligible applicant has to fill in the relevant information in the CAF online through http://dtetodisha.gov.inor http://samsodisha.gov.in on a computer screen and submit it on-line. Applications of candidates validated through online aren't required to produce their application at Nodal (ITI) Centre. Except such applicants, s/he has to take print out of **"Applicant Copy"** of the filled in CAF. Then either applicant or his / her representative shall produce Applicant copy of CAF and relevant original documents at the nearest Nodal (ITI) Centre for verification. The receiving official at the Nodal (ITI) Center shall verify/validate the original documents with the filled in information and return the "Applicant Copy" to the applicant/ his/her representative with acknowledgement.

2.4 Selection Process

Once online application dateline is over and the validation is completed, the software shall process all applications 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.

2.5 Intimation Procedure

Intimation will be sent to the selected applicants in different modes outlined in the following table during various phases of Admission.

Mode of Intimation	1^{s}Phase Selection	2nd Phase Selection	Spot Selection
SMS	√	√	X
Email	√	√	X
Website	√	√	X

(http://dtetodisha.gov.in orhttp://samsodisha.gov.in			
Selected Institute Notice Board	√	√	√
Sanjog Helpline Toll Free Number (155335 **OR** 1800-345-6770)	√	√	X

2.6 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.

The selected applicants have to take admission directly in the ITI on the scheduled date and time mentioned in the intimation letter.

2.7 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
PHASE-I		
1)	Availability of online Common Application Form (CAF) in the website http://dtetodisha.gov.in or http://samsodisha.gov.in	22-May-2019
2)	Last date for applying online CAF through http://dtetodisha.gov.in or http://samsodisha.gov.in	29 -June-2019 (12:00 Midnight)
3)	Validation of submitted CAF (in case Not verified online) by the Nodal Center	01-June-2019
4)	Last date of submitting printout copy of online CAF at any Nodal Center	04-July-2019 (05:00 PM)
5)	Last date of validation of submitted CAF (in case Not verified online) by the Nodal Center	05-July-2019 (05:00 PM)
6)	Publication of Selection List	09-July-2019 (11:00 AM)
7)	Downloading of Intimation Letter	09-July-2019 (11:00 AM)
8)	Reporting of the selected applicants for admission and admission data updation at selected ITIs	11th to 15th July-2019 (11:00 AM)
9)	Last date of admission data updation selected in the Phase-I	16-July-2019

Sl#	Activities	Date Line
10)	Publication of ITI wise vacancy list	17-July-2019 (10:00 AM)
PHASE-II		
1)	Availability of online Common Application Form (CAF) in the website http://dtetodisha.gov.in or http://samsodisha.gov.in	18-July-2019
2)	Last date for applying online CAF through http://dtetodisha.gov.in or http://samsodisha.gov.in	30-July-2019 (12:00 Midnight)
3)	Validation of submitted CAF (in case Not verified online) by the Nodal Center	20-July-2019 (05:00 PM)
4)	Last date of submitting printout copy of online CAF at any Nodal Center	31-July-2019 (05:00 PM)
5)	Last date of validation of submitted CAF (in case Not verified online) by the Nodal Center	01-August-2019 (05:00 PM)
6)	Publication of Selection List	05-August-2019 (11:00 AM)
7)	Downloading of Intimation Letter	05-August-2019 (11:00 AM)
8)	Reporting of the selected applicants for admission and admission data updation at selected ITIs	06th to 10thAug-2019 (11:00 AM)
9)	Last date of admission data updation selected in the Phase-II	11-August-2019
10)	Publication of ITI wise vacancy list	12-August-2019
PHASE-III [Spot Admission]		
1)	Availability of CAF , Fee payment , Validation , Tagging to ITI	13-August-2019

Changes to the dateline (if occurs) will be notified in the website.

3   e-Admission Procedure

3.1   Application Process

The CAF will be available at http://dtetodisha.gov.in or http://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 http://samsodisha.gov.in or www.dtetorissa.gov.in , it can be accessed in the Common Service Center, Internet

Facility Center operated in Nodal(ITI) Centers, 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 http://dtetodisha.gov.in or http://samsodisha.gov.in .

You must keep ready with the soft copy of your scanned PHOTO (in jpg format & size below 100KB) 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 http://samsodisha.gov.in or http://dtetodisha.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   Online document Validation/Verification Process

If a student confirms her/his application with below mentioned scenarios then s/he need not go to any Nodal ITI Center to submit the print out of the online application. System will automatically validate such application.

   i.   By entering roll no of BSE Odisha from 2013 onwards, if s/he confirms her/his mark online.
   ii.   In addition to point no.i, if s/he also confirms her / his mark &SC / ST certificates barcode number issued through e-District Odisha portal. For SC/ST 2013 onwards data is available.
   iii. S/he will only come for admission, if s/he got selected.

Step by step guide is mentioned below.

STEP-1
   APPLICANT REGISTRATION
   ✓ Name of the Applicant (As in HSC/10th standard)
   ✓ Mobile Number (Type only the 10 digit mobile number)
   ✓ Email ID (Optional)
   ✓ Click on generate OTP.

- ✓ OTP will be sent on your registered mobile number and e-mail ID (if provided) & valid for 05min.
- ✓ After validation of OTP by the system, applicant has to set the password. Above information's are required to register an applicant in the portal.

APPLICANT LOGIN
- ✓ By clicking on 'SIGN IN' registered applicants can get the login page.
- ✓ Type the Username (Mobile Number provided during registration)
- ✓ Type the Password
- ✓ Type the CAPTCHA and
- ✓ Click on login.

STEPS TO FILL APPLICATION FORM

Applicant Details:
- Qualification– Choose your qualification8th Class Pass / 10th Class Fail / 10th Class Pass
- Name of the Examination Board- Select the 'Board/Council Name' from the list given
- Year of Passing - Select the 'Year of Passing' from the provided list
- Exam Type - Select the 'Exam Type' as 'Annual or Supplementary'.
- Roll Number – Type the 'Roll Number'
- Applicant's Name – Applicant name will be auto filled in case of BSE, Odisha passed out students (2013 onwards / it can be entered and modified for any discrepancy.
- Father's Name – Father Name will be auto filled in case of BSE, Odisha passed out students from 2013 onwards / it can be entered and modified for any discrepancy.
- Mother's Name – Mother Name will be auto filled in case of BSE, Odisha passed out students from 2013 onwards / it can be entered and modified for any discrepancy.

Personal Details:
- Gender – Select 'Gender' from the dropdown list.
- Religion – Select the 'Religion' from the dropdown list.
- Date of Birth – 'Date of Birth' will be auto filled in case of BSE passed out students from 2013 onwards / it can be modified for any discrepancy.
- AADHAAR Number – Type your Aadhaar number.
- Ration Card No – Type your Ration Card No.

Residence Address
- Gender – Select 'Gender' from the dropdown list.
- State - Select 'State' from the dropdown list.

- District - Select 'District' from the dropdown list.
- Block / ULB - Select 'Block / ULB' from the dropdown list.
- House No., Street/Village, Post Office, Police Station Name – Type the details.
- PIN Code – Enter your pincode.
- Telephone No – Type your Telephone Number. It is optional.
- Mobile No – Registered mobile number will display.
- e-Mail – Type your mail-ID. It is optional.
- Alternate Mobile No – Enter your additional mobile no. It is optional.

Bank Details of Applicant to avail student welfare
- IFS Code – Type your bank IFS Code.
- Name of Bank – Bank name automatically displayed as per your IFS code.
- Account No–Type your account number.
- Branch Name - Branch name automatically displayed as per your IFS code.

Reservation Details
- Choose your caste ST/SC/OBC/General
- Select any one or all reservations, if you are having certificates w.r.t. Persons with Disability (PwD), Sports, Green Card, Minority.
- Choose Ex-Service Man (ESM) or None.
- Special Community – Select from Drop Down list.
- Whether Parent belongs to building and Construction worker- Choose Yes/No.
- If 'Yes' then enter 'Labour Card No' issued by Concerned Authority.
- Are you belonging to Economically Weaker Sections (EWS) category? Yes or No

Income Details of Parents
- Whether Parent belongs to building and Construction worker- Choose Yes/No.
- Are you an orphan? –Choose Yes/No
- If yes, then Father's Occupation / Mother's Occupation / Annual Income of the Parents (Together) in Rs / Income Certificate Barcode Number fields are optional.
- If No, then Fathers Occupation / Mothers Occupation / Annual Income of the Parents (Together) in Rs. to be filled from the drop down list & / Income Certificate Barcode Number to be filled as mentioned certificate issued through e-District Odisha application.

Details of Mark/Grade Secured in Examination
- Mark/Grade secured in each subject – For BSE Odisha passed out candidates it will be automatically filled after entering Passing Year and Roll No/ and others to be entered.

- Have you passed 10th Board Exam Compartmentally? – If yes then select subject name, fail mark and pass mark.

> ***Important- An applicant can keep the application in draft mode or click on apply to proceed to next page. After ensuring all the data, s/he can click on submit button.Submitted application can't be modified. Before submission of application there is provision to click on 'Back to Modify' for modification***.

STEP 2:
UPLOAD IMAGES
Applicants required to upload his/her scanned PHOTO (in jpg format size upto 100KB).

STEP 3: CHOICE LOCKING
After completion of Step-2, click on "Choice Locking".

An applicant has to choose minimum five (05) nos. of choices in her/his CAF. In order to add more than one choice, applicant has to click on "Add More" button to select the desired option [Institution + Trade] from the drop-down list. After adding all the choices, s/he has to click on the "Submit" button.

Applicants can't apply more than one Common Application Form [CAF. The sample online CAF & instruction to fill it up is given in Annexure-1.]

Note: When the applicant clicks on the "Submit" button, the filled in CAF would be displayed on the computer screen. If any erroneous entry is detected, then it can be corrected by clicking on the "Back to Modify" button.

STEP 4:
FEE PAYMENTS
After completion of Step 3, click on 'Fees Payment'.

You will find payment options of ATM-cum- Debit Card / Credit Card/ Net Banking of the banks available in the portal.

Once the payment is confirmed, all steps required for submission of application is completed. The Applicant can take print out of the **Applicant Copy**.

Application Fee will be Rs. 100/-

STEP 5:
Printing of CAF
Click on "Print CAF" button to view the CAF to be printed. Then click to get the "Applicant Copy".

Note: Only the Computer (Net) generated CAF shall be accepted. In no case, a DTP or Typed CAF shall be accepted.

Help Desk

For any query, there is facility available for applicants inside their login to ask the support team directly.

3.5 Submission of CAF (in case not verified online)

a) The applicant or his/her representative has to produce the Applicant Copy and the original documents as reflected under "Documents to be submitted" at the Nodal (ITI) Center. She/he has to produce the Applicant Copy at the nodal (ITI) center to get back the same with acknowledgement.

3.6 CAF Validation Process (In case not verified online)

b) The information uploaded in the CAF shall be verified as per the original documents submitted.

c) The e-Admission Validation Team Member at Nodal (ITI) Center will validate the submitted CAF online by comparing the information with the relevant documents like mark sheets, reservation & weightage certificates, etc. **If an applicant has claimed any benefit of reservation or weightage without relevant document, her/his case will be validated without claim.**

3.7 Check list for submission of CAF (In case not verified online)

a) Computer (Net) generated "Applicant Copy"

b) For 8th Pass Student, subject wise mark sheet in the intuition / school letterhead duly signed by the Principal / Headmaster / Headmistress with seal of that particular institution/school.

c) Compartmental HSC mark sheet (only for the applicants passed compartmentally)

d) Certificates in support of reservation from appropriate authority

e) Certificates for claiming weightage from appropriate authority

f) Resident/Nativity Certificate/Voter ID/Aadhaar Card/Ration Card to avail district quota / reservation in Govt. ITIs.

3.8 Principles of Selection

a) **Age Limit:** Candidates having age of 14 years and above as on 01.08.2019 (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 .

b) 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 ofBoard of Secondary Education (BSE), Odisha or its equivalent.

c) 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.

d) The trade of choice can be allotted as per choice mentioned during choice filling as well as availability of seats.

e) In case there are no applicants in any of the reserved category, the seats will be de-reserved and filled up by the general category applicants.

f) No seats shall remain reserved for any category beyond the normal date of admission i.e. after Phase-I selection of admission.

g) 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.

3.9   Intimation

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

a) SMS will be sent to the mobile number provided in the CAF.

b) Email (if e-mail address is provided in the CAF)

c) 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.

d) A selected applicant can download the intimation letter directly from the website http://dtetodisha.gov.in or http://samsodisha.gov.in

e) Notice board of selected institution, where applicant is selected to take admission.

3.10 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 colour 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
a) As per G.O. 2964/SDTE, dated: 31/05/2016, the following fee structure has been implemented in Government ITIs w.e.f. the academic session 2016-17:

Sl.#	Components	Fees for Government ITIs		
		1st Year / One year Engg trade	2nd /3rd Year Engg trade	Non-Engg Trade - 1 Year
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)	HSC Mark verification charges	100	--	100
7)	Registration fee	20	--	20
8)	Identity card fee	40	--	40
9)	Library Development	200	200	100
10)	Internal Examination fee	100	100	100
11)	Minor Building Maintenance	200	200	100
12)	Progress card fee	40	--	40
13)	Maintenance of machineries & replacement of hand tools/trainees kits	400	200	100
14)	Central Placement Cell (one time)	100	--	100
15)	Caution money (one time – refundable)	100	--	100
	Total	**4,300**	**3,700**	**2,000**

Note:

a) The selected candidates are required to deposit the amount as applicable with the Principal of the concerned ITI at the time of admission.

b) **SC, ST, Women &PwD Category candidates shall pay all other fees / charges except 'Tuition Fee' at Sl.# 1 of the fees table.**

c) Admission against 30% seats of the trades/units introduced under the GoI 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

Sl#	District	Block/ ULB	Institute Name
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	Umarkote	ITI Umarkote, Nabrangpur
13)	Nuapada	Khariar Road NAC	ITI Khariar Road, Nuapada
14)	Puri	Puri Sadar	ITI Puri

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

d) Trainees admitted into restructured Craftsman Training Scheme i.e Multi Skill Training Sectors under GoI scheme 'Upgradation of ITIs into Centres of Excellence (CoE)' in Government ITIs will have to pay additional 'Development Fee' @Rs. 2,000/- per student per annum to make the training sustainable after expiry of the project period. The fee/charges as above for 1st year engineering trades(BBBT), 2nd year 1st six months (Advanced Module) and 2nd year 2nd six months (Specialized Module / Apprenticeship in Industry / 2nd Advanced Module in ITI / AM for CTS/Diploma pass out for skill upgradation etc) will be applicable for CoE trainees in addition to enhanced 'Development Fee'.

ii) **Admission Fee for Private ITIs**
   Respective private ITI management decides theirown admission fee.

4 Reservation

4.1 Government ITI

a) 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.

b) 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.

c) 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:

i) 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.

ii) 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.

iii) 55% seats are reserved for ST with special reservation of one seat per unit for Bonda / Didyai community and 20% seats for SC at ITI, Malkangiri.

iv) 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/dtd 22.02.1985

d) As per Notification No.7113 dt. 25.4.2003, 3% (likely to be revised to 4%) 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.**

e) As per the G.O.No.2400/Dated the 16th September, 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.

f) 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 organised by the National orgainsation. The sports certificate submitted by the candidates can be accepted only when the certificates are countersigned by the Director of Sports, Odisha.

g) 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.

h) As per Notification No.7113 Dt. 25.4.2003, 5% seats shall be reserved for admission of the children of green card holders.

i) 100% seats of Government ITI, Gumma and ITI, Chandragiri of Gajapati district established under Multi Sectoral Development Plan (MSDP) for Welfare of Minorities are reserved for Minority candidates. Normal reservation principle shall be applicable for admission of candidates into the vacant seats

j) 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 utilised fully, could be filled in by male candidates subsequently after exhaustion of women candidature. As per G.O.No. 11394/I dated 6.08.2009, the nomenclature of the 10 numbers of ITIs for Women has been changed to ITIs keeping the admission conditions unchanged.

k) Seats likely to be reserved for candidates belonging to EWS category having parents annual income not exceeding Rs.8.0 lakhs.

4.2 Private ITI

i) 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, 3% seats (likely to be revised to 4%) for PwD (Divyangacategories), 2% seats for Ex Serviceman , 30% for Girls (Horizontal) in all private ITIs subject to the vacant seats in any or all the categories shall be filled in Phase II / Spot selections by General category students on merit.

ii) 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.

iii) In case of Police Industrial Training Centre, Cuttack, 50% seats are reserved for children of Police personnel and rest 50% seats are open to candidates other than children of Police personnel. If adequate number of applicants are not available in the reserved category of police personnel shall be filled up from general category.

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

5.1   Engineering Trades

a. **10th class pass**: Fitter (4sem/2Years), Electrician (4sem/2Years), Turner (4sem/2Years), Machinist (4sem/2Years), Draftsman Mechanic(4sem/2Years),

Draughtsman Civil (4sem/2Years), Mechanic Ref and AC (4sem/2Years), Instrument Mechanic (4sem/2Year), Information and Communication Technology System Maintenance(4sem/2Years), Electronics Mechanic (4sem/2Years), Mechanic Motor Vehicle (4sem/2Years), Attendant Operator-Chemical Plant (4sem/2Years), Laboratory Assistant-Chemical Plant(4sem/2Years), Plastic Processing Operator(2sem), Pump Operator-Cum-Mechanic (2sem/1Year), Diesel Mechanic(2sem/1 Year), Tool and Die Maker (4sem/2Years), Mechanic Machine Tool Maintenance (4sem/2Years), Plumber(2sem/1Year), Foundryman Technician (2sem), Mechanic Tractor (2sem/1Year), Marine Engine Fitter (2sem/1Year), Industrial Pinter (2sem/1Year), Technician Mechatronics (4sem/2 Years), Lift and Escalator Mechanic (4sem), Textile Wet Processing Technician (4 sem/2Years) Multi-skill training in (Centers of Excellence:, Automobile (2 Years/4sem), Electrical (2Years/4sem) , Fabrication (2Years/4sem) , Process plant Maintenance (2 Years/4sem), IT Sector (2 Years/4sem), Production and Manufacturing (2 Years/4sem),) Computer Hardware and Networking Maintenance(2sem/1Year), Welder (2sem/1Year), Painter (General) (4sem/2Years), Carpenter (2sem/1Year), Sewing Technology (2sem/1Year), Mechanic Mining Machinery (4sem/2Years) Surveyor (4sem/2Years) Mechanic Repair & Maintenance of Heavy Vehicles (2sem/1Year), Basic Cosmetology (2sem/1Year), Mechanic Agricultural Machinery (4sem/2Years),

  b. **8th Class Pass and 10th fail**: Wireman (4sem/2Years), Sheet Metal Worker (2sem/1 Year)

5.2   Non Engineering Trades

10th class pass: Dress Making (2sem/ 1 Year), Food and Vegetable Processing (2sem/ 1 Year), Stenography - English (2sem/ 1 Year), Secretarial Practice (2sem), Computer Operator and Programming Assistant (2sem/ 1 Year), Baker & Confectioner (2sem/ 1 Year), Dairying (2sem/1 Year), Dental Lab Technician (4sem/2 Years), Desktop Publishing Operator (2sem/1 Year), Floriculture and Landscaping (2sem/1 Year), Health and Sanitary Inspector (2sem/1 Year), Horticulture (2sem/1 Year), Photographer (2sem/1Year). Food Production (General) (2sem/1Year), Food Beverages and Guest Service Assistant (2sem/1Year), IOT Technician (Smart Agriculture) (2sem/1year), IOT Technician (Smart City) (2sem/1Year), IOT Technician (Smart Healthcare) (2sem/1year), Smartphone Technician-Cum-App. Tester (1sem/Six Months), Computer Operator and Programming Assistant (Specially for Visually Impaired) (2sem/1year).

5.3   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.

Sl No.	Name of the ITI	Name of The Trade	No. of Units	Industry Partner
1	Government ITI, Rayagada	Machinist	01	JK Paper Mill
2	Government ITI, Berhampur	Fitter Electrician	01 01	Indian Rare Earths Ltd, Matikhal, Chatrapur
		MMV	01	Laxmi Motor Cycle Pvt. Ltd, Berhampur
3	Government ITI, Rourkela	Fitter	01	SAIL(RSP), Rourkela
4	Government ITI, Anandpur, Keonjhar	Fitter	01	Odisha Mining Corporation Ltd, Daitari Iron Ores Mines
5	Government ITI, Talcher	Electrician	01	NALCO Ltd, NALCO (S&P) Complex, Angul
6	Government ITI, Hirakud, Sambalpur	Welder	01	Hindalco Industries Ltd, Hirakud, Sambalpur
7	Government ITI, Bhawanipatna	Fitter	01	Vedanta Ltd (Alumina Refinery Project),Lanjigarh, Kalahandi
8	OP Jindal Institute of Technology & Skills Angul	Fitter	01	Jindal Steel and Power Ltd, Angul
9	MESCO (MISL) Private ITI, Kalinganagar, Jajpur	Fitter	01	Mideast Integrated Steels Ltd ; Kalinga Nagar Industrial Complex, Khurunti, Danagadi,Jajpur Road, Jajpur
10	Govt. ITI, Bhubaneswar	Electrician Electrician	01 01	IOCL, Paradeep OPTCL, Bhubaneswar
11	Govt. ITI, Jajpur	Fitter Electrician	01 01	NINL, Jajpur
12	Govt. ITI, Cuttack	Electrician	01	PPT, Paradeep
		Fitter Electrician Turner Welder Machinist	01 01 01 01 01	CPCL, Jagatpur, Cuttack
13	Madhusudan ITI, Cuttack	Electrician	01	OPTCL, Bhubaneswar
14	Govt. ITI, Puri	Electrician	01	OPTCL, Bhubaneswar
15	Govt. ITI, Barbil	Fitter Electrician	02 02	JSPL, Barbil

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 and SCTE&VT Pattern trades shall be registered in SCTE&VT 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 ITIs 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 Class Rooms and other advanced vocational training labs for trainees utility;

6.4.4 Outsourcing of Employability Skill Training through professional agency:

The training in the subject has been outsource through professional agency in 20 Govt. ITIs and likely to be outsourced in all Govt. ITIs during in 2019-20.

6.5 Industry Participation in ITIs

In order to make the vocational training system more industry responsive, the GoI 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 ITIs are

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 ITIBaripada, 12) ITI Umarkote, 13) ITI Khariar Road14) ITI Puri

Admission against 30% supernumerary seats of the trades/units introduced under the GoI 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.

6.6 Training-cum-Production activities:

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

6.7 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 semester 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.

6.8 Skill Competitions

a) **All India Skill Competition (AISC)** under the aegis of National Council for Vocational Training (NCVT) are conducted in 15 trades under Craftsman Training Scheme (CTS) viz; Sewing Technology, Instrument Mechanic, Fitter, D/M Mech, Electronics Mechanic, COPA, Machinist, Welder, Turner, Mech Diesel, Electrician, MMV, Foundry man, D/M Civil and MRAC to foster a healthy spirit of competition among the craftsmen. The State Best Craftsmen in above stipulated 15 trades selected through the State Level Skill Competition conducted by the SCTE&VT are deputed for participation in the AISC (Craftsman) with TA/DA. Cash prize worth Rs 50,000 and citation are awarded by DGT, New Delhi to each of the winners in AISC.

b) 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)

a) Take the help of Help Desk / Nodal ITI Centres opened in any of the Government ITIs to know about the ITI / Trades and how to register online from 22.05.2019 onwards.

b) Logon to SAMS Portal at http://dtetodisha.gov.in or http://samsodisha.gov.in for online registration from 22.05.2019 to 29.6.2019 for 1st phase & from 18.07.2019 to 30.07.2019 for 2nd phase.

c) Application fee for Rs.100/- will be paid online before final submission of CAF.

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