

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA

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5M-V-03-2025
7030

//Dt: 31.5.25

From

Shri Raghuram R. Iyer, IAS
Director

To

The Principals of all Higher Secondary Schools of the State
(Coming under SAMS e-Admission process)

Sub: Conduct of Awareness programme regarding e-Admission for the Academic Session 2025-26.


Madam/Sir,

This is to inform you that the e-Admission into Class-XI has been started from 24.05.2025. Most of the students who have passed Class-X may be unaware about the e-Admission process.

It is therefore requested to conduct an awareness programme for the students applying at your school level by following the enclosed guidelines **by 6th June, 2025 positively** so that they will not face any problem in getting admission.

Encl: As above.

Yours faithfully,


31/5/25
Director

Memo. No. 7031 Date. 31.5.25

Copy forwarded to the Additional Secretary to Govt., S&ME Deptt. for information.


31/5/25
Director

Memo. No. 7032 Date. 31.5.25

Copy forwarded to all the District Education Officers for information and necessary action.


31/5/25
Director

CAF Submission: General Instructions for Applicants:

1. Application Period:

- a) The CAF can be submitted online through the SAMS portal from **24.05.2025 to 30.06.2025**. No application will be accepted after the deadline.
- b) Ensure that applicants and parents are **well-informed** about the CAF process, key dates, fees, edit options, and eligibility.

2. Multiple Editing Allowed:

Applicants can edit their CAF **up to 04 times** using **OTP-based authentication** during the application window.

3. Last-Day Edit Facility:

The 4-time edit option will **also be available on the last date** of CAF submission in any admission phase.

4. Personal Information:

- a) Gather personal details including Name, Date of Birth, Address, Contact Number, WhatsApp Number, Permanent Education Number (PEN), Automated Permanent Academic Account Registry (APAAR), Aadhaar Number, Blood Group, and Parents' Mobile Number etc.
- b) The student fills in personal details such as name, address, date of birth, gender, and category i.e. General / SC / ST / SEBC / OBC etc., accurately in the provided fields.

5. Documents Required:

- ✓ Mark Sheet & Certificates
- ✓ Caste Certificate (If applicable)
- ✓ Income Certificates of Parents
- ✓ Applicant's Bank A/c No. with IFSC Code
- ✓ PH/OH or PwD Certificate (if applicable)



6. **Registration Process:**

The applicant must first register on the SAMS portal by providing basic details like name, date of birth, email, and mobile number to receive a unique login ID and password.

7. **Student's Login:**

Using the login credentials generated during registration, the student logs into the SAMS portal.

8. **CAF Access:**

After logging in, the student can access the Common Application Form (CAF) available on the portal.

9. **Academic Details:**

The applicant enters academic information such as marks obtained in the 10th grade board exams, roll number, board name, etc.

10. **Academic Details:**

The applicant enters academic information such as marks obtained in the 10th grade board exams, roll number, board name, etc.

11. **PEN & APAAR Details:**

Obtain the PEN and APAAR from the 10th board school Headmaster (optional but recommended).

12. **Choice Filling:**

The student selects and lists preferred higher secondary schools in order of choice, based on seat availability.

13. **CAF Fee & Exemptions:**

If applicable, the applicant pays the application fee online via SBI e-Pay or BillDesk using net banking, debit/credit card, etc.

a) CAF Fee Structure

- ✓ ₹200/- for **General** applicants
- ✓ ₹100/- for **SC/ST** applicants

b) Exempted for

- ✓ Person(s) with Disability ($\geq 40\%$)



- ✓ Orphans
- ✓ Transgender applicants

c) Auto-Charge on Category Change:

- ✓ If an applicant **changes their category** during CAF editing, the system will automatically charge an additional ₹100/- or ₹200/- as applicable.

14.Information Displayed in CAF Interface:

a) Cut-off & Fee Display (for information only):

When selecting an HSS as a preferred choice, the CAF will display:

- ✓ Previous year's cut-off mark
- ✓ Admission fee (category-wise)
- ✓ Hostel fee

15.Aadhaar Advisory:

If the applicant does **not enter their Aadhaar number**, a pop-up will appear advising them to provide it for **scholarship eligibility** under government schemes.

16.Other Important Instructions:

a) Valid Mobile Number:

Provide a **valid mobile number** to receive OTPs, updates, and alerts during the admission process.

b) Accurate Information:

All data filled in the CAF should be **genuine and verifiable**. Misrepresentation may lead to rejection or cancellation of admission.

c) Selection of Choices:

Apply for **multiple choices/preferences** wisely to maximize the chance of selection.

d) The candidates without Mathematics or failed in Mathematics can also opt/apply for admission in Science/Commerce Stream.

e) Each applicant must select at least 05 Higher Secondary Schools in the CAF, with no limit on maximum choices.



- f) For CBSE applicants, the 6th subject (Skill) marks are excluded unless the student fails in Science, Math, or Social Science. Maximum marks considered are 500.
- g) For ICSE applicants, eligibility is based on 05 subjects-English and the best 4 marks.
- h) For NIOS students, maximum marks are based on passing at least 05 subjects, including languages, capped at 500.
- i) Applicants may optionally provide a WhatsApp number for easy e-Admission updates.
- j) Candidates have to produce original HSC Mark sheet, Certificate in support of Reservation and Weightage (mandatory) along with photocopy at the time of admission.
- k) Candidates have to submit three recent color passport size photographs at the time of admission.

17.Regarding Slide-up Request:


Slide-up requests allow students to move to higher-preference HSS in merit lists during admission phases.

a) Eligibility:

- ✓ Candidates admitted to a lower-preference HSS can submit a "Slide-up Request" via their SAMS login to move to a higher-preference HSS.
- ✓ Students who do not submit a Slide-up request will not be considered for the 2nd Selection.

18.Procedure for Online SPOT Selection Admission:

- a) SPOT Selection admission (Choice Locking) is now fully online; physical registration is discontinued.
- b) The following candidate categories are eligible for Choice Locking in online Phase-I SPOT Selection admission.
 - ✓ The candidates opted for Slide-up request
 - ✓ The candidates those missed/forgot to opt Slide-up request
 - ✓ Selected and not reported in 1st Selection



- ✓ Not selected in 1st and 2nd Selection
- ✓ Candidates selected in 2nd Selection (Whether admitted / not admitted / error correction)
- c) Students must log in to SAMS to update their preferences for SPOT selection during the given timeline.

19. Online transfer admissions for Class XI (same/different stream)

a) Application Process:

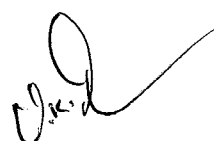
Eligible students can apply through the form in their e-Space login.

b) Selection Criteria:

- ✓ Students transferring to a different stream in another HSS must meet the 10th Board cut-off marks set for the AY: 2025-26 e-Admission phases.
- ✓ DHSE (O) will approve transfer admissions based on merit and available vacancies.
- ✓ The student must collect the HSSLC from the current HSS and report to the new HSS within the deadline.
- ✓ Candidates obtaining HSSLC without DHSE (O) transfer approval are ineligible for transfer admission.
- ✓ Applicants can check the status of their applications in their respective e-Space logins.
- ✓ Transfer admissions are not permitted for students from boards or councils other than the CHSE (O) Board.

c) Certificates & Documents Required:

Sl. No	Reason	Document Required (Scanned copy)
1	Parental Transfer	Transfer order issued by the competent authority
2	Parental Retirement	Retirement Certificate by the competent authority
3	Parental Death	Death Certificate by the competent authority
4	Marriage of girl student(s)	Marriage Certificate



Sl. No	Reason	Document Required (Scanned copy)
5	Medical (Terminal / Severe diseases only)	The medical certificate must be signed by an authority not below the rank of Chief District Medical Officer (CDMO) and should include the forwarding letter number and date.
For 1st Year Transfer Admission in a Different Stream		
6	Current stream is too challenging	Handwritten application by the student, including their signature
7	Non availability of stream within the admitted HSS	Handwritten application by the student, including their signature

20. Instant Support:

For e-Admission queries, contact the toll-free Sanjog Helpline at 155335 or 1800-345-6770.

