



SAMS
Student Academic Management System

Higher Secondary (Class-XI)

Student's User Manual For e-Admission

2024 - 25



Helpline (Toll Free)
155335, 1800-345-6770

**Directorate of
Higher Secondary Education (O)**

Jana Shiksha Bhawan, Unit-V
Bhubaneswar-751001
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www.samsodisha.gov.in

ADMISSION

Definition & Abbreviation

Applicant Copy	This form is the replica of the CAF to be retained by the applicant for future reference.
Applied HSS	The Higher Secondary School (HSS) which the applicant selects in her/his application form for admission
BSE, Odisha	Board of Secondary Education, Odisha
CAF	Common Application Form
CHSE	Council of Higher Secondary Education, Odisha
CP	Common Prospectus
Destination HSS	Where the applicant is selected to take admission (as mentioned in the Intimation letter)
DHSE	Directorate of Higher Secondary Education, Odisha.
Help Desk	Helpdesk consists of a group of teaching and non-teaching staffs of the School. It educates the applicants about different procedures of e-Admission.
HSS	Higher Secondary School
HSSLC	Higher Secondary School Leaving Certificate
HSS Profile	This profile gives information regarding the streams (Arts / Science / Commerce), Subjects, Sanctioned Strength in each Subject, Hostel Facilities, Admission Fees etc. of each Higher Secondary Schools
Internet Facility Center	It is a facility center, opened within the school premises where students/parents/guardians can apply online and take print outs of School copy and Applicant copy as well.
Junior Educational Institutions	Higher Secondary Schools (+2 Educational Institutions)
RoM	Return of Matriculate
SAMS	Student Academic Management System
SAMS Higher Secondary Schools	A Higher Secondary Schools which is implementing admission through SAMS i.e. e-Admission.
Sanjog Helpline Toll Free Number	155335 OR 1800-345-6770: It is toll free helpline number which provides information to applicants / parents / general public on query related to e-Admission.
Slide-up Request	Online Link in the Applicants login in SAMS Portal, where the applicant can exercise his/her option to slide up to upper choice of Higher Secondary school.
S&ME	School and Mass Education Department, Govt. of Odisha.
SLC	School Leaving Certificate
NMMS	National Means-Cum-Merit Scholarship
PEN	Permanent Education Number

Common Application Form (CAF) Procedure

e-Admission (**ON-LINE ADMISSION INTO CLASS-XI**) is compulsory for admission into all Higher Secondary Schools affiliated to CHSE (O) including Self Finance, Vocational & Sanskrit Higher Secondary Schools in the State of Odisha for the Academic Session 2024-25. It aims at successful use of Information Technology to make the admission process simple, economical, fast and transparent.

Web URL: www.samsodisha.gov.in

Supporting documents required for +2 e-Admission through CAF:

- Valid mobile number & email id
- 10th Provisional Certificate-cum-Mark sheet
- School leaving certificate & Conduct certificate from the institute last attended
- Migration Certificate
- Income Certificate of parents
- Applicant scan color passport photograph
- Applicant Aadhaar number (Optional)
- Applicant WhatsApp number
- Applicant Bank A/c information with IFSC code
- Blood Group
- Caste Certificate (If belongs to SC / ST Category)
- PH Certificate / Other Special Category Certificate
- NMMS Awardee Roll Number
- Permanent Education Number (PEN)
- Apply Higher Secondary Schools information with subject

Application Process:

The application for admission in to Class XI is invited online through “**Common Application Form (CAF)**”. The CAF will be available in www.samsodisha.gov.in or www.sme.odisha.gov.in for applying online only. There will be one **Common Prospectus (CP)** and Common Application Form (CAF) for admission to any stream of any Higher Secondary Schools / Vocational/ Sanskrit Educational institutions in the State. The **CP** is available online in SAMS portal in PDF format to download/print. An applicant must read it carefully before online submission of CAF.

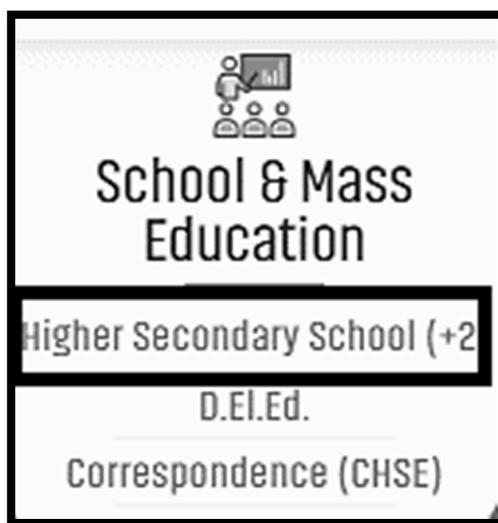
Where to Apply Online:

Applicants can apply online at home (through own computer/mobile), Cybercafé, Common Service Center, Internet Facility Center operated in SAMS Resource Centers etc.

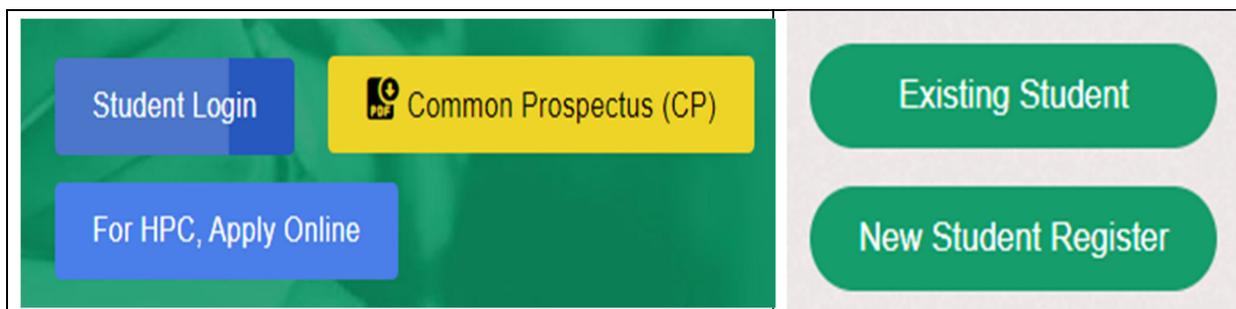
How to Apply Online:

Applicants are requested to follow steps mentioned below to apply online:

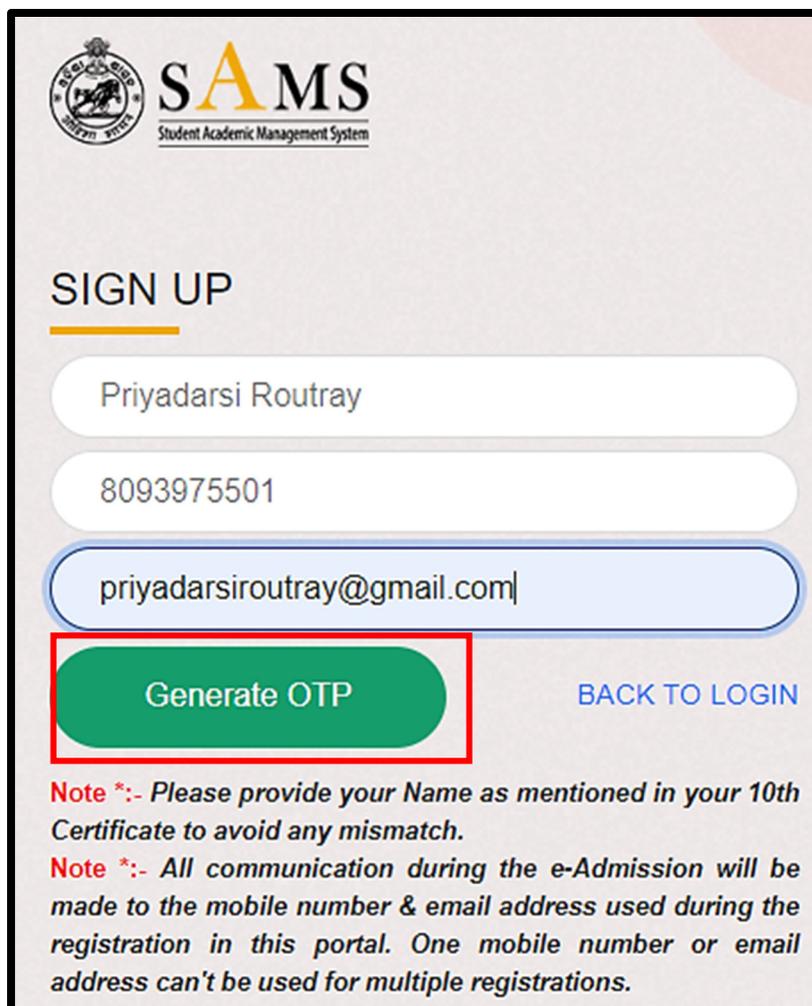
- Go to SAMS website i.e. www.samsodisha.gov.in
- Click on the “Higher Secondary School (+2)” link under School & Mass Education banner.



- Click on "Student login" button.



- Click on “New Student Register”
- Enter Name of the Student, Mobile Number & Email ID (optional) in the box provided.



 **SAMS**
Student Academic Management System

SIGN UP

Priyadarsi Routray

8093975501

priyadarsiroutray@gmail.com

Generate OTP [BACK TO LOGIN](#)

Note *:- Please provide your Name as mentioned in your 10th Certificate to avoid any mismatch.

Note *:- All communication during the e-Admission will be made to the mobile number & email address used during the registration in this portal. One mobile number or email address can't be used for multiple registrations.

- Click on the "Generate OTP" button.
- A six-digit OTP, which will be valid for 5 minutes, will be sent to the mobile number provided by the applicant.

SAMS
Student Academic Management System

SIGN UP

OTP Expires in 4:43 second(s)

Verification code has been sent to mobile number :
*****4072 & Email Id : *****.dhse@gmail.com

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

895569

.....

Confirm Password

Submit **Click** **Resend OTP**

[BACK TO LOGIN](#)

- Password must have at least one Upper Case (Capital letter), one Lower Case (Small letter), one Digit & a Special Character (@, \$, %, etc...) in it, e.g. Abcd@7618
- Login to the SAMS Application using the username (registered mobile number) & password given during online registration.
- Applicant is required to enter the OTP number in the box showing in the computer screen.
- Applicant is required to give own password & re-confirm the same in the box showing in the computer screen.
- Then applicant have to click on “**Back to Login**” for online Common Application Form (CAF) entry.

SAMS
Student Academic Management System

Student's Login

Select Class - XI XII

9078414072

.....

946560

946560

SIGN IN

[Forgot Password?](#)

New User? [Sign Up](#)

- Once after successful login, applicant able to see important SAMS e-Admission related announcement, e-Admission dateline along with existing status of CAF Application process (all showing pending).

Application Form(CAF) Dashboard

CAF Application Process

Applicant Form Pending

Payment Pending

CAF Print Pending

Intimation Pending

Announcement

1 17-May-2022 (11:30 AM) Availability of Online CAF

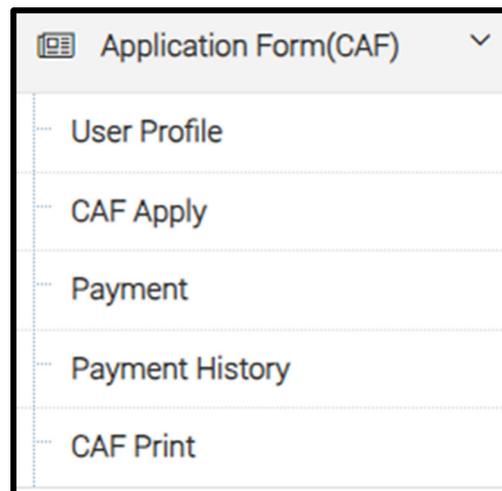
Dateline

Sl#	Activities
1	Availability of Online Common Application Form (CAF) 17-May-2022 (11:30 AM)
2	Last date of applying Online CAF through www.samsodisha.gov.in 22-Nov-2022 (11:55 PM)
3	Publication of merit list including waiting list 24-Nov-2022 (03:00 PM)

- After successful log in, applicant can able to see the following five sections showing pending under “Application Form (CAF)” module i.e.

Application Form (CAF)

1. User Profile
2. CAF Apply
3. Payment
4. Payment History
5. CAF Print



- Applicants can check their SAMS registration details in the "User Profile" menu. If they find any mistakes regarding their name or email, they can proceed with the necessary corrections.

Note Please provide your Name as mentioned in your 10th Certificate to avoid any mismatch.

Name*

Mobile

Email

- First click on the “CAF Apply”
- “Common Application Form” appears on the screen containing 04 sections i.e.
 - ✓ Personal Info
 - ✓ Address & Income Info
 - ✓ Reservation & Weightage Info
 - ✓ Option Info



Common Application Form

(Admission to Higher Secondary School)

Department of School & Mass Education, Government of Odisha





Personal Info.



Address & Income Info.



Reservation & Weightage Info.



Option Info.

- After clicking the “CAF Apply” module, applicant can able to see the incomplete Common Application Form having different sections i.e.
 - Personal Details
 - Details of Mark/Grade Secured in 10th Board Examination
 - Record of educational institution last attended

- Personal Details:**

Personal Details

Name of the Board from which you have passed the 10th exam, Year of Exam & Roll Number (as in admit card)

Name of the Examination Board * Year of Passing * Exam Type *

1 - BSE, ODISHA - BOARD OF SECONDARY EDUCATION, ORISSA, CUT... 2023 Annual Supplementary

Roll Number * Applicant's Name * Gender * Blood Group

119BC0036 SUBHALAXMI SAHOO SELECT SELECT

Father's Name * Mother's Name * Religion * Date of Birth *

GOBARDHAN SAHOO BULI SAHOO SELECT 13 MARCH 2008

Nationality * Mother Tongue * Aadhaar No. Guardian Mobile No. * Orphan ?

INDIAN ODIA

[Upload Photo *](#)

Mark secured in 10th Board Examination Details						
Maximum Mark	Total Mark Secured	English	Mathematics	Science	Social Science	Grade
600	300	52	38	44	57	C

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

- This section contains the following fields i.e.
 - Name of the Examination Board
 - Year of Passing
 - Exam Type
 - Roll Number (10th Exam)
 - Applicant's Name
 - Gender
 - Blood Group
 - Father's Name
 - Mother's Name
 - Religion
 - Date of Birth
 - Nationality
 - Mother Tongue
 - Aadhaar No (Optional)
 - Guardian Mobile No.
 - Mark secured in 10th Board Examination Details
 - Upload Photo (JPG/JPEG/GIF/BMP or PNG and Image size less than 2MB)

1-If an applicant belong to BSE Board, Odisha	Then applicant have to choose “Year of Passing” and enter the 10 th Board Exam roll no. Automatically Applicant’s Name, Father & Mother’s Name, Caste, Gender, Last Attended School, Last Attended District, Date of Birth, Grade Mark secured in 10th Board Examination will appear in the said section. Other details have to enter manually.
2-If an applicant belong to CBSE Board	For CBSE Board, 10 th passed out student, the total maximum mark is 500 instead of 600 . In this connection a notification / pop-up is to be shown stating that “ please exclude 6th additional subject unless you failed in any of the 3 elective subject i.e. Science, Mathematics and Social Science ”
3-If an applicant belong to ICSE Board	In case of ICSE Board 10 th passed out applicant while calculating the eligibility of a candidate, 05 subjects must be taken into account (including “English” with 04 best mark secured subjects) as per the guidelines of the ICSE Board.
4-If an applicant belong to Other Board of State	Then applicant have to enter all the details manually.
5-If an applicant belong to Jharkhand Board	the format of roll number will be “ Roll No-Roll Code ”
6-Permanent Education Number (PEN)	Please contact your H.M. of last school attended to get your Permanent Education Number (PEN)

Details of Mark/Grade Secured in 10th Board Examination

Mark/Grade secured in each subject in 10th Board Examination *

Maximum Mark	Total Mark Secured	English	Mathematics	Science	Social Science	Grade
600	300	52	38	44	57	C ▼

Have you passed 10th Board Exam Compartmentally? No Yes

Record of educational institution last attended

Name of the School *	Location of the School *	District *
B. K. NODAL BIDYAPITHA, BAUNSHAGADIA		NAYAGARH ▼
Year of Joining *	Year of Leaving *	Permanent Education Number (PEN)
SELECT ▼	2023 ▼	

Note *Please contact your H.M of last school attended to get your Permanent Education Number (PEN)*

Note:

- a) If an applicant has passed out from BSE, Odisha the examination Roll No is to be entered after selecting “Name of the Board”, “Year of Passing” and “Exam Type” and for the marks to show up on the CAF. If the applicant agrees with the marks shown in the screen, then s/he has to confirm by clicking on ‘Yes’ button or else on the ‘No’ button to allow to modify the marks in the CAF. Other board students will have to furnish the details on the CAF.
- b) An alert **pop-up message** will appear on the screen if an applicant forgets to provide their **Aadhaar Number in the CAF**, suggesting that providing the Aadhaar number will allow them to benefit from **government schemes** in the future. Applicant can proceed further by clicking the “Yes”/ “No” button as per the choice.

Providing an Aadhaar number will be helpful to avail benefits under different Govt. schemes.

Do you want to provide your Aadhaar Number?

- After filling all required field, click the “Next” button.
- Then “Address & Parents Income Information” section will appear in the screen.

Address for Correspondence

State * <input type="text" value="1 - ODISHA"/>	District * <input type="text" value="SELECT"/>	Block / ULB * <input type="text" value="SELECT"/>
House No., Street/Village, Post Office, Police Station Name * <input style="width: 100%; height: 40px;" type="text"/>		Pin Code <input style="width: 100%; height: 20px;" type="text"/>
Telephone No. <input style="width: 100%; height: 20px;" type="text" value="AREA CODE- PHONE NO."/>		e-Mail <input style="width: 100%; height: 20px;" type="text" value="AKS9490@GMAIL.COM"/>
Mobile No. * <input style="width: 100%; height: 20px;" type="text" value="8093975501"/>		
<input type="checkbox"/> I am providing my WhatsApp Number to receive notifications from SAMS		
Whatsapp No. (<input type="checkbox"/> Same as mobile No.)		Are You NMMS Awardee?* <input type="radio"/> Yes <input type="radio"/> No
<input style="width: 100%; height: 20px;" type="text"/>		
Do you want to avail free on-line academic support program for? (Put *✓*mark)*		
<input type="checkbox"/> NEET <input type="checkbox"/> JEE <input type="checkbox"/> Other Competitive Exams <input type="checkbox"/> None Of These		

- This section contains the following fields i.e.

Address for Correspondence:

1. State
2. District
3. Block / ULB
4. House No., Street/Village, Post Office and Police Station details
5. Area PIN Code
6. Telephone No. (Optional)
7. Mobile No.
8. Valid e-mail Id
9. WhatsApp No.
10. NMMS Awardee (Yes/No)
11. NMMS Awardee Roll No. (If choose “Yes”)
12. Name of the School
13. Do you want to avail free on-line academic support program for?
(Put “✓” mark)
 - *NEET*
 - *JEE*
 - *Other Competitive Exam*
 - *None of these*

Income Details of Parents:

1. Father’s Occupation
2. Mother’s Occupation
3. Parents Annual Income Together in (Rs.)

Income Details of Parents		
Father's Occupation *	Mother's Occupation *	Parents Annual Income Together in ₹*
GOVT.SERVICE	HOME MAKER	2,50,000 - 6,00,000

- After that “Bank Information” details have to enter by the candidate.

Bank Information		
Account Number *	IFSC Number *	MICR
12345123456	SBIN0000041	
Bank Details *	Branch Details *	
STATE BANK OF INDIA	BI IUBANESWAR	
<input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/>		

- Enter the Account Number and IFSC Number.
- After IFSC Number, automatically both Bank & Branch details appear in the prescribed box.
- Click on “Next” button.
- Then “Reservation & Weightage” information section will appear on the screen.

Reservation Details
Application Fees = Rs 100

Schedule Tribe (ST)
 Schedule Caste (SC)
 Other Backward Class (OBC)
 Socially and Educationally Backward Classes (SEBC)
 General

Caste Certificate Barcode or Miscellaneous Case No.

Yes
 No

Example
 Barcode -0123456789101012
 Miscellaneous Case No-E-INC/0124/12345

Persons with Disabilities (PwD)

Ex-Service Man (ESM)
 Children of Martyrs (CoM)
 Serving Defence Personnel (SDP)
 None

- Applicant have to select their caste (ST/SC/OBC/SEBC/Gen)
- In case of the applicants belongs to ST/SC category have to enter **Caste Certificate Barcode** or **Miscellaneous Case No.** issued from Odisha e-District application by select the “Yes” and “No” if not available.
- The Caste Certificate issued in favor of the applicants without Barcode number, will be validated at the selected Higher Secondary School during validation.
- Other options i.e. Persons with Disabilities, Ex-Service Man (ESM), Children of Martyrs and Serving Defence Personnel applicant have to select as per their suitability. By default the select value is “None”.
- In case of “Persons with Disabilities”, there are 02 types of nature of disabilities i.e. “Temporary” and “Permanent”.

Persons with Disabilities (PwD)

Nature of Disability * Type Of Disability *

SELECT ▼

SELECT

Temporary

Permanent

Children of Martyrs (CoM)
 Serving Defence Personnel (SDP)
 None

- If a candidate choose “Temporary”, then he/she has to provide the details like “% of Disability”, “UDID No”, “Certificate valid up to” & “Type of Disability”.

Persons with Disabilities (PwD)

Nature of Disability * % Of Disability* UDID No Certificate valid up to* Type Of Disability *

Temporary ▼

📅

- If a candidate choose “Permanent”, then he/she has to provide the details like “% of Disability”, “UDID No” & “Type of Disability”.

Persons with Disabilities (PwD)

Nature of Disability *	% Of Disability*	UDID No	Type Of Disability *
<input type="text" value="Permanent"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- With regards to “Weightage Details” section the options like NCC, Scout & Guide & Sports applicants have to select their choices as per their convenient.

Weightage Details

<h4>NCC</h4> <p><input type="checkbox"/> NCC (A)</p> <p><input type="checkbox"/> NCC (C)</p>	<h4>Scout & Guide</h4> <p><input type="checkbox"/> Rajya Puraskar (RP)</p> <p><input type="checkbox"/> President Recognition (PR)</p>	<h4>Sports</h4> <p><input type="checkbox"/> State</p> <p><input type="checkbox"/> National</p> <p><input type="checkbox"/> International</p>
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- Click the “Next” button.
- Then “HSS Selection Option” section will appear on the screen.

Note You are required to select at least FIVE options. After admission 4th elective subject will be allocated at your HSS level on merit basis.

HSS Type : * Govt. / Aided / Private Self Financing Vocational Sanskrit

District Name *	HSS Name *	Stream *
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
Compulsory (MIL) *	First Elective *	Second Elective *
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
Third Elective *		
<input type="text" value="SELECT"/>		
<u>4th Elective in order of preference</u>		
First Choice *	Second Choice	Third Choice
<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>
Are you interested to reside in hostel? *		
<input type="radio"/> Yes <input type="radio"/> No		
<input type="button" value="7th Option"/>		

Note 1. Do not click APPLY button, if you want to select more options.

- Each Applicant will have to choose minimum 05 nos. of Higher Secondary School as preference of choice in their Common Application Form (CAF). There is no limit for opting maximum choice of preference.
- This section contain the following fields i.e.
 1. HSS Type (Govt. / Aided / Private, Self-Financing, Vocational & Sanskrit)
 2. District Name
 3. HSS Name
 4. Stream
 5. Compulsory (MIL)
 6. First Elective
 7. Second Elective
 8. Third Elective
 9. Fourth Elective (First, Second & Third Choice)
 10. Hostel
- After admission, the 3rd and 4th elective subjects will be allotted to the students at the Higher Secondary Schools level on the basis of merit only.
- Applicant has to select such HSS Type as per the suitability.

Example: If an applicant willing for taking admission in any Self-Financing college, then he/she have to choose “Self-Financing”. Similarly for Sanskrit HSSs must have select “Sanskrit” Options and so on.
- At the time of selection for Higher Secondary Schools in the CAF, candidates can view the previous year's cut-off marks (1st and 2nd Selection), as well as admission and hostel fees.

Enter here for 2nd Option

Note You are required to select at least FIVE options. After admission 4th elective subject will be allocated at your HSS level on merit basis.

HSS Type: * Govt. / Aided / Private Self Financing Vocational Sanskrit

District Name * HSS Name * Stream *

Previous Year Cutoff

1st Selection : Gen - 82.00%	2nd Selection : Gen - 80.33%
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Admission Fee	Hostel Fee
1st Year : 456.00	1st Year : 566.00
2nd Year : 45.00	2nd Year : 64.00

Compulsory (MIL) * First Elective * Second Elective *

Third Elective *

- The different categorized HSSs of respective HSS type has shown in the “HSS Name” dropdown list accordingly.
- It is advised to students to check previous year **cut-off mark** in the HSS before applying the CAF.
- Applicants are required to be careful while choosing their Higher Secondary school as preferences for admission. In the preference list, ‘Preference-1’ will be treated as the student’s highest preference and so on.
- After applying all Higher Secondary Schools, click on “Preview” button.

The screenshot shows a web form titled "4th Elective in order of preference". It contains three dropdown menus labeled "First Choice *", "Second Choice", and "Third Choice", each with a "SELECT" option and a downward arrow. Below these is a question: "Are you interested to reside in hostel? *" with radio buttons for "Yes" and "No". A blue button labeled "13th Option" is positioned below the question. At the bottom of the form, there is a red "Note" box with the text: "1. Do not click APPLY button, if you want to select more options." Below the note are two buttons: a blue "PREVIOUS" button and an orange "PREVIEW" button.

- A preview of all entered data appears on the screen to verify whatever information put by the applicant i.e. correct or not.

Preview Of Common Application Form (Admission to Higher Secondary School)						
★ Please Verify the CAF Details and Proceed to Submit the CAF information						
Personal Details						
Examination Board name	: 1 - BSE, ODISHA - BOARD OF SECONDARY EDUCATION, ORISSA, CUTTACK-1, YEAR 2001 AND ONWARDS					 ALIYA NAYAK
Year of Passing/Appearing	: 2021	Exam Type	: Annual			
Roll Number	: 001aa0002	Applicant's Name	: ALIYA NAYAK			
Father's Name	: AMULYA NAYAK	Mother's Name	: LALITA NAYAK			
Gender	: FEMALE	Blood Group	: B+			
Religion	: HINDUISM	Date of Birth	: 17/2/2006			
Nationality	: INDIAN	Mother Tongue	: ODIA			
Aadhaar No	: 877169099465	Guardian Mobile No.	: 9861161190			
Orphan	: No					
Details of Mark/Grade Secured in 10th Board Examination						
Mark/Grade secured in each subject in 10th Board Examination						
Maximum Mark	Total Mark Secured	English	Mathematics	Science	Social Science	Grade
600	414	71	74	67	56	B2
Record of educational institution last attended						
Name Of School	: A.D.S NODAL BIDYAPITHA, KULAILO	Location of School	: attagarh			
District	: CUTTACK	Year Of Joining	: 2018			
Year of Leaving	: 2021	Permanent Education Number	: 12345678901			
Income Details of Parents						
Father's Occupation	Mother's Occupation	Annual Income of Parents (Together) in (₹)				
CULTIVATION	CULTIVATION	0 - 1,00,000				
Bank Details						
Account No	: 12345678901	IFSC Code	: SBIN0001083			
Micr	:	Bank Details	: State Bank of India			
Branch Details	: ATHAGARH					
Address for Correspondence						
State	: 1 - ODISHA	District	: CUTTACK			
Block	: ATHAGARH	House No., Street/Village, Post Office, Police Station Name	: atthagarh cuttack			
Pin Code	: 754029	Mobile No	: 9090591190			
WhatsApp No.	: 9090591190	e-Mail	: ntpbla1992@gmail.com			
Telephone No.	:					
NMMS Awardeee	: No	NEET/JEE	: Yes			
Reservation Details						
Schedule Tribe (ST)/Schedule Caste (SC)/Other Backward Class (OBC)/Socially and Educationally Backward Classes (SEBC)/General	: Socially and Educationally Backward Classes(SEBC)					
Persons with Disabilities (PwD)	: Yes					
Ex-Service Man (ESM)/Children of Martyrs (CoM)/Serving Defence Personnel (SDP)/None	: None					

Persons With Disabilities Information					
Nature Of Disability	: Permanent	Type Of Disabilities	: Low-vision		
% Of Disability	: 80	UDID No	:		
Weightage Details					
NCC <input checked="" type="checkbox"/> NCC (A) <input checked="" type="checkbox"/> NCC (C)		Scout & Guide <input checked="" type="checkbox"/> Rajya Puraskar (RP) <input checked="" type="checkbox"/> President Recognition (PR)		Sports <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> National <input checked="" type="checkbox"/> International	
Options & Choices Details					
SL#	HSS	Stream	Compulsory	Elective	Fourth Elective
1	ANANTA BALIA HIGHER SECONDARY SCHOOL, NUAGARI-I	ARTS	MIL O DIA	ECONOMICS,HISTORY,POLITICAL SCIENCE	LOGIC,LANGUAGE SANSKRIT,LANGUAGE O DIA
2	BUXI JAGABANDHU BIDYADHAR HIGHER SECONDARY SCHOOL, BHUBANESWAR	ARTS	MIL O DIA	ECONOMICS,HISTORY,POLITICAL SCIENCE	LOGIC,EDUCATION,MATHEMATICS
3	BAIKUNTHANATH INSTITUTE OF HIGHER TECHNICAL STUDIES HIGHER SECONDARY SCHOOL, KACHUADI	ARTS	MIL O DIA	ECONOMICS,HISTORY,POLITICAL SCIENCE	LOGIC,LANGUAGE SANSKRIT,INFORMATION TECHNOLOGY (VOC)
4	AKHANDALAMANI HIGHER SECONDARY SCHOOL, PALLASAHII	ARTS	MIL O DIA	ECONOMICS,HISTORY,POLITICAL SCIENCE	EDUCATION,MATHEMATICS,LOGIC
5	AMAR JYOTI HIGHER SECONDARY SCHOOL, KUTUMDOLA	ARTS	MIL O DIA	ECONOMICS,HISTORY,POLITICAL SCIENCE	TOURISM AND TRAVEL MANAGEMENT,LANGUAGE SANSKRIT,BANKING

- All applicants must be careful while checking the preview of application, if any mistake found, then click “Edit” button and rectify the wrong data.
- If found all correct, then click on “Save & Proceed to Pay”.
- A Pop-up message will appear on the screen form “SAMS Govt. of Odisha” showing the total nos. of HSS applied by the applicant asking for final submission with “Ok” & “Cancel” button.
- Then Click on “OK” button.
- **Payment of Common Application Fee (CAF) through “SBI” :**
 - Select option i.e. “SBlePay”
- Click on “Proceed” button.
- “Payment Gateway” option has been enabled for the applicant.

Important Instructions for Online Payment

- The fee being paid is only towards the application and does not in anyway guarantee issuance of Admit Card etc.
- The application fees once paid is non refundable even if the application is rejected for any reason.
- Fee once paid will not be given refund. Candidate should go through the detailed Notification and ensure the eligibility before making payment.
- When a Candidate makes a double payment by mistake, refund can be considered only On bringing it to the notice of the department by mail within 7 days of making such payment. Any kind of request beyond 7 days period will not be entertained. The refund process via same source of payments made in such cases will be initiated in Three to Five working days after receiving the refund request in all eligible cases of refund. This clause is applicable only in case of multiple payments by a candidate for the notification.
- If, due to any reason department cancels notification and decides to refund the fee, the amount will be returned duly excluding the processing fee involved in making such payments.
- During the process of making payment by the candidate, by any chance the amount is deducted from the candidate and the same has not reached to the account, Then it will be automatically refunded by the Payment gateway provider on bringing the issue to me notice of Payment Gateway service provider.
- After success payment candidate should not able to reapply or view CAF application form.

I accept Terms & conditions

SL#	Applicant Name	RollNo	Unique Ref. No.	Amounts	Action
1	TRILOCHAN MALIK	161AD0040	21H0125207	₹ 100.00	OnlinePayment

Click ↓

- Put Tick mark (✓) on “I accept Terms & conditions”.
- Then click on “OnlinePayment” button as per the picture.



- A Pop up appear asking for CAF information which was filled by you is correct?
- Simply click on “Ok” button.

As per RBI Guide

SBIPay

Payment Details

Debit/Credit Card

Internet Banking

Please enter your card details

Card Number

Expiry Date/Valid Thru CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now Cancel

Order Summary

Order No.: 162875743312520

Merchant Name: SAMS School and Mass Education Dept

Amount: 100.00

Processing fee:

GST:

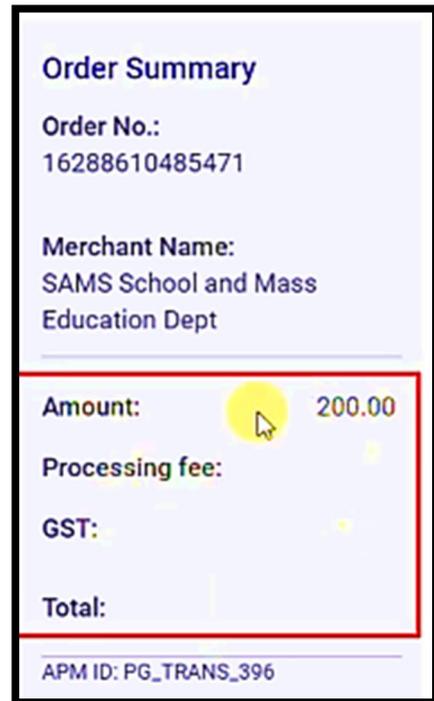
Total:

APMID: PG_TRANS_396

- Applicant now can pay CAF fees by using Debit / Credit card or by using Internet Banking option.
- If paying using **Internet Banking**, then you have charged with extra amount as **“Processing fee”** and **“GST”**.
- If paying using your **ATM Debit card**, then you have charged with no extra amount.
- In case of Payment failure or pending applicant can check the status by clicking the option **“CAF Payment History”**

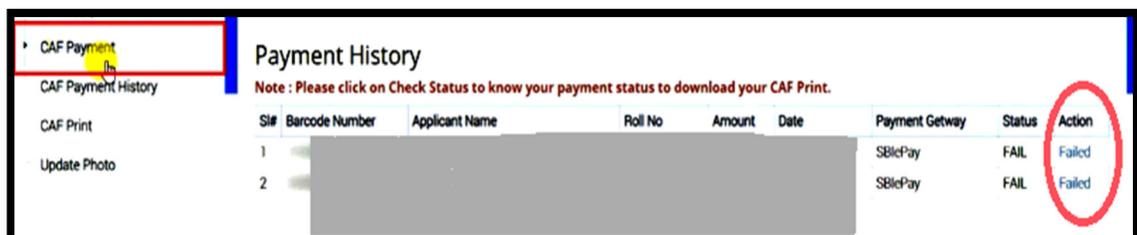


Extra charged amount
(Via Internet Banking)



No extra charged amount (Via Debit Card)

- If found CAF fee payment status **“Failed”**, then applicant may click on the link **“CAF Payment”** for further fee payment process.



▪ Payment of Common Application Fee (CAF) through “BillDesk” :

➤ Through BillDesk gateway an applicant can pay CAF fee through

- Credit / Debit card
- Debit Card using ATM Pin
- Internet Banking
- Wallet / Cash Cards
- Using QR Code
- Using UPI

- After successful CAF fee payment, applicant can download and print his/her completely filled up Common Application Form by click the “CAF Print” Option for future reference.

Note:

- ✓ *If an applicant wants to edit their CAF after successful submission and payment of the fee, they need to log in, click on the “CAF Apply” button, and proceed with the edits.*
- ✓ *Applicants are allowed to edit their CAF only once (if required). Therefore, please review your CAF carefully before submitting.*

 **Dear Applicant, you are only allowed ONE time edit of your CAF. Please ensure careful revision. Thank you.**

- The edited CAF must include “Edited” word for better understanding and clarity for all applicants and Higher Secondary Schools as shown below.

	Common Application Form (Edited)	24H0000345
	Admission to Higher Secondary School	
	Academic Session (2024-25)	XI
	Department of School & Mass Education, Government of Odisha	PEN-98797976967
	Phase - I	
	Friday, Apr 5, 2024 10:38:28 AM	

Note:

“Sanjog Helpline Toll Free Number”: 155335 / 1800-345-6770: It is toll free helpline number which provides information to applicants / parents / general public on query related to e-Admission.

SAMS PMU DHSE: 0674-2500800

Email: sams.dhse@gov.in



SAMS

Student Academic Management System



2024 - 25

Directorate of Higher Secondary Education (O)

Jana Shiksha Bhawan, Unit-V
Bhubaneswar-751001
Ph. 0674-2500800
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