

# COMMON PROSPECTUS

## ONLINE ADMISSION FOR HSS (+2)

Department of School & Mass Education  
Government of Odisha

ACADEMIC SESSION

**2025-26**



Please read the prospectus  
carefully before filling the  
**Common Application Form (CAF)**

For more details please contact:

**Sanjog Helpline (Toll Free)**

**155335 or 1800-345-6770**

e-Admission Helpdesk

@SAMS Resource Center

Ragging in any form is an  
offence & punishable under law

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## Definitions&Acronyms

<b>Applicant Copy</b>	This form is the replica of the CAF to be retained by the applicant for future reference.
<b>Applied HSS</b>	The Higher Secondary School (HSS) which the applicant selects in her/his application form for admission
<b>BSE, Odisha</b>	Board of Secondary Education, Odisha
<b>CAF</b>	Common Application Form
<b>CHSE</b>	Council of Higher Secondary Education, Odisha
<b>CP</b>	Common Prospectus
<b>Destination HSS</b>	Where the applicant is selected to take admission (as mentioned in the Intimation letter)
<b>DHSE</b>	Directorate of Higher Secondary Education, Odisha.
<b>Help Desk</b>	Helpdesk consists of a group of teaching and non-teaching staffs of the School. It educates the applicants about different procedures of e-Admission.
<b>HSS</b>	Higher Secondary School
<b>HSS LC</b>	Higher Secondary School Leaving Certificate
<b>HSS Profile</b>	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
<b>Internet Facility Center</b>	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.
<b>Junior Educational Institutions</b>	Higher Secondary Schools (+2 Educational Institutions)
<b>RoM</b>	Return of Matriculate
<b>SAMS</b>	Student Academic Management System
<b>PEN</b>	Permanent Education Number
<b>NMMS</b>	National Means–cum-Merit Scholarship
<b>SAMS Higher Secondary Schools</b>	A Higher Secondary Schools which is implementing admission through SAMS i.e. e-Admission.
<b>Sanjog Helpline Toll Free Number</b>	155335 <b>OR</b> 1800-345-6770: It is toll free helpline number which provides information to applicants / parents / general public on query related to e-Admission.
<b>Slide-up Request</b>	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.
<b>S&amp;ME</b>	School and Mass Education Department, Govt. of Odisha.
<b>SLC</b>	School Leaving Certificate
<b>S &amp; Y Dept.</b>	Sports & Youth Services Department

# 1 Immediate requirements for an applicant to fill up Admission Common Application Form (CAF) for +2 admission

- I. **Internet Access:** Ensure access to the internet either through a computer or mobile device.
- II. **Personal Information:** 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. 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.

III. **Other 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)	

- IV. **Registration:** 1<sup>st</sup> the applicant must register on the SAMS portal by providing necessary details such as name, date of birth, email address, mobile number, etc. This step generates a unique login ID and password for the student.
- V. **Student's Login:** Using the login credentials generated during registration, the student logs into the SAMS portal.
- VI. **CAF Access:** After logging in, the student can access the Common Application Form (CAF) available on the portal. If the applicant's name in the CAF differs from the registered name, it should be updated in the 'Profile Update' to match the name on the 10<sup>th</sup> certificate.
- VII. **Academic Details:** The applicant enters academic information such as marks obtained in the 10<sup>th</sup> grade board exams, roll number, board name, etc. It's crucial to provide accurate information as this will be used for merit calculation.
- VIII. **Upload Photo:** The applicant uploads scanned recent passport-sized photograph (01 MB) as per the specified guidelines.
- IX. **PEN & APAAR:** Obtain the Permanent Education Number (PEN) & Automated Permanent Academic Account Registry (APAAR), from the Headmaster of the 10<sup>th</sup> board high school (it is optional but recommended)
- X. **Choice Filling:** The student selects and lists their preferred higher secondary schools in order of preference from the available options provided on the portal. The student can choose multiple schools based on their preferences and availability of seats.
- XI. **CAF Fee Payment:** If applicable, the applicant proceeds to make the payment of the application fee through the online payment gateway (SBI e-Pay & Bill desk) provided on the portal. The fee payment is typically done using net banking, debit card, credit card, etc.
- XII. **CAF Edit Option:** As part of our ongoing efforts to enhance the application process, we are pleased to offer students four edit options in their CAF, enabling them to review and refine their submissions to minimize errors.

- XIII. For instant support please contact “Sanjog Helpline Toll Free Number i.e. 155335 / 1800-345-6770. It is toll free helpline number which provides information to applicants / parents / general public on query related to e-Admission.

## 2 Executive Summary

### 2.1 What is SAMS?

Student Academic Management System, i.e. SAMS, is a single window online platform used to manage the e-Admission, Administration, Registration, Form Fill-up etc. activities of the Higher Secondary Schools of the State affiliated to CHSE (O). SAMS is an Online based Admission/Administration System which carried out through online mode for all pre and post admission activities. The portal supports various modern technologies such as – Online Payment Gateway, auto/bulk SMS, WhatsApp, and auto/bulk Email for student admission. This online system facilitates the students to take admission into various streams of Class XII i.e. Arts, Commerce, Science, Vocational and Upashastri. Other than e-Admission, SAMS also maintains the academic and financial records of all the students admitted into different Higher Secondary Schools. The list of Higher Secondary Schools along with their last academic year admission cut-off marks and admission fees details is available in the official website [www.samsodisha.gov.in](http://www.samsodisha.gov.in).

### 2.2 Objectives

- Ensure single window e-Admission process
- Make the admission process economical
- Reducing the anxiety of applicants/parents by making the entire selection and admission process transparent.
- Reduce the work-load of Higher Secondary Schools through several administration modules, using the database for admission process and thereby improving services to the students.
- Increase accuracy and efficiency of all activities involved in the student's lifecycle.

### 2.3 Components of SAMS

There are two components of SAMS: e-Admission & e-Administration

#### 2.3.1 e-Admission

e-Admission aims at successful use of Information Technology to make the admission process simple, economical, fast and transparent. This process is accomplished using Computer/Laptop/Smart Phone and Internet.

#### 2.3.2 e-Administration

e-Administration uses the admission database for the issue of HSS Identity Cards, Library Cards, record of fees collected from the students, allocation of subjects and sections, preparation of Long Roll Register and Return of Matriculates, Maintenance of student's attendance, Tabulation of HSS level examination marks, issue of HSS Leaving Certificates etc. This would improve efficiency, and save precious time of HSS authorities, ensuring dissemination of correct information and services to all stake holders.



### 3 e-Admission Procedure (for the students)

#### 3.1 Application Process

The application for admission into Class XI is invited online through “Common Application Form (CAF)”. The CAF will be available in [www.samsodisha.gov.in](http://www.samsodisha.gov.in) or [www.sme.odisha.gov.in](http://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 affiliated to CHSE, Odisha.

The Common Prospectus (CP) is available online in SAMS portal in downloadable/printable PDF format. An applicant must read the CP carefully before online submission of CAF.

#### 3.2 How to apply Online?

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

- a) Go to SAMS website [www.samsodisha.gov.in](http://www.samsodisha.gov.in)
- b) Click on the **Higher Secondary School (+2)** link under **School & Mass Education** banner
- c) Click on "New Student Registration" button
- d) Enter Name of the Student, Mobile Number & Email ID (optional) in the box provided
- e) Click on the "Generate OTP" button
- f) A six-digit OTP, which will be valid for 5 minutes, will be sent to the mobile number provided
- g) Applicant is required to enter the OTP number in the box showing in the computer screen
- h) Applicant is required to give own password & reconfirm the same in the box showing in the computer screen
- i) 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
- j) Then login to the SAMS Application using the username (registered mobile number) & password given during online registration.
- k) Once inside, click on the ‘Application Form’ link in the left menu, to access the online Common Application Form (CAF).
- l) Applicants passed out from BSE, Odisha has to select “Name of the Board”, “Year of Passing”, “Exam Type” and “Roll No.”, after which most of the information will be automatically shown up on the CAF. If the applicant do not agree with the information shown in the screen, then s/he has to click on the ‘No’ button to modify the auto-populated information in the CAF. Candidates from other than BSE, Odisha Board will have to furnish the details on the CAF.
- m) ***The candidates without Mathematics or failed in Mathematics can also opt/apply for admission in Science/ Commerce Stream by other Boards like CBSE/ ICSE etc. The other State Board applicants having grade “Pass” and without any mark will be considered for admission with minimum percentage of mark i.e. 33%.***
- n) Each Applicant will have to choose minimum five 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.
- o) **In case of CBSE Board pass out applicant, the mark of 6<sup>th</sup> additional subject (Skill subject) will not be considered for the selection unless a candidate fails in one of three elective (i.e. Science, Mathematics, Social Science. The Maximum mark for CBSE board applicant is 500.**

- p) In case of ICSE Board 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.
- q) *The maximum marks for the students from NIOS (maximum marks will be calculated based on passed in minimum 5 subjects, including one or two languages.) Board the aggregate maximum marks will be capped at 500.*
- r) Applicant is required to enter the WhatsApp Mobile Number (optional) of the applicant for easy conveyance of e-Admission related information.
- s) **The Permanent Education Number (PEN) and Automated Permanent Academic Account Registry (APAAR). field is optional for applicants on the Common Application form (CAF), and it should be obtained from the Headmaster of their High School where they passed their 10th Board.**
- t) For the Jharkhand Board applicant, the format of roll number will be “Roll No - Roll-code” in Common Application Form (CAF).
- u) For online verification of the Caste certificate, put the Caste Certificate Barcode/Misc. Case Number issued from Odisha e-District Application. Fill in all the details in the CAF and click on Apply button to submit the application.
- v) This will take you to the next page where you will be required to make CAF fees payment Online. Online payment will take you to the payment gateway where using the options such as Debit Card, Credit Card, Net Banking and UPI etc.
- w) In order to make the CAF fee payment more convenient, 02 payment gateways i.e. “Billdesk” and “SBI ePay” are available in student login.
- x) If the applicant have paid through Billdesk payment gateway, then any grievance shall be communicated through [kolkatabilldesk@gmail.com](mailto:kolkatabilldesk@gmail.com).
- y) If the applicants have paid more than once through SBI/other than SBI “Internet Banking / Card Payment” then the applicant must lodge a complaint with the Bank through **Complaint Management System (Login Apply for refund)** online. Students are also suggested to put a mail to [agmacp.lhobhu@sbi.co.in](mailto:agmacp.lhobhu@sbi.co.in) with the details of **Transaction ID, Transaction Date, Transaction Time, and Transaction Order No** for the refund of excess payment if any. After they apply, the money will be refunded within 15-20 days’ time based on the correctness of the data provided. There is no provision in SBI Gateway for automatic credit of money when the transaction is failed.

### 3.3 Where to apply Online?

Applicants have the option to apply online from home, using their own computer or mobile device, or from a cybercafé or Common Service Center. At Common Service Centers (Jana Seva Kendras of OCAC), applicants are required to pay ₹10 for internet charges and ₹5 per page for printing (black and white A4 size) in order to complete the online application and obtain printouts.

### 3.4 How to add more Options?

In the Common Application Form (CAF), an applicant must select a **minimum of five (05)** higher secondary schools as preferences and can add additional schools beyond the minimum. To add more preferences, the applicant needs to click on the **"Add More"** button and choose desired Higher Secondary Schools/Streams from the drop-down list. Once all options are added, they must click the **"Submit"** button

***In the ongoing e-Admission phase, applicants are restricted from submitting more than one Common Application Form (CAF) using the same registration ID (same mobile no.& password).***

**Note:** When the applicant clicks on the “Submit” button, the filled-in CAF will be displayed on the computer screen. If any erroneous entries are detected, they can be corrected by clicking on the **“Back to Modify”** button.

### 3.5 Printing of CAF

Click on **“Print CAF”** button to view the CAF to be printed. Only “Applicant Copy” of the filled in (i.e. completed) CAF will be printed. Verification and Validation of all filled-in CAF’s and admission related documents will be done during the time of admission only at the selected / admission HSS.

**Note:**

- ***For transparency and tracking purposes, the printed copy of the edited CAF will display the number of edits made (1st, 2nd, 3rd, or 4th Edited) at the top, indicating the number of times the applicant has revised their application for error correction.***
- At the time of admission, only computer-generated CAFs from the internet will be accepted for verification. Under no circumstances will a DTP or typed CAF be accepted.

### 3.6 e-Admission for Special Category HSS

Following steps are to be followed for the Higher Secondary Schools under the special reservation category.

- a) Specially designed Common Application Form (CAF) will be used to apply for the special reservation category which will be made available in the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in)
- b) Applicants will download the CAF & fill the same manually to submit in those Higher Secondary Schools.
- c) After receiving all the CAF, Selection procedure should be initiated by the respective HSS to prepare the merit list.
- d) Merit list of applicants received under special reservation category will be prepared by the respective Higher Secondary Schools (HSS). These HSS will ensure that the intimation reaches the selected applicants before admission.
- e) All the CAF of selected applicants must be entered in the e-Space by the respective Higher Secondary Schools using their user id & password and making CAF Online payment, as per the scheduled admission date.
- f) Admission update will not be allowed, if the Common Application Form received under special reservation category is not entered (and online payment not done) in the e-Space within the timeline.
- g) Balance seats after first phase e-Admission (1<sup>st</sup> Selection, 2<sup>nd</sup> Section & Spot Admission) under special reservation category will be de-reserved and made available for general students for subsequent phases of online admission.

## 4 Principles of Selection

- a) **Eligibility:** Students passed in High School Certificate Examination conducted by Board of Secondary Education (BSE), Odisha or its equivalent are eligible to apply for admission into



Higher Secondary Classes (Class XI). The list of BSE(O) Equivalent Boards is given at [www.bseodisha.ac.in/latest-updates.html](http://www.bseodisha.ac.in/latest-updates.html).

- b) Admission into various Streams of Higher Secondary Schools shall be done strictly on merit basis.
- c) **Candidates without Mathematics or those who have failed in Mathematics may be considered for selection in the Science/Commerce stream, provided they meet the cutoff criteria set by the Higher Secondary School (HSS) for that stream.**
- d) Marks secured at the HSC/10<sup>th</sup> Board Examination out of the Total Marks, Weightage & Reservation (if applicable) will be taken into consideration while preparing the merit list.
- e) In case of candidates passing the HSC/HS/equivalent examination compartmentally, average of marks secured in the subject/s concerned at both the examinations shall be taken into consideration to determine the aggregate marks.
- f) **Computation of marks in case of students passing from ICSE, CBSE and Other Boards:**

$$\text{Equivalent Marks} = \frac{x}{y} \times 600$$

Where, x = Total mark secured and y = Total full mark

Ex. if an applicant has secured 384 marks out of 500 marks for 5 subjects, then

$$\text{Equivalent Marks} = \frac{384}{500} \times 600 = 460 \text{ marks}$$

- g) For applicants who have secured equal marks in the 10<sup>th</sup> Board examination and have opted for same Higher Secondary School & stream, their merit will be decided on the basis of marks in English followed by Social Studies for Arts and Mathematics followed by Science for Science & Commerce Streams. (Govt. Order No.: 57823, Dated: 24.10.2000).  
**e.g.:In the scenario where two applicants have chosen the same Higher Secondary School and stream and have identical marks in their HSC examination, the selection process varies based on the stream. For the Arts stream, preference will be given to the applicant with higher marks in English or the second language. If their marks in these subjects are also identical, the selection will be based on marks in Social Studies. Conversely, for the Science and Commerce streams, marks in Mathematics and Science will be the primary deciding factors, followed by the same sequence of subjects.**
- h) Any applicant, if selected, will be given only one confirmed seat according to her/his choice of preferences in CAF in the intimation letter.
- i) Status of the higher choices of preference in the CAF will also be intimated (Please see Intimation Letter).

## 5 Intimation

- a) It can be downloaded by individual applicant (login) from the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) or [www.sme.odisha.gov.in](http://www.sme.odisha.gov.in).
- b)** Elective Subject 3<sup>rd</sup> or 4<sup>th</sup> Elective Subject won't be indicated in the intimation letter of selected applicants. The selected higher secondary school will allocate the Elective Subject(s) 3<sup>rd</sup> or 4<sup>th</sup> Elective Subject as per the merit list, options of applicants in the CAF and the availability of seats as there are limited 4<sup>th</sup> elective subjects.
- c) Intimation letter for e-Admission will be communicated through following four modes:
  - Student e-space ([www.samsodisha.gov.in](http://www.samsodisha.gov.in))
  - SMS
  - WhatsApp
  - Selected Higher Secondary School e-space

## 6 CAF Validation/Document Verification Process (During Admission)

Verification and Validation of the filled in CAF and the admission related documents will be done at the time of admission in the selected HSS only. Applicants who have been selected for admission will download their “Intimation Letter” from their SAMS e-Space Login and will look up for the selected HSS along with date/time of admission in it. Applicant thereafter is required to report the selected HSS on the date and time mentioned in the intimation letter carrying the Applicant copy (CAF) and the documents required for admission (as listed in intimation letter). **The document verification and validation will be done during admission only.**

The Admission Team Members at the Admission / Selected HSS will validate the Applicant CAF copy deposited by the applicant during the time of admission by comparing the information on it with the relevant original documents like mark sheets, reservation & weightage certificates, etc. **If an applicant has claimed any benefit on the basis of secured marks, board, reservation or weightage without relevant document, her/his admission will be restricted (not allowed) and error correction / suitable recommendation (remarks “admission update – not allowed”) will be submitted online on SAMS for consideration in the next round of selection.**

## 7 Admission Procedure

- a) Selected applicants have to produce the Intimation Letter (**or Applicant Copy, in case s/he does not possess the Intimation letter**) before the admission committee at the Destination / Selected Higher Secondary School on the date and time mentioned in their intimation letter.
- b) **Applicant must produce all original documents as mentioned in intimation letter for verification** at the selected Higher Secondary School. They have to pay the requisite admission fees in the appropriate mode (Bank Draft/SB Collect/Cash as mentioned in the Higher Secondary School Profile) at the destination Higher Secondary School counter. **No original document is to be deposited with Higher Secondary School authority except SLC, Conduct and Migration Certificate.**
- c) Candidates have to produce original HSC Mark sheet, Certificate in support of Reservation and Weightage (mandatory) along with photocopy at the time of admission.
- d) Candidates have to submit three recent color passport size photographs at the time of admission.
- e) **Error Correction:** If any discrepancy is noticed by the admission team member at selected HSS during verification relating to the claim of the candidate in CAF to documents furnished for verification, then the HSS can deny the admission under some specific situations only i.e. mismatch in secured & maximum marks, reservation category, weightage details & complete mismatch of candidate's details etc. In such case, HSS has to rectify the error following the procedure **“Admission > Admission Update > Not Allowed > Select the Category > Reason for Not Allowing and submit the application”**. These applications will be considered as a fresh application for the subsequent selection.
- f) The Intimation Letter generated in such cases, if the transaction gets denied at the bank level, will carry the **"Pending CAF fee"** amount. This amount will be collected during the admission at the Higher Secondary School, even if the candidate has completed the application (CAF) successfully.
- g) If a candidate has submitted the application as SC / ST / Orphan / Third Gender and fails to submit the certificate / photo identity proof at the time of admission, then in case of SC / ST candidate, the reservation so will be de-reserved and the necessary error correction needs to be made. The remaining CAF fee of ₹100/- shall be collected from the candidate by the Higher Secondary School during the 2nd selection admission. In case of orphan / third gender

candidates, the pending CAF fee should be collected from the candidate by the Higher Secondary School at the time of admission.

- h) If any HSS updated admission status of an candidate without the consent / possession of original documents and the same candidate report to another HSS for admission where the admission team member finds that the admission status has already been updated at another HSS, then the candidate will be asked to submit a self-declaration along with photo identity proof at the Admission HSS to prove his/her identity. The Selected HSS has to collect the original document and upload these documents on the SAMS portal in order to cancel previous admission. **Show cause notice will be issued to the HSS who have done the admission update without the consent of the candidate and are not in possession of original documents of the candidate.**
- i) **Other Board Candidate:** If they fail to submit original / DigiLocker downloaded Migration Certificate which is mandatory at the time of admission owing to genuine reason, may be allowed for admission with a self-attested undertaking that the candidate will submit the migration certificate within 30 days from the day of admission, failing which his/her admission will be cancelled at the Higher Secondary School. The HSS should collect the self-attested undertaking and make sure to inform DHSE (O) for admission cancellation if the candidate fails to submit the migration certificate within the stipulated date / time.
- j) **In the event of candidates' Slide-up/transfer to another Higher Secondary School during the admission period (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> Phase), the Higher Secondary School authority shall refund the entire fees taken, after deducting ₹100/- (Govt. Order No.: 13626, Dated: 25.11.2020) as processing fee.**
- k) **In the event of a slide-up, the source Higher Secondary School (HSS) shall Notify the student regarding the slide-up and advise the student to secure admission in the destination HSS. The source HSS shall ensure timely communication with the student to facilitate a smooth transition.**
- l) **In case, a duplicate candidate name is found during admission then the actual student has to submit a self-declaration along-with identity proof at the Admission HSS to prove identity. Selected HSS has to upload the documents on the SAMS portal in order to cancel previous admission and accept the latest one.**
- m) If the admission updation process is not completed by the destination HSS in time, then the Slide-up option will not be enabled in the admitted student's login. **So Admission Updation / Error Reporting needs to be done regularly on daily basis.**
- n) HSS must collect all the relevant documents from the candidates at the time of admission, which is to be submitted at CHSE (O) for RoM / Registration.

## 8 Check List for Admission

- a) Original Certificates for e.g. **Mark sheet, SLC, Conduct Certificate, Migration Certificate, Reservation and Weightage certificates** (as mentioned in the Intimation Letter)
- b) PEN No/ AADHAAR No/ APAAR ID (Optional)
- c) Total fees for admission
- d) Three recent passport size color photographs
- e) Following Original Documents are to be retained by the HSS Authority:
  - School Leaving Certificate issued by the Institution last attended.
  - Conduct Certificate issued by the Institution last attended.

- Migration certificate (mandatory at the time of admission). DigiLocker downloaded Migration Certificate will be accepted. If any candidate still unable to submit it at the time of admission then he/she has to submit a self-attested undertaking stating that the student will submit the migration certificate within 30 days from the day of admission.
- f) Following Original Documents are to be returned by the HSS Authority to the applicant after the admission process is over.
  - Mark sheet of the 10<sup>th</sup> Board Examination
  - Pass Certificate of the same examination
  - Certificate in respect of Reservation, if any
  - Certificate in respect of Weightage, if any
- g) CHSE guideline vide no. EG-I-333/15-16/2834, Dt.: 20/05/2016 may be also followed for document verification at the time of admission.

## 9 Regarding Slide up Request:

- a) Slide-up request process is adopted during admission period to allow students to get selected into higher 'Choice of preference' HSS for subsequent selections merit list creation during a particular admission phase.
- b) **Eligibility:** If a candidate has selected and taken admission in lower preferred choice of HSS, and wish to study in higher preferred choice of HSS applied in the CAF, then the candidate is eligible for submitting **"Slide-up Request"** option in their respective SAMS login.
- c) **Process:** Candidates after taking admission in the lower preferred choice of HSS (in 1<sup>st</sup> Selection) and desires to study in higher preferred choice of HSS, will have to apply in the **"Slide-up Request"** option available in their SAMS login to avail Slide-up facility for sliding-up to a higher option during 2<sup>nd</sup> Selection and SPOT Selection merit list if vacancies arises. **There will be no auto Slide-up otherwise**
- d) If the candidate is satisfied with their admitted lower preferred choice of HSS and chooses not to pursue their higher preferred choice of HSS, then no action is required regarding the **"Slide-up Request"**. The default status of the **"Slide-up Request"** (when the candidate doesn't submit any choice) will be considered as **"NO"**.
- e) Slide up Request form will be enabled in the applicant's SAMS e-Space login only after the updation of the admission of the applicant at the selected Higher Secondary School. In the left side menu, the Slide up Request link will appear in the SAMS e-Space of the applicant. Click on the **"Slide up Request"** link and submit.
- f) For those who availed slide-up they will be considered for selection into higher 'Choice of preference' HSS on the basis of vacancies and merit. If selected, they will be issued auto HSSLC and their admission has to be done at the higher 'Choice of preference' (slide-up) Higher Secondary School online on SAMS after reporting & submitting the required admission fees and documents. All details of the applicant will be completely removed from the previous admitted HSS.
- g) Slide up Request once submitted cannot be revoked. Next round selection will consider this request for Slide up. Applicants are required to be careful while applying for Slide up.
- h) One officer may be entrusted to counsel the eligible Slide-up candidates how to avail this option. If the candidate(s) is/are convinced about the modalities of **"Slide-up Request"**, her/his signature will be taken in a **Register** for future reference.
- i) ***In the event of a slide-up, the source Higher Secondary School (HSS) shall Notify the student regarding the slide-up and advise the student to secure admission in the destination HSS. The***

*source HSS shall ensure timely communication with the student to facilitate a smooth transition.*

**Note:** Students not submitted Slide-up request will not consider for 2<sup>nd</sup> Selection.

## 10 Procedure to deal with Slide up admission in subsequent selection

If a candidate who has taken admission on basis of 1<sup>st</sup> round of selection gets selected for her/his higher choices in subsequent Selection (slide up), two situations may arise:

- a) Applicant's Destination Higher Secondary School in 2<sup>nd</sup> Selection is different from the 1<sup>st</sup> selection Higher Secondary School.
- b) The stream may change at the same destination Higher Secondary School.

**For situation (a)** The applicant shall take admission at the next selection Destination Higher Secondary School on payment of the entire admission fees of this Higher Secondary School and surrendering the SLC/CLC from the intimation letter.

**For situation (b)** For change of Stream in the 2<sup>nd</sup> selection (due to up-gradation/ slide up), there would be no need for the applicant to approach the Higher Secondary School for any endorsement. This would be done at the Higher Secondary School level subsequently.

**Note:** Students must be returned their entire admission fees (excluding ₹ 100/- as processing fees) along with other documents viz. cancelled original School Leaving Certificate/ and original Migration Certificate to take transfer / fresh admission in any other Higher Secondary School (SAMS or non-SAMS) within the normal period of e-Admission scheduled by Directorate Higher Secondary Education, Odisha.

## 11 Procedure to deal with on-line SPOT Selection admission

- a) SPOT Selection admission (Choice Locking) will be done purely on on-line mode. Previous practice of physical reporting for registration is abolished.
- b) The following categories of candidates should be considered to exercise the Choice Locking option for participating in online Phase-I SPOT Selection admission
  1. The candidates opted for Slide-up request
  2. The candidates those missed/forgot to opt Slide-up request
  3. Selected and not reported in 1<sup>st</sup> Selection
  4. Not selected in 1<sup>st</sup> and 2<sup>nd</sup> Selection
  5. Candidates selected in 2<sup>nd</sup> Selection (Whether admitted / not admitted / error correction)
- a) Desirous students have to visit their respective registered student's log-in under SAMS to exercise their new preference of choices (**not necessarily out of the preferred Higher Secondary Schools at the time of application**) in the SPOT selection admission / Choice Locking process during the stipulated timeline.
- b) Students not selected owing to securing of less mark than the cutoff mark of their preferred selected HSSs during the 1<sup>st</sup> and 2<sup>nd</sup> selection may select a complete new choice of Higher Secondary Schools at the time of on-line SPOT selection registration / Choice Locking.
- c) SPOT Selection will be done purely on merit basis as per the nos. of seats available in a particular Higher Secondary School.
- d) SPOT Selection merit list will be prepared centrally and Intimation Letter will be generated in the student login. The SPOT Selection merit list also will be available in the respective HSS e-Space.



## 12 Important Notes

- a) Each applicant has to register and create their own username and password in the SAMS Portal prior to filling online application. **Uniqueness of the mobile number and email id will be maintained.**
- b) BSE(O) students pass out between the academic year 2014 and 2022 need not require entering the examination mark details .The information will automatically populate in the CAF,once they enter 'Examination Name ,'Year of passing', 'Exam Type' and 'Roll Number. They have to verify the correctness and if they find any discrepancy in the auto-populated marks, they can manually make necessary correction by clicking "No" option in CAF.
- c) For CBSE/ICSE/other boards students have to enter the examination details like "Examination Name", "Year of Passing" "Total Marks" "Secured Mark" manually in the CAF.
- d) Students are required to be careful while choosing their Higher Secondary school as preferences for admission. Inthe preference list, 'Preference-1' will be treated as the student's highest preference and soon.If a student is selected in lower preference in the first round then, s/he may have thechance to get selected into higher preference option in the subsequent round. If s/he wishes to be selected to the higher "Choice of Preference" option, s/he may exercise the **"Slide up Request"** option day after taking admission.
- e) Before selection of the subject during application process,applicant is suggested tocheck availability of 3<sup>rd</sup>/4<sup>th</sup> Elective Subjects in the concerned Higher Secondary Schools as there may be limitedseats for those subjects. **The 3<sup>rd</sup> and 4<sup>th</sup> elective subjects will be allotted to the students at the Higher Secondary Schools level on the basis of merit only.** It is advised to students to check previous year cut-off markin the HSS before applyingtheCAF.
- f) Intimationletter to the selected applicants will be communicated through online mode only. Fordetails please refer to **Section 4. Intimation letterwill not be sent through post.**
- g) Admission will be completed in three steps: i.e. First Selection, Second Selection& Spot Admission for the applicants who have applied online. **After second selection, the seats will bede-reserved for the online SPOT admission.**
- h) Spot admission list will be published tentimes of the balance seats after the second selection admission.

### 12.1 Student e-Space on SAMS

- a) After registration in the SAMS website ([www.samsodisha.gov.in](http://www.samsodisha.gov.in)), an e-Space will be created for the applicant (student) in the SAMS application software.
- b) For logging in to the Student e-Space, click on "Existing Student Login" link and login using the registered user name (mobile number) & password.
- c) Following links will be available for the student during application stage:
  - Common Application Form
  - Slide up Request (Active only after Admission is done)
  - Intimation Letter
  - Admission Schedule
  - Online Payment (CAF Fees)
  - Apply for transfer admission (Will be activated during the time of transfer admission process)

### 12.2 Application Fees

- a) ₹200/- per CAF for General/ SEBC/ OBC category applicants.

- b) ₹100/- per CAF for ST/SC applicants (provide authentic documents for verification & validation during the time of admission at HSS). If the ST/SC applicants fail to show the authentic documents, they will have to make payment of ₹200/- in their admission HSS.
- c) ₹0.0/- per CAF for Persons with Disabilities (PwD) of more than 40% disability, Transgender and Orphan applicants (**Authentic document has to be submitted at the time of admission**).
- d) No refunds can be claimed at a later date.

### 12.3 Online Caste (ST&SC) Certificate Verification Process

- c) Online verification of the caste (ST&SC) certificate can only be done if the certificate is generated from the Odisha e-District software.
- d) After selecting the caste ST or SC in the Common Application Form (CAF), a box will appear in the screen.
- e) Here the applicant has to enter the "bar Code/ misc. case no." number written on the caste certificate generated from the Odisha e-District portal.
- f) If the name of the applicant doesn't match to the name written in the caste certificate, the application won't be auto-validated online.
- g) The Caste Certificate issued in favor of the applicants without barcode number, will be validated at the selected Higher Secondary School during validation. For those applicants whose caste (ST/SC) certificate is not verified online, they are required to submit the hardcopy of caste certificate along with "Applicant copy" during admission for verification.

### 12.4 Reservation

<p><b>Scheduled Caste [SC] &amp; Scheduled Tribe [ST]</b> [G.O. 11710/HE, Dtd.: 01/06/2015]</p>	<ul style="list-style-type: none"> <li>a) SC-16.25% of the sanctioned strength of each course shall be reserved for SC applicants [G.O. 11710/HE, Dt.: 01/06/2015] of each course.</li> <li>b) ST-22.5% of the sanctioned strength of each course shall be reserved for ST applicants [G.O. 11710/HE, Dt.: 01/06/2015] of each course.</li> <li>c) The reserved seats are not interchangeable between SC &amp; ST.</li> <li>d) SC/ST/SEBC applicants selected for admission on their merit shall not be counted against reserved seats.</li> <li>e) However, any modification made by the Government in the reservation policy will be followed during admission.</li> <li>f) Seats under reserved category will ordinarily be de-reserved if no students of that category are available for selection for that higher secondary school.</li> </ul> <p><b>Note:</b> A Scheduled Caste and Tribe person who has migrated from the State of origin to some other State for the purpose of seeking education will be deemed to be a SC/ST of the State of her/his origin and will be entitled to derive benefit from the State of origin and not from the State to which he has migrated.</p>
<p><b>Socially and Educationally Backward Classes (SEBC)</b></p>	<p>11.25% of the sanctioned seats shall be reserved for applicants belonging to SEBC Category students vide Govt. of Odisha OM No. 25474, Dated: 19.05.2025.</p>

	<p><b>N.B: Applicants belonging to SEBC (Domicile only in Odisha) Category are advised to obtain SEBC certificate from competent authority for availing SEBC reservation benefits at time of admission.</b></p>
<p><b>Physically Handicapped [PH]/Orthopedically Handicapped [OH]</b></p>	<p>a) 5% of sanctioned seats shall be reserved for PH / OH Students (Extent of handicap not below 40%).</p> <p>b) Two types of Disability Certificates are there. 1) Permanent 2) Temporary.</p> <p><b>Permanent Disability Certificate:</b> This type of certificate is issued when a disability is deemed to be permanent and long-lasting. It often requires thorough medical assessment and documentation of the disability.</p> <p><b>Temporary Disability Certificate:</b> In cases where a disability is expected to improve over time or is temporary in nature, a temporary disability certificate may be issued. This typically includes an expiration date or a reassessment period.</p> <p>c) In the selection procedure, both temporary and permanent applicants with disabilities having disability percentage of <b>40% or more</b> will be considered as permanent and given equal consideration in the selection process without any CAF fee.</p> <p>d) In the selection procedure, both temporary and permanent applicants with disabilities having a disability percentage of <b>40% or less</b> will be categorized according to their caste category (Gen/OBC/SEBC/SC/ST) and will be required to pay the corresponding CAF fee.</p> <p>e) As per SSEPD Department Notification <b>No. 5823, Dt. 29.07.2022</b>, after 31<sup>st</sup> August, 2022, Disability Certificate will not issue in manual mode.</p> <p>f) The Disability Certificates shall be issued only through <b>Unique Disability Identity (UDID) card portal</b>.</p> <p>g) Applicants can visit the website <a href="https://www.swavlambancard.gov.in/">https://www.swavlambancard.gov.in/</a> and apply for Disability Certificate. The certificate generated on-line with BARCODE and photograph is only valid.</p>
<p><b>Ex-Serviceman [ESM], Serving Defense Personnel [SDP], Children of Martyrs [Com]</b></p>	<p>1% of the sanctioned seats shall be reserved for Self / Children / Wife / Husband of Ex-Service Man, Serving Defense Personnel &amp; the Children of Martyrs.</p>

### **Notes:**

- 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 at the time of SPOT selection admission.
- SC/ST/ SEBC applicants selected for admission on merit basis shall not be counted against reserved seats. They shall be treated as general category applicants for admission, but their social category will remain unchanged.

## 12.5 Weightage

Number of seats in each stream, filled up by the applicants with weightage, shall not exceed 10% of the sanctioned strength. This 10% of seats shall be proportionately distributed among all categories of applicants. An applicant, who is selected with weightage and taken admission, shall continue to remain in this 10% bracket, even if cut-off mark is reduced in subsequent selections.

## 12.6 NCC

- a) Applicants holding '**A' Certificate** shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the HSC or Equivalents examination.
- b) Applicants who have represented the State or the Central School/Sainik School at the All India level NCC Camps / Courses / Activities NCC (C) shall be given weightage of additional **3%** of marks over and above the aggregate marks secured at the HSC or Equivalents examination.

## 12.7 Scouts & Guides

- a) Scouts and Guides possessing and producing the original certificate signed by the President of India shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.
- b) Scouts and Guides possessing and producing the original certificate signed by the Governor of the State shall be given weightage of additional **2%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.

## 12.8 Sports & Games

- a) Applicants who have represented the country at international level shall be given direct admission.
- b) Applicants who have represented the state at national level shall be given weightage of additional **10%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.
- c) Applicants who have represented the school at the inter-State School Sports Meet level shall be given weightage of additional **5%** of marks over and above the aggregate marks secured at the HSC/Equivalent examination.
- d) **As per the Letter No: 15536, Dt. 07.09.2022 issued by Sports & Youth Services Department, Govt. of Odisha, the applicants having International & National level Sports Certificate shouldn't visit the Sports & Youth Services Department for any type of countersign.**
- e) Applicants can claim for the Sports Certificates issued on-line only. Applicants are advised to visit the website <https://portal.sportsodisha.gov.in/Citizen/Landing> and apply to get the online generated certificates having photo & QR Code. The certificate generated online with photo & QR Code is only valid.
- f) The validity of the online generated QR based Sports Certificate is valid for one Academic Year from the date of issuance.

**N.B.: The validity of the Sports Certificate is only for one Academic Year from the date of issuance.**

## 12.9 Certificates & Documents

An applicant has to submit the self-attested photocopies of the following documents / certificates with the Applicant Copy of the Common Application Form (CAF). Respective Original ones have to be presented before the Admission Committee at the time of Admission for verification. The authority may retain only SLC/HSSLC of the Certificates in Original during admission as described earlier.

- a) 10<sup>th</sup> Board Mark sheet and Pass Certificates in original.
- b) Permanent Education Number (PEN) No. & Automated Permanent Academic Account Registry (APAAR) ID (optional)
- c) AADHAAR CARD (optional) Providing your Aadhaar number can offer several advantages, including easy access to government schemes and scholarships & Hassle-free generation of APAAR ID.
- d) School Leaving & Conduct certificates from the educational institution last attended.
- e) Schedule Tribe / Schedule Caste/ SEBC(**Domicile only in Odisha**)certificates from revenue officer not below the rank of Tahsildar / Additional Tahsildar. **For ST applicant, her/his father's caste certificate may be taken into consideration in case of non-availability of caste certificate in favour of the applicant.** Land passbook authenticated by the Tahsildar / Additional Tahsildar may also be taken as a proof of caste in absence of caste certificate.

**(No caste certificate other than revenue officer not below the rank of Tahsildar / Additional Tahsildar shall be considered)**

- f) PH/OH certificate from CDMO/SDMO/CMO of Capital Hospital (in case of Bhubaneswar).
- g) Ex-Service Man certificate from ZillaSainik Board.
- h) Service Defense Personnel-SDP Under the Ministry of Defense only (Army/Navy/AirForce) Certificate from the Commanding Officer of the unit.
- i) Children of Martyrs (CoM) certificate from the District Collector.
- j) NCC certificate from the competent authority.
- k) Migration certificate for the applicants passing from other Boards other than BSE, Odisha.
- l) **Sports certificate from the appropriate authority & counter signed by Commissioner-cum-Secretary, Sports & Youth Services, Government of Odisha or Director of Sports & Youth Services, Government of Odisha or Director, Secondary Education, Odisha as per G.O. 12471/HE, dated 06/06/2014.**
- m) Scouts & Guides certificate from the appropriate authority.
- n) Scanned copy of recent passport size photograph to upload on the CAF.



## 13 Enhancements in Common Application Form (CAF) For e-Admission under SAMS

- a) Provision for capturing the applicants' Permanent Education Number (PEN) & Automated Permanent Academic Account Registry (APAAR) has been enabled in the CAF.
- b) If the candidate chooses to change the student's category using one of the four-time edit option given, a warning pop-up message with red-colored text regarding the online payment of additional CAF fee will be displayed which is given below.

“To ensure the category change, please pay an additional CAF fee of ₹\_\_\_\_/-. Otherwise, your previous category will remain unchanged”

- c) If the candidate uses one of the four-time edit option given in CAF edit option to change their category but does not proceed with the online payment for the additional CAF fee, then the category will remain unchanged from its previous state.
- d) The potential scenarios where an additional CAF fee may be required are as follows:

Sl. No.	Scenario (Category Change)	Already paid CAF fee	Requirement of additional CAF fee (if go for one time CAF edit)
1	SC to GEN / SEBC / OBC	₹ 100/-	₹ 100/-
2	ST to GEN / SEBC / OBC	₹ 100/-	₹ 100/-
3	PHOH to GEN / SEBC / OBC	₹ 0/-	₹ 200/-
4	PHOH to SC	₹ 0/-	₹ 100/-
5	PHOH to ST	₹ 0/-	₹ 100/-
6	SC to PHOH	₹ 100/-	₹ 0/-
7	ST to PHOH	₹ 100/-	₹ 0/-
8	GEN / SEBC / OBC to SC	₹ 200/-	₹ 0/-
9	GEN / SEBC / OBC to ST	₹ 200/-	₹ 0/-
10	GEN / SEBC / OBC to PHOH	₹ 200/-	₹ 0/-

- e) Further, the following pop-up message should be displayed to the applicants who choose to edit their CAF which is as follows:

“Dear applicant, you are only 4 edits allowed . Please review all details before saving. Thankyou.”

- f) The provision for capturing applicants' willingness about the free online academic support program through CAF has been enabled which is as follows:

Do you want to avail free on-line academic support program for? (Put “✓” mark)

- ☐ NEET  
☐ JEE  
☐ Other Competitive Exams  
☐ None of the above

This field will remain mandatory, along with the option for applicants to select multiple values at a time

- g) When an applicant selects their nature of disability as "Temporary" while applying through the SAMS portal of DHSE (O) for admission, the "% of Disability", "UDID" and "Certificate valid up to: DD/MM/YYYY" fields will appear in the CAF.
- h) The following pop-up message is displaying to the applicants edit their CAF for the 1st, 2nd, 3rd, or 4th time, the pop-up message will update accordingly.

- 1st time: “This is your 1st of 4 allowed edits. Please review all details before saving.”
  - 2nd time: “This is your 2nd of 4 allowed edits. Please review all details before saving.”
  - 3rd time: “This is your 3rd of 4 allowed edits. Please review all details before saving.”
  - 4th time: “This is your final (4th) of 4 allowed edits. Please review all details before saving.”
- i) Furthermore, if applicants attempt to edit their CAF after utilizing all 04 allowed edits, the following pop-up message will be displaying on the screen.
- “You have used all 04 allowed edits for your CAF. Further edits are not permitted.”**
- j) The edited CAF must include “(1st, 2nd, 3rd, or 4th Edited) at the top, indicating the number of times the applicant has revised their application for error correction.” word for better understanding and clarity for all applicants and Higher Secondary Schools as shown below.

## 14 Vocational stream and Vocational Trade subjects

Vocational stream is available in 230 Govt. Vocational Higher Secondary Schools just like Arts / Science / commerce from the academic session 2023-24, including Bhim Bhoi Govt. Higher Secondary School for Visual Impaired (B.B. GHSS for VI) Bhubaneswar and Bipin Bihari Govt. Higher Secondary Schools for Hearing Impaired (B.B. GHSS for HI) Bhubaneswar. In total, 18 Vocational trades subjects under 6 areas- Agriculture, Health & Paramedical, Engineering & Technology, Commerce, Home Science, Humanities are available in those HSSs. Out of these 18 trades, 07 trades are NSQF aligned trade under STARs (IT-ITeS, Banking Finance Service & Insurance (BFSI), Poultry farming, Dairying, Tourism & Hospitality (T&H), Sports & Physical Education Fitness and Leisure (SPEFL), Electronics & Hardware (E&H) and other 11 trades are State run subjects. The student has to opt. one trade subject out of two trades allotted to each GVHSS having 24 seats. The students will appear CHSE (O) examination for 600 marks English-50, MIL (O) – 50, Basic Foundation course – 300 and Vocational Trade subject – 200 marks. The BFC courses are taken by the students on the basis of trade subject whether belong to Arts / Science / Commerce stream. In the meantime, provision has been made for studying IT – ITeS subject to choose Arts (History, Pol. Science & Economics) / Science (Physics, Chemistry & Mathematics) as Basic Foundation Course (BFC) subjects.

Vocational Trade subjects are changed in the following GVHSSs due to non-availability of required stream.(DHSE (O) Letter No.5248, Dt.09-05-2024)

Change of Trade in GVHSSs from the session 2024-25					
Sl.NO	Name of the GVHSS	Available Stream in Host Institution	Existing Trade	Revised Trade	BFC Subjects of Revised Trade
1	2	3	4	5	6
1	Government Vocational Higher Secondary School, Rupsa (Balasore)	Arts, Science	Office Mgmt. (OM)	Tourism & Hospitality (T&H)	History, Economics & Political Sc.
2	Government Vocational Higher Secondary School, Santaragadia (Balasore)	Arts, Science	Insurance (INS)	Tourism & Hospitality (T&H)	History, Economics & Political Sc.
3	Government Vocational Higher Secondary School, Bheden (Bargarh)	Arts, Science	Office Mgmt. (OM)	Tourism & Hospitality (T&H)	History, Economics & Political Sc.
4	Government Vocational	Arts	Electronic &	Sports,	History,

	Higher Secondary School, Bolangir		Hardware (E&H)	Physical Education, Fitness & Leisure (SPEFL)	Economics & Political Sc.
5	Government Vocational Higher Secondary School, Ganjam	Arts, Science	Inland Fishery (IF)	Tourism & Hospitality (T&H)	History, Economics & Political Sc.
6	Government Vocational Higher Secondary School, Kendupadar (Ganjam)	Arts, Science	Office Mgmt. (OM)	Sports, Physical Education, Fitness & Leisure (SPEFL)	History, Economics & Political Sc.
7	Government Vocational Higher Secondary School, Nuapada (Ganjam)	Arts, Science	Inland Fishery (IF)	Information Technology (IT-ITes)	Physics, Chemistry & Math (for Science Stream)
					History, Economics & Political Sc. (for ARTs Stream)
		Arts, Science	Office Mgmt. (OM)	Tourism & Hospitality (T&H)	History, Economics & Political Sc.
8	Government Vocational Higher Secondary School, Surada (Ganjam)	Arts, Science	Accounts and Auditing (AA)	Information Technology (IT-ITes)	Physics, Chemistry & Math (for Science Stream)
					History, Economics & Political Sc. (for ARTs Stream)
9	Government Vocational Higher Secondary School, Kalampur (Kalahandi)	Arts	Horticulture (HORT)	Tourism & Hospitality (T&H)	History, Economics & Political Sc.
10	Government Vocational Higher Secondary School, Narla (Kalahandi)	Arts	Audio Visual Technician (AVT)	Tourism & Hospitality (T&H)	History, Economics & Political Sc.
11	Government Vocational Higher Secondary School, Kendrapada Evening HSS	Arts	Office Mgmt. (OM)	Sports, Physical Education, Fitness & Leisure (SPEFL)	History, Economics & Political Sc.
12	Government Vocational Higher Secondary School, Balakati (Khurda)	Arts	Audio Visual Technician (AVT)	Tourism & Hospitality (T&H)	History, Economics & Political Sc.
		Arts	Inland	Sports,	History,

			Fishery (IF)	Physical Education, Fitness & Leisure (SPEFL)	Economics & Political Sc.
13	Government Vocational Higher Secondary School, Chitrada (Mayurbhanj)	Arts, Science	Office Mgmt. (OM)	Sports, Physical Education, Fitness & Leisure (SPEFL)	History, Economics & Political Sc.
14	Government Vocational Higher Secondary School, PMM, Jalda, Rourkela (Jharsuguda)	Arts, Science	Office Mgmt. (OM)	Electronic & Hardware (E&H)	Physics, Chemistry & Math
15	Government Vocational Higher Secondary School, JKS HSS, Parmanpur (Sambalpur)	Arts, Office Management (OM)	Power Driven Form Machinery (Power Driven Form Machinery (PDFM))	Office Mgmt. (OM)	Accountancy, Business Studies of Management & Economics

## 15 Say no to Ragging

Ragging involves psychological or physical torture, humiliation, or harassment of fresher by the seniors. Ragging is a crime, condemned by the nation. It breaks lives, careers, and families! Do not involve yourself in any form of ragging. If you are facing or aware that ragging is happening around, immediately bring to the notice of Head of the Institution.

## 16 e-Admission Dateline

SAMS operates through pre-fixed dates for all its activities. It helps in creating awareness and transparency & timely completion of activities. These dates have been finalized by the School & Mass Education Department, Government of Odisha.

Sl. No	Activities	Dateline
1	Commencement of <b>On-line Common Application Form (CAF)</b> for admission into Class-XI in the SAMS Portal ( <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a> )	24.05.2025 (02.00 PM)
2	<b>Last date for submission of on-line Common Application Form (CAF)</b> by the applicant at Student Login ( <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a> )	30.06.2025 (11.45 PM)

3	Publication of the <b>First Selection Merit List</b> and downloading of <b>Intimation Letter</b> in the Student Login	07.07.2025 (11.45 AM)
4	Reporting of <b>First Selection</b> applicants and admission updation at Higher Secondary Schools level	08.07.2025 to 14.07.2025 (up to 06.00 PM)
5	<b>Admission Data updation</b> of the First Selection applicants and <b>Error Correction</b> by Higher Secondary Schools in the SAMS e-Space	08.07.2025 to 15.07.2025 (up to 06.00 PM)
6	On-line submission of <b>Slide-up Request</b> by students who have taken admission in <b>First Selection</b>	09.07.2025 to 15.07.2025 (up to 06.00 PM)
7	Publication of <b>Second Selection Merit List</b> and downloading of <b>Intimation Letter</b> in the Student Login	21.07.2025 (up to 03.00 PM)
8	<b>Reporting</b> of Second Selection applicants and <b>admission updation</b> at Higher Secondary Schools level	23.07.2025 to 28.07.2025 (up to 06.00 PM)
9	<b>Admission Data updation</b> of the <b>Second Selection</b> applicants and <b>Error Correction</b> by Higher Secondary Schools in the SAMS e-Space	23.07.2025 to 29.07.2025 (up to 09.00 PM)
10	Opening of <b>Choice Locking</b> facility option for SPOT admission in Student's login	30.07.2025 (11.00 AM)
11	Last date for submission of <b>Choice Locking</b> for SPOT admission	01.08.2025 (up to 11.45 PM)
12	Publication of <b>SPOT Selection</b> and downloading of <b>Intimation Letter</b> in the Student Login	07.08.2025 (up to 11.00 AM)



13	Reporting of <b>First Selection (SPOT)</b> applicants and <b>admission updation</b> at Higher Secondary Schools level	08.08.2025 (12.00 PM) to 13.08.2025 (up to 06.00 PM)
14	<b>Commencement of Class-XI</b>	<b>24-07-2025</b>

*Changes to the dateline (if occurs) will be notified in the newspapers & website as well*

## **Sample Copy of Govt. Letters / Notifications / Reservation & Weightage Certificates**



14950  
919

**Government of Odisha**  
**Sports & Youth Services Department**  
Kalinga Stadium, Nayapalli, Bhubaneswar-751012  
e-mail: [deptsportsodisha@gmail.com](mailto:deptsportsodisha@gmail.com)  
**SYS-SA-SA-0048-2015- 15536<sup>(2)</sup> / September 7, 2022**

**From:** Sailendra Kumar Jena, OAS (S)  
Joint Secretary to Government

**To:** ✓ Director, Higher Education, Odisha/  
Director, Higher Secondary Education, Odisha

**Subject:** Regarding provision for students seeking admission in higher educational institutions-reg.

Sir,

Some of the students along with their parents have approached this department to get their sports achievement documents counter-signed, for the purpose to avail reservation in educational institutions.

2. I am to clarify that there is no provision to countersign any document at this department.
3. As per the guidelines, students having achievements in sports competitions are issued weightage certificate on submission of application to this department in the prescribed manner. The previous arrangement to submit hard copy application has been stopped and the entire process of submission of application and issue of Weightage Certificate as per the guidelines has been digitised.
4. The digitally issued Weightage Certificate bears a QR code, a serial number, photo and signature of the applicant and the details of the issuing authority. The QR code may be scanned to ascertain the authenticity of the document. In case of any doubt, the authority concerned may contact this department quoting the name on the document and the serial number.

This clarification is issued for removal of difficulties faced by the students as well as the educational institutions at the time of admissions. Concerned authorities may kindly be instructed accordingly.

Yours faithfully,

27/9/2022  
Joint Secretary to Govt.

17199

# List of Boards / Organizations in India Equivalent with H.S.C. Examination



## BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK

### NOTIFICATION

**No- 70 (Syllabus)/Date-11.06.2019**

**IV-B-45/2008**

### **EQUIVALENCE LIST**

In continuation to this Office Notification No-252(Syllabus), Dated-05.08.2014 and No-228(Syllabus), Dated-06.08.2018 the Updated and Revised list of the **BOARDS' / ORGANISATIONS** conducting 10<sup>th</sup> Class (Secondary) Examination / C.T. (Teacher's Training) Examination which are declared equivalent to the High School Certificate(H.S.C) Examination and C.T Examination conducted by the B.S.E., Odisha, as detailed below is hereby notified for information of all concerned:-

### **LIST OF BOARDS'/ORGANIZATIONS IN INDIA CONDUCTING 10<sup>TH</sup> CLASS (SECONDARY EXAMINATION)**

S. N	Name of the Boards / Councils / Organizations	Name of the Examination
1.	Nagaland Board of Secondary Education , Kohima-797001	High School Leaving Certificate Examination
2.	Board of Secondary Education, Manipur , Imphal-795001	High School Leaving Certificate Examination
3.	Meghalaya Board of School Education , Tura-794001	High School Leaving Certificate Examination
4.	Punjab School Education Board, S.A.S. Nagar, Phase-8, Mohali-160069	Matriculation Examination
5.	Board of School Education Haryana, Bhiwani , Pin-127021	Matriculation Examination
6.	Himachal Pradesh Board of School Education Dharamsala, Kangra-176700	Matriculation Examination
7.	Goa Board of Secondary & Higher Secondary Education, Altobedim, Beraloz, Goa-403521	Secondary School Certificate Examination
8.	Board of Secondary Education , Andhra Pradesh, Hyderabad-500001	Secondary School Certificate Examination
9.	Tripura Board of Secondary Education , Gurkha Basti, Kunjaban Asartala	Madhyamik Parikshya (Secondary Examination)
10.	West Bengal Board of Secondary Education, 77/2, Park Street, Kolkata	Madhyamik Parikshya (Secondary Examination)
11.	Board of Secondary Education , Rajasthan, Jaipur Road, Ajmer-305001	Madhyamik Parikshya (Secondary Examination)
12.	Jammu & Kashmir State Board of School Education, Srinagar, Jammu, Lalmandi, Srinagar, Rohari Colony, Jammu-180005	Secondary School Examination
13.	Bihar School Examination Board, Patna-800001	Secondary School Examination
14.	U.P.Board of High School & Intermediate Education Allahabad-211001	High School Examination
15.	Mizoram Board of School Education, Aizwal-796012	High School Leaving Certificate Exam
16.	Board of Secondary Education, Guwahati , Assam-781019	High School Leaving Certificate Exam.
17.	Maharashtra Board of Secondary & Higher Secondary Education, Shivajee Nagar, Pune-411004	Secondary School Certificate Exam.
18.	Sri Jagannath Sanskrit University ,Shree Vihar, Puri	Madhyama Examination (From year-1985 to 2000)
19.	Kerala Board of Public Examinations, Pooja Pura, Thiruvananthapuram-695012	Secondary School Leaving Certificate Exam.
20.	Board of Secondary Education , Madhya Pradesh, Bhopal-462011	High School Certificate Examination
21.	Board of Secondary Education , Odisha ,Cuttack-01 (year 2001 & onwards)	Madhyama Sanskrit Examination
22.	Jharkhand Academic Council, Ranchi-834010	Secondary School Examination
23.	Orissa State Board of Madrasa Education ,BBSR	Moulavi Examination
24.	Chhatisgarh Board of Secondary Education, Raipur	High School Examination
25.	Gujarat Secondary & Higher Secondary Education Board , Gandhi Nagar, Gujarat - 382043	Matriculation Examination (10 <sup>TH</sup> Standard)

26.	Karnataka Secondary Education Board, Malleswaram , Bangalore-560003	Matriculation Examination (10 <sup>th</sup> Standard)
27.	Tamilnadu State Board of School Examinations, College Road , Chennai-600006	Matriculation Examination (10 <sup>th</sup> Standard)
28.	Board of Secondary Education, Sikkim, Gangtok	Matriculation Examination (10 <sup>th</sup> Standard)
29.	Central Board of Secondary Education, 02-Community Centre, Shaiksha Kendra, Preet Vihar, Delhi-110001	<u>Secondary School Examination</u> Under the condition :- The Courses of Study of the above stated examination comprise two Language Subjects-one of which must be English and three non-Language subjects
30.	Council for the Indian School Certificate Examinations, Pragati House, 3 <sup>rd</sup> Floor, 47/48 Nehru Place, New Delhi-110005	<u>Indian Certificate of Secondary Exam</u> Under the same condition as mentioned at Sl.No-29 above
31.	National Institute of Open Schooling, A-24-25, Institutional Area, NH-24, Sector-12, Noida-201309(ULP)	<u>Secondary School Examination</u> Under the same condition as mentioned at Sl.No-29 above
32.	West Bengal Council of Rabindra Open Schooling,Bikash Bhawan, East Block, Salt Lake, Kolkata-700091	<u>Secondary School Examination</u> Under the same condition as mentioned at Sl.No-29 above
33.	Andhra Pradesh Open School Society(APOSS) , Under the Govt. of Andhra Pradesh School Education Deptt. , Hyderabad	Secondary School Certificate (SSC) Examination . Under the same condition as mentioned at Sl.No-29 above.
34.	IGCSE (O Level) Cambridge International Qualification	Secondary School Certificate Examination

**LIST OF BOARDS / ORGANISATIONS OF ABROAD INDIA, EQUIVALENT WITH H.S.C.  
EXAMINATION OF B.S.E., ODISHA**

S. N	Name of the Institution /Boards	Name of the Examination
1.	Bhutan Board of Examination , Ministry of Education, Thimpu, Bhutan	Bhutan Certificate of Secondary Examination w.e.f year-2003
2.	Ministry of Education & Sports , Nepal	S.L.C. Examination

**LIST OF BOARDS/ ORGANIZATION IN INDIA ( CONDUCTING C.T. EXAMINATION )  
EQUIVALENT WITH D.El.Ed. CONDUCTED BY THE B.S.E., ODISHA.**

S. N	Name of the Boards / Organization	Name of the Examination
1.	Govt. of Goa, Panaji	Elementary Teachers Certificate Exam.
2.	Govt. of Andhra Pradesh, Hyderabad	Teachers Training Certificate Exam.
3.	Mizoram Board of School Examination, Aizwal	Teachers Training Certificate Exam.
4.	Director, State Bureau of Maharashtra, Pune	Teachers Training Certificate Exam.
5.	Board of Public Examination , Kerala	Teachers Training Certificate Exam.
6.	Maharashtra Bureau of Examination , Pune	D.Ed. Examination
7.	S.C.E.R.T, Assam	Teacher Training Examination
8.	Bihar School Examination Board, Patna	Primary Teachers Training Exam.
9.	Carmel Teachers Training Institute, Pakyong, Under Director of Education & Human Resources Deptt. , Govt. of Sikkim	Teachers Training Examination
10.	Indira Gandhi National Open University(IGNOU), New Delhi	Diploma In Primary Education (DPE)
11.	Rehabilitation Council of India (A statutory body under the Ministry of Social Justice & empowerment / B-22, Qutub Institutional Area, New Delhi-110016	Two years Courses of Diploma in Special Education (visual Impairment, Hearing Impaired , Mental retardation and Cerebral Palsy (VLHI,MR,CP) Examination

This list is available in our Website:-[www.bseodisha.nic.in](http://www.bseodisha.nic.in) .

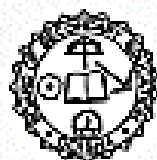
The genuineness of certificates of above noted examinations should be clarified from the issuing authority of the Certificate concerned.

Sd/-  
Dealing Assistant

Sd/-  
Section Officer

Sd/-  
Asst. Secretary

Sd/-10.05.2019  
Secretary



**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**  
**NOTIFICATION**

No. 95 (Syllabus) Date: 10.07.19

The Equivalence Sub-Committee of the Board, after verifying the relevant documents have resolved to grant Equivalence status to the following examinations with that of the High School Certificate Examination conducted by the Board of Secondary Education, Odisha.

1. Kenya Certificate of Education Examination of the Kenya National Examinations Council.
2. Fiji Junior Certificate Examination under Department of Education.

Sd/-  
Secretary,  
Board of Secondary Education,  
Odisha, Cuttack.

Memo No.96 (Syllabus) Dt.10.07.19.

Copy submitted to the P.S to Principal Secretary -cum-Commissioner to Govt. of Odisha, Deptt. of School & Mass Education, Bhubaneswar for favour of information of the Principal Secretary -cum-Commissioner, S & ME Deptt.

Sd/-  
Secretary  
B.S.E., Odisha, Cuttack

Memo No. 97 (Syllabus) Dt.10.07.19.

Copy forwarded to the P.S to the Hon'ble Minister of School & Mass Education Odisha, for favour of information of the Hon'ble Minister concerned.

Sd/-  
Secretary  
B.S.E., Odisha, Cuttack

Memo No.98 (05) (Syllabus) Dt.10.07.19

Copy forwarded to:-

1. The Director, TE & SCERT, Odisha, Bhubaneswar.
2. The Director, Secondary Education, Odisha, Bhubaneswar.
3. The Director, Elementary Education, Odisha, Bhubaneswar.
4. The Director, H & TW Deptt. Odisha, Bhubaneswar.
5. The Director, Employment, Directorate of Employment, Odisha, Bhubaneswar for favour of information and necessary action.

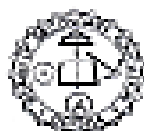
Sd/-  
Secretary  
B.S.E., Odisha, Cuttack

Memo No.99(2) (Syllabus) Dt.10.07.19

Copy forwarded to :

1. The Chairman/ Secretary, Council of Higher Secondary Education, Odisha, C-2, Praghyapitha, Samantapur, Bhubaneswar for favour of information and necessary action. He is requested to circulate the Notification to all the Colleges of the State for information and reference.





## **BOARD OF SECONDARY EDUCATION: ODISHA: CUTTACK**

### **NOTIFICATION**

No- 1840 (syllabus) Date-20/08/2022

### **EQUIVALENCE**

In continuation to this Office Notification No-70(syllabus), Dated-11/06/2019 the Updated and Revised list of the BOARDS / ORGANISATIONS whose 10<sup>th</sup> standard (Secondary level) Examination / D.El.Ed. Examination are declared equivalent to the High School Certificate(H.S.C) Examination/ D.El.Ed. Examination conducted by the B.S.E., Odisha, are furnished below for information of all concerned:-

### **LIST OF BOARDS/ORGANIZATIONS IN INDIA EQUIVALENT WITH H.S.C. EXAMINATION**

<b>Sl. No.</b>	<b>Name of the Boards / Councils / Organizations</b>	<b>Name of the Examination</b>
1	Nagaland Board of School Education, Kohima-797001	High School Leaving Certificate Examination
2	Board of Secondary Education, Manipur, Imphal-795001	High School Leaving Certificate Examination
3	Meghalaya Board of School Education , Tura-794001	High School Leaving Certificate Examination
4	Punjab School Education Board, S.A.S. Nagar, Phase-8, Mohali-160059	Matriculation Examination
5	Board of School Education Haryana, Bhiwani , Pin-127021	Matriculation/ Secondary/ Secondary Certificate Examination
6	Himachal Pradesh Board of School Education Dharamsala, Kangra-176700	Matriculation Examination
7	Goa Board of Secondary & Higher Secondary Education, Altobetim, Beralez, Goa-403521	Secondary School Certificate Examination
8	Board of Secondary Education , Andhra Pradesh, Vijayawada-521225	SSC/SSC Public Examination
9	Tripura Board of Secondary Education , Gurkha Basti, Kunjaban Asartala-799005	Madhyamik Parikshya (Secondary Examination)
10	West Bengal Board of Secondary Education, 77/2, Park Street, Kolkata-700016	Madhyamik Parikshya (Secondary Examination)
11	Board of Secondary Education , Rajasthan, Jaipur Road, Ajmer-305001	Madhyamik Parikshya (Secondary / Secondary School Examination)

12	Jammu & Kashmir State Board of School Education, Srinagar, Jammu, Lalmandi, Srinagar, Rehari Colony , Jammu-180005	Secondary School Examination
13	Bihar School Examination Board, Patna-800001	Secondary School Examination
14	Board of High School & Intermediate Education U.P.,Allahabad/ Prayagraj-211001	High School Examination
15	Mizoram Board of School Education, Aizwal-796012	High School Leaving Certificate Exam
16	Board of Secondary Education, Guwahati , Assam-781019	High School Leaving Certificate Exam.
17	Maharashtra State Board of Secondary & Higher Secondary Education, Shri Chhatrapati Shivaji Maharaj, Pune-411004	Secondary School Certificate Exam.
18	Sri Jagannath Sanskrit University , Shree Vihar, Puri	Madhyama Examination (From year-1985 to 2000)
19	Kerala Board of Public Examinations, Pooja Pura, Thiruvananthapuram-695012	Secondary School Leaving Certificate Examination
20	Board of Secondary Education , Madhya Pradesh, Bhopal-462011	High School Certificate Examination
21	Board of Secondary Education , Odisha ,Cuttack-01 (year 2001 & onwards)	Madhyama Certificate Examination
22	Jharkhand Academic Council, Ranchi-834010	Secondary School Examination
23	Orissa State Board of Madrasa Education ,BBSR	Moulavi Examination
24	Chhatisgarh Board of Secondary Education, Raipur	High School Examination
25	Gujarat Secondary & Higher Secondary Education Board ,Gandhi Nagar, Gujarat-382043	Matriculation Examination / SSC Examination (10 <sup>th</sup> Standard)
26	Karnataka Secondary Education Board, Malleswaram , Bangalore-560003	Matriculation Examination (10 <sup>th</sup> Standard)
27	Tamilnadu State Board of School Examinations, College Road , Chennai-600006	Matriculation Examination (10 <sup>th</sup> Standard)
28	Board of Secondary Education, Sikkim, Gangtok	Matriculation Examination (10 <sup>th</sup> Standard)
29	Central Board of Secondary Education, 02-Community Centre, Shaiksha Kendra, Preet Vihar, Delhi-110301	<u>Secondary School Examination</u> Under the condition :- The Courses of Study of the above stated examination comprise two Language Subjects-one of which must be English and three non-Language subjects
30	Council for the Indian School Certificate Examinations, Pragati House, 3 <sup>rd</sup> Floor, 47/48 Nehru Place, New Delhi-110505	<u>Indian Certificate of Secondary Education Exam</u> Under the same condition as mentioned at Sl.No-29 above
31	National Institute of Open Schooling, A-24-25, Institutional Area, NH-24, Sector-12, Noida-201309(U.P)	<u>Secondary School Examination</u> Under the same condition as mentioned at Sl.No-29 above

32	West Bengal Council of Rabindra Open Schooling, Bikash Bhawan, East Block, Salt Lake, Kolkata-700091	Secondary School Examination Under the same condition as mentioned at Sl.No-29 above
33	Andhra Pradesh Open School Society(APOSS) , Under the Govt. of Andhra Pradesh School Education Deptt. , Guntur, Andhra Pradesh	SSC/SSC Public Examination  Under the same condition as mentioned at Sl.No-29 above.
34	Board of Open Schooling and Skill Education (BOSS), Sikkim	Secondary Examination  Under the same condition as mentioned at sl. no.29
35	Chhatisgarh State Open School, Raipur	H.S.C. (10 <sup>th</sup> ) Examination  Under the same condition as mentioned at sl. no.29
36	Uttarakhand Board of School Education, Ramnagar, Nainital	High School (10 <sup>th</sup> ) Examination
37	Board of Secondary Education, Telengana State/ Telengana State Board of Secondary Education, Hyderabad	SSC/ SSC Public Examination

**LIST OF BOARDS/ ORGANISATIONS, ABROAD INDIA  
EQUIVALENT WITH H.S.C. EXAMINATION**

Sl. No	Name of the Institution / Boards	Name of the Examination
1.	Bhutan Board of Examination , Ministry of Education , Thimpu, Bhutan	Bhutan Certificate of Secondary Examination w.e.f year-2003
2.	Ministry of Education & Sports , Nepal	S.L.C. Examination
3.	Cambridge International Examination, U.K.	Cambridge IGCSE/ O Level
4.	Kenya National Examination Council, Nairobi	Kenya Certificate of Secondary Education Examination
5.	Department of Education, Fiji	Fiji Junior Certificate Examination
6.	North West Accreditation Commission (NWAC), USA	10 <sup>th</sup> Standard/ Grade 10 Examination

**LIST OF BOARDS/ ORGANIZATIONS IN INDIA  
EQUIVALENT WITH D.El.Ed. EXAMINATION**

Sl. No	Name of the Boards / Organization	Name of the Examination
1.	Govt. of Goa, Panaji	Elementary Teachers Certificate Exam.
2.	Govt. of Andhra Pradesh , Hyderabad	Teachers Training Certificate Exam.
3.	Mizoram Board of School Examination, Aizwal	Teachers Training Certificate Exam.

4.	Director, State Bureau of Maharashtra, Pune	Teachers Training Certificate Exam.
5.	Board of Public Examination , Kerala	Teachers Training Certificate Exam.
6.	Maharashtra Bureau of Examination , Pune	D.Ed. Examination
7.	S.C.E.R.T, Assam	Teacher Training Examination
8.	Bihar School Examination Board, Patna	Primary Teachers Training Exam.
9.	Carmel Teachers Training Institute, Pakyong, Under Director of Education & Human Resources Deptt. , Govt. of Sikkim	Teachers Training Examination
10.	Indira Gandhi National Open University(IGNOU), New Delhi	Diploma in Primary Education (DPE)
11.	Rehabilitation Council of India (A statutory body under the Ministry of Social Justice & empowerment / B-22, Qutub institutional Area, New Delhi-110016	Two years Courses of Diploma in Special Education (visual Impairment, Hearing Impaired , Mental retardation and Cerebral Palsy (VI,HI,MR,CP) Examination

This list is available in our Website:-[www.bseodisha.ac.in](http://www.bseodisha.ac.in) / [www.bseodisha.nic.in](http://www.bseodisha.nic.in)

The genuineness of certificates of above noted examinations should be clarified from the Issuing authority of the Certificate concerned.



Secretary,

B.S.E. Odisha, Cuttack

**Memo No- 1841 (syllabus) Date-20/08/2022**

Copy forwarded to the P.S to Commissioner-cum-Secretary to Govt. of Odisha, Deptt. of School & Mass Education , Bhubaneswar for favour of information of the Commissioner-cum-Secretary S & ME Deptt.



Secretary,

B.S.E. Odisha, Cuttack

**Memo No-1842 (syllabus) Date-20/08/2022**

Copy forwarded to the P.S to the Hon'ble Minister of School & Mass Education Odisha, for favour of information of the Hon'ble Minister concerned .



Secretary,

B.S.E. Odisha, Cuttack

**Memo No-1843 (syllabus) Date-20/08/2022**

Copy forwarded to:-

1. The Director, TE & SCERT, Odisha, Bhubaneswar.
2. The Director, Secondary Education , Odisha,Bhubaneswar.
3. The Director, Elementary Education , Odisha, Bhubaneswar.
4. The Director, H & TW Deptt. Odisha, Bhubaneswar.
5. The Director, Employment, Directorate of Employment , Odisha, Bhubaneswar.

**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK****NOTIFICATION**Letter No 1554/(Syllabus)/Dt. 22-07-2022

It is for information of all concerned that on recommendation of the Equivalence sub-committee, Board of Secondary Education, Odisha has granted permanent equivalence to the 10<sup>th</sup> standard examinations of the following Boards with the High School Certificate Examination of Board of Secondary Education, Odisha.

Sl. No.	Name of the Board	Name of the Examination
01.	North West Accreditation Commission (NWAC), USA	10 <sup>th</sup> Standard/ Grade10 Examination
02.	Board of Open Schooling and Skill Education (BOSS), Sikkim	Secondary Examination
03.	Chhatisgarh State Open School, Raipur	H.S.C. (10 <sup>th</sup> ) Examination
04.	Uttarakhand Board of School Education, Ramnagar, Nainital	High School (10 <sup>th</sup> ) Examination

**Secretary,  
B.S.E. Odisha, Cuttack**

Memo No. 1554/(Syllabus)/Dt. 22-07-2022

Copy to Boards concerned for information and necessary action. They are requested to grant equivalence to HSC Examination of B.S.E. Odisha on vice-versa mode.

**Secretary,  
B.S.E. Odisha, Cuttack**

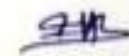


**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

**NOTIFICATION**

No 36 / (Syllabus) / Dt. 07/01/2022

It is for information of all concerned that, on recommendation of Equivalence sub-committee, B.S.E. Odisha has granted equivalence to the SSC/ SSC public examination of B.S.E., Telengana State/ Telengana State Board of Secondary Education with the H.S.C. Examination of B.S.E., Odisha.

  
7.1.22  
**Secretary,  
B.S.E. Odisha, Cuttack**



# Scheduled Caste (SC) Certificate



FORM No. I  
(See Rule 3)

**GOVERNMENT OF ODISHA**  
Office of the Tahasildar **Satyabadi**  
Miscellaneous Certificate Case No **E-SCO/2021/369195**  
**SCHEDULED CASTE CERTIFICATE**

This is to certify that Miss **RASHMI SETHI** daughter of Smt **[REDACTED]** and Shri **[REDACTED]** of village/town **Suanlo** P.S **SATYABADI** in the district **PURI** in the state of Odisha belongs to **Dhoba** caste which is recognized as **Scheduled Caste** under the constitution (scheduled Caste / Scheduled Tribe) order 1950 as amended by the scheduled Caste and Scheduled Tribe List (Modification) order 1956 and Scheduled Caste and Scheduled Tribe Order (Amendment) Act, 1976.

Miss **[REDACTED]** her family ordinarily reside(s) in village/town **Suanlo** of **PURI** district in the state of Odisha.



Digitally signed by MISHRA MOUSUMI  
Date 2021.11.12 02:36:04 +05:30  
Signature of the Revenue Officer  
12/11/2021

\*\*\*\* This is a Digitally Signed Document And Does Not Require Signature \*\*\*\*

**NOTE**

- (i) It is a digitally signed electronically generated certificate and therefore needs no ink-signed signature.
- (ii) This Certificate is issued as per section 4, 5, & 6 of Information Technology Act 2000 and its subsequent amendments in 2008 and as per Revenue & Disaster Management Department Notification number IMU-13/10-4251/R&DM.
- (iii) For any Query or Verification, Agency /Department / Office may visit <https://edistrict.odisha.gov.in>
- (iv) Tampering of this Certificate will attract penal action.

Reference No: E-SCO/2021/369195 To View: <https://edistrict.odisha.gov.in/t/vfKTb/ACC96E1A> Token No: ACC96E1A



# Scheduled Tribe (ST) Certificate



FORM NO. I

(See Rule 3)

## GOVERNMENT OF ODISHA

Office of the Tahasildar Rayagad  
Miscellaneous Certificate Case No E-STO/2022/445980  
**SCHEDULED TRIBE CERTIFICATE**

This is to certify that Shri [REDACTED] son of Smt [REDACTED] and Shri [REDACTED] of village/town **LAILAI P.S RAYAGADA** in the **GAJAPATI** district in the state of Odisha belongs to **Savar** caste which is recognized as **Scheduled Tribe** under the constitution (scheduled Caste / Scheduled Tribe) order 1950 as amended by the scheduled Caste and Scheduled Tribe List (Modification) order 1956 and Scheduled Caste and Scheduled Tribe Order (Amendment) Act, 1976.

Shri [REDACTED] and his family ordinarily reside(s) in village/town **LAILAI P.S RAYAGADA** Tahasil **Rayagad** in the district of **GAJAPATI** in the state of Odisha.



Digitally signed by CHITARANJAN DAS  
Date 2022.07.28 02:12:31 +05:30

Signature of the Revenue Officer  
28/07/2022

\*\*\*\* This is a Digitally Signed Document And Does Not Require Signature \*\*\*\*

### NOTE

- It is a digitally signed electronically generated certificate and therefore needs no ink-signed signature.
- This Certificate is issued as per section 4, 5, & 6 of Information Technology Act 2000 and its subsequent amendments in 2008 and as per Revenue & Disaster Management Department Notification number IMU-13/10-4251/R&DM.
- For any Query or Verification, Agency /Department / Office may visit <https://edistrict.odisha.gov.in>
- Tampering of this Certificate will attract penal action.

Reference No: E-STO/2022/445980 To View: <https://edistrict.odisha.gov.in/t/DUX7c/E517D615> Token No: E517D615

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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No. HE-PTC-POLICY-0002-2020/HE 25474 Bhubaneswar, 19<sup>th</sup> May, 2025

**OFFICE MEMORANDUM**

The State Government, after careful consideration, has been pleased to introduce 11.25% reservations for students belonging to the Socially and Educationally Backward Classes (SEBC) in admissions to all State Public Universities, State Government Higher Secondary & Higher Education Institutions and Aided Higher Secondary & Higher Education Institutions of following categories:

- I. Higher Secondary Schools (+2) under State Board/ State University, Teacher Training and Vocational Courses coming under School & Mass Education Department
- II. Undergraduate, Postgraduate, Teacher Education Courses coming under Higher Education Department
- III. Bachelor in Performing Arts courses coming under Odia Language, Literature & Culture Department
- IV. B.P.Ed. / M.P.Ed. Courses coming under Sports & Youth Services Department

Accordingly, the following uniform reservation in admission will be applicable to the institutions stated above:-

- **Scheduled Castes (SC):** 16.25%
- **Scheduled Tribes (ST):** 22.5%
- **Socially and Educationally Backwards Classes (SEBC):** 11.25%
- **Persons with Disabilities (PwD):** 5%
- **Family of Ex-Servicemen:** 1%

The above provision of reservations shall come into force with immediate effect from the Academic Session 2025-26.

By order of Governor

  
Joint Secretary to Government

**Memo No. 25475 /HE, Dated: 19.05.2025**

Copy forwarded to the P.S. to Hon'ble Chief Minister, Odisha for kind information of Hon'ble Chief Minister.

  
Joint Secretary to Govt.

**Memo No. 25476 /HE, Dated: 19.05.2025**

Copy forwarded to the P.S. to Hon'ble Minister, School and Mass Education for kind information of Hon'ble Minister.

  
Joint Secretary to Govt.

**Memo No. 25477 /HE, Dated: 19.05.2025**

Copy forwarded to the P.S. to Hon'ble Minister, Higher Education/ OSD to Hon'ble Minister, Odia Language, Literature & Culture Department/ OSD to Hon'ble Minister, Sports & Youth Services Department for kind information of Hon'ble Minister.

  
Joint Secretary to Govt.

**Memo No. 25478 /HE, Dated: 19.05.2025**

Copy forwarded to OSD to Chief Secretary, Odisha/ P.S. to D.C. - Cum-ACS, P & C Department for information.

  
Joint Secretary to Govt.

**Memo No. 25479 /HE, Dated: 19.05.2025**

Copy forwarded to the P.S. to Principal Secretary to Government, Odia Language, Literature & Culture Department/ P.S. to Principal Secretary to Government, Sports & Youth Services Department/ P.S. to Commissioner - Cum-Secretary to Government, School & Mass Education Department/ OSD to Commissioner - Cum-Secretary to Government, Higher Education Department for kind information of Principal Secretaries/ Commissioner-Cum-Secretaries.

  
Joint Secretary to Govt.

**Memo No. 25480 /HE, Dated: 19.05.2025**

Copy forwarded to All Departments of Government/ All Directorates/All officers of Higher Education Department for kind information and necessary action.

  
Joint Secretary to Govt.

**Memo No. 25481 /HE, Dated: 19.05.2025**

Copy forwarded to All sections (except Diary/Issue) of Higher Education Department/ Guard File (10 Copies) for information.

  
Joint Secretary to Govt.

**Memo No. 25482 /HE, Dated: 19.05.2025**

Copy submitted to the RDE (Bhubaneswar/ Berhampur/ Sambalpur/ Balasore/ Jeypore) kind information and necessary action.

  
Joint Secretary to Govt.

**Memo No. 25483 /HE, Dated: 19.05.2025**

Copy forwarded to the General Manager, OCAC for kind information and necessary action.

  
Joint Secretary to Govt.



# Disability Certificate



Department of Empowerment of Persons with Disabilities,  
Ministry of Social Justice and Empowerment, Government of India

## Disability Certificate Issuing Medical Authority, Sambalpur, Odisha



**Certificate No.: OD0310620020061323**

**Date: 21/10/2009**

This is to certify that I/We have carefully examined Shri [REDACTED] Son of [REDACTED] Date of Birth **16/07/2002** Age **17 Year(s)** Male, Registration No. **2103/00000/1909/0434128** resident of House No. **Godrapada, Bhojpur, Jamankira - 768107** Sub District **Jamankira** District **Sambalpur** State / UTs **Odisha** Whose photograph is affixed above, and I/We satisfied that:

- (A) He is a case of Locomotor Disability  
(B) The diagnosis in his case is **BILATERAL FLAT FOOT**

(C) He has **40%**(in figure) **Forty** percent(in words) Permanent in relation to his (part of body) as per guidelines (to be specified).

The applicant have been submitted the following document(s) as proof of residence

**Nature of Document(s):** Aadhaar card



Signature / Thumb impression of the Person With Disability

Signatory of notified Medical Authority Member



  
Issuing Medical Authority, Sambalpur, Odisha

This Card/Certificate is meant to certify the disability of the person and is not an instrument for ID/Address Proof for any purpose.

# ESM Certificate (Type-1)



## GOVERNMENT OF ODISHA RAJYA SAINIK BOARD, ODISHA BHUBANESWAR-751015

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### BONAFIDE CERTIFICATE

Certified that No. 14813440-K Rank Ex-Sep Name   
resident of Village Jagannathpur P.O. Jagannathpur Distt. Puri  
(Odisha) is a bonafide Ex-Serviceman of the Indian Army/ Navy/Air Force. He had served in the Indian Army/ Navy/Air Force from 29.08.1995 to 31.08.2012. He has been issued with Ex-Serviceman Identity Card bearing Machine No. OR1-02/013883.

Shri/Kumari/Smt  haran is the dependent son/daughter/ Wife of the above named Ex-Serviceman. He/She is eligible for admission in Educational/Technical institutions in seats reserved for the children of Defence/ Ex-service personnel.

This certificate is issued for the purpose of admission in +3 Science





Place : Bhubaneswar


Dated : 09 Sep 2022



Secretary  
Rajya Sainik Board, Odisha  
Bhubaneswar  
Secretary  
Rajya Sainik Board  
Odisha, Bhubaneswar

## ESM Certificate (Type-2)

सं/Service Number	14625394-H	क्रम संख्या/Serial No.	Nº 62565
नाम/Name	EX NR		
सेवानिवृत्ति के समय रैंक Rank at the time of retirement	ENE		
रेजिमेंट/कोर/शाखा Regt/Corp/Branch	DRIVER MT		
ट्रेड/Trade	05.07.1975		
जन्मतिथि/Date of Birth	05.07.1975	भारत INDIA	
पिता का नाम/Father's Name	Sankar Samantary	सत्यमेव जयते	
पता/Address	Vill- Bakulisahi P.O- Jagannathpur, via-Kanas Dist-Puri, Odisha 752017	मुख्यालय मोहर H.Q. STAMP	
विमुक्ति की तारीख/Date of Discharge	31.01.2002	जारी करने वाले अधिकारी का हस्ताक्षर Sign. of the Issuing Officer	
पेंशन/Pension	Rk: 6985/-		
प्रकार और विकलांगता प्रतिशत Type & Percentage of Disability	-NIL-		
तारीख एवं स्थान Date & Place of Issue	06-03-2012, ZSB Cuttack.		

<p>पहचान चिह्न/Identification Mark</p> <p>A scar mark on near the LT eye</p> <p>बाएँ अंगुठे का निशान/LHTI</p> <p>धारक के हस्ताक्षर Signature of the Holder</p> <p>Identity Card NO-ORI-02. 013510</p> <p>03 06/012</p> <p>मुख्यालय मोहर H.Q. STAMP</p> <p>जारी करने वाले अधिकारी का हस्ताक्षर Signature of the Issuing Officer</p>	<p>पहचान पत्र - भूतपूर्व सैनिक IDENTITY CARD - EX-SERVICEMEN</p> <p></p> <p>यह कार्ड अहस्तांतरणीय है और मांगने पर प्रस्तुत किया जाएगा। This card is not transferable and is to be produced on demand.</p> <p>पाने वाला इसे केन्द्रीय सैनिक बोर्ड, रक्षा मंत्रालय, पश्चिम खण्ड-4, आर के पुरम, नई दिल्ली-110 066 को बिना टिकट लगा पत्र पेट्री में डाल दें या पास के सैनिक यूनिट या थाने में जमा करा दें। Finder drop this in letter box postage free to Kendriya Sainik Board, Ministry of Defence, West Block-IV, RK Puram, New Delhi-110 066 or handover to the nearest Military Unit or Police Station.</p>
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# SDP Certificate

19/09/2022, 12:37

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## CERTIFICATE (TO WHOM SO EVER IT MAY CONCERN)

1. "It is certified that [redacted] is the daughter of JC-819830M Sub Maj & Hony Capt (MP) [redacted] who is presently serving with Northern Command Provost Unit with effect from 26 Oct 2021. As per records, date of birth of his daughter is 21 Mar 2005.

2. Permanent home address of the employee is as under:-

### PERMANENT HOME ADDRESS

Vill - [redacted]  
PO - Hasinpur  
Teh - Jajpur  
Distt - Jajpur  
State - Odisha  
PIN - 75[redacted]



कर्नल/कमान  
कमान अधिकारी  
Commanding Officer  
उत्तरी कमान प्रोवोस्ट इकाई  
Northern Comd Provost Unit

3. This certificate is being issued for college admission of his child.

Case file No : Pro/00070/1/A

Northern Command Provost Unit  
PIN-907978

Station : c/o 56 APO



Dated : 10 Aug 2022



कर्नल/Colonel  
कमान अधिकारी  
Commanding Officer  
उत्तरी कमान प्रोवोस्ट इकाई  
Northern Comd Provost Unit

Kiran [redacted]

# NCC-A Certificate

**प्रमाणपत्र**  
**CERTIFICATE**

सं० No. 12/61289 रैंक Rank CDT

नाम [Redacted] सुपुत्र/सुपुत्री Son/Daughter of [Redacted] AR


यूनिट Unit 11(TN) SIG COY HQ SALEM-16 जन्म तिथि Date of Birth 17 Feb 1995

राष्ट्रीय कैडेट कोर निदेशालय (TN, P & AN) Chennai  
NCC Directorate

प्रमाणित किया जाता है कि ऊपर लिखित कैडेट ने रक्षा मंत्रालय, भारत सरकार के प्राधिकार के अधीन सन् 20.....में हुई प्रमाणपत्र.....परीक्षा पास कर ली है।  
This is to certify that the above mentioned Cadet has passed the Certificate ..... (A) ..... Examination held in 2013.....  
under the authority of Ministry of Defence, Government of India. GRADE A

क्र. सं० Ser. No. 13/101  
स्थान Place COIMBATORE  
दिनांक Date 18 JUL 2013

(Irshad A Khan)  
Colonel  
उप-महानिदेशक, राष्ट्रीय कैडेट कोर  
Dy. Director General, National Cadet Corps  
NCC Group HQ, Coimbatore





## NCC-Camp Certificate

**ANNUAL TRAINING CAMP (PM RALLY) - 2019** MAGNIFICENT FIVE

**5 ODISH NCC, SAMBALPUR**  
**CERTIFICATE**

This is to certify that AD117/JDA/621314 Rank CDT  
 Name JAY SHIV SHANKAR BAGHEL Son/Daughter of ✓  
 Shri RATI RANJAN BAGHEL Institution VIKASH RES.  
SCHOOL, BARBARH of Unit 5(D) BN NCC, SAMBALPUR  
 attended ANNUAL TRAINING CAMP (PM RALLY) - 2019, FROM 10 JAN 2019 - 19TH JAN 2019  
 AT MAHULALI, SAMBALPUR

Place : Mahulpali, Sambalpur  
 Date : 19th Jan 2019

K. S. Bisht  
 Lt Col  
 Camp Commandant

**राष्ट्रीय कैडेट कोर**  
**NATIONAL CADET CORPS**  
(NAVAL WING.)

**CERTIFICATE**  
**ANNUAL TRAINING CAMP**

This is to certify that No. OR/SD/15211/13 Rank Cadet  
 Name [Redacted] Son/Daughter of [Redacted]  
 of B. M. B. H. S. School/College  
 attended Annual Training Camp held at R. C. B. L. H. S.  
 from 12.11.13 to 21.11.13  
 General Remarks [Redacted]  
 Place Chattampa  
 Date 21.11.13

(A. Atul Prakash)  
 Camp Commandant  
 ATC, Chattampa

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**राष्ट्रीय कैडेट कोर**  
**NATIONAL CADET CORPS**  
(NAVAL WING.)

**प्रमाण - पत्र**  
**CERTIFICATE**  
वार्षिक, प्रशिक्षण शिविर  
**ANNUAL TRAINING CAMP**

No. OR/SD/15211/13 Rank [Redacted] नाम Name [Redacted]  
 युनिट Unit 2(D) NCC राष्ट्रीय कैडेट कोर निदेशालय NCC Directorate ODISHA  
 of B. M. B. H. S. स्कूल/कलेज School/College  
 जहाँ वार्षिक प्रशिक्षण शिविर लगा attended Annual Training Camp held at R. N. M. A. College  
 से from 07.02.14 तक to 16.02.14  
 सामान्य टिप्पणियाँ General Remarks [Redacted]  
 स्थान Place - Palis Bada  
 तारीख Date 16.02.14

(A. Atul Prakash)  
 Camp Commandant  
 ATC, Palisbada

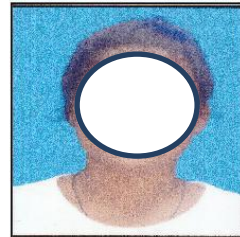
## Sports Certificate (Weightage Certificate)



Id no: W20220900100



GOVERNMENT OF ODISHA  
SPORTS & YOUTH SERVICES DEPARTMENT  
C-1, Nayapalli, Bhubaneswar - 751012



### *Weightage Certificate* (Under Sportsperson Welfare Scheme)

*Barsha Mahapatra*

It is ascertained that Sri/Kurn/Smt                      S.O./D.O./W.O  
                     At : JODA Post : JODA Dist : KEONJHAR has  
represented the state of Odisha in FOOTBALL discipline in the following Sports & Games.

Sl No.	Name of Sports & Games	Place	Date of Achievement	Year
1	GIRLS SUB JUNIOR NATIONAL FOOTBALL CHAMPIONSHIP	BARABATI CUTTACK	12-SEP-2022	2022

This document is valid for the current academic session in which it is issued in favour of the applicant to avail weightage for admission into Educational Institutions. Eligibility for weightage for his/ her admission into Educational Institutions may be considered as per the guidelines issued by the competent authority of the Educational Institution concerned.

Original Sports Certificate shall be produced by the applicant before the concerned authority for admission purpose failing which this certificate shall not be treated as a valid one.

Date : SEP 24, 2022

Issued by  
Commissioner cum Secretary to Government  
Sports & Youth Services  
Odisha

This is an electronically generated certificate, need no ink signature

## Sports Certificate (Countersigned Certificate)

  
**GOVT. OF ODISHA**  
**DEPARTMENT OF SCHOOL & MASS EDUCATION**  
**SOUVENIR CERTIFICATE**

*Countersigned*  
*28/9/2020*  
*AG/53*  
DIRECTOR  
SECONDARY EDUCATION  
ODISHA



Awarded to .....  
Son/Daughter of ..... *Mr. B. P. Sahoo* .....  
Date of Birth ..... *24th Oct 2004* ..... Representing ..... *Cuttack* ..... District in  
**STATE SCHOOLS CRICKET CHAMPIONSHIP 2019 U-17 (BOYS & GIRLS) held at**  
**ANGUL HIGH SCHOOL, ANGUL, from 26th November to 1st December, 2019 Organised by**  
**Odisha State Schools Sports Association, Bhubaneswar**

*[Signature]*  
**ASSISTANT DIRECTOR (P.E.)**  
Directorate of Secondary Education  
Odisha, Bhubaneswar

*[Signature]*  
**DEPUTY DIRECTOR (S.D.)**  
Directorate of Secondary Education  
Odisha, Bhubaneswar

*[Signature]*  
**ASST. DIRECTOR (PHYSICAL EDN.)**  
Directorate of Secondary Education  
Odisha, Bhubaneswar

*[Signature]*  
**DIRECTOR**  
Directorate of Secondary Education, Odisha  
Bhubaneswar

**COUNTERSIGNED**

