

SOP for ITI SPOT Admission Process FOR GOVT AND PRIVATE

ITIs AY 2025-26

Students to be considered for SPOT Admission

- Fresh eligible applicants of any district can apply against the vacant seat in own or other district.
- Registered applicants of previous phase but not allotted.
- Applicants exercised choices but not allotted.
- Applicants allotted seat but not reported.
- Applicants reported and TC taken.

Activity details during the SPOT Admission - For SAMS and ITI

- 1) **Fresh Registration for SPOT Admission: From 11.08.2025 to 30.08.2025**, Candidates, who have not been registered under SAMS Portal earlier, can register as a fresh applicant to participate in the SPOT Admission Process.
- 2) Candidates shall report in person at the tagging institute and produce all relevant original documents for document verification.
- 3) **Document Verification:** After verification of documents of the applicants by the Institution, tagging process will start. It must be ensured that the total mark and secured total mark submitted by the applicant in his/her CAF is the total of all the papers he/she has appeared.
- 4) **Error Correction:** Necessary error corrections as per valid documents, if any, are to be done by the Institution in the CAF of the applicants on the tagging page, prior to preparation of merit list and allotment of seats for admission.
- 5) Candidates are advised to carry their mobile with the SIM registered on SAMS Portal to complete the OTP based tagging process. Without OTP no tagging can be done, so candidates are advised to exercise cautious in this regard.
- 6) Availability of online application for fresh eligible applicants:-11.08.2025.
- 7) The schedule for SPOT Admission is from 11.08.2025 to 30.08.2025.
- 8) ITIs will receive and tag the Common Application Forms (CAF) till 1:00 pm.
- 9) The merit list will be published in the ITIs e-Space at 2:00 pm.
- 10) All the tagged applications will be untagged at 09:00 PM every day to make eligible for the next day SPOT admission.

11) **11.08.2025 & 12.08.2025**- ITIs will tag the applicants under **SC, ST, PC, Green passage and Female category** only and allot the seat as per the merit by following the category wise reservation criteria. Under ST Category, prioritizations will be given to PVTG candidates.

NOTE: *Applicants belong to UR Male category may apply but will not be tagged between 11.08.2025 to 14.08.2025 (UR Green Passage will be Tagged). UR Male applications will be tagged from 16.08.2025. UR Female application will be tagged on 11.08.2025 to 14.08.2025. Whereas, the left out girl's applicants may also participate in the admission process w.e.f. 16.08.2025.*

12) **13.08.2025 to 14.08.2025** - ITIs will tag only the girl applicants. The allotment will be made against the 30% girl's reservation seat.

13) ITIs are required to verify the CAF data meticulously before tagging it and need to complete the each day's SPOT admission by 8.00 pm every day.

14) For the above activities, Tagging and admission updation will be done in the SAMS e-Space by the ITIs on daily basis.

15) The allotment of seats under SPOT admission for the dates 11.08.2025 to 14.08.2025 will be prepared by concerned ITIs by taking the merit and following the reservation criteria for all categories.

16) *Last date of fresh registration, document verification & Error Correction:-30.08.2025 upto 2:00 PM.*

17) Last date of Counseling & System based allotment of trade on merit basis:- 30.08.2025 from 02:00 PM to 8:00 PM.

The process for apply a new application and registration - for Applicants

- Registration (By using Name, Email and Mobile Number)
- Submission of application form (Online)
- Application fee payment (Online)

The print copy of the application is to be deposited at the concerned institute for SPOT tagging with all relevant documents.

Getting Started for SPOT Admission

- Open your browser, type the URL: www.samsodisha.gov.in and select the ITI available under "Skill Development & Tech Education" from the screen
- Then, click on the "e-Space" link to open the login page
- Provide ITI username and password to login

Use of “SPOT Admission” Screen

- Select “SPOT Admission ITI” from the left menu bar
- Then, click on the “ITI CAF SPOT Admission” link to open registration page as shown in the below image

The screenshot shows the 'Common Application Form for Spot Admission to Government & Private ITIs(2025-26)' on the SAMS portal. The left sidebar menu has 'Spot Admission ITI' selected, with a sub-menu showing 'ITI CAF Spot Admission'. The main content area has a header with the Odisha Government logo and the title. Below the header, there is a 'Barcode No.' input field and a 'Generate OTP' button. The page is in English, as indicated by the language selector in the top right.

- Enter the Barcode number in the given box then click on the **Generate OTP** button
- Once you click on Generate OTP, a verification code will be sent to the applicant’s registered mobile number
- Enter the verification code as shown in the below image and click on **Submit** button

This screenshot shows the same registration page after the OTP has been generated. The 'Barcode No.' field now contains the value '25T0000009'. A 'Clear Barcode' button is visible next to the field. Below the barcode field, a message states: 'Verification code has been sent to mobile number *****7448. In case you do not receive the OTP within 5 minutes, please click on the Resend button to receive the OTP again. The "Resend" button will be enabled 1 minute after the OTP is sent.' There is an 'Enter Verification Code' input field, a 'Submit' button, and a 'Resend OTP' button. A red timer indicates 'OTP Expires in 4:52 second(s)'. The language selector remains set to English.

- Once you click on Submit button, applicant’s CAF will be displayed with the **Apply** button as shown in the below image

SAMS Skill Development & Technical Education Department ITI Talcher, Angul

Spot Admission ITI - ITI CAF Spot Admission

Common Application Form for Spot Admission to Government & Private ITIs(2025-26)

Skill Development and Technical Education Department, Government of Odisha

Barcode No. : 25T0000009 [Clear Barcode](#)

N.B. Before applying kindly verify required documents. * Mark indicates mandatory field

Applicant Details

Qualification : ☐ 10th Class Fail ☒ 10th Class Pass

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

Name of the Examination Board *	Year of Passing *	Exam Type *	Roll Number *
B - Board of Secondary Education, Odisha, Cuttack-01	2024	<input type="radio"/> Annual <input checked="" type="radio"/> Supplementary	184364301

Applicant's Name : Dhiraj Bhoi

Father's Name : Sukanta Bhoi

Mother's Name : Padmarupa Bhoi

Personal Details

Gender : ☒ MALE ☐ FEMALE Religion : ☒ HINDU ☐ OTHER Date of Birth : 09 Feb 2010

Highest Qualification : 10th

Residence Address

State : ☒ 1 - Odisha District : BARAGARH Block / ULB : ATTABIRA

House No., Street/Village, Post Office, Police Station Name : Atabira, Baragarh PIN Code : 758765

Telephone No. : Area Code - Phone No. : Mobile No. : 775047448 e-Mail : dhirajbhoi99@gmail.com

WhatsApp No. : 9876789000 (Same as Mobile No.) ☐ I am providing my WhatsApp number to receive Whatsapp notification from SAMS. [WhatsApp](#)

Aadhaar Card No. : S4227424242 Ration Card No. :

Bank Details

IFSC Code : SBIN0000041 Name of Bank : State Bank of India Branch Name : BHUBANESWAR

Account Holder : Dhiraj Bhoi Account No. : 7539853895358759

Reservation Details [Refer clause 4 of common prospectus.]

☒ Schedule Tribe (ST) ☐ Schedule Caste (SC) ☐ OBC/SEBC ☐ General (UR)

☒ Check Here to Confirm

PVTG (Particularly vulnerable tribal group) : Bondo

☐ Whether Parent working in any Government/PSU/Defense sector in Odisha (If Yes, then you have to show an employer Certificate for reservation at Govt. ITIs)

☐ People with Disability (PwD) ☐ Ex-Serviceman (ESM) ☒ Minority ☐ Sports

Do you belong to Economically Weaker Sections (EWS) category ? ☐ Yes ☒ No

Are you interested for seat sponsored by OMC? ☒ Yes ☐ No Sarekela

Whether Parent belongs to building and Construction worker ☐ Yes ☒ No

Income Details of Parents

Are you an orphan ? ☐ Yes ☒ No

Father's Occupation : BUSINESS Mother's Occupation : NOT APPLICABLE

Annual Income of the Parents (Together) in Rs. : 1,00,000 - 2,50,000 hghgh567575756787u ☐ Check Here to Confirm

Details of Mark/Grade Secured in Examination

Mark/Grade secured in each subject :

Total Mark		English		Mathematics		Science		Social Science		Grade
Maximum	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured	Maximum	Secured	
600	433	100	56	100	67	100	54	100	87	B1

Have you passed 10th Board Exam Compartmentally ? ☐ No ☒ Yes

Fail Mark in Previous Exam (ବିଫଳ ମାର୍କ ପୂର୍ବରୁ ପରୀକ୍ଷା)

English Fail Mark (ବିଫଳ ମାର୍କ)		Mathematics Fail Mark (ବିଫଳ ମାର୍କ)		Science Fail Mark (ବିଫଳ ମାର୍କ)		Social Science Fail Mark (ବିଫଳ ମାର୍କ)	
10						23	

MTI

Max Mark (ବୃଦ୍ଧତମ ମାର୍କ)	Fail Mark (ବିଫଳ ମାର୍କ)	Pass Mark (ପାସ ମାର୍କ)

Sanskrit

Max Mark (ବୃଦ୍ଧତମ ମାର୍କ)	Fail Mark (ବିଫଳ ମାର୍କ)	Pass Mark (ପାସ ମାର୍କ)

Hindi

Max Mark (ବୃଦ୍ଧତମ ମାର୍କ)	Fail Mark (ବିଫଳ ମାର୍କ)	Pass Mark (ପାସ ମାର୍କ)

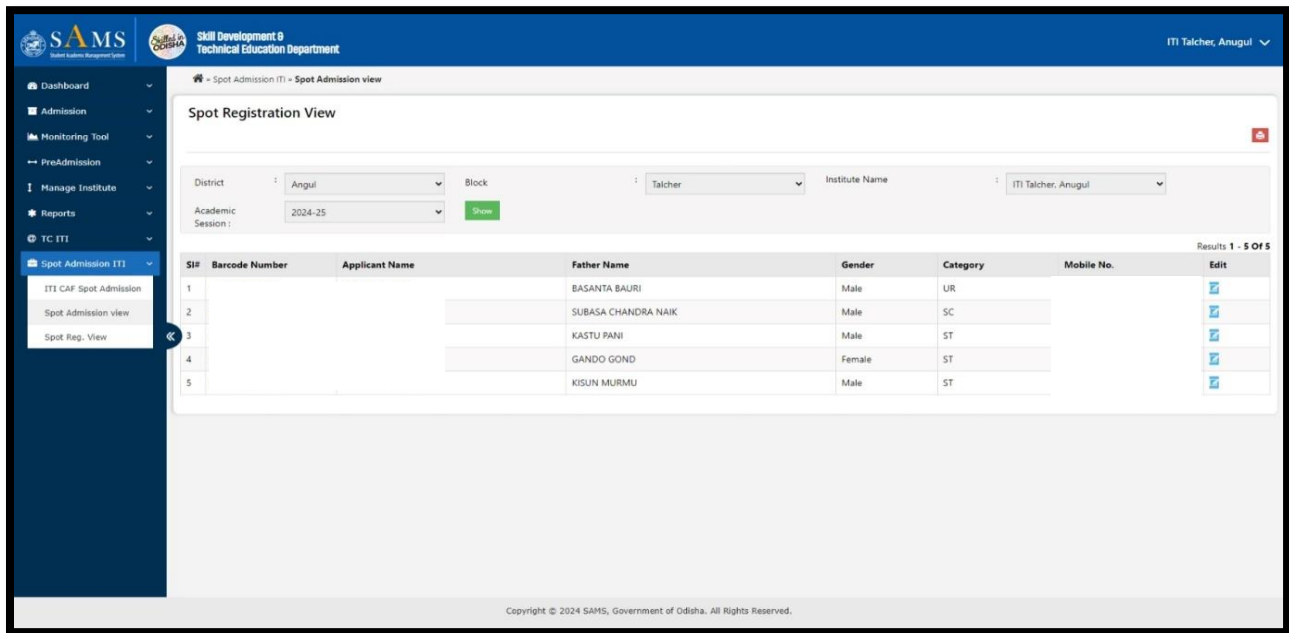
[APPLY](#)

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- The concerned authority needs to verify all the required information before clicking on “APPLY” button
- By clicking on the “APPLY” button a pop-up will be displayed to take the print copy of the application form.
- Here the registration is complete

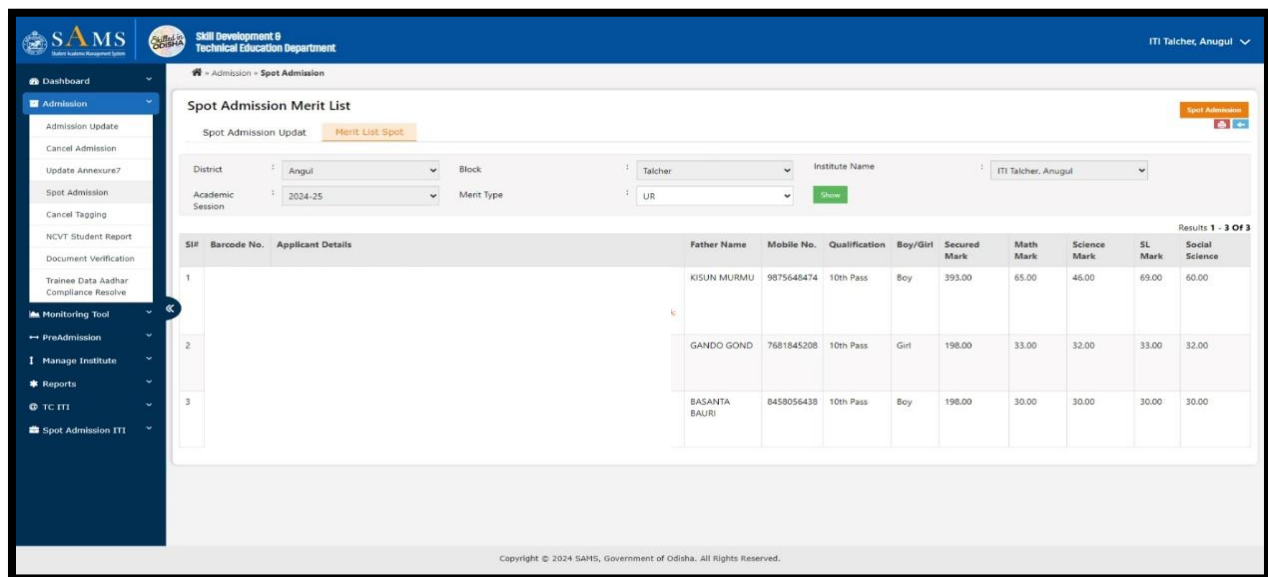
Use of “SPOT Registration View” Screen

- Click on “SPOT Registration View” from left menu under “SPOT Admission ITI”
- All Registered candidate list will be displayed as shown underneath



Use of “SPOT Merit List” Screen

- Click on “SPOT Merit List” link from left menu under “SPOT Admission ITI”
- Two tabs will be appeared
- To view the SPOT Admission Merit list, click on the “SPOT Merit List” tab
- Then the screen will be displayed as underneath



Use of “SPOT Admission Update” Screen

- By clicking on the “SPOT Admission Update” tab the screen will be displayed as underneath.

SAMS Skill Development & Technical Education Department

ITi Talcher, Angul

Admission > Spot Admission

Spot Admission Update

Spot Admission Update Merit List Spot

District : Angul Block : Talcher Institute Name : ITI Talcher, Angul

Academic Session : 2024-25 Merit Type : UR [Show](#)

All Results 1 - 3 Of 3

SIF	Barcode Number	Applicant Details	Mobile No.	Qualification	Secured Mark	Trade Preference	Trade	Admission Date	Action
1				10th Pass	393.00	Regular	--Select--	23-Jul-2024	Take Admission
2				10th Pass	198.00	Regular	--Select--	23-Jul-2024	Take Admission
3				10th Pass	198.00	Regular	Electrician (NST) Seat Available=116 Tot Reported=3.33% UR=1.67% SC=0.83% ST=0.83% Women=1.67% PWD=0%	23-Jul-2024	Take Admission

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- Before clicking on the “**Take Admission**” button, the concerned authority needs to verify all the required documents and all other information
- By clicking on “**Take Admission**” button admission process is completed for this candidate only
- The complete admission data of all candidates list will be displayed at “**Admission Register**”
- In case of PwD applicant admission of meritorious tagged applicant will only be updated against their eligible trade
- Follow the steps to get Admission Register:-
ITI Reports → Admission Report ITI → Select the Admission Register

This SOP may be revised or updated periodically to incorporate any changes if required in admission policies, regulations, or institutional requirements. If any changes are made with the SOP, the revised SOP will be updated in SAMS portal.
