

## Instruction for Online Admission

### 1. Upload Your Photograph

- Photograph size must be 22mm X 26 mm and below 40 Kb



- Click on 'Upload Your Photo' and select your photo to upload.

### 2. Fill in the details in the required field i.e., Name, Email Id, Mobile No. etc.

First Name*	Middle Name	Last Name
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Last Name"/>
CAF No.*	Father's Name( As per CAF)	Mother's Name( As per CAF)
<input type="text" value="Enter CAF Number"/>	<input type="text"/>	<input type="text"/>
Course Details(Regular/Lateral)*	Allotted Branch	Date of Birth in DD/MM/YY
<input type="text" value="(Regular/Lateral)"/>	<input type="text" value="Allotted Branch"/>	<input type="text" value="Date of Birth in DD/MM/YY"/>
Category(ST/SC/GC/Ex-Service/PH/NCC/Sports/EWS/TFW)*	Gender	Aadhaar Number
<input type="text" value="(ST/SC/GC/Ex-Service/PH/NCC/Sports/EWS/TFW)"/>	<input type="text" value="Gender"/>	<input type="text" value="Aadhaar Number"/>
Present Address*		
<input type="text" value="House No.,Street/Village,Post Office"/>		
Block/ULB-PIN	District	Pin Code
<input type="text" value="Block/ULB-PIN CODE"/>	<input type="text" value="District"/>	<input type="text" value="State"/>
Mail id*	Mobile No	
<input type="text" value="Enter Mail id"/>	<input type="text" value="Enter Mobile No"/>	

### 3. Documents Required

1. CAF Application Form.
2. Final allotment letter.
3. Slip of part admission fee deposited online.
4. Original CLC, Conduct (for H.S.E) /Migration (for other board's).

5. Original & Scan copy of Aadhar card of candidate and guardian.
6. Original & Scan of HSC mark sheet and certificate.
7. Original & Scan copy of Resident /Caste/income certificate for reserved category (SC/ST, TFW, PH, GC, EWS/Sports) as per applicability.
8. Original ITI Mark Sheet & Certificate or plus 2 Mark Sheet & Certificate (for Lateral Entry).
9. EWS certificate for EWS applicants.
10. Original Green card for Green Card applicants.
11. Original NCC certificate for NCC applicants.
12. Original B.O.C certificate for B.O.C applicants.
13. Original & Scan copy of sports certificate issued by Director of Sports & Youth Services(For Sports candidates representing the state for two years only)
14. Filled in form for Hostel admission, if required.
15. Filled in form for Transportation facility, if required.
16. Anti-ragging Performa on a Non-Judicial stamp paper of Rs.10/- and duly notarized..
17. Income certificate below 2.5L is compulsory those are deposited Rs-800/- as part admission fee.
  - Except 13-16, all the rest documents should be as per SAMS CAF Validated Form.
  - Variation and violation of SAMS CAF Validated Form shall not be entertained.

#### 4. [Upload Your Documents](#)

##### Document

Select file...

Browse

- Click on Browse and select your document file (Pdf) to upload.

#### 5. [Make the online Payment](#)

Fee Type

General
▼

Fee Amount

2000.00

Submit the Form and Proceed to Pay

- Select the 'Fee Type' i.e., General/SC/ST/OBC/SEBC.
- Check the Fee Amount for your Fee Type.
- Click on 'Submit the Form and Proceed to Pay' to go to the payment page.

### [How to Upload Your Document](#)

- Make a single PDF file using all the scanned documents required as mentioned. (Refer Sample Document)
- Upload your document as per the instruction.