

**DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA**

**JANASHIKSHA BHAWAN, UNIT-V, BHUBANESWAR-751001**

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**NO:** \_\_\_\_\_ **11507 //**  
DHSE-SAMS-EADMN-0002-2025

**DATE:** 19-08-25

From

Dr. Umakanta Sethy, OES-I  
OIC, PMU, SAMS

To

The Principals of all Higher Secondary Schools  
(Coming under SAMS e-Admission Process)

**Sub: Guidelines for Phase-II Online Admission into Vacant Seats of Higher Secondary Schools for the Academic Session 2025-26.**

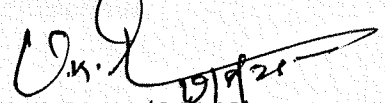
Madam/Sir,

With reference to the subject cited above, I am directed to enclose herewith the guidelines along with the schedule for Vacant Seat e-Admission (Phase-II), which is scheduled to be held from **25.08.2025** to **24.09.2025** for Class XI students for the Academic Session 2025-26.

Sl. No	Activities	Datelines
1)	<b>Availability</b> of On-line Common Application Form (CAF) in <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a> for Vacant Seat Admission	25.08.2025 (03.00 PM)
2)	<b>Last date</b> of applying on-line CAF through <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>	31.08.2025 (11:45 PM)
3)	Publication of Phase-II <b>1<sup>st</sup> selection merit list</b>	04.09.2025 (03:30 PM)
4)	<b>Reporting of selected candidates</b> at the Selected Higher Secondary School (HSS) for Admission	06.09.2025 (10:00 AM)
5)	<b>Last date</b> of reporting of <b>selected candidates</b> at the Selected HSS for Admission	10.09.2025 (05:00 PM)
6)	Last date for <b>admission data updation</b> and error correction by HSSs in SAMS e-Space	11.09.2025 (06:00 PM)
7)	The <b>Choice Locking facility under Phase-II Online SPOT Selection admission</b> will be available for applicants to submit fresh HSS options through their respective student login	12.09.2025 (10.00 AM)

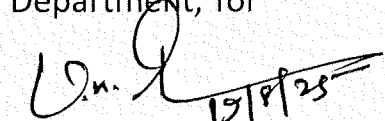
Sl. No	Activities	Datelines
8)	Last date for submission of <b>Choice Locking</b> for Phase-II, Online SPOT admission	13.09.2025 (11.45 PM)
9)	Publication of the on-line SPOT selection merit and waiting list <b>(10 times to the balance sheet)</b>	17.09.2025 (03.00 PM)
10)	<b>Reporting &amp; admission</b> of candidates (merit list only) for on-line SPOT admission in the respective HSS	18.09.2025 to 19.09.2025 (06.00 PM)
11)	Registration of candidates (in form of <b>handwritten application</b> ) from waiting list at selected HSSs if vacancy still exists	22.09.2025 (09.00 AM to 03.00 PM)
12)	<b>Publication of merit list</b> at HSS level out of the registered <b>waiting list candidates</b>	22.09.2025 (04.30 PM)
13)	<b>Admission data updation</b> of the students who took admission in the SPOT Selection by the HSSs in the e-Space	23.09.2025 (10.00 AM) to 24.09.2025 (04.00 PM)

Yours faithfully,

  
OIC PMU (SAMS)

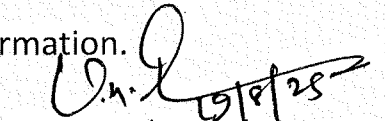
**Memo No.:** 11508 / **Dated:** 19-08-25

Copy submitted to the Additional Secretary to Govt. S&ME Department, for information.

  
OIC PMU (SAMS)

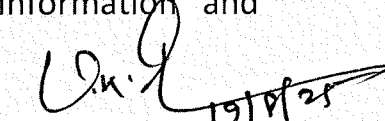
**Memo No.:** 11509 / **Dated:** 19-08-25

Copy forwarded to the all-District Education Officers for information.

  
OIC PMU (SAMS)

**Memo No.:** 11510 / **Dated:** 19-08-25

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

  
OIC PMU (SAMS)

## Procedure to deal with Vacant Seat e-Admission (Phase-II) in Higher Secondary Schools for the Session 2025-26

### Eligibility Criteria:

1. Applicants should have successfully passed the **High School Certificate (HSC)** Examination conducted by the Board of Secondary Education (BSE), Odisha or any equivalent Board.
2. Vacant seat admissions will be made **purely on merit**, without any reservation or weightage.

### Instructions:

1. It is strongly recommended that applicants and their parents/guardians review the “**Common Prospectus**” on the SAMS portal thoroughly prior to filling and submitting the online CAF.
2. Applicants must pay the CAF fee **online** only, as outlined in the Common Prospectus.
3. Applicants of Phase-I e-Admission 2025-26 who did **not secure selection** in any Higher Secondary School can re-apply through their registered login without additional CAF fee payment.
4. In addition to **Point No. 03**, applicants who were **admitted in Phase-I, selected but not admitted, failed to apply CAF in Phase-I, or took TC (General/Slide-up) on or before 31<sup>st</sup> August, 2025**, must submit a fresh CAF with fee payment in the Phase-II 1<sup>st</sup> Selection process.
5. The Common Application Form (CAF) can be modified by applicants up to **four times** only.
6. Submit your own application and select the Higher Secondary School of your choice. Avoid letting anyone else apply for you.
7. Applicants should complete the online CAF with utmost care, as mistakes may result in rejection.
8. The list of Higher Secondary Schools with vacant seats will be provided only for applicants’ preference and selection.
9. Applicants are required to produce and verify all relevant documents at their selected Higher Secondary School during admission.



10. For Phase-II, at the time of applying through CAF, if a Higher Secondary School has zero vacancies, candidates will not be able to opt for it, and an alert message will be displayed:

**“Currently there is no vacancy. If vacancy arises, then your preferred choice/option will be taken into consideration in the selection process.”**

11. Applicants may select their preferred Higher Secondary Schools and Streams, regardless of current vacancies. Allotment will be made strictly on the basis of seat availability as on **31<sup>st</sup> August, 2025**, including vacancies created during the application period. No claim shall be entertained for vacancies arising after this date. The responsibility for choosing and applying to suitable options rests entirely with the applicants.

12. For the Phase-II 1<sup>st</sup> Selection process, the ‘**Surrender TC**’ option will be disabled in the HSS e-Space login from **01.09.2025** to **11.09.2025**.

13. Phase-II SPOT Selection will not be open to candidates admitted to their **1<sup>st</sup> choice HSS in the Phase-II 1<sup>st</sup> Selection**.

14. All applicants, whether **non-selected or selected but admitted to a lower option, not admitted, or requiring corrections**, may give fresh options during the Phase-II online SPOT Selection.

15. Students admitted to any HSS, but subsequently selected in a different HSS under Phase-II, are required to bring the original Higher Secondary School Leaving Certificate (**HSSLC**) from their previous institution at the time of admission.

#### **Procedures:**

1. Fresh candidates are required to create an account on **[www.samsodisha.gov.in](http://www.samsodisha.gov.in)** with their mobile number and email address. Applicants who have registered earlier may use their existing login details to apply again.
2. All other processes, including application submission, shall be carried out as per the provisions mentioned in the “**Common Prospectus**” available on **[www.samsodisha.gov.in](http://www.samsodisha.gov.in)** for e-Admission.
3. Applicants will be notified of their selection and reporting time via SMS/WhatsApp, SAMS login, HSS merit list on **[www.samsodisha.gov.in](http://www.samsodisha.gov.in)**, and



the HSS notice board. An intimation letter will be available in the applicant's login and shared through WhatsApp only for Phase-II 1<sup>st</sup> Selection.

**N.B.**

1. In the Phase-II SPOT Selection process, applicants may choose their preferred Higher Secondary Schools and Streams, irrespective of current vacancies. Allotment will be based on **vacancies available as of 13<sup>th</sup> Sept. 2025**, including those arising during the application period. No claim shall be entertained for vacancies occurring after this date. The selection of options is solely the responsibility of the applicants.
2. For Phase-II SPOT Selection process, at the time of applying through CAF, if a Higher Secondary School has zero vacancies, candidates will not be able to opt for it, and an alert message will be displayed:  
**“Currently there is no vacancy. If vacancy arises, then your preferred choice/option will be taken into consideration in the selection process.”**
3. For the Phase-II SPOT Selection process, the ‘Surrender TC’ option will be disabled in the HSS e-Space login from **14.09.2025** to **24.09.2025**.
4. For SPOT Selection, the Higher Secondary School Leaving Certificate (**HSSLC**) will not be generated automatically along with the Intimation Letter.

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