

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA
JANASHIKSHA BHAWAN, UNIT-V, BHUBANESWAR-751001
Ph. 0674-2390939/2390639(O), Email: dhse.odisha@od.gov.in

NO: 11895 // DATE: 08-10-2026
DHSE-SAMS-EADMN-0001-2026

From

Smt. Niyati Pattnaik, IAS
Director

To

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

Sub: Phase-III e-Admission Instructions for Vacant Seats in Higher Secondary Schools (AY: 2026-27)

Madam/Sir,

In inviting a reference to the subject cited above, I am enclosing herewith the guidelines along with the Phase-III vacant seat e-Admission schedule, which will be conducted from **12.10.2026** to **16.11.2026** for Class-XI students of the Academic Session 2026-27.

Sl. No	Activities	Datelines
1)	Online CAF available at www.samsodisha.gov.in for vacant seat admission.	12.10.2026 (11.00 AM)
2)	Last date of applying on-line CAF through www.samsodisha.gov.in	01.11.2026 (11:45 PM)
3)	Publication of the Phase-III, 1 st Selection Merit List in the HSS e-Space Login	04.11.2026 (03:00 PM)
4)	Reporting and admission updation of selected applicants at the selected HSSs	05.11.2026 (02:00 PM) to 10.11.2026 (03:00 PM)
5)	Publication of the waiting list in the HSS e-Space login (10 times of the total vacant seat)	12.11.2026 (02:00 PM)
6)	Physical registration of waiting-listed applicants at the HSS level	13.11.2026 (10:00 AM) to 13.11.2026 (03:00 PM)
7)	Publication of the final merit list of waiting-listed applicants at the respective HSSs	13.11.2026 (04:30 PM)
8)	Admission updation of applicants selected from the waiting list through the HSS e-Space login	13.11.2026 (05:00 PM) to 16.11.2026 (09:00 PM)

Yours faithfully

Niyati Pattnaik
08.10.2026

Director

Memo No.: 11896 / **Dated:** 08-10-2026

Copy submitted to the Special Secretary to Govt. S&ME Department for kind information.

Thayau
08/10/26
OIC PMU (SAMS)

Memo No.: 11897 / **Dated:** 08-10-2026

Copy forwarded to all the Regional Directors of School Education / District Education Officers of the state for kind information.

Thayau
08/10/26
OIC PMU (SAMS)

Memo No.: 11898 / **Dated:** 08-10-2026

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

Thayau
08/10/26
OIC PMU (SAMS)

Procedure to deal with Vacant Seat e-Admission (Phase-III) in Higher Secondary Schools for the Session 2026-27

Eligibility Criteria:

1. Applicants must have passed the High School Certificate (HSC) Examination of Board of Secondary Education (BSE), Odisha or an equivalent examination from any other recognized Boards.
2. No reservation or weightage claims will be considered for vacant seat admissions.

Instructions:

1. Applicants and their parents/guardians may be advised to carefully read the '**Common Prospectus**' available on the SAMS portal before filling out and submitting the online Common Application Form (CAF).
2. The CAF fee must be paid online only, as detailed in the Common Prospectus.
3. **Candidates who have applied in Phase-I and Phase-II of the current AY: 2026-27 e-Admission process but were not allotted any Higher Secondary School may re-apply using their existing login credentials without paying the CAF fee.**
4. **Applicants can edit their Common Application Form (CAF) up to four times till the last date of CAF submission.**
5. Applicants must personally apply and choose the Higher Secondary School of their choice.
6. Applicants may be advised to fill in the online CAF carefully and accurately, as any incorrect or incomplete information may lead to rejection of the application.
7. All relevant documents must be submitted and verified at the selected Higher Secondary School during admission.
8. **Applicants who have already been admitted through Phase-I or Phase-II are not eligible to participate in the Phase-III e-Admission process.**
9. **Following Categories of applicants are eligible to apply:**
 - a) Applicants who were unable to apply during Phase-I and Phase-II admissions for any reason.
 - b) Applicants who were previously selected but did not enroll, as well as those who were not allotted any seat during Phase-I and Phase-II admissions.
 - c) Students who have obtained their **Transfer Certificate (TC) on or before 31st October 2026** shall be eligible to participate in the **Phase-III e-Admission process**. However, once the TC is issued, it **cannot be surrendered during the Phase-III e-Admission process**.

10. In this phase, after correcting an applicant's errors through the "**Error Correction**" module:

- a) If the applicant's marks meet the prescribed cut-off criteria, the Higher Secondary School (HSS) may approve the applicant by clicking the "**Allowed**" button.
- b) If the applicant's marks are below the prescribed cut-off criteria, the applicant shall be placed on the **Waiting List**.

11. Any seats remaining vacant after the admission of candidates selected in the **Phase-III First Selection** shall be filled from the **Waiting List** as per the specified timeline. The Waiting List shall be prepared and published in a **1:10 ratio against the vacant seats available after 10th November 2026**.

Procedures:

1. Fresh applicants must register on "**www.samsodisha.gov.in**" using their mobile number and email, while previously registered users should use their existing login to apply.
2. All other processes, including application submission, will follow the guidelines in the 'Common Prospectus' available on "**www.samsodisha.gov.in**" for e-Admission.
3. Applicants will be notified of their selection and reporting time via SMS/WhatsApp, SAMS login, HSS online merit list, and notice board. For **Phase-III 1st selection**, the intimation letter will be generated in the applicant's login and shared via WhatsApp.

N.B.

1. For Phase-III, 1st Selection process, at the time of applying through CAF, if a Higher Secondary School has zero vacancies, applicants will 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."

2. Applicants may choose their preferred Higher Secondary Schools and Streams, regardless of current vacancies. However, allotment will be based on seat availability as of **31st October 2026**, allowing applicants to benefit from vacancies during the online application period.
3. The "**Surrender TC**" option available in the HSS e-Space login shall remain disabled from **12.10.2026 to 16.11.2026**.

