

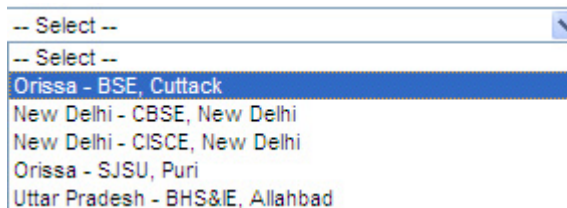
Instruction for filling CAF

There are four types of input field in this on-line Common Application Form (CAF).

(1) Select Box **(2) Text Box** **(3) Radio Button &** **(4) Check Box**

1. Select Box

To fill up this input field the applicant has to click anywhere in the box by using 'Mouse'. Upon clicking the list of options will be show up on the computer screen. Then click on the option of your choice. This option will be filled in the box. Please move to the next item.



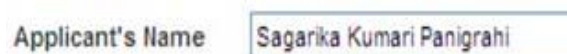
A screenshot of a dropdown menu with a blue border. The top bar contains "-- Select --" and a downward arrow. The menu is open, showing a list of options: "-- Select --", "Orissa - BSE, Cuttack", "New Delhi - CBSE, New Delhi", "New Delhi - CISCE, New Delhi", "Orissa - SJSU, Puri", and "Uttar Pradesh - BHS&IE, Allahbad". The "Orissa - BSE, Cuttack" option is highlighted in blue.

Following items in CAF will have 'Select Box'. Above procedure is to be used to fill these items.

(1.a) Name of the Examination Board, **(1.b)** Year of Passing, **(5.a)** Blood Group, **(5.b)** Sex, **(5.c)** Religion, **(6.a)** State, **(6.b)** District, **(6.c)** Block/ ULB, **(10.a)** College Name, **(10.c)** Honours in order of preference

2. Text Box

For this type of input field, the applicant has to write or 'Type' in the required information by using 'Key Board'. For example Name in the side box has been filled by in typing.



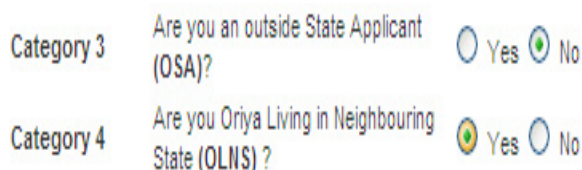
A screenshot of a text box with a blue border. To the left of the box is the label "Applicant's Name". Inside the box, the name "Sagarika Kumari Panigrahi" is typed.

Following items in CAF, will have 'Text Box'. Please follow the above procedure is to fill in these items.

(1.c) Roll Number, **(2)** Applicant's Name, **(3)** Father's Name, **(4)** Mother's Name, **(5.d)** Date of Birth, **(6.d)** House No., Street/Village, Post Office, Police Station Name, **(6.e)** PIN Code, **(6.f)** Telephone, **(6.g)** Mobile, **(6.h)** e-mail, **(9.b)** Details of marks secured in 10th Board Examination, **(9.c)** Details of marks secured in 10th Board Compartmental Examination

3. Radio Button

For this type of input field, the applicant has to click on the appropriate circle by moving the mouse to the circle and then clicking. Here applicant can choose only one option out of the several ones given. For example; 'Yes' or 'No' as has given in the right side.



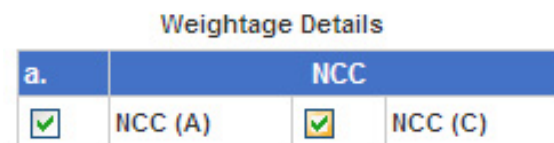
A screenshot of two radio button questions. The first is "Category 3 Are you an outside State Applicant (OSA)?" with "Yes" and "No" options, where "No" is selected. The second is "Category 4 Are you Oriya Living in Neighbouring State (OLNS)?" with "Yes" and "No" options, where "Yes" is selected.

Following items in CAF is to be filled by the 'Radio Button' method.

(7.a) Schedule Tribe (ST) / Schedule Caste (SC) / Others, **(7.c)** Ex-Service Man (ESM) / Serving Defence Personnel (SDP) / Children of Martyrs (CoM), **(7.d)** Are you an Outside State Applicant (OSA)? (Yes/No), **(7.e)** Are you Oriya Living in Neighbouring State (OLNS)? (Yes/No), **(9.a)** Name of the stream you have passed, **(9.c)** Have you passed 10th Board Exam Compartmentally? (Yes/No), **(10.b)** Stream Name, **(10.d)** Are you interested to reside in college hostel.

4. Check Box

For this type of input field the applicant has to click on the appropriate box by moving the mouse to the check box (Rectangle) and then clicking. Here, one can choose more than one record in this item e.g. NCC(A) & NCC (C) for item 8(a) of CAF (Please see side box)



A screenshot of a table titled "Weightage Details". The table has a blue header row with "a." and "NCC". Below the header, there are two rows: "NCC (A)" and "NCC (C)". Both rows have a green checkmark in a box to their left.

a.	NCC
<input checked="" type="checkbox"/>	NCC (A)
<input checked="" type="checkbox"/>	NCC (C)

Following items in CAF is to be filled by the 'Check Box' method.

(7.b) Physically/Orthopedically Handicapped (PH/OH), **(8.a)** NCC (B & C), (8.b) NSS Camp (University Level, State Level Camp, National Level Camp and International Level Camp) **(8.c)** Rovers & Ranger [Rajya Puraskar (RP) & President Recognition (PR)], **(8.c)** Sports (State, National & International)