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**Sainik School Sambalpur (Odisha)**  
सैनिक स्कूल संबलपुर, ओडिशा  
**(Under the aegis of Min of Defence)**  
**(रक्षा मंत्रालय के अधीन संचालित)**  
Po: Basantpur, Ps: Burla  
डाक: बसंतपुर, पुलिस थाना: बुर्ला  
Via : Chipilima Road, Goshala  
चिपिलिमा रोड, गौशाला  
Distt : Sambalpur, Odisha  
जिला : संबलपुर , ओडिशा  
Pin Code (पिन कोड): 768025

SSSBP/1012/MO/AISSEE/2023-2024

11 Sep 2023

**APPLICABLE TO ONLY THOSE CANDIDATES WHO HAVE BEEN CONSIDERED  
SAINIK SCHOOL SAMBALPUR – ADMISSION WAITING LIST 13 OR ROUND 17**

**ADMISSION TO CLASS VI IN SAINIK SCHOOL SAMBALPUR FOR THE ACADEMIC SESSION  
2023-24: FORWARDING OF GENERAL INSTRUCTIONS**

Dear Parent,

**(Parents of Candidates allocated Sainik School Sambalpur based on order of merit and 25% other state cap in the 13<sup>th</sup> / Waiting Admission List or round 17 as given by Sainik Schools Society).**

1. Refer waiting admission list 13 or round 17 published on school website dated 11 Sep 2023.
2. As per the waiting list information provided to this School by the Sainik Schools Society, your son/daughter has been allotted Sainik School Sambalpur for admission to Class VI for the Academic Session 2023-24.
3. Please note that seat allotment through AISSAC 2023 will not vest any right on the candidate to secure admission into the Sainik Schools. The admission in Sainik Schools through AISSAC 2023 is provisional and shall be considered as confirmed only after the successful completion of Medical Exam (subject to medical fitness) cum physical verification of the candidates at the School and submission of all the requisite documents. Each selected candidate will have to produce all relevant certificates, as prescribed by the Sainik Schools Society and the School. Parents/Candidates are advised to apply for TC / School Leaving Certificate from the parent / present school only after the verification of documents and confirmation of admission by Sainik School Sambalpur. In case of any dispute, the decision of the Sainik Schools Society shall be final and binding on the candidates.
4. **Reporting at District Headquarter Government Hospital.** Candidates will first report to District Head Quarter Government Hospital on **14 Sep 2023 and only medically fit candidates will report to Sainik School Sambalpur on 16 Sep 2023 at 0800 hrs** along with all the documents and fees receipt (fees details and scholarship schemes uploaded on school website). Initially the documents will be verified to ascertain correctness of the candidates and their Date of Birth, Domicile, Category, Gender, etc. After successful verification of the candidates will be confirmed admission in the School. The candidates declared medically unfit in the initial Medical Exam may opt for Appeal / Review Medical Exam on submission of a written appeal to the Principal, Sainik School Sambalpur. Such candidates, if permitted by the Principal, Sainik School Sambalpur will have to pay the requisite fee and report to the designated hospital on the date and time given to them and appear before the medical authorities for their Appeal / Review Medical Exam and complete the process before 16 Sep 2023 under their own arrangements / own expenses. The candidates declared medically fit in the Appeal / Review Medical Exam will also be required to pay the fees on the same date of document verification to secure admission in the School. Therefore, candidates and their parents are advised to come prepared to stay at Sambalpur for at least 3-4 days. The parents/candidates.

have to make your own arrangements for stay / accommodation, food, etc under their own expenses. The parents / candidates are required to pay requisite fee and investigation charges, if any which may be levied by the concerned hospital and obtain proper receipt for the same.

5. **List of Documents.** The list of documents to be submitted to Sainik School Sambalpur on the date of reporting is given below (Details have also been made available on AISSAC 2023 website: <https://pesa.ncog.gov.in/sainikschoolcounselling> (Click on Counselling Process → List of Documents). Candidates are also required to bring original documents along with one set of self-attested hard copies of these documents. If the original documents are not in English/Hindi, duly certified English/Hindi version/translation of such documents shall be submitted by the candidates:-

Ser	Details of Documents	Remarks
(a)	Duly signed Checklist with undertaking (Original)	As per format
(b)	Provisional Admission Letter from AISSAC 2023	Issued by AISSAC 2023 portal
(c)	Copies of Application Form (print out of online form) and Admit Card of AISSEE 2023	Issued by NTA
(d)	Score Card of AISSEE 2023	Issued by NTA
(e)	Govt Issued Photo ID Proof of Student, Father and mother/ Guardian containing Address Proof (Original)	Preferably Aadhaar Card
(f)	Medical Fitness Report (Original).	As per the format provided by SSS
(g)	Proof of Date of Birth- Copy of the Birth Certificate issued by the competent Government Authority concerned. (Original) Date of Birth proof issued by concerned Record Office (for serving Defence Personnel) / Dependent Certificate by Zilla Sainik Board and copy of the Discharge Book (for Ex-Servicemen) [Original]	will be verified as per The Registration of Births and Deaths Act, 1969
(h)	Study certificate duly signed by Principal/Headmaster of Class V / Class VI	As per format
(j)	Certificate of category (SC/ST/OBC-NCL), if applicable, as per Government of India format, issued by the competent authority. (Original)	In the case of OBC-NCL category, the certificate must be issued on or after Jan 01, 2023.
(k)	Domicile/Residence Certificate issued by competent authority (Original)	As per State Government Rules
(l)	Certificate of service signed by CO/OC of unit (for Defence category-serving)/PPO for Ex-servicemen (Original)	Not later than 01 Jan 2023
(m)	Income Certificate issued by the competent authority. (Original) (Note: The Income Certificate must be issued as per the enclosed format by the Revenue Officer, not below the rank of Tehsildar from the area of residence of the candidate. The Income Certificate must include Income from all sources of the family for the Financial Year 2022-23 and must have been issued on or after 01 April 2023. The Affidavit/IT Return submitted by the parents will not be considered.)	As per the format
(n)	Photographs:- (a) Passport size of the Boy/Girl-05 Nos (b) Family photograph [Parents along with children] (Post card size)-02 Nos	Parents should provide Latest Photographs
(o)	Adoption Deed (in case of Adopted Child) [Original]	If applicable

6. **Lab Reports.** At the time of reporting to the School, the candidates are required to bring the following reports from any Govt Hospital, i.e. Sub Divisional / District Headquarters Hospital / Sadar Hospital / Military Hospital (not from any private hospital):-

<b>Boy Candidates</b>	<b>Girl Candidates</b>
(i) Urine $\begin{matrix} \text{RE} \\ \text{ME} \end{matrix}$ (Appearance, Albumin, Sugar, Specific Gravity).	(i) Urine $\begin{matrix} \text{RE} \\ \text{ME} \end{matrix}$ (Appearance, Albumin, Sugar, Specific Gravity).
(ii) Blood - Hb%	(ii) Blood - Hb%
	(iii) USG (ultrasound sonography test) Abdomen.

7. **School Fees.** Candidates / parents are required to bring School fees (details uploaded on school website) or come prepared to pay the School fees through online into Sainik School Sambalpur bank account. Please understand the financial commitment, ie fees structure and scholarship details by visiting Sainik School Sambalpur website: <https://sainikschoolsambalpur.in>. The details of school fees payable as first installment at the time of admission are given below:-

- (a) General / OBC-NCL / Defence category candidates - **Rs 1,42,597/-**
- (b) SC / ST category candidates - **Rs 1,41,097/-**

8. Efforts will be made to get the Medical Exam done in one day and to declare the medical exam result on the next day. The candidates are advised not to leave sambalpur until they have completed all the formalities related to their admission, ie documents verification, medical exam and payment of school fees. Since the e-counselling and admission process is to be completed in a time-bound manner, candidates / parents should come prepared to submit all the requisite documents, undergo medical exam and pay requisite School fees, failing which the School will be constrained to reject the candidature of the candidates on account of non-submission of requisite documents / medical fitness (in case found medically unfit) / non-payment of fees.

9. It is essential that you as the father / mother or guardian (only in case both father and mother are not alive), should accompany your son / daughter at the time of documents verification / Medical Exam and subsequent admission. Uncles, teachers and other relatives are strictly forbidden to accompany the candidates.

10. Parents are advised to get the wax removed from the ears of their son / daughter before bringing him/her for the Medical Exam to avoid temporary rejections and inconvenience, as it has been observed in the past that there were temporary rejections on account of wax in the ears. The parents are also advised to get their son / daughter medically examined by an Eye Specialist. In case, the candidate wears glasses (spectacles), please bring his / her spectacles and medical prescription containing eyesight details and produce the same to the Eye Specialist at the time of medical exam.

11. **Affidavits / Undertakings / additional documents.** Specimen copies of the additional documents such as Agreement Bonds, undertakings, Anti-ragging affidavits, indemnity certificates, address particulars, etc required to be submitted by the candidates will be provided by the School to the candidates / parents on the date of admission. The candidates / parents will be required to submit these additional documents to the School duly completed by 25 Sep 2023 as mentioned in the joining instructions. Joining instructions was uploaded on school website.

12. Please acknowledge.

Yours sincerely,

Sd/  
Principal  
Sainik School Sambalpur