

## **INSTRUCTIONS TO THE SAINIK SCHOOLS FOR THE ROUND 2 ADMISSION PROCESS**

1. Result for the Round 2 of e-counselling has been declared by Sainik Schools Society on the AISSAC 2023 portal on **13 Apr 2023 (AN)**.
2. Schools can see list of candidates allotted their school on their dashboard. Although, Sainik Schools Society has already informed the selected candidates about their school allotment; however, it is also a responsibility of the concerned Sainik School to contact the candidates and inform them about selection. Schools are encouraged to do all correspondences with candidates in digital mode due to strict timelines ([click here for e-counselling schedule](#)) of admissions and School should maintain call logs/e-mail records of the same for future references.
3. As soon as the candidate accept the seat, it will be reflected in the **pending with School** on the school dashboard list where the school need to allot Medical Center and carry out further actions as per SOP and other instructions issued on the matter within the [timelines](#) provided by the Sainik Schools Society on the AISSAC 2023 portal.
4. The candidates are allocated school seats based on the preference of schools filled on AISSAC 2023. Besides, candidates who did not register on AISSAC 2023 portal are considered on the basis of their one school filled during the AISSEE 2023 registration on the NTA portal. Some of the unregistered candidates in schools have been allocated seats. The username and password will be informed to the schools individually. The schools should contact such candidates and guide them in the process of opting the Choices (ACCEPT/RECONSIDER/EXIT).
5. After seat acceptance, candidates will have to report at the Medical Examination Center as per the Slot allotted by the allotted school. As mentioned in the SOP, it is the parent's responsibility to get the medical done of their ward, however, the school shall provide all necessary guidance/support to the Parents/Candidates by coordinating with Medical Authorities.
6. After the medicals are over for the candidates will report to the school for document verification. Allotted school will verify his/her Documents physically (including Medical Fitness Form) as per the list provided on the portal. In case of discrepancy in documents, follow the guidelines provided in the SOP within last date. ***Any discrepancies highlighted by schools after last date of verification of specific Round will not be entertained.***
7. Once the Physical verification of the documents are over and candidate pay the fee (as decided by the school) schools should Admit the candidate after clicking on the ADMIT button.
8. Schools should take all the actions in accordance with the Guidelines SOP. In case of any confusion, they should immediately contact SSS.
9. Schools must follow admission timelines strictly. Besides, it is a responsibility of the principal that dedicated committee/staff should be deputed for helping/guiding the Parents/Candidates on phones/physically so that admission can be completed within stipulated timelines.

10. School's Principal must take all possible actions not to put anyone on HOLD except if Principal feels that a case is genuine.

11. It is the responsibility of the school to communicate all information to the candidates through email/Phone. There should be not communication gap between the school and candidates as it will adversely affect schools' admission process.

12. Schools shall immediately contact Major Pankaj Sharma, Mobile No 8628873287 for assistance in following cases: -

- (a) If school faces any issue on the portal during the process of admissions.
- (b) Allotted candidate of respective school faces any issue within the timelines of action to be taken by candidates.

**13. If candidate allotted to the school raises any issue after the completion of timeline of the Round, respective schools shall be responsible for the same.**

**14. SCHOOLS SHOULD KEEP UPDATING ADMISSION INFORMATION ON THE PORTAL DAILY BASIS. IT SHOULD NOT BE LEFT FOR THE LAST DAY.**

15. Schools' Principal are responsible for the correctness of the information updated on the Portal.

16. Screenshot are attached in the **Appendix** for the guidance of schools.

17. All schools are requested to strictly follow Counselling schedule given below:-

| S No | Event   | Dates   |
|------|---|---|
| 1.   | Publication of Second Merit List  | 13 Apr 2023 (1830hrs)                           |
| 2.   | Last Date for candidates to Accept Allotted School                                | 13/04/2023 (18:30hrs) to 18/04/2023 (23:45hrs)  |
| 3.   | Verification (Physical cum Medical) Schedule                                      | 15/04/2023 (09:00hrs) to 27/04/2023 (17:00 hrs) |
| 4.   | Last Date of Reporting to Allotted School with all Documents (Including Medicals) | 27/04/2023 (17:00hrs)                           |
| 5.   | Updating of admission data by Sainik Schools post verification of documents       | 28/04/2023 (1400hrs)                            |

**SCREENSHOTS FOR GUIDANCE TO THE SAINIK SCHOOLS**

1. Please allot the medical centers with timings first

Medical Round interface showing a table with columns: Sr No, Academic Year, Round, Place, Medical Date, and Action. The table displays one entry for Round 1, Place Rajkot, Medical Date 17/03/2023 16:00. A red circle highlights the 'Medical Date' field in the table row.

2. In school allocation report school will be able to see all candidates allotted your school. Information of the candidate is provided on the portal

Allocation Result For Round 1 interface showing a table with columns: S No, Roll No, Round, Candidate name, Gender, Cat, State, Total Marks, AI Rank, Mobile No, Email Id, Medical Place & Date, Medical Status, and Documents Verified. The table displays six entries for Round 1. A red circle highlights the 'Status' dropdown menu, which is circled in red.

ALL INDIA SAINIK SCHOOLS ADMISSION COUNSELLING

Seat Allocation Result For Round 1

Academic Year Round Class

Search

Show 10 entries

| S No | Roll No    | Round | Candidate name      | Gender | Cat                    | State | Total Marks | AI Rank | Mobile No  | Email id               | Medical Place & Date | Medical Status | Documents Verified | Fees    | Action   |
|------|------------|-------|---------------------|--------|------------------------|-------|-------------|---------|------------|------------------------|----------------------|----------------|--------------------|---------|----------|
| 1    | 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC-NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdnam2018@gmail.com | --Select--           | Pending        | Pending            | Pending | Allocate |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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3. School will be able to see the list of the student accepted the choice.

ALL INDIA SAINIK SCHOOLS ADMISSION COUNSELLING

Seat Allocation Result For Round 1

Academic Year Round Class

Search

Show 10 entries

| S No | Roll No    | Round | Candidate name      | Gender | Cat                    | State | Total Marks | AI Rank | Mobile No  | Email id               | Medical Place & Date | Medical Status | Documents Verified | Fees    | Action   |
|------|------------|-------|---------------------|--------|------------------------|-------|-------------|---------|------------|------------------------|----------------------|----------------|--------------------|---------|----------|
| 1    | 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC-NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdnam2018@gmail.com | Rajkot,              | Pending        | Pending            | Pending | Allocate |

Showing 1 to 1 of 1 entries

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4. School should allocate the medical center as soon as the student accepts the choice.

localhost:8080 says  
Are You Sure You Want to Allocate ?

Cancel OK

Seat Allocation Result For Round 1

Academic Year: 2023  
Status: Pending with School  
Class: --Select--

Search

| No | Roll No    | Round | Name                | Gender | Cat                    | State | Total Marks | AI Rank | Mobile No  | Email Id              | Medical Place & Date | Medical Status | Documents Verified | Fees    | Action   |
|----|------------|-------|---------------------|--------|------------------------|-------|-------------|---------|------------|-----------------------|----------------------|----------------|--------------------|---------|----------|
| 1  | 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC-NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdam2018@gmail.com | Rajkot,              | Pending        | Pending            | Pending | Allocate |

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5. Alert will come for Medical Center allocation

localhost:8080 says  
Candidate Medical Center and Date Allocated Successfully

OK

Seat Allocation Result For Round 1

Academic Year: 2023  
Status: Pending with School  
Class: --Select--

Search

| No | Roll No    | Round | Name                | Gender | Cat                    | State | Total Marks | AI Rank | Mobile No  | Email Id              | Medical Place & Date | Medical Status | Documents Verified | Fees    | Action   |
|----|------------|-------|---------------------|--------|------------------------|-------|-------------|---------|------------|-----------------------|----------------------|----------------|--------------------|---------|----------|
| 1  | 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC-NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdam2018@gmail.com | Rajkot,              | Pending        | Pending            | Pending | Allocate |

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6. Confirmation alert will come for Medical Center allocation

ALL INDIA SAINIK SCHOOLS ADMISSION COUNSELLING

### Seat Allocation Result For Round 1

Academic Year:  Round:  Class:

Search:

Show 10 entries

| Roll No    | Round | Candidate name      | Gender | Cat                    | State | Total Marks | AI Rank | Mobile No  | Email id              | Medical Place & Date        | Medical Status | Documents Verified | Fees | Action            |
|------------|-------|---------------------|--------|------------------------|-------|-------------|---------|------------|-----------------------|-----------------------------|----------------|--------------------|------|-------------------|
| 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdam2018@gmail.com | Rajkot, 2023-03-17 16:00:00 | --Select--     | --Select--         | --Se | Admit Reject Hold |

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7. After medical mentioned option will be available with the school under Medical Status head.

ALL INDIA SAINIK SCHOOLS ADMISSION COUNSELLING

### Seat Allocation Result For Round 1

Academic Year:  Round:  Class:

Search:

Show 10 entries

| Roll No    | Round | Candidate name      | Gender | Cat                    | State | Total Marks | AI Rank | Mobile No  | Email id              | Med. Place & Date           | Medical Status | Documents Verified | Fees | Action            |
|------------|-------|---------------------|--------|------------------------|-------|-------------|---------|------------|-----------------------|-----------------------------|----------------|--------------------|------|-------------------|
| 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdam2018@gmail.com | Rajkot, 2023-03-17 16:00:00 | --Select--     | --Select--         | --Se | Admit Reject Hold |

Showing 1 to 1 of 1 entries

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8. Option available with the school under Documents Verified head.

ALL INDIA SAINIK SCHOOLS ADMISSION COUNSELLING

### Seat Allocation Result For Round 1

Academic Year:  Round:  Class:

9. Option available with the school under Fee head.

Show 10 entries

| Roll No    | Round | Candidate name      | Gender | Cat                    | State | Total Marks | AI Rank | Mobile No  | Email id              | Medical Place & Date        | Medical Status | Documents Verified | Fees   | Action  |
|------------|-------|---------------------|--------|------------------------|-------|-------------|---------|------------|-----------------------|-----------------------------|----------------|--------------------|--|---|
| 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdam2018@gmail.com | Rajkot, 2023-03-17 16:00:00 | --Select--     | Select--           | <div> --Select--<br/> Admit<br/> Re-ect<br/> Hold </div> | <div> --Se<br/> Select--<br/> Paid<br/> Unpaid </div> |

Showing 1 to 1 of 1 entries

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ALL INDIA SAINIK SCHOOLS ADMISSION COUNSELLING

### Seat Allocation Result For Round 1

Academic Year:  Round:  Class:

10. If candidates all documents are proper and verified after payment of fee confirm the seat of the candidates by clicking on ADMIT button.

Show 10 entries

| Roll No    | Round | Candidate name      | Gender | Cat                    | State | Total Marks | AI Rank | Mobile No  | Email id              | Medical Place & Date        | Medical Status | Documents Verified | Fees   | Action |
|------------|-------|---------------------|--------|------------------------|-------|-------------|---------|------------|-----------------------|-----------------------------|----------------|--------------------|--|--------|
| 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdam2018@gmail.com | Rajkot, 2023-03-17 16:00:00 | Fit            | Correct            | <div> Paid<br/> Admit<br/> Reject<br/> Hold </div> |        |

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localhost:8080 says  
Candidate Admitted Successfully

OK

Seat Allocation Result For Round 1

Academic Year: 2023, Round: --Select--, Class: --Select--

Status: --Select--

11. After clicking on ADMIT button, alert will come

| Roll No    | Round | Candidate name      | Gender | Cat                     | State | Total Marks | AI Rank | Mobile No  | Email id              | Medical Place & Date        | Medical Status | Documents Verified | Fees | Action            |
|------------|-------|---------------------|--------|-------------------------|-------|-------------|---------|------------|-----------------------|-----------------------------|----------------|--------------------|------|-------------------|
| 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC- NCL (Central List) | BIHAR | 289         | 8       | 6360946713 | bhagdam2018@gmail.com | Rajkot, 2023-03-17 16:00:00 | Fit            | Correct            | Paic | Admit Reject Hold |

Showing 1 to 1 of 1 entries

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ALL INDIA SAINIK SCHOOLS ADMISSION COUNSELLING

Seat Allocation Result For Round 1

Academic Year: 2023, Round: --Select--, Class: --Select--

Status: Admitted

Search

12. The candidate will move in the admitted list

| S No | Roll No    | Round | Candidate name      | Gender | Cat                     | State       | Total Marks | AI Rank | Mobile No  | Email id                        | Medical Place & Date        | Medical Status | Documents Verified | Fees |
|------|------------|-------|---------------------|--------|-------------------------|-------------|-------------|---------|------------|---------------------------------|-----------------------------|----------------|--------------------|------|
| 1    |            |       |                     |        |                         |             |             |         |            |                                 |                             |                |                    |      |
| 2    |            |       |                     |        |                         |             |             |         |            |                                 |                             |                |                    |      |
| 3    | 2702050143 | 1     | GAURAV KUMAR RANJAN | Boy    | OBC- NCL (Central List) | BIHAR       | 289         | 8       | 6360946713 | bhagdam2018@gmail.com           | Rajkot, 2023-03-17 16:00:00 | Fit            | Correct            | P.   |
| 4    | 4504027083 | 1     | SOURYA BHATT        | Boy    | General                 | UTTARAKHAND | 374         | 12      | 7300844106 | BASANTIBHATT70@GMAIL.COM        | Rajkot, 2023-03-17 16:00:00 | Fit            | Correct            | P.   |
| 5    | 6401017312 | 1     | ADITYA SINGH        | Boy    | DefencePersonnel/Ex-    | UTTAR       | 370         | 22      | 7017538594 | surenprakashchaudhary@gmail.com | Rajkot, 2023-03-17 16:00:00 | Fit            | Correct            | P.   |



Google Chrome | ALL INDIA SAINIK SCHOOLS ADMISSION COUNSELLING

Seat Allocation Result For Round 1

Academic Year: 2023 | Round: --Select-- | Class: --Select--

Status: Pending with School

13. In case school want to REJECT and HOLD candidate, click on the buttons accordingly

| Sl. No. | Candidate name | Gender | Cat     | State       | Total Marks | AI Rank | Mobile No  | Email id                 | Medical Place & Date        | Medical Status | Verified  | Action |
|---------|----------------|--------|---------|-------------|-------------|---------|------------|--------------------------|-----------------------------|----------------|-----------|--------|
| 1       | AYUSH JANOTI   | Boy    | General | UTTARAKHAND | 362         | 63      | 9837590784 | manujanoti2003@gmail.com | Rajkot, 2023-03-17 16:00:00 | Unfit          | Not Corre | Unp    |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

localhost:8080 says  
Are You Sure You Want to Reject?

Cancel OK

Seat Allocation Result For Round 1

Academic Year: 2023 | Round: --Select-- | Class: --Select--

Status: Pending with School

14. Alert message will come in such case

| Sl. No. | Name | Gender       | Cat | State   | MARKS       | RANK | NO | Medical Place & Date | Medical Status           | Documents Verified          | Fees  | Action    |     |
|---------|------|--------------|-----|---------|-------------|------|----|----------------------|--------------------------|-----------------------------|-------|-----------|-----|
| 7320    | 1    | AYUSH JANOTI | Boy | General | UTTARAKHAND | 362  | 63 | 9837590784           | manujanoti2003@gmail.com | Rajkot, 2023-03-17 16:00:00 | Unfit | Not Corre | Unp |

Showing 1 to 1 of 1 entries

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The screenshot shows a web application interface for seat allocation. A modal window titled "Reason" is open, featuring a text input field and "Close" and "Submit" buttons. A red circle highlights this modal. A yellow callout box points to the "Reason" input field with the text: "15. Cite the reason for Holding and Rejecting the candidates." The background interface includes a sidebar with navigation links, a main content area with filters for "Academic Year" (2023) and "Status" (Pending with School), and a table of candidates with columns for Round, Candidate name, Gender, Cat, State, Email Id, Medical Place & Date, Medical Status, Documents Verified, Fees, and Action. The table has a search bar and pagination controls at the bottom.

Reason

Reason

Close Submit

15. Cite the reason for Holding and Rejecting the candidates.

Seat Allocation Result For Round

Academic Year: 2023

Status: Pending with School

Class: --Select--

Show 10 entries

| Round | Candidate name              | Gender | Cat       | State | Email Id | Medical Place & Date | Medical Status | Documents Verified | Fees | Action |
|-------|-----------------------------|--------|-----------|-------|----------|----------------------|----------------|--------------------|------|--------|
| 1     | Palkot, 2023-03-17 16:00:00 | Unfit  | Not Corre | Unp.  | Admit    | Reject               | Hold           |                    |      |        |

First Previous 1 Next Last

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