

केन्द्रीय विद्यालय संगठन

केन्द्रीयविद्यालयसंगठन/KENDRIYA VIDYALAYA SANGATHAN  
(Min. of HRD, Deptt. of Education, Govt. of India)  
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**No. F. 110331-01/2016/KVS(HQ)/Acad**

**Date:27.01.2017**

To,  
The Deputy Commissioner,  
Kendriya Vidyalaya Sangathan,  
All Regions

**Subject: KVS Admission Guidelines 2017-18 and Admission Schedule-reg.**

Madam/Sir,

With reference to the subject cited above, this is to inform that the admission process for the session 2017-18 is going to start from 08.02.2017. From the session 2017-18, the admission process will be done through online registration. The amended admission guidelines to be implemented from the session 2017-18 along with the admission schedule and a specimen of advertisement to be published by Regional Offices is enclosed for further necessary action.

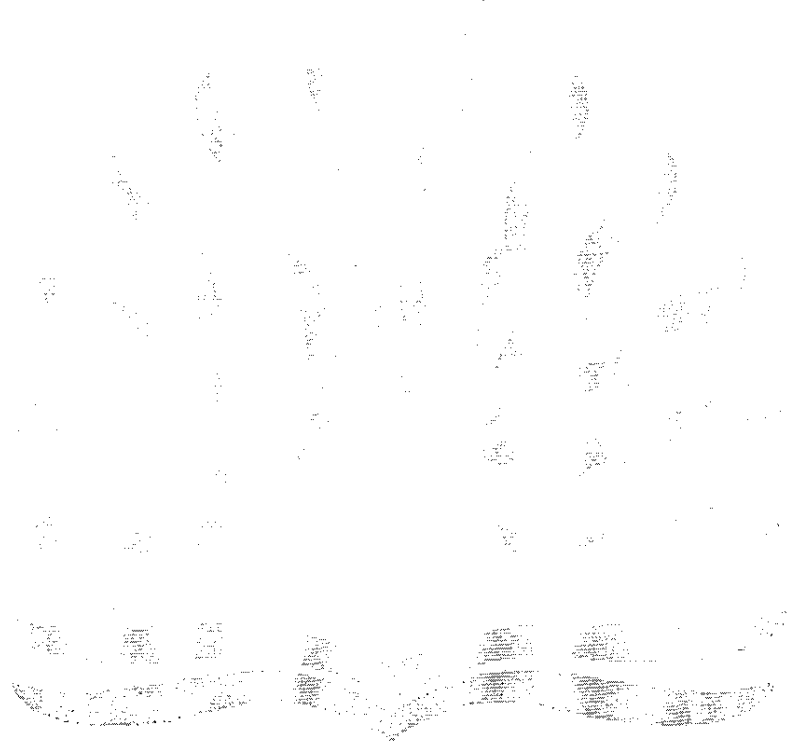
The website for online registration is <http://darpan.kvs.gov.in>.

You are requested to disseminate this information to all the Kendriya Vidyalayas of your region and monitor the entire admission process in an effective manner.

This is for information and necessary action at your end.

Yours faithfully,

**(Dr. V. Vijayalakshmi)**  
**Joint Commissioner (Acad)**



एतन्मन्त्रं पुरातनम्

**केन्द्रीय विद्यालय संगठन**

**KENDRIYA VIDYALAYA  
SANGATHAN**

**GUIDELINES FOR ADMISSIONS**

**IN**

**KENDRIYA VIDYALAYAS**

**(2017-18)**

**KENDRIYA VIDYALAYA**  
**SANGATHAN**

**NEW DELHI**

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**GUIDELINES FOR ADMISSION IN**  
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**PART- A**

**GENERAL GUIDELINES**

1. In supersession of all the guidelines governing admissions in Kendriya Vidyalayas that have been issued in the past, the following guidelines are issued to regulate admissions in the Kendriya Vidyalayas with effect from the academic session 2017-18. These guidelines are not applicable to Kendriya Vidyalayas located abroad.

2. **DEFINITIONS**

Unless the context suggests otherwise, the definition of the following terms used in these guidelines would be as below:-

- (i) **CENTRAL GOVERNMENT EMPLOYEES**: An employee who draws his emoluments from the consolidated fund of India.
- (ii) **TRANSFERABLE**: An employee who has been transferred at least once in the preceding 7 years shall be deemed to be transferable.
- (iii) **TRANSFER**: An employee would be treated as transferred only if he/she has been transferred by the competent authority from one place/urban agglomeration to another place/urban agglomeration which is at a distance of at least 20 kms. and minimum period of stay at a place should be six months.
- (iv) **AUTONOMOUS BODIES / PUBLIC SECTOR UNDERTAKINGS**  
Organizations which are fully financed by the government or where the government share is more than 51 per cent would be deemed to be autonomous bodies/ public sector undertakings.
- (v) **SINGLE GIRL CHILD**: Single Girl Child means the only child i.e. only girl child to the parents, with no other siblings.

3. **PRIORITIES IN ADMISSION**

The following priorities shall be followed in granting admissions:-

(A) **KENDRIYA VIDYALAYAS UNDER CIVIL/DEFENCE SECTOR:**

1. Children of transferable and non-transferable Central government employees and children of ex- servicemen. This will also include children of Foreign National officials, who come on deputation or transfer to India on invitation by Govt. of India.

2. Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India.
3. Children of transferable and non-transferable State Government employees.
4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.
5. Children from any other category including the children of Foreign Nationals who are located in India due to their work or for any personal reasons. The children of Foreign Nationals would be considered only in case there are no Children of Indian Nationals waitlisted for admission.

**Note: Preference in Admission to wards will be based on the number of transfers of the parents in the last 7 years.**

**(B) KENDRIYA VIDYALAYAS UNDER PUBLIC SECTOR UNDERTAKINGS/ INSTITUTES OF HIGHER LEARNING:**

Children and grandchildren of employees of the Project Sector/Institutes of Higher Learning which are the sponsors of the Vidyalaya, Children of Project employees & Post Graduate students who are working on long term research projects, Children of regular Council of Wardens (COW) employees and children and grand children of retired employees.

**Note: Preference in Admission will be given to children of serving employees, grand children of serving employees and children and grand children of retired employees in that order.**

2. Children of transferable and non-transferable Central government employees and children of ex- servicemen. This will also include children of Foreign National officials, who come on deputation or transfer to India on invitation by Govt. of India.
3. Children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertaking/Institute of Higher Learning of the Government of India.
4. Children of transferable and non-transferable State Government employees.
5. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.
6. Children from any other category including the children of Foreign Nationals who are located in India due to their work or for any personal reasons. The Children of Foreign Nationals would be considered only in case there are no children of Indian Nationals waitlisted for admission.

**Note: Preference in Admission to wards will be granted based on the number of transfers of the parents in the last 7 years.**

#### **4. ELIGIBLE AGE FOR ADMISSION**

A Child must be 5 years old as on 31<sup>st</sup> March in the academic year in which admission is sought for Class I.(Child born on 1<sup>st</sup> April should also be considered.)

A. The minimum and maximum age limit for admission in KendriyaVidyalayas in various classes is given below:(Child born on 1<sup>st</sup> April should also be considered.)

<b>CLASS</b>	<b>MINIMUM AGE ON 31<sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT</b>	<b>MAXIMUM AGE ON 31<sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT</b>
I	5 years	7 years
II	6 years	8 years
III	7 years	9 years
IV	8 years	10 years
V	9 years	11 years
VI	10 years	12 years
VII	11 years	13 years
VIII	12 years	14 years
IX	13 years	15 years
X	14 years	16 years

**Note:** The maximum age limit can be relaxed by two years in case of Differently abled children by the Principal.

B. There is no age restriction for admission to Class XI provided the student is seeking admission in the year of passing Class X examination. Similarly, there will be no upper & lower age limit for admission to class XII provided there has been no break in the continuous study of the student after passing class XI.

## 5. CLASS STRENGTH AND COMPETENT AUTHORITIES

CLASS STRENGTH	AUTHORITY	DATE (S)	REMARKS
UP TO 40	PRINCIPAL	UP TO 31 <sup>ST</sup> JULY	REGISTERED AND ELIGIBLE CANDIDATES SUBJECT TO AVAILABILITY OF VACANCIES
UP TO 45	PRINCIPAL	UPTO 30 <sup>TH</sup> NOV	THIS PROVISION IS APPLICABLE ONLY FOR THOSE PARENTS OF CAT I IN CIVIL & DEFENCE SECTOR AND CAT I & II IN PROJECT & INSTITUTES OF HIGHER LEARNING WHO HAVE BEEN TRANSFERRED DURING THE CURRENT SESSION AFTER THE REGISTRATION PROCESS IS OVER. THE ADMISSION WILL BE GRANTED ON FIRST- CUM FIRST SERVE BASIS IMMEDIATELY AS AND WHEN PARENT APPROACHES FOR ADMISSION IN THE VIDYALAYA.

## 6. RESERVATIONS IN ADMISSION

### A. SCHEDULED CASTE AND SCHEDULED TRIBE CATEGORY

15% seats for Scheduled Caste and 7.5% seats for Scheduled Tribes shall be reserved in all fresh admissions in all Kendriya Vidyalayas.

### B. DIFFERENTLY ABLED CATEGORY

3% seats of total available seats for fresh admission will be horizontally reserved for Differently Abled-children as per the provisions of RTE Act, 2009 read in conjunction with Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

## 7. ADMISSION WITH KV TRANSFER CERTIFICATE INCLUDING LOCAL TRANSFER (TC).

- (i) Admission of children with KV TC will be automatic (over and above Class strength) if the parent has been transferred from one station to another. When the class strength reaches 55, efforts should be initiated to open additional sections.
- (ii) Defence personnel and Para-military Forces who shift their families to a station of their choice whenever they are transferred to some non-family areas or posted in Naxal affected areas, can admit their children on KV TC in a KV located at the station where they keep their family.
- (iii) In all other cases where transfer of the parent is not involved, admission with KV TC would be done only with prior approval of the Deputy Commissioner of the region concerned.

(iv) All cases of local transfer on KV TC will be done with the approval of DC concerned on merit.

(v) A student with KV TC may also be permitted in project KVs only up to class strength of 45 with the prior concurrence of Chairman, VMC. Beyond this no admission on KV TC would be done in project schools. However, Deputy Commissioner of the region is empowered to allow admission in the project/nearest KV in extremely deserving cases.

#### 8. EQUIVALENCE OF N.I.O.S / STATE BOARDS / ICSE FOR ADMISSION IN CLASS XI IN KENDRIYA VIDYALAYAS

The students of State Boards/ICSE/NIOS where marks are awarded be considered for admission in class XI if vacancies exist. The marks awarded in various subjects are considered against the corresponding Grade awarded by CBSE.

\* Marks of different subjects are to be converted into grades as per CBSE norms as given below:

##### Conversion of marks into Grades:

Marks range	Grade	Marks range	Grade
91-100	A <sub>1</sub>	51-60	C <sub>1</sub>
81-90	A <sub>2</sub>	41-50	C <sub>2</sub>
71-80	B <sub>1</sub>	33-40	D
61-70	B <sub>2</sub>	21-32	E <sub>1</sub>
		0-20	E <sub>2</sub>

#### 9. ADMISSION FOR CLASS X AND XII

Admissions to class X & XII (other than KV students) will be entertained subject to availability of vacancies. Such admissions to class X and XII will be considered by the Deputy Commissioner of the Region concerned only if the average strength in class X/XII is below 40. This will further be subject to the following conditions:

- i The child has been in the same course of studies i.e. in a CBSE-affiliated school.
- ii For Class X, the child must have obtained not less than 6.5 CGPA in class IX (CGPA be calculated as per formula applied by CBSE in class X).
- iii For admission to class XII, 55% marks in class XI examination is mandatory.
- iv The child should otherwise be eligible as per KVS admission guidelines.
- v The combination of subjects opted by the student is available in Kendriya Vidyalayas.



#### **10. ADMISSION OF CHILDREN STUDYING ABROAD**

A KV Student, who accompanies his/her parents on their deputation to a foreign country will be admitted to corresponding class on their return to India in the Kendriya Vidyalaya, where admission is being sought (such admissions will be over and above the class strength)

#### **11. ADMISSION FOR VACANT SEATS**

In case seats remain vacant after 31<sup>st</sup> July in the year of admission, Deputy Commissioner of the Region is empowered to allow admission upto the prescribed strength as per priorities in admission upto 31<sup>st</sup> August.

**Note:** In case of any issue related to the interpretation of admission Guidelines, the decision of Commissioner KVS will be final.

## PART- B

### SPECIAL PROVISIONS

1. Following categories of children would be admitted over and above the class strength except where stated otherwise in the provision itself (e.g. Item No. XVI).
  - i. The children and dependent grandchildren of Hon'ble Members of Parliament.
  - ii. Children and grandchildren (children of son or / and daughter) of serving and retired KVS employees.

The Children and grandchildren of serving and retired employees of KVS (Kendriya Vidyalayas, Regional Offices, ZIETs and KVS (Hqrs.) will be considered for admission at any time of the year irrespective of the class strength/year of transfer/recruitment. However, for class IX, the child has to clear the admission test. (The wards of Officials/Officers who come on deputation to KVS also be treated at par with regular KVS employees).
  - iii. Children of Central Government employees who die in harness.
  - iv. Children of recipients of Paramveer Chakra, Mahavir Chakra, Veer Chakra, Ashok Chakra, Kirti Chakra & Shourya Chakra, Sena Medal (Army), NavSena Medal (Navy), VayuSena Medal (Air Force).
  - v. Children of recipients of President's Police medal for gallantry & Police medal for gallantry.
  - vi. Meritorious sports children who have secured I, II & III position in SGFI/CBSE/National/State level games organized by the Government.
  - vii. Recipients of Rashtrapati Puraskar in Scouts & Guides.
  - viii. Single girl children in class I and from class VI onwards subject to a maximum of two per section in class I and two per class in class VI and onwards. It includes twin girl children also.
    - (a) In case of twin girls, it will be treated as one admission.
    - (b) While drawing the lot, name of both girls (twin) should be written on a single slip
    - (c) In case of single girl child (including twin girl children), if number of applications are more than the number of allotted seats i.e. maximum of 02 per section in class I and 02 per class in class VI onwards, the admission should be granted on the basis of priority category. If in one category more applications are made, all such applications should be taken together and the list of selected candidates should be prepared through draw of lots.
  - ix. Children who are recipients of National Bravery Award, or of Balshree Award instituted by National Bal Bhawan.

- x. Children whose parent is a teacher, and is a recipient of National Award for teachers.
- xi. Children who have shown special talent in Fine Arts and have been recognized at the National or State level.
- xii. 100 children of employees of the Ministry of HRD would be admitted every year on orders issued by the KVS (HQ) up to 31<sup>st</sup> July.
- xiii. 60 admissions in Kendriya Vidyalayas located anywhere in India and 15 admissions in hostels of Kendriya Vidyalayas, would be granted to employees of Ministry of External Affairs each year, by orders of KVS (HQ). These would be regulated as follows:-
  - a) 60 admissions in Kendriya Vidyalayas located anywhere in India be utilized exclusively for children returning from abroad along with their parents after their posting. Seats under this provision remaining unutilized at the time of normal admissions will remain as such and will be utilized for children who return to India after the beginning of the academic session and up to 30th September. Children who return to India after 30th September would be considered for admission up to 30th November. No special consideration will be given to MEA staff under this priority. All these admissions will be subject to the condition that not more than 5 children would be admitted in one school in a year and that the children would be submitting a transfer certificate of a school abroad, in which they had been studying prior to seeking admission in a Kendriya Vidyalaya.
  - b) 15 seats for admission in hostels in Kendriya Vidyalayas would be allotted to the children whose parents are going abroad on posting to a station which does not have adequate educational facilities. The required information in this respect would need to be given by the Ministry of External Affairs.
- xiv. 15 children of the employees of the Research and Analysis Wing (RAW) would be admitted on orders to be issued by the KVS Hqrs. Of these, a maximum of 5 seats would be given in Delhi and the remaining would be outside Delhi.
- xv. "In case adequate number of applications for admission of eligible children are not available for provisions under (XII), (XIII), and (XIV), Kendriya Vidyalaya Sangathan may nominate additional names up to the prescribed limit to ensure full utilization of these provisions".
- xvi. (a) 05 seats in each section of class I, within the approved class strength (40) will be filled by the children of Sponsoring Agency in all schools except those specifically notified otherwise by the Commissioner.  
 (b) Similarly, 10 seats in all other classes put together (not more than 02 seats in each section) can be recommended by the Chairman VMC for the wards of employees of the sponsoring Agency. These admissions will be over and above the class strength, if otherwise eligible as per KVS Admission Guidelines.
- xvii. Chairman, Vidyalaya Management Committee can recommend maximum two admissions in the concerned Kendriya Vidyalaya/Shift under his discretionary quota. These two admissions may be recommended in one class or all classes put

together. The children so recommended should be otherwise eligible as per KVS Admission Guidelines (Upto 30<sup>th</sup> September).

- xviii. Wherever land has been sponsored by DDA for KendriyaVidyalayas located in Delhi, admission to children of regular DDA employees would be restricted to 5 seats per section in class I and 5 seats in all other classes put together. Admission in class I would be within the approved strength of the section while for other classes this would be over and above the class strength.
- xix. Each Hon'ble Member of Parliament can refer 10 (ten) cases for admission under the scheme in an academic year but such recommendations shall be confined to children whose parents belong to his constituency either by domicile or on account of having been soon-before posted there or else on account of exigencies of service, migrate to his constituency. Such recommendations would be for admissions in KendriyaVidyalaya(s) located in his constituency only. In case there is no KendriyaVidyalaya in the constituency of the Hon'ble M.P.(LokSabha), he/she may recommend these admissions in the KendriyaVidyalaya(s) located in any neighbouring contiguous constituency. For Member of the RajyaSabha, the State from which the member has been elected would be deemed to be his constituency for this purpose. Nominated members of the RajyaSabha and LokSabha can recommend 10(ten) cases for admission in any one or more KendriyaVidyalayas of the Country.
- a. These admissions shall be over and above the class strength.
  - b. These recommendations would be made for all classes except pre-primary, and classes X and XII.
  - c. These admissions would be made at the beginning of the academic year and no admission would be allowed after the prescribed cut-off date (i.e 31<sup>st</sup> July) of the year.
  - d. The recommendations made shall be valid only if these are made in the prescribed format provided to each Member of Parliament by KVS (HQ). Recommendations sent in any other format / manner shall not be considered.
  - e. The children recommended by Hon'ble Members of Parliament must be otherwise eligible for admission as per the extant KVS Admission Guidelines.
- xx. Each Directorate of education of Armed Forces i.e Army, Air Force and Navy and Coast Guards can refer 06cases in admission in an academic year for all classes except pre-primary and classes X and XII. The Directorate of education of Armed Forces i.e Army, Air Force, Navy and Coast Guard can recommend 06 names for admission of wards of Defence Personnel who are otherwise eligible for admission in KendriyaVidyalayas located in Defence Sector. These admissions would be over and above the class strength and would be completed by 31<sup>st</sup>July. However, under this provision no admission will be made in class X and XII.

## **2. ADMISSION OF WARDS OF ARMED / PARA MILITARY FORCES**

Automatic admission of children in the Kendriya Vidyalayas on the basis of transfer certificate issued by the CBSE affiliated schools run by Armed Forces (Army, Air Force, Navy) and Para Military Forces i.e. CRPF/BSF/ITBP/SSB (Sashastra Seema Bal) and CISF will be entertained only if the parent has been transferred to that place or has desired to settle at the place after his retirement, or transferred to some non-family station or posted in Naxal affected areas and choose to keep the family elsewhere, provided no Armed forces / Para Military Forces i.e. CRPF/BSF/ITBP/SSB (Sashastra Seema Bal) and CISF run school exists in the place of posting/place of shifting of family.

This provision shall be applicable to schools run by Indian Coast Guard also. This provision may also be extended to the children of government employees studying in schools run by ISRO/AEES (Atomic Energy Education Society).

It is clarified that above provisions are only for the wards of Defence personnel / **Para Military Forces i.e. CRPF/BSF/ITBP/SSB (Sashastra Seema Bal) and CISF** viz. sons & daughters only. This will not include the grand children of Defence personnel. Provisions of KVS admission guidelines including the eligibility criteria for age and marks/Grades will be followed in letter and spirit. Also the fee including VVN is to be paid from the month of admission of the child in the Kendriya Vidyalaya regardless of the fact that the fee for succeeding months have already been paid in the school from which TC has been issued for admission to KV. TCs issued by the CBSE schools of Defence Ministry/Depts/Authority will be endorsed by the Deputy Commissioner of the region concerned where admission is sought.

## **3. ADMISSION OF PRE PRIMARY STUDENTS IN CLASS-I.**

The policy of automatic admission of pre-primary students in class-I has been withdrawn w.e.f. session 2008-09. Now all admissions in class-I shall be treated as fresh admissions and shall be dealt with as per rules in vogue.

- 4. CHILDREN WHO WERE EARLIER STUDYING IN KENDRIYA VIDYALAYA** but due to (a) transfer of parent or (b) relocation due to exigency caused by posting of parent to field area, were compelled to study in a school other than Kendriya Vidyalaya because no KV was available at that station, be considered for automatic admission in a Kendriya Vidyalaya consequent upon the transfer/movement of the parent subsequently to a place where a Kendriya Vidyalaya exists (Over and above the class strength). A proof to this effect has to be provided by the parent.

## PART- C

### PROCEDURE FOR ADMISSIONS

#### 1. PUBLICITY

An advertisement shall be issued by the Regional Office in the local newspapers in the 1<sup>st</sup> week of February giving the admission schedule and inviting Parents to register their wards for admission in KendriyaVidyalayas. This advertisement should specifically indicate that admissions in KendriyaVidyalayas are not restricted to Central Govt. employees and are open to all, only certain priorities have been laid down for different categories to regulate the admissions. The reservations for SC, ST and Differently Abled under RTE Act 2009 should also be indicated.

#### 2. REGISTRATION

- (i) Registration shall not be done if there is no vacancy or likelihood of any vacancy in a particular class. In case a vacancy arises in future, registration can be made after giving wide publicity at local level and admission can be granted as per KVS Admission Guidelines.
- (ii) In case the number of children seeking registration is less because of which all seats have not been filled up, the Principal shall issue a second/third advertisement in the months of May and June notifying the availability of vacancies.
- (iii) Admissions are required to be made with the approval of the Executive Committee of the Vidyalaya. In case the Executive Committee does not approve the admissions up to the full sanctioned strength of the class, the Principal shall intimate this fact to the Deputy Commissioner who may approve the admissions.
- (iv) Registration for class XI shall be taken up immediately after the declaration of results of class X and admissions up to the full strength of the class should be completed within 30 days after the declaration of results by CBSE. In case there is any difficulty in admitting children up to the full strength because of the Executive Committee of the Vidyalaya not approving the same, the procedure as laid down for other classes above shall be followed and admissions up to the sanctioned strength of the class shall be made by 31<sup>st</sup> July with the approval of the Deputy Commissioner.
- (v) Registration forms shall be made available by the Principal FREE OF COST.
- (vi) Registration forms complete in all respects and accompanied by all required documents must be submitted/ sent to the Vidyalaya concerned within the prescribed date as per notification of KVS.
- (vii) Self attested copies of the prescribed documents would be required to be submitted along with the application form for registration.

### 3. DOCUMENTS

- For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation/ extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. For other classes, the date of birth recorded in the transfer certificate issued by a school recognized by the State Education Department would be accepted. The original certificate of date of birth should be returned to the parent after verification. Admissions up to class-VIII may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body.
- For grandchildren of Hon'ble Member of Parliament and PSU employees a proof of relationship of either of the child's parents with the Hon'ble Member of Parliament or PSU employees would be needed.
- For grandchildren of KVS employee a proof of relationship of either of the child's parent with the KVS employee (serving or retired) would be required.
- A certificate that the child belongs to the Scheduled Caste/Scheduled Tribe/EWS/OBC (Non-Creamy Layer)/BPL wherever applicable, issued by the competent authority in concerned State Government/Union Government. The certificate in respect of either of the parents may be accepted initially for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 03 months from the date of admission.

A certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the school.

- A service certificate showing the number of transfers during the preceding 7 years duly signed and stamped by the head of office bearing the name, designation and other relevant particulars in block letters.
- A certificate of retirement for uniformed Defence employees.
- Proof of Residence.

**Note:**

- (i) Mere registration will not confer a right to admission.
- (ii) Incomplete application forms shall be rejected. In case vacancies remain, Principal may allow completion of the form later at his discretion.
- (iii) Admission secured on the basis of any wrong certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.
- (iv) When a child is registered for admission in class I in a Kendriya Vidyalaya and before declaration of the selection list its parent is transferred to another station, the child should be deemed to have been registered for admission in the Kendriya Vidyalaya at the station of posting even if the last date of registration at that place has expired. The registration form in original is transferred to the Kendriya Vidyalaya of new place of posting and a photo copy of the same be retained in the school where the child was initially registered.
- (v) In respect of Category I, II, III and IV admissions, the veracity of the Certificates submitted by the parents in proof of their service must be invariably verified by the Principal.

#### **4. METHOD OF ADMISSION IN CLASS I**

Out of the available seats of fresh admission 15% will be reserved for SC and 7.5% will be reserved for ST. The short fall in the number of seats reserved for SC and ST, will be worked out after considering number of SC/ST children admitted under RTE quota.

- (1) **In first phase**, 10 seats (out of 40 seats) in Class I per section are to be filled as per RTE Provisions (25% of seats) and these 10 seats will be filled by draw of lots from all applications of SC/ST/EWS/BPL/OBC(Non Creamy Layer)/Differently abled(who are residents of Neighbourhood) taken together.
- (2) **In second phase**, remaining seats are to be filled as per existing Priority category system. The short fall in the seats reserved for SC/ST, if any, shall be made good by admitting SC/ST applicants.

For example: In a single Section School 6 seats are reserved for SC and 3 Seats for ST (15% for SC and 7.5% for ST). Assuming that, 2 SC candidates, 1 ST candidate and 1 Differently Abled candidate are admitted under RTE in the lottery system in first phase, then available SC seats will be considered as  $6-2 = 4$  and ST seats will be  $3-1 = 2$ . The left out registered candidates from SC and ST category will be considered as per order of Priority categories for admission. In this case the remaining 24 seats will be available for admission under order of Priority of Category.

**Note-1:**

- a) In no case the seats reserved as per RTE will be de-reserved.
- b) The seats reserved for SC/ST may be interchanged, by interchanging SC seats to ST and vice- versa after 20<sup>th</sup> July
- c) If required number of candidates covered under RTE do not register in 1st spell of registration then a second notification may be given in the month of April.



- d) The definition/eligibility criteria of Disadvantaged Group/Weaker Section/BPL/OBC (Non creamy layer) will be as per the notification of the State Government concerned.(The DC KVS RO Concerned may issue guidelines regarding BPL/EWS as per the latest notification of the State Government concerned).
- e) Admission test will not be conducted for Class I.

**Note-2:**

**A DEFINITION OF DISADVANTAGED GROUP**

1. Child belonging to disadvantaged group means a child belonging to the Scheduled Caste, Scheduled Tribe, Socially and Educationally backward class or such other group having disadvantage owing to social, cultural, economic, geographical, linguistic, gender or such other factor as may be specified by the appropriate government, by notification (Section 2(d) of RTE Act).
2. Child with special needs and suffering from disability will be determined as per the provision mentioned in RTE Act 2009 or as defined by the State Govt concerned.

**B DEFINITION OF WEAKER SECTION**

- ▶ Child belonging to weaker section means a child belonging to such a parent or guardian (declared by a Court or a Statute) whose annual income is lower than the minimum limit specified by the appropriate government, by notification (Section 2(e)).
- ▶ The income limit regarding economically weaker sections will be applicable as notified by the State Govt. concerned.

**C. DEFINITION OF NEIGHBOURHOOD & PROOF OF RESIDENCE((APPLICABLE FOR ADMISSION UNDER RTE ONLY )**

Since KendriyaVidyalayas are located at places with varied density of population, they have been categorized as follows for determining the limits of neighbourhood:-

- |                                                           |                     |
|-----------------------------------------------------------|---------------------|
| <b>1 Major cities and Urban area</b>                      | <b>5 Kms Radius</b> |
| <b>(All District Hqrs. &amp; Metros)</b>                  |                     |
| <b>2 Places and areas other than included in 1 above.</b> | <b>8 Kms Radius</b> |

**Note:**

1. Proof of residence shall have to be produced by all applicants. However admission cannot be denied due to non-submission of Proof of residence.
2. A self-declaration in writing from the parent about distance may also be accepted.

## 5. COMPOSITION OF COMMITTEE FOR DRAW OF LOTS

Every Kendriya Vidyalaya will constitute a Committee for the purpose of monitoring a system of Draw of Lots to be held in Class I or in any other class wherever such stage is reached when all candidates of a particular category or having same number of transfers cannot be accommodated against available number of seats.

The Committee will comprise the following five (05) members:-

1.	Principal	Convener
2.	Teacher	Member (To be nominated by Principal)
(3 & 4)	Two parents (One lady)	Members (One parent has to be from the candidates to be considered under section 12(1)(c) of RTE Act 2009)
5.	VMC member	Member (To be nominated by Chairman, VMC)

- An additional 6<sup>th</sup> member can be nominated by the Principal from the students of class IX to XII wherever these classes exist.
- This Committee may be notified with the concurrence of Chairman, VMC, at least 5 days in advance of draw of lots and the same be displayed on School Notice Board.

## 6. FEE AND OTHER CONCESSIONS :

- ▶ No fee to be charged from the children admitted under the 25% quota prescribed under RTE Act 2009
- ▶ One set of NCERT text books for his/her class to each child will be provided by the school and other expenses on account of note books, stationary, uniform and transport will be reimbursed on production of proper bills in respect of 25% of the children admitted under the Act subject to the ceiling prescribed.
- ▶ Once the children are admitted in Class I under RTE Act, they will continue to enjoy exemptions and concessions till class VIII either in the same KV or any other K.V. moving on transfer.
- ▶ Address proof of the parent should be furnished at the time of registration.
- ▶ The employees who have the facility of fee reimbursement in their departments cannot claim RTE concessions.

## 7. METHOD OF ADMISSION IN CLASS II TO VIII

Admission test shall not be conducted for admission to Class II to VIII and the admission may be granted based on Priority category system (1 to 5 or 6 as the case may be). If applications are more than the number of seats, lottery system will be followed in each category including single girl child quota (Class VI onwards).

## 8. METHOD OF ADMISSION IN CLASS IX

For admission to Class IX, an admission test shall be conducted and a merit list will be prepared for each category of priority separately. Admission shall be granted in the sequence of priority categories in the order of merit.

- (i) Admission test shall be conducted in the subjects: Hindi, English, Maths, Social Science and Science.
- (ii) There will be only one paper of Admission test of 3 Hours duration & 100 marks comprising Hindi, English, Maths, Social Science & Science each of 20 marks.
- (ii) Candidates must secure 33% marks in aggregate to qualify. Students belonging to SC/ST/Divyang category(PH) will be eligible for admission on securing 25% in aggregate.

## 9. I. METHOD OF ADMISSIONS IN CLASS XI

**KV Students:** Admission in different streams viz Science, Commerce, Humanities of Class XI in KVs will be based on CGPA scored in class X examination as under:

- a. **Science Stream :** A Minimum of 7.6 CGPA
- b. **Commerce Stream :** A Minimum of 6.4 CGPA
- c. **Humanities Stream:** All students of KV if declared successful in class X exam

**Note:**-If seats remain vacant in class XI even after admitting the children of KV/ neighbouring KVs, then the admissions to non - KV children may be granted on the same criteria in the sequence of categories of priority.

However, there could be instances of lower enrolment in Class XI in some KVs, especially those located in hard stations and remote areas after applying the above criteria for admission. In such an eventuality, Principal of the KV concerned should send the proposal of lowering the eligibility criteria for various streams along with the details of registration, No. of eligible students, etc. to the Deputy Commissioner of the region. The Deputy Commissioner may use her/his discretion in lowering the eligibility criteria to the extent as indicated below:-

- a. Science Stream: A Minimum of 6.4 CGPA
- b. Commerce Stream: A Minimum of 6.0 CGPA
- c. Humanities Stream: All students of KV if declared successful in Class X exam.

**Note:**-If seats remain vacant in class XI even after admitting the children of KV/ neighbouring KVs then the admissions to non - KV children may be granted on the same criteria, in the sequence of categories of priority.

Concessions wherever applicable shall be incorporated while preparing the Merit List.

- a. In case of two or more candidates obtaining equal CGPA, the inter-se merit of such candidates may be determined as follows:
- (i) Candidates obtaining higher grade points in Maths will get precedence in admission.
  - (ii) If two or more candidates have got the same grade points in Maths, then the candidates securing higher grades in Maths and Science taken together will get precedence over the others.
  - (iii) In case of a tie between two or more candidates obtaining same grade points in maths and science taken together, the student older in age as per the D.O.B will be given precedence over the other.
- b. Principal may admit children to class XI only up to the permitted class strength.
- c. A student who was earlier not found eligible for admission to a particular stream may be allowed fresh admission to a particular stream in class XI in the next academic session, if he/she improves his/her performance within one year from the same Board.

**Note:** Informatics Practices as an elective subject is offered to all streams. Admission to this would be granted as per the combined merit list.

Computer Science / Bio-Technology, wherever available as an elective subject, is to be offered to students of Science Stream and admission would be granted as per combined merit list. Multi-media & Web-Designing Technology (wherever available) as elective subject may be offered to students of all the streams (Commerce, Humanities & Science) as per combined merit list.

## II. THE FOLLOWING CONCESSIONS WILL BE ALLOWED FOR ADMISSION FOR CLASS XI.

- (a) The following concession will be granted to students for admission who participated in Games & Sports meet/Scouting & Guiding/NCC/Adventure activities at various levels. The certificate needed for this purpose can be of any of the preceding years.

S.No	Sports & Games	NCC	Scouting/ Guiding	Adventure Activities	Concession for admission to Science/ commerce stream of marks/Grade Points
a.	Participation at SGFI or equivalent level.	'A' certificate and participation in Republic/PM Rally	Rashtrapati Puraskar award certificate	NIL	0.8 points in CGPA
b.	Participation at KVS National/ State level	'A' certificate and best Cadet in Dist/State level	Rajya Puruskar award certificate with 07 proficiency badges.	NIL	0.6 points in CGPA
c.	Participation at KVS Regional/ District Level	'A' certificate	Tritiya Sopan certificate with 05 proficiency badges	Participation in at least one 10-days adventure activity	0.2 points in CGPA

Maximum concession under Sports/Games/NCC/Scout/Guide/Adventure will not exceed 0.8 points in CGPA. In case of eligibility for more than one concession under different categories as mentioned at (a) and (b) above, only one concession having maximum advantage to the candidate will be allowed (The same benefit may be extended to non-KV Students for fresh admission in KVs).

- (b) Students belonging to SC/ST/Divyang(PH) would be given up-gradation in CGPA by 0.4 for the purpose of admission to class XI Science/Commerce Stream.