



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN

(Min. of HRD, Deptt. of Education, Govt. of India)

18-संस्थागत क्षेत्र / 18-Institutional Area

शहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg

नई दिल्ली - 110016 / New Delhi - 110016

Tel: 26856498, Fax No. 011-26514179

www.kvsangathan.nic.in

F. No. 11.EDPOOLA/1/2018-Academic

Dated 15.07.2020

The Deputy Commissioner/Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIET

**Subject: Fresh Admissions in Kendriya Vidyalayas for Session 2020-2021**

**(a) Online Admission to Class I**

**(b) Offline Admission to Class II Onwards**

Madam/Sir,

As you are aware that the process of Fresh Admissions in Kendriya Vidyalayas have shifted from Feb-April to July-September due to lockdown in the country under unprecedented situation of COVID-19. Now the lockdown has been lifted, hence the process of Fresh Admissions is being started in Class I and other Classes if vacancy exists.

Accordingly Following documents are sent herewith for information and execution of Admission process for 2020-2021 wef. 17.07.2020.

- 1. Admission Guidelines** : Duly approved Admission Guidelines by the Competent Authority are enclosed
- 2. Admission Schedule**: The changed Admission schedule for Fresh Admission session 2020-21 duly approved by Competent Authority is enclosed (Refer Annexure-I)
- 3. Advertisement by Regional office**: The draft advertisement in English and Hindi to be given by Regional office in Newspaper and Website for wide publicity is enclosed at Annexure II
- 4. General Instruction** to carryout Admission process online/offline keeping in view of pandemic COVID-19 are enclosed at Annexure III
- 5. Roles and Responsibilities** of Online Admission Team at KVS(HQ)/Nodal officers at Regional office/Principal at Kendriya Vidyalaya is enclosed at Annexure-IV
- 6. Procedure for Submission/Resolution of Query.**  
For resolving any query following template is to be used while sending email from Regional Office/ KVs for any Technical or Guideline related issues

**Sub: Region <>, KV Code <>, Type of Query (Parent Portal/ Admission Guideline/Lottery/Admission)  
<Question/Matter of Clarification>**

The Region/KV must send their queries through the **PPL GOV ID** to the technical person/member of OLA Team as shown in table below using the above Subject Template to their assigned email ID with copy to [kvsolahelpdesk@gmail.com](mailto:kvsolahelpdesk@gmail.com). The RO/KV will get revert with solution/recommendation on the email ID configured in OLA Portal within a stipulated time. To handle the Technical Query/ Admission Guideline related query, the Helpdesk team has been divided among Regions for



Quick response as per the below table. All Principals must be instructed to check PPL GOV e-mail ID daily configured in the OLA Portal.

**OLA Helpdesk Team Members with E-mail ID**

Sl. NO.	Name of the technical contact person	Regions allotted	To Helpdesk Email ID	CC Helpdesk Email ID
1	Mr. K K Motla	Agra, Ahmedabad, Bhopal, Bhubaneswar, Mumbai	kvsolahelp1@gmail.com	kvsolahelpdesk@gmail.com
2	Mr. Ashok Sen Gupta	Chandigarh, Chennai, Dehradun, Bengaluru, Delhi	Kvsolahelp2@gmail.com	kvsolahelpdesk@gmail.com
3	Mr. Dinesh Patel	Gurugram, Guwahati, Hyderabad, Jabalpur, Jaipur	Kvsolahelp3@gmail.com	kvsolahelpdesk@gmail.com
4	Mr. Trilok Chand	Jammu, Kolkata, Lucknow, Patna, Ernakulam	Kvsolahelp4@gmail.com	kvsolahelpdesk@gmail.com
5	Mr. Rishi Anand	Raipur, Ranchi, Silchar, Tinsukia, Varanasi	Kvsolahelp5@gmail.com	kvsolahelpdesk@gmail.com

7. **Android Mobile Application for Online Admission for Class I** has also been placed on Google Play Store and will be active wef. 20.07.2020. The parents may download it from **Google Play store** on Android Mobile and can fill registration form for their wards.
8. **Admission to Newly opened KVs:** As discussed with concerned Deputy Commissioners during Video Conferencing on 13/07/2020 and further over phone- **All newly opened Kendriya Vidyalayas will conduct Class I admission in Online mode through OLA Portal and for other classes in Offline mode.**  
The schedule for admission to Class II onwards as mentioned in Annexure I will not be binding for them as full strength 40 is to be admitted. The Deputy Commissioner concerned will issue directions to Principals of newly opened Kendriya Vidyalayas to follow Online mode of registration of applications through Vidyalaya Website and Email ID to avoid the large gathering of applicants/parents in Vidyalaya. The Registration form for Class II onwards should be uploaded on Website of Kendriya Vidyalaya with instruction to parents to download and fill the Registration form, scan the filled Registration form and send it to Vidyalaya email id.  
  
The directions of MHA/State Govt./Local Authorities to contain the spread of Corona Virus are to be followed scrupulously for safety of employees/visitors.
9. The shortlisted candidates may be called, if required for verification of documents in staggered timings for example 10 parents in One hour time slot and must follow social distancing norms.
10. The URLs for Parent and Dashboard Portal (to be used by RO and KV) are given below
  - i. **Parent Portal :** <https://kvsonlineadmission.kvs.gov.in>
  - ii. **Dashboard Portal :** <https://oladashboard.kvs.gov.in>

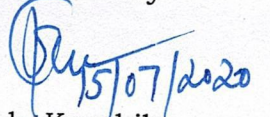


11. **Admission to Class II onwards** : The vacancy , if any in Class II onwards is to be uploaded on the Kendriya Vidyalaya Website by the principal for the information of stakeholders.

This issues with the approval of the Competent Authority.

You are requested to ensure compliance of directions/guidelines by Kendriya Vidyalayas under your jurisdiction.

Yours Faithfully



Indu Kaushik

Deputy Commissioner (Acad)

**Encl.**

1. Admission Guideline, Session 2020-2021
2. Annexure I to IV

**Copy to**

1. PS to Commissioner, KVS
2. All Joint Commissioners , (KVS HQ)
3. SO (Acad), KVS HQ





तत् त्वं पूषन् अपावृणु  
**केन्द्रीय विद्यालय संगठन**

**KENDRIYA VIDYALAYA SANGATHAN**

**GUIDELINES FOR ADMISSIONS IN  
KENDRIYA VIDYALAYAS**

**(2020-21\* & Onwards)**

Note\*: Change in schedule of  
Admission in 2020-21 is due to  
COVID-19 pandemic

**KENDRIYA VIDYALAYA SANGATHAN**

**NEW DELHI**

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**PART-A GENERAL GUIDELINES PART-B SPECIAL PROVISIONS PART-C  
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## **GUIDELINES FOR ADMISSION IN**

### **KENDRIYA VIDYALAYAS**

#### **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 2020-21 & onwards. 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 is regular (i.e. an employee working on that post sanctioned by the Government in substantive capacity) and 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:**

1. 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 grandchildren of retired employees.

**Note: Preference in Admission will be given to children of serving employees, grand children of serving employees and children and grandchildren 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 1st April should also be

considered.)

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

<b>CLAS S</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**

<b>Class Strength</b>	<b>Authority</b>	<b>Date (s)</b>	<b>Remarks</b>
UP TO 40	PRINCIPAL	UP TO 30 <sup>th</sup> APRIL. <b>However, for session 2020-21 it is up to 15.09.2020</b>	Registered and eligible candidates subject to availability of vacancies except class XI.
		UP TO 15 <sup>th</sup> Sep	Registered and eligible candidates subject to availability of vacancies for class XI only.
UP TO 45	PRINCIPAL	<b>UP TO 30th NOVEMBER</b>	This provision is applicable only for those parents of CAT I to IV in Civil & Defence Sector and CAT I to V in Project & Institutes of Higher learning who have been transferred during the Previous year/Current Academic 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.
UP TO 50	PRINCIPAL	<b>UP TO 30th NOVEMBER</b>	Defence Personnel (Army/Navy/Air Force) who have been transferred/retired during the Previous year/current Academic 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, SCHEDULED TRIBE AND OTHER BACKWARD CLASSES CATEGORY**

15% seats for Scheduled Caste, 7.5% seats for Scheduled Tribes and 27% seats for Other Backward Classes (OBC-NCL) 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, the 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 will keep their family.
- (iii). In all other cases where transfer of the parent is not involved, the admission with KV TC would be done only with the 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. STUDENTS OF N.I.O.S / STATE BOARDS / ICSE FOR ADMISSION IN CLASS XI IN KENDRIYA VIDYALAYAS**

The students of State Boards/ICSE/NIOS may be considered for admission in class XI if vacancies exist.

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

Fresh 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 55% marks in aggregate in class IX.
- (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 combinations of subjects opted by the student are available in Kendriya Vidyalayas.

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

A KV Student, who went abroad with his parents on their deputation to a foreign country, will be admitted to corresponding class on their return to India by the Principal of 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 15<sup>th</sup> Sep as the case may be, in the year of admission, Deputy Commissioner of the Region is empowered to allow admissions up to the prescribed strength as per priorities in admission up to 31<sup>st</sup> Sep.

**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 the serving and retired employees of KVS (Kendriya Vidyalayas, Regional Offices, ZIETs and KVS (HQ) 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 Officials/Officers who come on deputation to KVS their wards should 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), Nausena Medal (Navy), Vayu Sena 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/inter linked.
    - (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 and onwards, the admission should be granted on the basis of the 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 20<sup>th</sup> August).
- (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 30<sup>th</sup> September. Children who return to India after 30<sup>th</sup> September would be considered for admission up to 30<sup>th</sup> 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 KV.
- b) 15 seats for admission in hostels in Kendriya Vidyalayas would be allotted to the children whose parents are going abroad on a posting to 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 (up to 30<sup>th</sup> November).
- (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. (up to 20<sup>th</sup> August)
- (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". (up to 30<sup>th</sup> November)
- (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. In case adequate number of applications for admission of the wards of employees of sponsoring Agency are not available, the Chairman VMC can recommend wards of other



Transferable/ Non-Transferable Central / State Government employees including Autonomous Bodies/PSUs/IHL. 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 (Up to 31<sup>st</sup> August).
- (xviii) Wherever land has been sponsored by DDA for Kendriya Vidyalayas 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 Kendriya Vidyalaya(s) located in his constituency only. In case there is no Kendriya Vidyalaya in the constituency of the Hon'ble M.P. (Lok Sabha), he/she may recommend these admissions in the Kendriya Vidyalaya(s) located in any neighbouring contiguous constituency. For Member of the Rajya Sabha, the State from which the member has been elected would be deemed to be his constituency for this purpose. Nominated members of the Rajya Sabha and Lok Sabha can recommend 10(ten)s cases for admission in any one or more Kendriya Vidyalayas of the Country.
- a. These admissions shall be over and above the class strength.
  - b. These recommendations would be made for classes I to IX only.
  - 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 of the year.
  - d. The recommendations to be 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, Navy and Coast Guards can refer 06 cases 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 Guards can recommend 06 names for admission of wards of Defence Personnel who are

otherwise eligible for admission, in Kendriya Vidyalayas located in Defence Sector. These admissions would be over and above the class strength and would be completed by 31<sup>st</sup> August. 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)/CISF/NSG and Assam Rifles 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.

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)/CISF/NSG and Assam Rifles 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 affiliated schools of Defence Ministry/Deptts/Authority will be endorsed by the concerned Deputy Commissioner of the region 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:**

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 was compelled to study in a school other than Kendriya Vidyalaya because no KV was available at that station, if the said parent subsequently gets transferred to a place where a Kendriya Vidyalaya exists, his/her child be considered for admission, 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 for online registration to Class-I shall be issued by the Regional Office in the local newspapers for session 2020-21 in July, giving the admission schedule (Annexure follows) and inviting Parents to register their wards for admission in Kendriya Vidyalayas. This advertisement should specifically indicate that admissions in Kendriya Vidyalayas 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, OBC-NCL and Differently Able 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/Vidyalaya website 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 advertisement in the month of July/August 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 20 days after 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 15<sup>th</sup> September 2020 with the approval of the Deputy Commissioner.
- (v) Registration forms shall be made available by the Principal FREE OF COST. However, for Class-I registration will be done online on Online Admission Portal when the portal is live.
- (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 the KVS.
- (vii) 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 is 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 normally be rejected. In case vacancies remain, Principal may allow completion of the form later at his/her 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 but, before declaration of the selection list, his 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 25% shall be reserved for **Right To Education (Hereafter referred to as 'RTE')**, 15% shall be reserved for SC, 7.5% shall be reserved for ST and 27% seats shall be reserved for **"OBC- Non Creamy Layer"**. (Hereafter referred to as **"OBC-NCL"**)

After admission of students under RTE Act followed by **Differently Abled (Hereafter referred to as 'DA')**, the children belonging to Cat-1 will be taken up. The students admitted under Cat-1 will also include SC/ST/OBC-NCL. Similarly, after admission of Cat-1, admission of Cat-2 will be taken up which will include SC/ST/OBC-NCL (up to Cat-3 in case of Project/IHL School)

The shortfall in the number of candidates on seats reserved for SC, ST and OBC-NCL will be worked out after considering the number of SC/ST/OBC-NCL children admitted under RTE quota and Priority Cat-1 and Cat-2.

The reservation norms shall be applicable within approved class strength 40 students per section

RTE 25%	: 10 seats
SC 15%	: 06 seats
ST 7.5%	: 03 seats
OBC 27%	: 11 seats

(3% seats for the differently-abled applicant would be reserved horizontally)

After closing of process of registration, the sequence of conduct of lottery by each Kendriya Vidyalaya will be as under:

- (a) RTE Lottery
- (b) All DA Lotteries
- (c) CAT I
- (d) CAT II
- (e) SC
- (f) ST
- (g) OBC
- (h) CAT III
- (i) CAT IV
- (j) CAT V
- (k) CAT VI (If applicable)



(l) **Single Girl Child (Hereafter referred to as 'SGC')**

The following sequence is to be adopted for the fresh admissions to Class-I in Kendriya Vidyalayas from the academic session 2020-21 and onwards.

- (I) **First Lot:** 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 taken together who are the resident of Neighbourhood.
- (II) **Second Lot:** Lottery for Differently Abled candidates of SC/ST/OBC-NCL/Unreserved is to be conducted as per Priority Category.
- (III) **Third Lot:** Remaining seats (after deducting RTE and Differently Abled applicants, if any) will be filled as per the existing Priority Category of Cat-1 and Cat-2 (Cat-1 to Cat-3 in case of Project/IHL KV) only up to the sanctioned strength or till all the registered candidates from Cat-1 and Cat-2 (Cat-1 to Cat-3 in case of Project/IHL KV) is filled.
- (IV) **Fourth Lot:** - The total number of SC/ST/OBC-NCL will be counted from the admitted summary of RTE, DA, Cat-1 and Cat-2 (Cat-1 to Cat-3 in case of Project/IHL KV) admissions done till third phase. Thereafter, the shortfall-in the seats reserved for SC/ST/OBC-NCL, if any, shall be covered by admitting SC/ST/OBC-NCL applicants as per the order of priorities of admission, irrespective of sanctioned strength.
- (V) **Fifth Lot:** - After all these processes, if sanctioned strength is not filled and seats are vacant, applicants from Priority Cat-3 (Cat-4 in Project/IHL KV) onwards will be taken up for admission as per existing priority list for unreserved seats only. The unfilled leftover reserved seats of RTE/SC/ST/OBC (NCL) should be kept vacant.
- (VI) **Filling of leftover vacant reserved seats, in case adequate number of candidates registered online are not available:** For filling unfilled quota of reserved seats for RTE/SC/ST/OBC, a separate advertisement is to be given, in the month of August, as per schedule of Admission by the concerned Kendriya Vidyalaya, for offline registration of the candidates belonging to that particular category only to fill the shortfall of reservation quota. The candidates thus registered offline may be admitted based on their Priority Category to fulfil the shortfall of reservation quota. Even after going through the above exercise, if these seats remain vacant, then the following procedure may be adopted:
  - (a) In no case the seats reserved as per RTE will be de-reserved.
  - (b) **In case of vacant seats of SC/ST:** SC/ST seat should be filled after interchanging the seat as per the availability of registered candidates from the available SC/ST social category priority list i.e. vacant SC seats may be filled with ST or vice versa, only if total SC and ST candidates admitted taken together fall short of total reserved seats of SC and ST taken together. This aggregation may be obtained by counting all the admitted SC and ST candidates of all the categories e.g. in a single section KV total SC and ST seats are 9 (6 SC + 3 ST). Now suppose 8 SC and 1 ST is already admitted and there are no more ST candidates available to admit, in this case these 2 seats of ST will not be given to

SC as already 9 SC/ST candidates have been admitted.  
Clarification: OBC seats cannot be interchanged with SC/ST or RTE.

(c) **In case of vacant seat of OBC:**

- (i) **Within the sanctioned strength:** After going through the process mentioned in para 4(vi) still reserve seats for OBC (NCL) are unfilled, it may be filled with remaining wait listed eligible candidates from Priority Categories within approved class strength.
- (ii) **Over and Above the Sanctioned Strength:** No action is to be taken.

(d) The definition/eligibility criteria of Disadvantaged Group/Weaker Section/BPL/OBC (Non-creamy layer) will be as per the notification of the concerned State Governments. (The DC KVS RO Concerned may issue guidelines regarding BPL/EWS as per the latest notification of the concerned State Governments).

(e) Admission test will not be conducted for Class I.

**Note:-1**

**A. DEFINITION OF DISADVANTAGED GROUP**

1. Child belonging to disadvantaged group means a child belonging to the Scheduled Caste, Scheduled Tribe, the 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 concerned State Govt.

**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 Kendriya Vidyalayas are located at places with varied density of population, they have been categorized as follows for determining the limits of neighborhood:

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

**Note:-2**

1. Proof of residence shall have to be produced by all applicants.
2. A self-declaration in writing from the parent about distance may also be accepted to this effect, subject to verification.

**5. Admissions for class I are being done through online mode & for other classes it is offline.**

**Composition of Committee for Offline 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 (**for offline mode only**) 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 6th 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 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
- Expenses on account of NCERT text book, note books, stationary, uniform and transport will be reimbursed on production of proper bills in respect of 25% of the children admitted under the RTE Provisions subject to the ceiling prescribed and availability of funds.
- 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 as per RTE Act.
- Address proof of the parent should be furnished at the time of the 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 and Science each of 20 marks.

(iii) 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. METHOD OF ADMISSIONS IN CLASS XI

### **KV Students:**

Admission in different streams viz Science, Commerce, Humanities of Class XI in KVs for KV students will be based on aggregate marks scored in class X exams as under:

- (i) Science Stream: A minimum of 60% Marks in aggregate of all subjects.
- (ii) Commerce: A minimum of 55% Marks in aggregate of all subjects.
- (iii) 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/ neighboring 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.

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

- a. In case of two or more candidates obtaining equal marks in aggregate of all subjects, the inter-se merit of such candidates may be determined as follows:
  - (i) Candidates obtaining higher marks in Maths will get precedence in admission.
  - (ii) If two or more candidates have got the same marks in Maths, then the candidates securing higher marks 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 marks 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 non-KV children to class XI only upto the permitted class strength (40). In case of KV Children, normally the class strength be restricted to 55. However, to accommodate the eligible KV students over 55, efforts should be initiated to open additional sections.

- 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.

**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 of marks for admission
a.	Participation at SGFI or equivalent level.	'A' certificate and participation in Republic/PM Rally	Rashtrapati Puraskar award certificate	NIL	6% Marks in aggregate
b.	Participation at KVS National/ State level.	'A' certificate and best Cadet in Distt/State level	Rajya Puruskar award certificate with 07 proficiency badges.	NIL	4% Marks in aggregate
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	2% Marks in aggregate

- (B) Students belonging to SC/ST/OBC/ Divyang (PH) would be given up-gradation in aggregate by 4% Marks for the purpose of admission to class XI.

**Note:** Maximum concession under Sports/Games/NCC/Scout/Guide/Adventure will not exceed 6% Marks in aggregate. 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.)

**General Instructions**

**Online Admission –(2020-21)**

:

All Kendriya Vidyalayas must ensure that the following guidelines are adhered while carrying out the admission process.

1. A dedicated help desk of responsible teachers with active contact number is to be created. They will attend all the query of applicants whether technical or related to admission guidelines. The helpdesk will try to resolve the query as much as possible telephonically but in case of unavoidable circumstances ,the applicants may be allowed to visit physically to the Vidyalayas to resolve the issue the following arrangements is to be done by every Vidyalaya-

- Compulsory thermal screening for all.
- Daily disinfect/ sanitize the area using fresh chlorine solution / sodium hypochlorite.
- Social distancing of at least 6 feet is to be maintained.
- Hand sanitizers, facemasks and face shields are to be used for precaution by the teachers
- Employees with symptoms of cough, fever etc. should not be allowed to enter the Vidyalaya.
- Entry is to be allowed only to those whose Aarogya Setu App shows green status.
- As far as possible try to restrict visitors.

2. Precautions to be taken at Help Desk (During Filling of form)

- (i) All employees will follow SOP given above for reporting to the Vidyalaya.
- (ii) A roster should be made so that each employee gets a break.
- (iii) Helpdesk should be setup with glass barrier window and parents can show the document from distance.
- (iv) No exchanging of any document should take place. A separate box should be set up where parents can put there documents in an envelope (after showing to helpdesk teacher) with name written on it which can be checked two days later.
- (v) Gloves and face mask will be mandatory for all employees reporting to the Vidyalaya.
- (vi) Avoid use of AC to the extent possible and use natural ventilation by keeping doors and windows open.
- (vii) Each employee will give self-declaring health status.
- (viii) Employee having symptoms of fever, cough, vomit, diarrhoea, etc. should be directed not to resume Vidyalaya duty without proper joining advice/fitness certificate from the Medical Officer.
- (ix) Each employee will maintain social distancing of 6 feet.
- (x) Every employee and out-sourced staff should register himself/ herself in “AAROGYA SETU” mobile application.
- (xi) Applicants will report and will wait for their turn, they can ask their query by maintaining social distance.
- (xii) Guard should be counselled/ trained to handle parents with politeness and show courtesy and send only two at a time inside premises. Appropriate marks should be made on road for parents.
- (xiii) A dedicated helpdesk mobile no / email can be setup exclusively to resolve queries.



#### 4. Precautions to be taken at the help Desk (During Admission)

- (i) Admission form will be uploaded on website and clear information will be given to all selected candidates via telephone or mail for downloading the admission form and they are to be instructed not to visit the Vidyalaya premises for collection and submission of admission form.
- (ii) Scanned Filled in admission form with required documents are to be sent by parents through e-mail on dedicated mail id created by school for admission purpose. Vidyalaya should give prompt reply to the parents upon receiving the document.
- (iii) A self-declaration form (ANNEXURE – I) is to be mailed by Vidyalaya to the parents along with admission form.
- (iv) Response mail is to be sent to all the parents on the receipt of admission form.
- (v) Within two days following mail is to be sent by Vidyalaya to the parents:
  - (a) If all documents are found correct on verification, a mail containing UBI Challan form for paying fees.
  - (b) If any discrepancy is found in the form or documents, it is to be informed to parents.
- (vi) Parents will send back receipt of UBI fees paid on the mail, a congratulations mail is to be sent for confirmation of admission and tentative schedule of school in online or offline teaching/ learning process.

#### Note :

1. If in any circumstances it is necessary to verify documents at any stage, procedure given above as well as guidelines provided by local authority has to be followed.
2. If any school comes under containment zone, all the instructions has to be followed as per local authority SOP and help desk will function from work from home model.
3. If any applicants falls under containment zone or itself suffering from Covid-19 infection, adequate time line should be given to them.
4. Try to avoid as much as possible physical visit of applicants in the Vidyalaya by using proper advertisement and publicity of information on social network sites, websites or any other local newspaper.

**ANNEXURE – I**

**Self-Declaration Format**

I \_\_\_\_\_, Father/Mother of Master/Miss \_\_\_\_\_  
age \_\_\_\_\_ years, resident of \_\_\_\_\_ (complete address), do hereby  
declare that the information given in admission form of the admission in Kendriya Vidyalaya,  
\_\_\_\_\_ and in the enclosed documents is true to the best of my knowledge and belief and  
nothing has been concealed therein. I am well aware of the fact that if the information given by me is  
proved false / not true at any point of time, admission will be cancelled and I will be liable to legal actions as  
per guidelines of KVS and any benefit accrued by me or my ward shall be summarily cancelled.

Date:-

Place:

Signature of the Parent/Guardian

<b>Annexure-IV</b>		
<b>Roles &amp; Responsibility of Team Members/RO to conduct KVS Online Admission for Class I - (2020-2021)</b>		
<b>KVS HQ</b>		
<b>Sr no.</b>	<b>Assigned Task</b>	<b>Section/ Officer</b>
1	Portal Configuration	EDP Section
2	Server Management	EDP Section
3	Co-ordination with NIC on resolution of issues	EDP Section
4	Technical Queries on Web/Mobile App	EDP Section
5	Response of Queries on Google App store, Facebook, Twitter, Youtube (QRT Team)	1. Sh. Madan Mohan, AEO, KVS (HQ) 2. Ms. Kavita Rakhra, PGT(CS) in consultation with EDP Section 3. Ms. Monica Batra, Vice Principal, KV Janakpuri
6	Software code related issue	IIT
7	Daily Monitoring of Registration and Generation of Daily reports	Mr. Rishi Anand
8	Advertisement on News Paper	Acad Section
9	Uploading of new Admission Guideline and promotion of link of Admission Portal on all KVS Websites	EDP Section
<b>Regional Office</b>		
1	Advertisement in Local News Paper with Contact details (Email/Mob.)	Deputy Commissioner's office
2	Monitoring of daily Registration	Deputy Commissioner's office (Nodal Officer, RO)
2	Monitoring of Admissions (Post Registration)	Deputy Commissioner's office (Nodal Officer, RO)
3	Immediate resolution of queries received to the Regional nodal officer through Mobile, Whatsapp or email as per revised admission guideline	Nodal Officer (Region)
4	Liaison with KVS HQ regarding any Technical or Admission Guideline related Queries	Nodal Officer (Region)
<b>Kendriya Vidyalaya</b>		
1	Monitoring of daily Registration	Principal
2	Monitoring of Admissions (Post Registration)	Principal
3	Immediate resolution of queries received to the Vidyalayas directly through Mobile, Whatsapp or email as per revised Admission Guideline	Vidyalaya Admission Committee
4	Liaison with their Regional Office regarding any Technical or Admission Guideline related Queries	Vidyalaya Admission Committee
5	Compliance of Admission Schedule	Vidyalaya Admission Committee
6	Update of Admitted candidates on Admission Portal	Vidyalaya Admission Committee, Monitoring by Nodal Officer at RO
7	Category wise (Priority Cat. & Social Cat.) to be kept in Excel Format	Once the Admission process is over, these reports will not be accesible through login to the portal

**प्रवेश के लिए समय-सारणी**  
**SCHEDULE FOR ADMISSION**

सत्र 2020-21 में प्रवेश के लिए समय-सारणी निम्नलिखित होगी:-

The Admission Schedule for the Session 2020-21 will be as under:-

क्र.सं. S.No	विषय-वस्तु CONTENTS	निर्धारित तिथियाँ SCHEDULED DATES
1	प्रवेश के लिए विज्ञापन Advertisement for admission	17/07/2020 (Friday)
2	कक्षा-I के लिए पंजीकरण - ऑनलाइन माध्यम से Online Registration for Class-I	20/07/2020 (Monday) 10:00 AM onwards
3	कक्षा-I के लिए ऑनलाइन पंजीकरण की अंतिम तिथि. Last date of Online Registration for Class-I.	07/08/2020 (Friday) till 7:00 PM (19 days)
4	(a) Declaration of provisional select and waitlist of registered candidates सभी पंजीकृत विद्यार्थियों की चयनित एवं प्रतीक्षित सूची का प्रदर्शन (b) Admission of eligible candidates of selected list in following order: (i) RTE (ii) From Service Priority Category (I and II) only (iii) Shortfall of Reservation Quota after admission in (i) and (ii) above चयनित उपरोक्त जारी सूची के अनुसार विद्यार्थियों के प्रवेश का आरंभ निम्न क्रम में : (i) शिक्षा के अधिकार के अंतर्गत चयनित (ii) सेवा श्रेणी वरीयता क्रम श्रेणी I एवं II में से चयनित (iii) उपरोक्त में शामिल आरक्षित कोटे में भरी सीटों के बाद रिक्त सीट पर प्रवेश	1 <sup>st</sup> list on 11/08/2020 (Tuesday) 2 <sup>nd</sup> list on 24/08/2020 (Monday) (if seats remain vacant) 3 <sup>rd</sup> list on 26/08/2020 (Wednesday) (if seats remain vacant)
5(i)	सेवा श्रेणी वरीयता क्रम में चयनित विद्यार्थियों की सूची का प्रदर्शन एवं प्रवेश यदि आरक्षित वर्ग की सीटों को सुरक्षित रखते हुये सीटें रिक्त हो। Declaration of provisional select list of candidates as per priority service category for unreserved seats, if any (keeping the left over reserved seats blocked).	27/08/2020 to 29/08/2020 (Thursday) (Saturday) (3 days)

5(ii)	शिक्षा के अधिकार के अंतर्गत एवं अनु <sup>०</sup> जाति/ जनजातीय, अन्य पिछड़ा वर्ग (NCL) प्रवेश हेतु दूसरी अधिसूचना (कक्षा-I), यदि पर्याप्त आवेदन पत्र प्राप्त न हुए हों तो (Offline)। Extended date for Second Notification for offline registrations for admissions to be made under RTE Provisions, SC/ST and OBC(NCL) if sufficient applications not received in online mode.	Notification on 31/08/2020 (Monday) Registration from 31/08/2020(Monday) to 05/09/2020 (Saturday) Display of list and Admissions 07/09/2020(Monday) to 11/09/2020 (Friday)
6	कक्षा-II तथा अन्य कक्षाओं का पंजीकरण (in offline mode)(कक्षा-XI को छोड़कर)- कक्षा-विशेष में रिक्तियाँ होने की स्थिति में। Registration for Class-II onwards (except Class XI)- Subject in offline mode to availability of vacancies in a particular class.	20/07/2020 to 25/07/2020 (Monday) (Saturday)
7	कक्षा द्वितीय तथा आगे की कक्षाओं के लिए सूची जारी करना Declaration of list of class II onwards.	29/07/2020 at 4:00 PM (Wednesday)
8	कक्षा द्वितीय तथा आगे की कक्षाओं के लिए प्रवेश। Admission for class II onwards.	30/07/2020 to 07/08/2020 (Thursday) (Friday)
9	<b>के.वि. के छात्र/छात्रा:</b> कक्षा-XI में प्रवेश के लिए पंजीकरण <b>For KV students:</b> Registration for admission in class XI.	Within a week of declaration of class X results
10	<b>के.वि. के छात्र/छात्रा:</b> कक्षा-XI की प्रवेश सूची जारी करना एवं प्रवेश। <b>KV students:</b> Display of admission list & admissions for Class-XI.	Within two weeks of declaration of class X results.
11	<b>गैर के.वि. के छात्र/छात्रा:</b> कक्षा-XI में प्रवेश के लिए पंजीकरण, प्रवेश सूची जारी करना एवं प्रवेश (रिक्तियाँ होने की स्थिति में) <b>Non-KV students:</b> Registration, display of admission list & admissions in class XI (Subject to availability of vacancies)	After the admissions of KV students in class X
12	कक्षा 11 सहित सभी कक्षाओं में प्रवेश की अंतिम तिथि Last date of admission for all classes including XI.	15/09/2020 (Tuesday) (tentative, depending on the declaration of class X result)



टिप्पणी/Note:-

1. समस्त पंजीकृत बच्चों की सूची, प्रवेश-योग्य बच्चों की सूची, प्रवेश के लिए अनंतिम चयनित बच्चों की श्रेणी-वार सूची, प्रतीक्षा-सूची व उत्तरवर्ती सूचियों को संबन्धित केंद्रीय विद्यालय के सूचनापट्ट पर प्रदर्शित करने के साथ-साथ विद्यालय की वेबसाइट पर देना अनिवार्य है।

List of children registered, list of eligible children, category-wise list of provisionally selected children, waiting list and subsequent lists to be compulsorily displayed on the web-site of the Kendriya Vidyalayas concerned, in addition to display on School's Notice Board.

2. यदि पंजीकरण हेतु निर्धारित प्रारम्भिक/ अंतिम तिथि कोई सार्वजनिक अवकाश का दिन हैं तो अगला कार्य दिवस स्वीकार्य होगा।

If any of the dates happens to be a public holiday the next working day shall be treated as opening/closing date.

3. कक्षा 1 की पढ़ाई प्रवेश प्रक्रिया समाप्त होने के पश्चात 15<sup>th</sup> Sept, 2020 से ऑनलाइन या विद्यालय में COVID-19 से उत्पन्न परिस्थितियों में सुधार के अनुसार होगी।

The studies of Class I will commence from 15<sup>th</sup> Sept, 2020 either online or regular in vidyalaya depending upon improvement in situation due to COVID-19.

4. वर्तमान Covid 19-के संदर्भ में ज्ञातव्य हो की सम्पूर्ण देश मे लगभग 198 केन्द्रीय विद्यालयों को **Isolation Center** या **Quarantine Center** के लिए केंद्र सरकार /राज्य सरकार द्वारा प्रयोग मे लाये जा रहे हैं। इस वैश्विक महामारी के कारण लागू Lockdown समाप्त होने तथा सरकार द्वारा अनुमति प्रदान करने के बाद ही ये विद्यालय पुनः प्रारम्भ हो पाएंगे।

It is brought to your notice that presently around 198 Kendriya vidyalayas across country are being used as **Isolation Centre** or **Quarantine Center** by Central/State Government due to pandemic COVID-19. These KVs will be functional for regular classes only after lifting of lockdown and permission from respective authorities.