

# **GUIDELINES FOR ADMISSION TO KENDRIYA VIDYALAYAS ( 2012-13)**

1. In supersession to all guidelines that have been issued governing admissions in Kendriya Vidyalayas, the following guidelines are issued to regulate admissions in the Vidyalayas with effect from the academic session 2012-13. These guidelines are not applicable to KVs in abroad. The separate guidelines are being issued to foreign Kendriya Vidyalayas.

## **2. DEFINITIONS**

Unless the context suggests otherwise, the definition of the following terms 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.

## **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 including 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. They would be considered only in case there are no Indian Nationals' waitlisted for admission.**

**Note: Admission will be granted based on the number of transfers of the parents as per the existing procedure. The parents of non-transferable Central Govt. Employees including ex-servicemen will be considered after exhausting all transferable employees including ex-servicemen with minimum one transfer. The same is true in other categories.**

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

- 1. Children and grand children of employees of the Public Sector Undertakings/Institutes of Higher Learning which are the sponsors of the Vidyalaya. The children of project employees & Post Graduate students who are working long term research projects and children of regular Council of Wardens (COW) employees besides retired employees to be included in category I for the purpose of admission. It has also been decided to include re-admission of those children of Institutes of Higher learning who had to discontinue school to accompany parents going out of station on sabbatical leave/long leave, over and above the class strength (90<sup>th</sup> BOG meeting held on 30-08-2011).**

**2-6 The priorities given for Kendriya Vidyalayas under Civil/Defence sector will follow in the same sequence, thereafter.**

**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.**

**A. The minimum and maximum age for admission in Kendriya Vidyalayas in various classes is given below:**

<b>CLASS</b>	<b>MINIMUM AGE ON 31<sup>ST</sup> MARCH OF THE IN WHICH ADMISSION IS SOUGHT</b>	<b>MAXIMUM AGE ON 31<sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT</b>
<b>I</b>	<b>5 years</b>	<b>7 years</b>

<b>II</b>	<b>6 years</b>	<b>8 years</b>
<b>III</b>	<b>7 years</b>	<b>9 years</b>
<b>IV</b>	<b>8 years</b>	<b>10 years</b>
<b>V</b>	<b>9 years</b>	<b>11 years</b>
<b>VI</b>	<b>10 years</b>	<b>12 years</b>
<b>VII</b>	<b>11 years</b>	<b>13 years</b>
<b>VIII</b>	<b>12 years</b>	<b>14 years</b>
<b>IX</b>	<b>13 years</b>	<b>15 years</b>
<b>X</b>	<b>14 years</b>	<b>16 years</b>

**Note: 1. The above rule is not applicable to existing students of Kendriya Vidyalayas in the country.**

**2. The maximum age would be further relaxed by two years to handicapped children only by the Principal.**

**B. There is no age restriction for admission to class XI provided the concerned child is seeking admission in the year of passing the 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 child after passing class X/XI.**

## **5. METHOD OF ADMISSION**

**A. In Class I (RTE Act 2009 – section 12(1)(c) ) (See Annexure –V)**

**To fulfil the constitutional mandate of reservation to SC/ST and also to implement the provisions of RTE Act under Rule 12(1) c following procedure shall be adopted for admission to class I (with class strength of 41).**

- 1. In first phase 31 seats in Class I should be filled as per existing category system in KVS irrespective of reservation. (However, 01 seat may be granted to disabled child of any category under 3% horizontal reservation)**
- 2. The children secured admission in 1<sup>st</sup> phase will not be included in 2<sup>nd</sup> phase (RTE system). However, the unsuccessful candidates in 1<sup>st</sup> phase, if otherwise, eligible in RTE quota will be included in 2<sup>nd</sup> phase (RTE Quota).**
- 3. In 2<sup>nd</sup> phase, the remaining 10 seats will be filled as per RTE provisions (25% of seats)**
  - (a) All applications of Scheduled Caste candidates will be subjected to random method (Lottery System) to select 6 candidates.**

- (b) All applications of (Scheduled Tribe) candidates will be subjected to random method (Lottery System) to select 3 candidates.
- (c) All applications of Economically Weaker Section (EWS)/Below Poverty Line (BPL)/OBC (Non Creamy Layer)/Disabled Children will be subjected to random method (Lottery System) to select 1 candidate.

**Note:** If adequate number of candidates are not available in (a), (b), & (c), the admission may be granted by inter changing the above three categories to fill all 10 seats in above sequence. In no case these seats will be de-reserved for General Category.

- If required number of candidates covered under RTE do not register in 1<sup>st</sup> spell of registration then a second notification may be given in the month of April itself.
- The definition/eligibility criteria of Economically Weaker Section/BPL/OBC(Non creamy layer may be verified from the notification of the concerned State Governments.

#### **B. ENHANCED RESERVATION BASED ON CENSUS**

All such civil sector Kendriya Vidyalayas that are not notified for para-military forces, shall have reservation equivalent to their population as given in Annexure IV of Admission Guidelines. In such cases the RTE quota is restricted to 10 seats only (25%). The excess of 10 seats meant for SC/ST population in those states will be filled as per the existing system and will not be covered under RTE Act.

### **5. ADMISSION TEST**

- A. CLASS II TO VIII:** No admission test shall be conducted for admission to class II to VIII and the admission may be granted based on 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.
- B. CLASS IX -** For admission to this class, an admission test shall be conducted and a merit list prepared for each category of priority separately. Admission shall be granted in order of merit going by the sequence of the categories as prioritized in Para 3.
  - (i) Candidates securing less than 33% marks in any subject shall not be eligible for admission irrespective of their category in the priority unless provided otherwise in these guidelines;
  - (ii) Admission test shall be conducted in the following subjects :  
Hindi, English, Math, Social Studies and Science.
  - (iii) Concession up to five marks can be given for deficiency in language (Hindi & English), if adequate numbers of candidates

fail to qualify in the admission test. However, an assurance would be required in writing from the parents that the language deficiency in the child will be removed within the academic session.

- (iv) **Students belonging to SC/ST will be eligible for admission on securing 25% in aggregate.** However, an assurance would be required in writing from the parents that the deficiency of the child will be removed within the academic session.
- (C) Admissions to class X & XII 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.

**ELIGIBILITY CONDITIONS FOR X AND XII ARE GIVEN BELOW:**

- i) The child has been in the same course of studies i.e. in a CBSE-affiliated school.
- ii) 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). For admission to class XII 55% marks in class XI examination is a must.
- iii) For admission to Class XII, the students should have been eligible for admission in Class XI in the preceding year as per KVS rules.
- iv) The child should OTHERWISE be eligible as per KVS admission guidelines.
- v) The combinations of subjects are available in Kendriya Vidyalayas.

**(D) CLASS XI ADMISSIONS:-**

Fresh admissions would be made after accommodating all the eligible students of the same KV in the entitled stream and thereafter other KVs. Fresh admission for remaining vacancies would be made in order of merit in the sequence of categories of priority on the basis of the board results of class X. Admissions in different streams for children seeking admission from KVs & non-KVs would be made on fulfilment of the following minimum requirements:

The cut off Grade and CGPA as per CBSE documents (irrespective of scaling of the grade) for admissions in Science, Commerce & Humanities streams would be as under:

**i. SCIENCE STREAM**

**(i) Science with Mathematics**

- (a) **A Minimum of B1 GRADE in Maths**
  - (b) **A Minimum of B1 GRADE in Science**
  - (c) **A Minimum of 7.6 CGPA**
- (ii) **Science without Maths**

**Science without mathematics may be allowed if the student has secured B1 GRADE in Science with at least 7.6 CGPA**

ii. **COMMERCE STREAM.**

- (a) **A minimum of 6.4 CGPA**
- (b) **Mathematics can be offered with Commerce if the student has obtained a minimum of B1 GRADE in Mathematics.**

iii. **HUMANITIES STREAM**

**All students of Kendriya Vidyalayas if they are declared successful by the CBSE would be given admission:**

- a) **Humanities with mathematics can be offered if at least B1 GRADE is obtained in Mathematics.**
- b) **Humanities with Economics can be offered with minimum of 6.0 CGPA.**
- c) **Students who are NOT eligible/NOT opting for Economics will be offered Political Science or Sociology or Psychology.**

**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).**

**The following concessions will be allowed for admission for Class XI.**

- a) **Students belonging to SC/ST would be given upgradation by one grade in two subjects wherever required. CGPA may be enhanced by 0.4 for the purpose of admission to class XI Science/Commerce Stream/Humanities.**

- b) **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 preceding years.**

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

**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.**

**(c) Principal may admit children to class XI only up to the permitted class strength.**

**(d) 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.**

**In case of two or more candidates obtaining equal CGPA (overall indicative percentage of marks) the inter-se-merit of such candidate may be determined as follows.**

**FOR SCIENCE BASED COURSE.**

- 1. Candidates obtaining higher CGPA (indicative percentage of marks) in one compulsory language (Better of English/Hindi) Mathematics and Science.**

**FOR COMMERCE BASED COURSES WITH MATHEMATICS.**

- 2. Candidates obtaining higher CGPA (indicative percentage of marks) in one compulsory language (Better of English/Hindi) Mathematics and Science /Social Science**

**FOR COMMERCE BASED COURSES WITHOUT MATHEMATICS.**

- 3. Candidates obtaining higher CGPA (indicative percentage of marks) in one compulsory language (Better of English/Hindi) Mathematics and Science & Social Science**

**FOR HUMANITIES BASED COURSE**

- 4. Candidates obtaining higher CGPA (indicative percentage of marks) in one compulsory language ( Better of English/Hindi) Social Science & 2<sup>nd</sup> language.**

**7. RESERVATION**

- A) 15% seats for Scheduled Caste and 7.5% for Scheduled Tribes shall be reserved in all fresh admissions. However, for schools in civil sector except those meant for para military forces the percentage of reservation of seats shall be equal to the percentage of SC/ST population in the State/UT subject to the minimum of national average (i.e. 15% for SC and 7.5% for ST) and maximum SC and ST taken together) limited to 50%. Based on these formulations, the percentage of reservation for civil sector Kendriya Vidyalayas except those meant for para military forces in different States/UTs shall be strictly as per annexure-IV.**

- B) 3% seats will be horizontally reserved for physically handicapped children - blind, orthopedically and hearing impaired etc.**

**Horizontal reservation would mean that 3% of 15% would be reserved for handicapped children of SC, 3% of 7.5% would be reserved for handicapped children of ST and 3% of 77.5% would be reserved for handicapped children of general categories.**

**8. SPECIAL PROVISIONS:**

**The following special provisions will be operative for admission w.e.f. academic session 2012-13 :**

**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. XV).**

- I. The children and dependent grand children of Hon'ble Members of Parliament.**
- II. Children and Grand children (children of son or / and daughter) of serving and retired 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), Nav Sena Medal (Navy), Vayu Sena Medal (Air Force) (90<sup>th</sup> BOG meeting held on 30-08-2011).**
- 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.**
- IX. Children who are recipients of National Bravery Award, or of Balshree Award instituted by National Bal Bhawan.**
- X. Children whose parents are 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).**
- XIII. 60 admissions in Kendriya Vidyalayas located anywhere in India and 15 children, in hostels in Kendriya Vidyalayas, of employees of the Ministry of External Affairs would be admitted each year on orders issued by KVS (HQ). These would be subject to the following conditions for the two categories:-**
- (i) 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 along with other priority category I children. 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. All admissions under this provision will stop once the quota for special provisions is completed for concerned classes.**
- (ii) 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.**
- 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.**
- XIV(A) "In case adequate number of applications for admission of eligible children are not available up to 30th September for provisions under 8(XII), , 8(XIII), and 8(XIV), Kendriya Vidyalaya Sangathan may nominate additional names upto he prescribed limit to ensure full utilization of these provisions". (90th BOG meeting held on 30-08-2011).**
- XV 05 seats in each section of class I and 10 seats in all other classes put together will be reserved every year for the children of the sponsoring agency in all schools except those specifically notified otherwise by the Commissioner. The wards of deceased employees of Public Sector Undertakings who have died while in service may also be included under this quota. In Civil Sector schools sponsored by State Govt., the children of State Govt. employees would come under this provision. Similarly in Defence/ Project/ Institution of Higher Learning sector schools only the children belonging to employees working in these sectors would**

come under this provision. Admission to class I would be within the approved class strength while for other classes it would be over and above class strength.

**XVI** Chairman, Vidyalaya Management Committee can recommend maximum two admissions in the concerned Kendriya Vidyalaya under his discretionary quota. These two admissions may be recommended in one class or all classes put together except classes X & XII.

**XVII** 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.

**XVIII.** Each Hon'ble Member of Parliament can refer two cases for admission under Special Dispensation in an Academic year in Kendriya Vidyalaya(s) located within the Parliamentary Constituency of the concerned Lok Sabha MP for eligible children belonging to the constituency. Rajya Sabha MP can recommend admission in any KV located within the state from which he/she stands elected. The parents of the children who are being recommended should belong to the constituency either by domicile or on account of exigencies of services. Recommendations can be made for any of the classes except pre primary and X & XII.

The admissions recommended under this clause will be regulated in the following manner:-

- a. These admissions would be made in the beginning of academic year and no admission would be made after the prescribed cut off date as applicable for general admissions i.e. 31<sup>st</sup> July.
- b. Recommendations can be made for any of the classes except pre primary and X & XII.
- c. The recommendations are subject to the eligibility of the child in respect of age
- d. The recommendations to be made by the Hon'ble Members of Parliament shall be valid only if they are made in the format prescribed (Annexure-III). Recommendations once made would be final and would not be subject to change. (87<sup>th</sup> MEETING OF BOG DATED 06.05.2010).

**9. CLASS STRENGTH (87<sup>th</sup> MEETING OF BOG DATED 06.05.2010)**

**(A) Fresh admission can be done in each section of each class up to 40 (41 in Class I). Such admission would be done up to 31<sup>st</sup> of July. 05 more students could be admitted in each section/class between 1<sup>st</sup> August to 30<sup>th</sup> September provided such candidates are the wards of Central Govt. employees belonging to category-I on first-cum-first serve basis, coming on transfer after the registration process is over. In addition to the children of parents transferred during the year, the children of parents belonging to Cat. I transferred during previous years will also be considered eligible for admission if seats are available after accommodating the children of category – I parents transferred during the current academic session. The KVs established in project / institutes of higher Learning would also be covered under this provision.**

**(B) CHANGE OF SHIFT (26<sup>TH</sup> AAC DT 19.4.05 RATIFIED BY 73<sup>RD</sup> BOG MEETING DT. 08.07.05**

**Students already admitted in second shift can switch over to first shift or first shift students to second shift with the approval of Vidyalaya Management Committee only in order of priority of service category of the class/section strength is less than 45. However, other genuine cases will be decided on individual merit of case to case with prior approval of Deputy Commissioner of the Region concerned with the class/section strength mentioned above i.e. 45. The VMC before granting approval must examine the merit of each case provided the enrolment in each section of the Kendriya Vidyalaya does not violate the prescribed norm of class strength as mentioned. As such cases pertaining to change of shift will not be referred to KVS(HQ) for consideration.**

**10. SCHEDULE AND PROCEDURE FOR ADMISSION:**

- (I) 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 for registration etc. and inviting children to have themselves registered 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 as per which children of different categories would receive priority in admission. The reservations for SC, ST and Physically Handicapped should also be indicated (As per RTE Act 2009).**

**(II) There will be no distinct dates for issue of forms and registration of children. Both these activities shall proceed together. The admission schedule for the year 2012-13 will be as under:-**

<b>CONTENTS</b>	<b>SCHEDULED DATES</b>
<b>A. FIRST ROUND OF ADMISSION</b>	
<b>Advertisement for admission by Regional offices</b>	<b>First week of Feb. 2012</b>
<b>Issue of Forms &amp; Registration for Class I and other classes(except class XI)*</b>	<b>15 Feb. 2012 onwards</b>
<b>Last date of Registration for class I and other classes</b>	<b>20-03-2012(2 PM TO 5 PM)</b>
<b>Declaration of list &amp; admission for class - I</b>	<b>26-03-2012 TO 31-03-2012</b>
<b>Declaration of list of class II onwards</b>	<b>16-04-2012</b>
<b>Admission class II onwards</b>	<b>23-04-2012 to 27-04-2012</b>
<b>Registration for class XI*</b>	<b>Within 20 days after declaration of Board results</b>
<b>Display of list &amp; Admission for class XI</b>	<b>Within 30 days after declaration of Board results</b>
<b>Last date of Admission</b>	<b>31-07-2012</b>
<b>Admission accorded by Commissioner, KVS for the wards of Central Govt./ Central PSU employees who are actually coming on transfer after 30<sup>th</sup> September up to 30<sup>th</sup> November subject to availability of vacancies.</b>	<b>Up to 30-11-2012</b>
<b>B. SECOND ROUND OF ADMISSION(IF VACANCY EXISTS)</b>	
<b>Notification for vacancy at Regional &amp; KV Level for Class II onwards</b>	<b>25-06-2012</b>
<b>Registration</b>	<b>25-06-2012 to 30-06-2012</b>
<b>Display of admission list</b>	<b>07-07-2012</b>
<b>Admission</b>	<b>09-07-2012 to 16-07-2012</b>

**\* Subject to availability of vacancy in a particular class.**

- (III) **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.
- (IV) **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.**
- (V) As per KVS directions, 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 will grant admission to children as per the admission guidelines for the remaining seats.
- (VI) 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 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 31st of July with the approval of the Deputy Commissioner.
- (VII) Registration forms shall be made available by the Principal **FREE OF COST** and also can be downloaded from KVS/R.O./KV website for submission in the school. However, the prospectus/brochure (Optional) in the form of downloaded/ Xerox/printed copy may be provided to the parent on payment of Rs.100/-.
- (VIII) Registration forms complete in all respects and accompanied by all required documents must be submitted to the Vidyalaya office within the prescribed date.
- (IX) Attested copies of the following documents would be required to be submitted along with the application form for registration:-
- A. 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 or Affidavit. 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 upto 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 or affidavit.**
- B. For grand children 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. Further, a declaration of dependency would be required in case of grand children of Hon'ble M.P.s
- C. For grand children of KVS employee a proof of relationship would be required.
- D. A certificate that the child belongs to the Scheduled Caste/Scheduled Tribe/EWS/OBC(Non-Creamy Layer)/BPL/Disabled, 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 3 month from the date of admission.
- E. 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.**
- F. 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.
- G. A certificate of retirement for uniformed Defence employees.

**NOTE :**

- (I) Mere registration will not confer a right to admission.
- (II) **Incomplete application forms shall normally be rejected. In case vacancies remain, the 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 but, before the 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 be 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) Children admitted under RTE Act are entitled to fee exemption and other allowances as per KVS rules.**
- (VI) Once the children admitted in Class I under RTE Act will enjoy exemptions and concessions till class VIII either in the same KV or any other K.V. moving on transfer as per RTE Act.**
- (VII) Address proof of the parent should be furnished at the time of the registration.**
- (VIII) The employees who have the facility of fee reimbursement in their departments cannot claim RTE concessions.**
- (IX) De-reservation of SC/ST (not covered under RTE quota) may be carried out as per old practice in the states of Census based reservation.**
- (X) There should be adequate gap between the display of the list for admission and actual date of admission (to be uploaded on the KV website).**

**11. EQUIVALENCE OF N.I.O.S./STATE BOARDS/ICSE FOR ADMISSION IN CLASS XI IN KENDRIYA VIDYALAYAS ( 88<sup>th</sup> MEETING OF BOG DATED 14.05.2010)**

**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 be considered against the corresponding Grade awarded by CBSE.**

- (i). **Marks of different subjects are to be converted into grades as per CBSE norms as given below:**

**Conversion of marks into Grades:**

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

**12. LAST DATE FOR ADMISSION**

**The last date for admission and the competent authority to allow it will be as follows :-**

<b>(a)</b>	<b>Up to 31<sup>st</sup> July</b>	<b>Principal</b>
<b>(b)</b>	<b>Up to 30<sup>th</sup> September</b>	<b>Chairman, VMC</b>
<b>(c)</b>	<b>Up to 30<sup>th</sup> November</b>	<b>Commissioner, KVS (only for the wards of Central Govt. / Central PSU / Institutes of Higher Learning employees who are actually coming on transfer after 30<sup>th</sup> September but upto 30<sup>th</sup> November subject to availability of vacancies)</b>

**13. ADMISSION WITH KV TRANSFER CERTIFICATE INCLUDING LOCAL TRANSFER (TC).**

- (i) Admission of children with KV TC will be automatic 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.

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 child(ren) on KV TC in a KV located at the station where they will keep their family.

- (ii) 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 provided the enrolment in the class / section does not exceed 40 (41 for Class-I).

- (iii) Local transfer on KV TC within 20 Km. may be granted if actual change of residence of parent is involved, provided the enrolment in the class/section does not exceed 45 for category- I and 40 for other categories, the Deputy Commissioner of the Region is empowered to grant Admission in any other KV of the Station where vacancy exists.

- (iv) Request for transfer within a region from crowded class & school to a less crowded class & school may be considered by the Deputy Commissioner of the Region on the merit of the case.

- (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.

- (vi) 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.

**14. ADMISSION OF CHILDREN STUDYING ABROAD (88<sup>th</sup> MEETING OF BOGDATED 14.5.2010)**

**A KV child 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 concerned Kendriya Vidyalaya.**

**15 ADMISSION OF WARDS OF ARMED FORCES (90<sup>th</sup> BOG meeting held on 30-08-2011).**

**Automatic admission of children in the Kendriya Vidyalayas on the basis of transfer certificate issued by the CBSE affiliated schools run by Armed Forces (e.g Army, Air Force, Navy) will be entertained only if the parent has been transferred to that place or has desired to settle at the place after his retirement., provided no Armed forces run School exist in the vicinity of ten Kms. from the place of posting. This provision shall be applicable to schools run by Indian Coast Guard also. (F.110332/2008-KVS(Acad.) dt.01.07.2009). This provision may also be extended to the children of government employees studying in schools run by ISRO/AEES provided they reciprocate the same facility with the KV students coming on transfer.**

**It is clarified that above provisions are only for the wards of Defence personnel 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/Deptts/Authority will be endorsed by the concerned Deputy Commissioner of the region where admission is sought.**

**16. ADMISSION OF WARDS OF KVS EMPLOYEES (88<sup>TH</sup> MEETING OF BOG DATED 14.5.2010). The Children and grand children of the 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.**

**17. ADMISSION OF PRE PRIMARY STUDENTLS 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. (F.28 – 66/2006-KVS (Acad.) dt.13.03.2007)**

**TO WHOMSOEVER IT MAY CONCERN**

**CERTIFICATE FROM PRIORITY - 1\* CANDIDATES FOR ADMISSION  
IN CLASS I, IN KENDRIYA VIDYALAYAS**

I,(Smt./Shri)\_\_\_\_\_ (Name)

\_\_\_\_\_ (rank/designation)

of \_\_\_\_\_ (unit/ship/Deptt). do hereby certify that during the  
past 7 years I have been transferred \_\_\_\_times (in figures & in words)  
from one station to another, the details of which are given as under :-

S.No.	Formation/ Unit/Depot/ Office	Whether moved with family	Place	Period		Total Period of stay	Authority of move
				From	To		

I further certify that in case the above-mentioned facts are found  
incorrect, my child will be disqualified for admission to Kendriya Vidyalaya.

**SIGNATURE OF PARENT**

**PLACE :**

**DATE:**

**PLEASE REFER PRIORITIES PRESCRIBED IN ADMISSION GUIDELINES.**

**COUNTERSIGNED**

**( Countersigned by Commanding Officer of the Rank of Colonel OR  
Equivalent)**

**I, Sh.-----rank/designation-----**

**-----name-----**

**unit/ship/department-----hereby certify that the**

**particulars given in para 1 have been authenticated by the records held in**

**the office and found to be correct.**

**Place:**

**Date:**

**(SIGNATURE OF THE CO/OC UNIT)**

- 1. Minimum period of posting/stay at a place should be six months.**
- 2. Form to be signed by an officer not below the level of Colonel or equivalent in Navy/Air Force/Para-Military Forces.**
- 3. In case the CO is below the rank of Colonel, the form be signed by the Station Commander/Colonel/Colonel in a station.**

**KVS NO.-----**

-----  
-----  
-----

**(NAME & ADDRESS OF THE MP)**

**F.-----**

**Dated\_\_\_\_\_**

**Dear -----**

**I am to refer to your letter No. F. 11019/02/2010-KVSHQ/Acad. Dated-11.5.2010 regarding recommendations for admissions of the children in Kendriya Vidyalayas under Special Dispensation and recommend the following two names whose particulars are given below:**

<b>S.No.</b>	<b>Name of the Child</b>	<b>Father's/Mother's Name</b>	<b>Class</b>	<b>Name of KV</b>	<b>Residential Address</b>
<b>1.</b>					
<b>2.</b>					

**The above two recommendations are for the session 2012-13 and the parents are the resident of my constituency.**

**Yours sincerely,**

**Commissioner  
Kendriya Vidyalaya Sangathan  
18, Institutional Area  
Shaheed Jeet Singh Marg  
Delhi-110602**

**ANNEXURE-IV**

<b>S.No.</b>	<b>State</b>	<b>% of SC Population</b>	<b>% of ST Population</b>	<b>% of reservation for SC</b>	<b>% of reservation for ST</b>	<b>% of total reservation</b>
1.	Andhra Pradesh	16.2	6.6	16	7.5	23.5
2.	A & N Islands	NSC	8.3	15	8	23
3.*	Arunachal Pradesh	6	64.2	15	35	50
4.	Assam	6.9	12.4	15	12	27
5.	Bihar	15.7	0.9	16	7.5	23.5
6.	Chandigarh	17.5	NST	18	7.5	25.5
7.	Chattisgarh	11.6	31.8	15	32	47
8.*	Dadar & Nagar Haveli	1.9	62.2	15	35	50
9.	Daman & Diu	3.1	8.8	15	9	24
10.	Delhi	16.9	NST	17	7.5	24.5
11.	Gujarat	7.1	14.8	15	15	30
12.	Goa	1.8	NST	15	7.5	22.5
13.	Haryana	19.3	NST	19	7.5	26.5
14.	Himachal Pradesh	24.7	4.0	25	7.5	32.5
15.	Jammu & Kashmir	7.6	10.9	15	11	26
16.	Jharkhand	11.8	26.3	15	26	41
17.	Karnataka	16.2	6.6	16	7.5	23.5
18.	Kerala	9.8	1.1	15	7.5	22.5
19.*	Lakshadweep	NSC	94.5	15	35	50
20.	Madhya Pradesh	15.2	20.3	15	20	35

21.	<b>Maharashtra</b>	<b>10.2</b>	<b>8.9</b>	<b>15</b>	<b>9</b>	<b>24</b>
22.	<b>Manipur</b>	<b>2.8</b>	<b>34.2</b>	<b>15</b>	<b>34</b>	<b>49</b>
23.*	<b>Meghalaya</b>	<b>0.5</b>	<b>85.9</b>	<b>15</b>	<b>35</b>	<b>50</b>
24.*	<b>Mizoram</b>	<b>NSC</b>	<b>94.5</b>	<b>15</b>	<b>35</b>	<b>50</b>
25.*	<b>Nagaland</b>	<b>NSC</b>	<b>89.1</b>	<b>15</b>	<b>35</b>	<b>50</b>
26.	<b>Orissa</b>	<b>16.5</b>	<b>22.1</b>	<b>17</b>	<b>22</b>	<b>39</b>
27.	<b>Punjab</b>	<b>28.9</b>	<b>NST</b>	<b>30</b>	<b>7.5</b>	<b>37.5</b>
28.	<b>Pondicherry</b>	<b>16.2</b>	<b>NST</b>	<b>16</b>	<b>7.5</b>	<b>23.5</b>
29.	<b>Rajasthan</b>	<b>17.2</b>	<b>12.6</b>	<b>17</b>	<b>13</b>	<b>30</b>
30.	<b>Sikkim</b>	<b>5</b>	<b>20.6</b>	<b>15</b>	<b>21</b>	<b>36</b>
31.	<b>Tamilnadu</b>	<b>19</b>	<b>1</b>	<b>19</b>	<b>7.5</b>	<b>26.5</b>
32.	<b>Tripura</b>	<b>17.5</b>	<b>31.1</b>	<b>17</b>	<b>31</b>	<b>48</b>
33.	<b>Uttaranchal</b>	<b>17.9</b>	<b>3</b>	<b>18</b>	<b>7.5</b>	<b>25.5</b>
34.	<b>Uttar Pradesh</b>	<b>21.1</b>	<b>0.1</b>	<b>21</b>	<b>7.5</b>	<b>28.5</b>
35.	<b>West Bengal</b>	<b>23</b>	<b>5.5</b>	<b>23</b>	<b>7.5</b>	<b>30.5</b>

**Source - Table A-5, Primary Census Abstract**

**NST - No Scheduled Tribe notified.**

**NSC - No Scheduled Caste notified.**

**-\* State/UT where SC and ST population put together is more than 50%.**

**Note :- The above revised norms may be made applicable to Kendriya Vidyalayas in the Civil sector except those meant for Para Military Forces.**

**1. OBLIGATIONS UNDER RTE ACT**

**The Kendriya Vidyalayas are placed under “specified category of schools” under section 2(p). Such schools are obliged to grant admission in class I to the extent of 25% of class strength to the children belonging to weaker section and disadvantaged group in the neighborhood and provide free and compulsory elementary education till its completion (Section 12(1)(c)).**

**2. 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, economical, geographical, linguistic, gender or such other factor as may be specified by the appropriate government, by notification (Section 2(d)).**
- 2. SC/ST, OBC not falling in the creamy layer, Child with special needs and suffering from disability as per disability Act or as defined by the concerned State Govt.**

**3. DEFINITION OF WEAKER SECTION**

- ▶ Child belonging to weaker section means a child belonging to such parent or guardian 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.**

**4. ADMISSIONS UNDER RTE ACT**

- 1. The KVS has already the provision for 22.5% reservation for SC/ST (May be more in some states as per Annexure IV).**
- 2. This will be subsumed in the 25% provision to be made as per RTE Act. The shortfall will be made good as per the provisions of RTE Act.**
- 3. At the moment 9 seats out of 40 are reserved for SC/ST. Now it will go up to 10 and the class strength for Class I to 41 to keep the number of seats for other categories same i.e. 31.**
- 4. Admission to other categories to be done as per existing provision.**

**5. DEFINITION OF NEIGHBOURHOOD & PROOF OF RESIDENTS**

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

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

- Note:**
- 1. Proof of residence shall have to be produced by all applicants.**
  - 2. A self declaration from the parent for distance may also be accepted by furnishing an undertaking to this effect.**

**6. 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:-

<b>1.</b>	<b>Principal</b>	<b>Convenor</b>
<b>2.</b>	<b>Teacher</b>	<b>Member (To be nominated by Principal)</b>
<b>3 &amp; 4)</b>	<b>Two parents (One lady )</b>	<b>Members (One parent has to be from the candidates to be admitted under section 12(1)(c).</b>
<b>5.</b>	<b>VMC member</b>	<b>Member(To be nominated by Chairman, VMC)</b>

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 must 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.

## **7. FEE STRUCTURE**

- ▶ **No fee to be charged from the children admitted under the 25% quota**

## **8. REIMBURSEMENT**

**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.**

\*\*\*\*\*



# Kendriya Vidyalaya Sangathan

Annexure VI

REG. NO.

S.No. Year 2012.

Photograph of the child  
(Passport size)

Registration for class.....(Put tick mark in appropriate box)

Ist Shift  OR  IInd Shift

1- Name of child in full (in Capital letters).....Sex M  F

Day Month Year  
2- Date of Birth

In words.....

Age as on 31.3.12 Years  Months  Days

3. Blood Group of the child

4-Do you belong to Gen./SC/ST/OBC/EWS/BPL/Disabled/S.G. Child ? Yes  No  If yes, attach relevant certificate .....

Gen. Cat SC ST OBC EWS BPL Disabled SG Child

5Details of Mother/ Father	Mother	Father
(i) Name (in Capital letters).....	.....	.....
(ii) Nationality .....	.....	.....
(iii) Occupation .....	.....	.....
(iv) Name of Office and full address with telephone numbers .....	.....	.....
(v) Full residential address with telephone numbers (with proof) .....	.....	.....
(vi) Distance from KV* .....	.....	.....
(vii) Permanent Address .....	.....	.....
(viii) Basic Pay .....	.....	.....
(ix) No.of transfers during 7 years as on 31-3-2012 of the year .....	.....	.....
(x) Category to which the Parent belong to Defence/Central Govt./Autonomous body & others .....	.....	.....

I certify that the above entries are true to the best of my knowledge.

Signature of Parent  
Full Name.....

Date:.....

### Acknowledgement

S. No Registration No.....

Received an application from Shri/Smt.....for registration of her/ his son/ daughter.....for admission to class.....

Kendriya Vidyalaya (Stamp)

Date.....

Note: 1. Proof of residence shall have to be produced by all applicants.

\* 2. A self declaration from the parent for distance may also be accepted by furnishing an undertaking to this effect.

Contd....p/2...





Kendriya Vidyalaya Sangathan  
18 Institutional Area,  
Shaheed Jeeb Singh Marg  
New Delhi- 110016  
Tel: 26858570 Fax No. 26514179  
Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

E-mail/Speed Post

F.110331-1/2011/KV SH Q (A cad)

Dated : 31.01.2012

To

The Principal  
Kendriya Vidyalaya  
Moscow /Tehran/Kathmandu

Subject: Admission Guidelines 2012-13.

Madam/Sir,

Kindly find attached admission guidelines for the year 2012-13 for Kendriya Vidyalayas located abroad, duly approved by the competent authority for compliance.

Yours faithfully,

(P.V. SaiRanga Rao)  
Assistant Commissioner (A cad)

Encl: As above

Copy to the Joint Commissioner (A cad) for information.

Assistant Commissioner (A cad)

**GUIDELINES FOR ADMISSION TO  
KENDRIYA VIDYALAYAS LOCATED  
ABROAD (2012-13)**

1. In supersession to all guidelines that have been issued governing admissions in Kendriya Vidyalayas, the following guidelines are issued to regulate admissions in Foreign Kendriya Vidyalayas with effect from the academic session 2012-13.

**2. PRIORITIES IN ADMISSION**

The following priorities shall be followed in granting admissions:-

1. Children of employees of Embassy of India/Govt. of India departments located in the concerned country.
6. Children of Indian community living in the concerned country.
7. Children of person of Indian origin holding of PIO card and living in the concerned country
8. Children of employees of foreign embassies.
9. Children not covered in category 1-4 above.

**3. CLASS STRENGTH**

Each section of each class can have a maximum student strength of 45. However, 05 additional seats can be granted in each section to the children of Category I as and when they approach after admission process in first phase is completed.

**6. 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.

A. The minimum and maximum age for admission in Kendriya Vidyalayas in various classes is given below:

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

**Note:** 1. The above rule is not applicable to existing students of Kendriya Vidyalayas in the country.

2. The maximum age would be further relaxed by two years to handicapped children only by the Principal.

- B. There is no age restriction for admission to class XI provided the concerned child is seeking admission in the year of passing the 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 child after passing class X/XI.**

## **5. METHOD OF ADMISSION**

- A. Class I :** No admission test would be conducted for admission to Class I. All applications received would be divided into 5 categories in order of priority to the extent vacancies are available. When a stage is reached that the list of one category cannot be fully accommodated or admission, the following procedure shall be adopted:

- 1. If the list of children of category-I, short listing for admission would be done on the basis of number of transfers of the parents during the last 7 years. The children whose parents have been transferred more number of times would get precedence over children whose parents have been transferred less number of times.**
- 2. Cases within same category with equal number of transfers will be decided on the basis of age i.e. date of birth, if vacancies are not enough to accommodate all the eligible children. For example, total number of Category-I children will be arranged in a chronological manner according to date of birth and if two vacancies are there in particular class, two children from the top can be admitted. If two children tie up as per date of birth, following criteria can be adopted:-  
If two children possess same date of birth, preference be given to (1) sibling in the same KV (2) a child who is residing nearer to KV (3) girl child/single girl child.**

### **CLASS II & ABOVE EXCEPT CLASS XI:**

- B. CLASS II TO VIII:** No admission test shall be conducted for admission to class II to VIII and the admission may be granted based on category system (1 to 5). If applications are more than the number of seats, the date of birth may be considered i.e. senior in age will be preferred.
- C. CLASS IX -** For admission to this class, an admission test shall be conducted and a merit list prepared for each category of priority separately. Admission shall be granted in order of merit going by the sequence of the categories as prioritized in Para 3.
- (i) Candidates securing less than 33% marks in any subject shall not be eligible for admission irrespective of their category in the priority unless provided otherwise in these guidelines.**
  - (ii) Admission test shall be conducted in the following subjects :  
Hindi, English, Math, Social Studies and Science.**
  - (iii) Concession up to five marks can be given for deficiency in language (Hindi & English), if adequate numbers of candidates fail to qualify in the admission test. However, an assurance would be required in writing from the parents that the language deficiency in the child will be removed within the academic session.**
  - (iv) Students belonging to SC/ST will be eligible for admission on securing 25% in aggregate. However, an assurance would be**

required in writing from the parents that the deficiency of the child will be removed within the academic session.

- (D) Admissions to class X & XII 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 45.

**ELIGIBILITY CONDITIONS FOR X AND XII ARE GIVEN BELOW:**

- i) The child has been in the same course of studies i.e. in a CBSE-affiliated school or equivalent.
- ii) 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). For admission to class XII 55% marks in class XI examination is a must.
- ii) For admission to Class XII, the students should have been eligible for admission in Class XI in the preceding year.
- iv) The child should OTHERWISE be eligible as per KVS admission guidelines.
- v) The combinations of subjects are available in Kendriya Vidyalayas.

**(E) CLASS XI ADMISSIONS:-**

Fresh admissions would be made after accommodating all the eligible students of the same KV in the entitled stream and thereafter other KVs. Fresh admission for remaining vacancies would be made in order of merit in the sequence of categories of priority on the basis of the board results of class X. Admissions in different streams for children seeking admission from KVs & non-KVs would be made on fulfilment of the following requirements:

The cut off Grade and CGPA as per CBSE documents (irrespective of scaling of the grade) for admissions in Science, Commerce & Humanities streams would be as under:

**i. SCIENCE STREAM**

**(iii) Science with Mathematics**

- (a) A Minimum of B1 GRADE in Maths
- (b) A Minimum of B1 GRADE in Science
- (d) A Minimum of 7.6 CGPA

**(iv) Science without Maths**

Science without mathematics may be allowed if the student has secured B1 GRADE in Science with at least 7.6 CGPA

**ii. COMMERCE STREAM.**

- (a) A minimum of 6.4 CGPA
- (b) Mathematics can be offered with Commerce if the student has obtained a minimum of B1 GRADE in Mathematics.

**iii. HUMANITIES STREAM**

**All students of Kendriya Vidyalayas if they are declared successful by the CBSE would be given admission:**

- d) Humanities with mathematics can be offered if at least B1 GRADE is obtained in Mathematics.**
- e) Humanities with Economics can be offered with minimum of 6.0 CGPA.**
- f) Students who are NOT eligible/NOT opting for Economics will be offered Political Science or Sociology or Psychology.**

**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)**

**Following concessions will be allowed for admission to Science and Commerce streams.**

- a) Students belonging to SC/ST would be given upgradation by one grade in two subjects wherever required. CGPA may be enhanced by 0.4 for the purpose of admission to class XI Science/Commerce Stream.**
- b) 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 preceding years.**

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

**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.

- (c) Admission of non eligible children of Embassy Officers in all Kendriya Vidyalayas abroad in class XI will be decided by the Commissioner, KVS on case to case basis
- (d) Principal may admit children to class XI only up to the permitted class strength.
- (e) 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.

In case of two or more candidates obtaining equal CGPA (overall indicative percentage of marks) the inter-se-merit of such candidate may be determined as follows.

#### **FOR SCIENCE BASED COURSE.**

1. Candidates obtaining higher CGPA (indicative percentage of marks) in one compulsory language (Better of English/Hindi) Mathematics and Science.

#### **FOR COMMERCE BASED COURSES WITH MATHEMATICS.**

2. Candidates obtaining higher CGPA (indicative percentage of marks) in one compulsory language (Better of English/Hindi) Mathematics and Science / Social Science

#### **FOR COMMERCE BASED COURSES WITHOUT MATHEMATICS.**

3. Candidates obtaining higher CGPA (indicative percentage of marks) in one compulsory language (Better of English/Hindi) Mathematics and Science & Social Science

#### **FOR HUMANITIES BASED COURSE**

4. Candidates obtaining higher CGPA (indicative percentage of marks) in one compulsory language (Better of English/Hindi) Social Science & 2<sup>nd</sup> language.

#### **6. SPECIAL PROVISIONS:**

The following special provisions will be operative for admission w.e.f. academic session 2012-13 :

- XIV. Children and Grand children (children of son or / and daughter) of serving and retired KVS employees.
- XV. Children of employees of Embassy of India who die in harness.
- XVI. Children of recipients of Paramveer Chakra, Mahavir Chakra, Veer Chakra, Ashok Chakra, Kirti Chakra & Shourya Chakra, Sena Medal(Army), Nav Sena Medal (Navy), Vayu Sena Medal (Air Force) (90<sup>th</sup> BOG meeting held on 30-08-2011).
- XVII. Children of recipients of President's Police medal for gallantry & Police medal for gallantry.
- XVIII. Meritorious sports children who have secured I, II & III position in SGFI/CBSE/National/State level games organized by the Government.

- XIX. Recipients of Rashtrapati Puraskar in Scouts & Guides.**
- XX. 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.**
- XXI. Children who are recipients of National Bravery Award, or of Balshree Award instituted by National Bal Bhawan.**
- XXII. Children whose parents are a teacher, and is a recipient of National Award for teachers.**
- XXIII. Children who have shown special talent in Fine Arts and have been recognized at the National or State level.**

**XI 05 seats in each section of class I and 10 seats in all other classes put together will be reserved every year for the children of the sponsoring agency.**

**XII Chairman, Vidyalaya Management Committee can recommend maximum two admissions in the concerned Kendriya Vidyalaya under his discretionary quota. These two admissions may be recommended in one class or all classes put together except classes X & XII.**

**The admissions recommended under this clause will be regulated in the following manner:-**

- e. These admissions would be made in the beginning of academic year and no admission would be made after the prescribed cut off date as applicable for general admissions i.e. 31<sup>st</sup> July.**
- f. Recommendations can be made for any of the classes except pre primary and X & XII.**
- g. The recommendations are subject to the eligibility of the child in respect of age**

#### **8. SCHEDULE AND PROCEDURE FOR ADMISSION:**

- (I) An advertisement shall be issued by the Kendriya Vidyalaya in the local newspapers, notice board of the school & notice board of Embassy of India (EOI) & posted on the school website in the 1<sup>st</sup> week of February giving the admission schedule for registration etc. and inviting children to have themselves registered for admission in Kendriya Vidyalayas.**

**(II) There will be no distinct dates for issue of forms and registration of children. Both these activities shall proceed together. The admission schedule for the year 2012-13 will be as under:-**

<b>CONTENTS</b>	<b>SCHEDULED DATES</b>
<b>A. FIRST ROUND OF ADMISSION</b>	
<b>Advertisement for admission by Kendriya Vidyalaya</b>	<b>First week of Feb. 2012</b>
<b>Issue of Forms &amp; Registration for Class I and other classes (except class XI)*</b>	<b>15 Feb. 2012 onwards</b>
<b>Last date of Registration for class I and other classes</b>	<b>20-03-2012(2 PM TO 5 PM)</b>
<b>Declaration of list &amp; admission for class - I</b>	<b>26-03-2012 TO 31-03-2012</b>
<b>Declaration of list of class II onwards</b>	<b>16-04-2012</b>
<b>Admission class II onwards</b>	<b>23-04-2012 to 27-04-2012</b>
<b>Registration for class XI*</b>	<b>Within 20 days after declaration of Board results</b>
<b>Display of list &amp; Admission for class XI</b>	<b>Within 30 days after declaration of Board results</b>
<b>Last date of Admission</b>	<b>31-07-2012</b>
<b>Admission accorded by Chairman, SMC for the wards of employees belongs to Category 1 and 2 who are actually coming on transfer after 30<sup>th</sup> September up to 30<sup>th</sup> November subject to availability of vacancies.</b>	<b>Up to 30-11-2012</b>
<b>B. SECOND ROUND OF ADMISSION(IF VACANCY EXISTS)</b>	
<b>Notification for vacancy at KV Level for Class II onwards</b>	<b>25-06-2012</b>
<b>Registration</b>	<b>25-06-2012 to 30-06-2012</b>
<b>Display of admission list</b>	<b>07-07-2012</b>
<b>Admission</b>	<b>09-07-2012 to 16-07-2012</b>

**\* Subject to availability of vacancy in a particular class. This includes class X and XII as well.**

**(III) 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.**

**(IV) 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.**

- (V) As per KVS directions, 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 will grant admission to children as per the admission guidelines for the remaining seats.
- (VI) 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 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 31st of July with the approval of the Deputy Commissioner.
- (VII) Registration form along with school prospectus/ brochure may be provided by the Vidyalaya to the parent on payment of Rs. 100/-. The registration forms may also be made available on KV website.
- (VIII) Registration forms complete in all respects and accompanied by all required documents must be submitted to the Vidyalaya office within the prescribed date.
- (IX) Attested copies of the following documents would be required to be submitted along with the application form for registration:-
- H. 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 employees serving or attached with Embassy of India or Copy of Passport and Visa documents of the child and parents. 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.
- I. Other Classes:
- i) TC or equivalent certificate as issued by the foreign school/board.
- j. For grand children of KVS employee a proof of relationship would be required.
- K. 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.

**NOTE :**

- (I) Mere registration will not confer a right to admission.
- (II) Incomplete application forms shall normally be rejected. In case vacancies remain, the 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 but, before the 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 be 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) **Address proof of the parent should be furnished at the time of the registration.**
- VI **There should be adequate gap between the display of the list for admission and actual date of admission (to be uploaded on the KV website).**
9. 1. **Marks of different subjects are to be converted into grades as per CBSE norms as given below:**

**Conversion of marks into Grades:**

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

- (c) **CGPA to be calculated by adding up the grade points of 5 subjects including one language and dividing it by 5.**

**10. LAST DATE FOR ADMISSION**

**The last date for admission and the competent authority to allow it will be as follows :-**

<b>(a)</b>	<b>Up to 31<sup>st</sup> July</b>	<b>Principal</b>
<b>(b)</b>	<b>Up to 30<sup>th</sup> November</b>	<b>Chairman, SMC</b>

**11. ADMISSION WITH KV TRANSFER CERTIFICATE (TC) (88<sup>TH</sup> MEETING OF BOG DATED 14.5.2010)**

- (i) **Admission of children with KV TC will be automatic if the parent has been transferred from the station where the child was earlier studying to the station where admission is being sought and the transfer involves change of station. TC cases can be accommodated upto the class strength of 55<sup>th</sup> after which efforts should be initiated to open additional sections.**
- (ii)(a) **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 provided the enrolment in the class / section does not exceed the prescribed ceiling mentioned above.**

**13. ADMISSION OF WARDS OF KVS EMPLOYEES (88<sup>TH</sup> MEETING OF BOG DATED 14.5.2010)**

**The Children and grand children of the 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.**

**14. ADMISSION OF PRE PRIMARY STUDENTLS 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. (F.28 – 66/2006-KVS (Acad.) dt.13.03.2007)**

**TO WHOMSOEVER IT MAY CONCERN**

**CERTIFICATE FROM PRIORITY - 1\* CANDIDATES FOR ADMISSION**

**IN CLASS I, IN KENDRIYA VIDYALAYAS**

I,(Smt./Shri)\_\_\_\_\_ (Name)

\_\_\_\_\_ (rank/designation)

of \_\_\_\_\_ (unit/ship/Deptt). do hereby certify that during the past 7 years I have been transferred 1/2/3/4/5/6/7 times from one station to another, the details of which are given as under :-

S.No.	Formation/ Unit/Depot/ Office	Whether moved with family	Place	Period		Total Period of stay	Authority of move
				From	To		

I further certify that in case the above-mentioned facts are found incorrect, my child will be disqualified for admission to Kendriya Vidyalaya.

**SIGNATURE OF PARENT**

**PLACE :**

**DATE:**

**PLEASE REFER PRIORITIES PRESCRIBED IN ADMISSION GUIDELINES.**

**COUNTERSIGNED**

**( Countersigned by authorized Officer of the Embassy of India)**

**I, Sh.-----rank/designation-----**

**-----name-----unit/ship/department-----**

**-----hereby certify that the particulars given in para 1  
have been authenticated by the records held in the office and found to be  
correct.**

**Place:**

**Date:**

**(SIGNATURE OF THE EMBASSY AUTHORITY)**

- 1. Minimum period of posting/stay at a place should be six months.**



**Kendriya Vidyalaya Sangathan**

REG.

NO.

S.No.

Year 2012.

Photograph of the child  
(Passport size)

Registration for class.....(Put tick mark in appropriate box)

Ist Shift

OR

IInd Shift

1-

Name of child in full (in Capital letters).....Sex M  F

Day

Month

Year

2- Date of Birth




In words.....

Age as on 31.3.12

Years

Months

Days

3. Blood Group of the child

4-

Do you belong to Gen./SC/ST/OBC/EWS/BPL/Disabled/S.G. Child ? Yes  No  If yes, attach relevant certificate .....

Gen. Cat

SC

ST

OBC

EWS

BPL

Disabled

SG Child









5. Details of Mother/ Father

Mother

Father

- |        |  |  |
|--------|--|--|
| (i)    | Name (in Capital letters).....                                     |  |
| (ii)   | Nationality .....  |  |
| (iii)  | Occupation .....   |  |
| (iv)   | Name of Office and full address with telephone numbers .....       |  |
| (v)    | Full residential address with telephone numbers (with proof) ..... |  |
| (vi)   | Distance from KV* .....  |  |
| (vii)  | Permanent Address .....  |  |
| (viii) | Basic Pay .....  |  |
| (ix)   | No.of transfers during 7 years as on 31-3-2012 of the year.....    |  |
| (x)    | Category to which the Parent belong to .....                       |  |

(1/2/3)

I certify that the above entries are true to the best of my knowledge.

Signature of Parent  
Full Name.....

Date:.....

Acknowledgement

Registration

S. No

No.....

Received an application from Shri/Smt.....for registration of her/ his son/ daughter.....for admission to class.....

Kendriya Vidyalaya (Stamp)

Date.....

Note: 1. Proof of residence shall have to be produced by all applicants.

\* 2. A self declaration from the parent for distance may also be accepted by furnishing an undertaking to this effect.

Contd....p/2...

## SERVICE CERTIFICATE

Certified that Shri/Smt.....is working in the office/Ministry/Embassy of India .....

Station with date

Sign. & Name in block letters and design. of the head of office with stamp  
Telephone No.....

Certified that Master/Km.....is the son/daughter of late Sh./Smt.....who was employed in the Embassy/Ministry. He/she had died in harness on the.....

It is further certified that.....(Particulars of son/daughter.....has/had.....(No. of posting) transfers during the preceding last seven years from 31<sup>st</sup> March of the current year. The Unit Office & the duration of such postings involving change of station are given below:-

S.No.	Designation	Place of Posting	Period of stay		Order No.
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Station with date

Sign. & Name in block letters and design. of the head of office with stamp  
Telephone No.....

Note : The service Certificate should be signed by the authorised officer of Embassy of India