

GUIDELINES FOR ADMISSION TO KENDRIYA VIDYALAYAS (2009-10)

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 2009-10.

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.
- (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.

CLASS STRENGTH :

Each section of each class would have a maximum student strength ceiling as shown below for the purpose of fresh admissions (To be read with para 8(A)

Class(es)	Upper Ceiling
Primary (I-V)	35
Upper Primary(VI-VIII)	40
Secondary & Senior Secondary(IX-XII)	45

3. PRIORITIES IN ADMISSION

The following priorities shall be followed in granting admissions:-

(A) KENDRIYA VIDYALAYAS UNDER CIVIL/DEFENCE SECTOR :

- (I) Children of transferable central government employees including ex-servicemen.
- (II) Children of non-transferable Central Government employees including ex-servicemen.
- (III) Children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertaking/Institute of Higher Learning of the Government of India.

- (IV) Children of transferable State Government employees.
- (V) Children of non-transferable employees of State Government.
- (VI) Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.
- (VII) Children from any other category.

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

- (I) Children and grand children of employees of the Public Sector Undertakings/Institutes of Higher Learning which finance the concerned Kendriya Vidyalayas fully;
- (II) The priorities given for Kendriya Vidyalayas under Civil/Defence sector will follow in the same sequence, thereafter.

4. ELIGIBLE AGE FOR ADMISSION

- (A) A child must be 5 years old on 31ST March in the academic year in which admission is being sought for admission to class I and for admission to class II the age must be 6 years. For remaining classes, the eligible age will be calculated as on 30th September of the Academic year. From 2010-11, qualifying age i.e. 31ST March will be applicable up to class III and so on progressively, year after year.
- (B) An upper age limit for admission is fixed as the minimum age limit plus two years. No child would be eligible for admission in a class, if the age is more than the maximum age prescribed. The maximum age would be further relaxed by two years for handicapped children only. All such cases will be disposed of at the level of the Principal. There shall be no relaxation of upper age limit exceeding two years. Minimum and maximum age for the session 2009-10 are given below :

CLASS	MINIMUM AGE ON 31 ST MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT	MAXIMUM AGE ON 31 ST MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT
I	5 years	7 years
II	6 years	8 years

CLASS	MINIMUM AGE ON 30 TH SEPTEMBER OF THE YEAR IN WHICH ADMISSION IS SOUGHT	MAXIMUM AGE ON 30 TH SEPTEMBER OF THE YEAR IN WHICH ADMISSION IS SOUGHT
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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

(C) 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.

(D) Eligible age for admission in foreign KVs will be governed by para 4 (A), (B) & (C).

5. METHOD OF ADMISSION

(A) **CLASS I** : No admission test shall be conducted for admission to class I. All applications received shall be divided upto 7 categories in order of priority to the extent vacancies are available. When a stage is reached that the list of one category can not be fully accommodated for admission, the following procedure shall be adopted :

- (I) If the list is of children of category-I, short listing for admissions shall be done on the basis of number of transfers of the parents during the preceding 7 years. The children whose parents have been transferred more number of times shall get precedence over children whose parents have been transferred less number of times.
- (II) If children of transferable Central Govt. employees fall in category-II like in project sector KVs, short-listing for admission in class I will be done on the basis of the number of transfers of the parents during the preceding 7 years for the said category.
- (III) Cases within categories I & IV 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 shall 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. It implies that for non-transferable categories under II, III, V, VI, VII & VIII (if

applicable) there shall be no lottery based admission and the cases shall be decided on the basis of age as applicable to categories I & IV as per details indicated above.

- (B) CLASS II & ABOVE EXCEPT CLASS XI - For admission to these classes, 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.
- (C) 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 these guidelines;
- (D) An admission test shall be conducted in the following subjects :-
 - (I) Primary classes (except class I) - English, Hindi & Math.
 - (II) Upper Primary classes - Hindi, English, Math & General Knowledge.
 - (III) Secondary classes - Hindi, English, Math, Social Studies and Science.
- (E) Concession up to five marks can be given for deficiency in language (Hindi & English), if adequate number 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.
- (F) Students belonging to SC/ST and Socially & Educationally Backward Classes including Minorities will be eligible for admission on securing 25% in aggregate. However, undertaking from the parents will have to be obtained that in case the child does not improve in the session ending exam, he/she will be detained in the same class.
- (G) Admissions to class X & XII will be entertained subject to availability of vacancies. Such admission to class X and XII will be considered by the Assistant Commissioner of the regions concerned, subject to the children fulfilling the following conditions: -
 - (1) The vacancies are available.
 - (2) If the average strength in class X/ XII remains below 40.
- (H) Children passing class IX & XI from CBSE affiliated schools of the station may be admitted, if they fulfill other eligibility conditions. HOWEVER, STUDENTS WILL BE ADMITTED UNDER SPECIAL PROVISIONS UP TO CLASS STRENGTH OF 45 SUBJECT TO THE ELIGIBILITY CONDITIONS GIVEN BELOW.
 - (I) The child has been in the same course of studies i.e. in the CBSE-affiliated school.
 - (II) The child must have obtained not less than 50% marks in class IX / XI examination.
 - (III) The child should OTHERWISE be eligible as per KVS admission guidelines.
 - (IV) The combinations of subjects are available in Kendriya Vidyalayas.
 - (V) Process of admissions for class X & XII will proceed simultaneously with admissions for other classes (except XI).

(I) **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. There would be no fresh admission in class XI over and above the class strength. Admissions in different streams for children seeking admission from KVs & non-KVs would be made on fulfilment of the following requirements:

The cut off marks for admissions in Science, Commerce & Humanities Streams would be as under:

a. Science Stream

(i) Science with Mathematics

A minimum of 55% marks in Maths

A minimum of 55% marks in Science and

A minimum of 60% marks in Maths and Science taken together and

A minimum of 55% marks in aggregate of all subjects.

(ii) Science without Maths

Science without mathematics may be allowed if the student has 60% marks in science and a minimum of 55% marks in aggregate of all subjects.

b. Commerce Stream

A minimum of 50% marks in aggregate of all subjects. Mathematics can be offered with commerce if the student has obtained a minimum of 55% of marks in Mathematics.

c. Humanities Stream

All students of Kendriya Vidyalayas if they are declared successful by the CBSE would be given admission. Humanities with Mathematics can be offered if 50% marks are obtained in Mathematics.

Note: INFORMATICS PRACTICES AS AN ELECTIVE SUBJECT IS OFFERED TO ALL STREAMS. ADMISSION TO THIS WOULD BE GRANTED AS PER THE COMBINED MERIT LIST.

d. 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. Multimedia & 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 and Socially & Educationally Backward Classes including Minorities shall be given a maximum concession of 05 marks in an individual subject, or a maximum concession of 15 marks spread over different subjects.
- b) The following concession will be granted to students for admission who participated in Games & Sports meet/Scouting & Guiding/NCC/Adventure activities at various level. The certificate needed for this purpose can be of any preceding years.

S.No.	Sports Games &	NCC	Scouting/Guiding	Adventure Activities for admission to Science/Commerce stream	Concession of marks
a.	Participation at SGFI or equivalent level.	'A' certificate and participation in Republic/PM Rally	Rashtrapati Puraskar award certificate	NIL	07 marks
b.	Participation at KVS State level	'A' certificate and best Cadet in distt/State level	Rajya Puruskar award certificate with 07 proficiency badges.	Nil	05 marks
c.	Participation at KVS State Level	'A' certificate	Tritiya sopan certificate with 05 proficiency badges	Participation in at least one 10-days adventure activity	02 marks

Maximum concession under Sports / Games / NCC / Scout / Guide/Adventure will not exceed 07 marks. 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 KV, Kathmandu in class XI (Sc.) 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 defined in para 8(A).
- (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.

6. RESERVATIONS

- (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 S.C and 7.5% for S.T.) and maximum (S.C. and S.T. taken together) limited to 50%. Basing 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, orthopaedically 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.
- (C) In case enough SC and ST candidates eligible for admission are not available till 20th July, such vacant seats for SCs will be offered to STs and vice versa. The seats remaining unfilled thereafter shall be de-reserved with the approval of the Asstt. Commissioner of the Region and offered to the candidates belonging to categories I,II,III etc. (in that sequence).

7. SPECIAL PROVISIONS:

The following special provisions will be operative for admission on first come first serve basis w.e.f. academic session 2009-10 :

- (A) Following categories of children would be admitted as per column 4 of para 8(A) :-
 - (i) The children and dependent grand children of Hon'ble Members of Parliament.
 - (ii) 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.
- (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) Provision for girl (Single) children:

(a) Admission in class-I: After admitting the candidates up to the full intake capacity as per norms, if there are single female children left among the un-successful applicants, up to two single female children may be admitted as per column 4 of para 8(A) in each section of class-I. For selection on this basis, inter se priority among such single female children shall be as per the categorization in Para-3 (A) of the Admission Guidelines.

(b) Admission in classes VI onwards : Single female children of employees coming under categories I to VI who do not qualify for admission based on their rank in the admission test / qualifying examination but who obtain the minimum qualifying marks, may be admitted up to a maximum of two girls per class, as per column 4 of 8(A). In the event of there being more than two such applicants for a class, selection will be based on (i) inter se priority for different categories as given in Para-3(A) and (ii) relative rank in the admission test, with in the category.

- (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.
- (B) 100 children of employees of the Ministry of HRD would be admitted every year as per col. 4 of para 8(A) on orders issued by the KVS (HQ).
- (C) 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) as per clolumn 4 of para 8(A). 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 as per column 4 of para 8(A) 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.

- (D) 15 children of the employees of the Research and Analysis Wing (RAW) would be admitted as per col. 4 of para 8(A) 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.
- (E) 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 employee 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 all classes under this quota will be regulated as per column 4 of para 8(A) i.e. class strength.
- (F) Chairman, Vidyalaya Management Committee can recommend maximum two admissions in the concerned Kendriya Vidyalaya. These two admissions may be recommended in one class or all classes put together except classes X & XII.
- (G) Each Member of Parliament can recommend two cases for admission under the scheme in an academic year in Kendriya Vidyalaya (s) located within the parliamentary constituency of the concerned Lok Sabha MP for the 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 being posted there or may have migrated to the constituency on account of exigencies of service. The recommendation can be made for all classes except pre-primary, X & XII. The admissions recommended under this clause will be regulated in the following manner:-

1. These admissions would be made in the beginning of academic year and no admission would be made after the prescribed cut off date i.e. 31st July.
 2. The recommendations are subject to the availability of vacancies and eligibility of the child in respect of age and fitness in the admission test to be conducted by Kendriya Vidyalaya for one class lower than the class for which recommendations have been made (example : a child seeking admission to Class VI will be given the test for class V).
 3. 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 further change unless admissions are not granted for want of seats.
- (H) Chairman, KVS can recommend 1200 admissions in an Academic Year under Special Dispensation quota.
- (I) 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(i.e. 20+10=30) as per columns 3 & 4 of para 8 (A) while for other classes this would be as per ceiling mention in column 4 under para 8(A) limited to one in a section.

8. CLASS STRENGTH

(A) Fresh admission can be done in each section of each class as per upper ceiling mentioned below:

S.No.	Class(es)	Normal Admissions till 31 st July	Admissions under Spl. Provisions till 30 th September	Admissions between 10 th Aug to 30 th November	Upper ceiling
1	2	3	4	5	6
1.	Primary	20	10	5	35
2.	Upper Primary	25	10	5	40
3.	Secondary & Sr. Secondary	30	10	5	45

Note:

- i. Under (column 5) five students could be admitted in each section between 10th August to 30th September provided such candidates are the wards of Central Govt employees belonging to Cat. I. 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 particular academic session. If vacancy exists even after 30th September (under column 5) Commissioner, KVS is empowered to grant admission for the wards of Central Govt./ Central PSU employees who are actually coming on transfer after 30th September but up to 30th November.

- ii. Under (Column 4) the last date of admission for each special provision will be different i.e for para 7(A) (I-XI),(B),(D),(G),(H) and (I) the last date will be 31st July and for para 7(C) , (E) & (F) the last date will be 30th September.
- iii. Vacancy under one head(column 3-5) will not be transferred to another head.
- iv. Under special provisions in the para 7(E) the quota for sponsoring authority in each section of class I will now be 05 in place of 10 earlier and as usual 10 seats in all other classes put together. The Chairman VMC will decide such admissions based on KVS Admission Guidelines (Children of transferable employees shall take precedence over others)
- V. There shall be no FRESH admission over and above the upper ceiling given in column 6 above; i.e. 35,40 & 45 for primary, upper primary and secondary/sr. secondary classes respectively.
- (B) 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**. 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 in para 8(A). As such cases pertaining to change of shift will not be referred to KVS(HQ) for consideration.

9. SCHEDULE AND PROCEDURE FOR ADMISSION:

(I) An advertisement shall be issued by the Regional Office in the local newspapers at the cluster level in the 1st 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. It is made very clear that applicants of all categories shall have rights over unreserved (total minus reserved) seats.

(II) There will be no distinct dates for sale of forms and registration of children. Both these activities shall proceed together. The admission schedule for the year 2009-10 will be as under :-

CONTENTS	SCHEDULED DATES
A. FIRST ROUND OF ADMISSION	
Advertisement for admission by Regional offices	First week of Feb. 2009
Sale of Forms & Registration including class X & XII (except class XI)*	15 TH Feb. 2009 onwards
Last date of Registration for class I and other classes including class X & XII (except class XI)	20-3-2009(2 PM TO 5 PM)
Admission test class II onwards including class X & XII	7-4-2009 to 9-4-2009
Declaration of select list & admission for class I	25-3-2009 TO 31-3-2009
Declaration of select list class II onwards including class X & XII	16-4-2009
Admission class II onwards including class X & XII	21-4-2009 to 23-4-2009
Registration for class XI*	Within 20 days after declaration of results by CBSE
Display of select list & Admission for class XI	Within 27 days after declaration of Board results by CBSE
* B. SECOND ROUND OF ADMISSION(IF VACANCY EXISTS)	
Notification for vacancy at Regional & KV Level	30-6-2009
Registration	1-7-2009 to 7-7-2009
Admission test	10-7-2009 to 11-7-2009
Display of Select list	14-7-2009 to 15-7-2009
Admission	17-7-2009 to 20-7-2009
C. Dereservation of reserved seats.	21-7-2009 to 25-7-2009
Last date for admission (against dereserved seats)	31-7-2009
D.05 more students could be admitted in each section between 10 th August to 30 th September provided such candidates are the wards of Central Govt. employees belonging to Category I. In addition to the children of parents transferred during the year, the children of parents belonging to Cat. I transferred during previous year will also be considered eligible for admission if seats are available after accommodating the children	10-8-2009 to 30-9-2009

of Category-I parents transferred during the particular academic session.	
E. Admission accorded by Commissioner, KVS for the wards of Central Govt./Central PSU employees who are actually coming on transfer after 30 th September but up to 30 th November subject to availability of vacancies.	Up to 30-11-2009

* 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) For SC, ST and physically handicapped children, the seats will be dereserved only after 20th July, 2009. If such children approach the school later for admission after this date, they shall be granted admission up to 31st July 2009.
- (V) 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 May and June notifying the availability of vacancies.
- (VI) 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 Assistant Commissioner by the 20th of April and with the approval of the Assistant Commissioner shall grant admission to children as per the admission guidelines for the remaining seats by 30th of April.
- (VII) 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 as provided in para 8(A) should be completed within 27 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 the 31st of July with the approval of the Assistant Commissioner. Remaining seats, if any , will be filled up from 10th August but in no case later than 30th September.
- (VIII) Registration forms shall be made available by the Principal on payment of Rs.100/- along with school prospectus.

- (IX) Registration forms complete in all respects and accompanied by all required documents must be submitted to the Vidyalaya office within the prescribed date.
- (X) 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. 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. Admissions upto class-V 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.
 - (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 and declaration of dependency would be needed.
 - (C) For grand children of KVS employees a proof of relationship would be required.
 - (D) A certificate that the child belongs to the Scheduled Caste/Scheduled Tribe, wherever applicable, issued by the competent authority. A certificate in respect of any parent may be accepted initially for the purpose of admission, if this certificate is not available for the child.
 - (E) A certificate from the civil surgeon/rehabilitation center 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.
 - (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. However, admission may be granted on provisional basis, if certain documents/certificates are not available provided required documents/certificates are submitted to the Principal latest by 31st July.

- (IV) When a child is registered for admission in class I in a Kendriya Vidyalaya but, before the declaration of the result, 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 admission at that place has expired.

10. EQUIVALENCE OF N.I.O.S. CERTIFICATE/LEVELS

The following pattern shall be applied while considering certificates issued by the National Institute of Open Schooling (NIOS) jointly with partnering NGOs for the purpose of admission to Kendriya Vidyalaya :

- A LEVEL - Equivalent to class III or IV of the southern states where elementary stage is only till class VII.
 B LEVEL - Equivalent to class V/VI
 C LEVEL - Equivalent to class VII/VIII

11. LAST DATE FOR ADMISSION

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

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

12. ADMISSION WITH KV TRANSFER CERTIFICATE (TC)

- (i) If the parent has been transferred from one station to another station and his ward has been a KV student, the admission may be allowed over and above the ceiling prescribed for admission in class / section, only if there is no other KV located within the range of 05 kms. This concession will be available to the parents of following categories only:

- (a) Children of transferable Central Govt employees.
 (b) Children of transferable employees of autonomous bodies / public sector undertakings / Institutions of Higher Learning of Govt of India.
 (c) Children of transferable State Govt employees.
 (d) Children of transferable employees of autonomous bodies / public sector undertakings / Institutions of Higher Learning of the State Government.

- (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 Assistant Commissioner of the region provided the enrolment in the class / section does not exceed the prescribed ceiling.
- (iii) Notwithstanding (i) & (ii) above, if the enrolment in the class / section to which admission is being sought for is above the ceiling prescribed, the Assistant Commissioner of the region is empowered to grant admission in any other Kendriya Vidyalaya 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 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 35 for class I and 40 for other classes with the prior concurrence of Chairman, VMC. Beyond this no admission on KV TC would be done in project schools and Assistant Commissioner of the region is empowered to allow admission in the nearest KV.

13. ADMISSION OF CHILDREN STUDYING ABROAD

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 KV as per para 8(A) of admission guidelines pertaining to class strength.

14. ADMISSION OF WARDS OF ARMED 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 (e.g Army, Air Force, Navy) will be entertained only if the class strength is less than 40 (35 in case of Class I) and the parent has been transferred to that place or has desired to settle at the place after his retirement.

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 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 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 Asstt. Commissioner of the region where admission is sought. In case of overcrowding in a school the choice of school to be allotted to the child rests with the concerned Asstt. Commissioner.

15. ADMISSION OF WARDS OF KVS EMPLOYEES

Children of working KVS employees coming on transfer or on fresh and regular appointment /posting can be admitted over & above the class strength at any time of the year. For this purpose transfer during the current Academic session only shall be reckoned as transfer. Transfer during the preceding year/s will NOT be considered for admission after 31st July.

16. INFORMATION AT A GLANCE :

17.

CONTENTS	SCHEDULED DATES
Advertisement for admission by Regional offices	First week of Feb. 2009
Sale of Forms & Registration including class X & XII (except class XI)*	15 TH Feb. 2009 onwards
Last date of Registration for class I and other classes including class X & XII (except class XI)	20-3-2009(2 PM TO 5 PM)
Admission tests for class II onwards including class X & XII	7-4-2009 to 9-4-2009
Declaration of select list & admission for class I.	25-3-2009 TO 31-3-2009
Declaration of select list for class II onwards including class X & XII	16-4-2009
Admission for class II onwards including class X & XII	21-4-2009 to 23-4-2009
De-reservation of reserved seats	21-7-2009 to 25-7-2009
Registration for class XI*	Within 20 days after declaration of results by the CBSE
Display of select list & Admission for class XI	Within 27 days after declaration of results by the CBSE
Cost of admission forms	Rs. 100/- with complete brochure
Class strength	Primary(I-V)- Upper ceiling 35 Upper Primary(VI-VIII)- Upper ceiling 40 Secondary & Sr. Secondary(IX-XII)-Upper ceiling 45
Last date for Admission	31-7-2009
Reckoning of age for classes I & II	5 years & 6 years respectively as on 31 ST March 2009
Reckoning of age for class III onwards	7 years or more, as applicable on 30 TH September 2009
Admission of Cat. I students after 31 ST July.	05 more students could be admitted in each section between 10 TH Aug. to 30 TH Sept. provided such candidates are the wards of Central Govt. employees belonging to Category I. In addition to the children of parents transferred during the year, the children of parents belonging to Cat. I transferred during previous year will also be considered eligible for admission if seats are available after accommodating the children of Category-I parents transferred during the particular academic session.
Admission accorded by Commissioner, KVS for the wards of Central Govt./Central PSU employees who are actually coming on transfer after 30 TH September up to 30 TH November subject to availability of vacancies (35/40/45).	Up to 30-11-2009

TO WHOMSOEVER IT MAY CONCERN

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

1. I, Smt./Shri _____
rank/designation _____
name _____ of _____
unit/ship/Deptt. _____ 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:

Annexure-II

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.

Annexure-III

KVS NO.-----

(NAME & ADDRESS OF THE MP)

F.-----

Dated_____

Dear -----

I am to refer to your letter No. F. 012/09/JCACAD/Sp. Disp. Dated----- regarding recommendations for admissions of the children in Kendriya Vidyalayas under Special Dispensation and recommend the following two names whose particulars are given below:

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

The above two recommendations are for the session 2009-10.

Yours sincerely

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

(Note: Only the numbered coupon issued by KVS(HQ) to Hon'ble MP's will be accepted. Coupons downloaded from website will not be entertained. Coupon for admission will be issued only after 01-04-2009.)

ANNEXURE-IV

Sl.No.	State	% of SC Population	% of ST Population	% of reservation for SC	% of reservation for ST	% of total reservation
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.	Maharashtra	10.2	8.9	15	9	24
22.	Manipur	2.8	34.2	15	34	49
23.*	Meghalaya	0.5	85.9	15	35	50
24.*	Mizoram	NSC	94.5	15	35	50
25.*	Nagaland	NSC	89.1	15	35	50
26.	Orissa	16.5	22.1	17	22	39

27.	Punjab	28.9	NST	30	7.5	37.5
28.	Pondicherry	16.2	NST	16	7.5	23.5
29.	Rajasthan	17.2	12.6	17	13	30
30.	Sikkim	5	20.6	15	21	36
31.	Tamilnadu	19	1	19	7.5	26.5
32.	Tripura	17.5	31.1	17	31	48
33.	Uttaranchal	17.9	3	18	7.5	25.5
34.	Uttar Pradesh	21.1	0.1	21	7.5	28.5
35.	West Bengal	23	5.5	23	7.5	30.5

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.