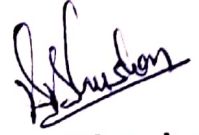


**PRESIDENT'S SECRETARIAT**  
(EBA Section)

No. D-12043/1/2019-EBA

30<sup>th</sup> July 2019

Please find enclosed herewith a copy of approved guidelines for admission in Dr. Rajendra Prasad Kendriya Vidyalaya, President's Estate, New Delhi for kind information and necessary action.



**(Bharat Bhushan)**  
*Under Secretary(EBA)*

**Smt. Charu Sharma**

Principal,  
Dr. Rajendra Prasad Kendriya Vidyalaya,  
President's Estate,  
New Delhi- 110004.

Copy for information to:

**Shri Santosh Kumar Mall**  
Commissioner,  
Kendriya Vidyalaya Sangathan  
18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi- 110016.

**GUIDELINES  
FOR  
ADMISSIONS**

**IN**

**Dr. RAJENDRA  
PRASAD  
KENDRIYA  
VIDYALAYA**

**(2020-21 & Onwards)**

**Dr. RAJENDRA PRADAD  
KENDRIYA VIDYALAYA**

**NEW DELHI**

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# **GUIDELINES FOR ADMISSION IN**

**Dr. Rajendra Prasad Kendriya Vidyalaya**

## **PART- A**

### **GENERAL GUIDELINES**

1. The following guidelines governing admission in Dr. Rajendra Prasad Kendriya Vidyalaya are issued to regulate admissions with effect from the Academic Session 2020-21 & onwards.

2. **Priorities in Admission**

**The following priorities shall be followed in granting Admissions:**

- A. For the employees of Rashtrapati Bhavan**

1. Children and Grandchildren of employees serving with Rashtrapati Bhavan on permanent/ deputation/ attachment basis/ Co-terminus basis. This includes children and grandchildren of employees of President's Body Guard, Army Guard, Military Veterinary Hospital at Rashtrapati Bhavan;
2. Children of permanent employees of other organizations serving with Rashtrapati Bhavan and residing in President's Estate pool of Accommodation;
3. Children and grand children of employees of President's Secretariat employed directly by Rashtrapati Bhavan on contract basis;

- B. For others**

1. Children of transferable and non-transferable Central government employees and children of ex- servicemen. This will also include children of Foreign National officials, who come on deputation or transfer to India on invitation by Govt. of India.
2. Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India.
3. Children of transferable and non-transferable State Government employees.
4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.

5. Children from any other category including the children of Foreign Nationals who are located in India due to their work or for any personal reasons. The children of Foreign Nationals would be considered only in case there are no Children of Indian Nationals waitlisted for admission.

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

**Whenever a stage is reached when all candidates of a particular category cannot be accommodated, the candidate older in age as per Date of Birth (DoB) will be given preference over the other.**

## 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 limit for admission in Dr. Rajendra Prasad Vidyalaya in various classes is given below.

CLASS	MINIMUM AGE ON 31 <sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT	MAXIMUM AGE ON 31 <sup>ST</sup> MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT
I	5 years	7 years
II	6 years	8 years
III	7 years	9 years
IV	8 years	10 years
V	9 years	11 years
VI	10 years	12 years
VII	11 years	13 years
VIII	12 years	14 years
IX	13 years	15 years
X	14 years	16 years
XI	15 years	17 years
XII	16 years	18 years

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

#### 4. CLASS STRENGTH AND COMPETENT AUTHORITIES

CLASS STRENGTH	AUTHORITY	DATE (S)	REMARKS
UP TO 36	PRINCIPAL	UP TO 30 <sup>th</sup> APRIL	Registered and eligible candidates subject to availability of vacancies except class XI.
		UP TO 30 <sup>th</sup> JUNE	Registered and eligible candidates subject to availability of vacancies for class XI only.
UP TO 38	CHAIRMAN, VMC	THROUGHOUT THE YEAR	This provision is applicable for all categories. The admission will be granted as and when the parent approaches for admission in the Vidyalaya.
UP TO 40	CHAIRMAN, STEERING COMMITTEE	THROUGHOUT THE YEAR	This provision is applicable for all categories. The admission will be granted as and when the parent approaches for admission in the Vidyalaya.

#### 5. RESERVATIONS IN ADMISSION

##### A. SCHEDULED CASTE AND SCHEDULED TRIBE CATEGORY

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

##### B. DIFFERENTLY ABLED CATEGORY

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

#### 6. STUDENTS OF N.I.O.S / STATE BOARDS / ICSE FOR ADMISSION IN CLASS XI IN Dr. Rajendra Prasad Kendriya Vidyalaya

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

## PART- B

### SPECIAL PROVISIONS

Following categories of children would be admitted over and above the class strength.

1. Children and grandchildren of serving and retired Dr. Rajendra Prasad Kendriya Vidyalaya employees of the President Estate. These admissions will be considered for admission at any time of the year irrespective of the class strength. However, for class IX, the child has to clear the admission test.
2. Chairman, Vidyalaya Management Committee can recommend a maximum of twelve admissions in Dr. Rajendra Prasad Kendriya Vidyalaya under his discretionary quota in an academic year. These twelve admissions may be recommended in one class or all classes put together.
3. Other special provision as per the norms of Kendriya Vidyalaya sangathan will not be applicable in for admission in Dr. Rajendra Prasad Kendriya Vidyalaya, President's Estate, New Delhi.

## PART- C

### PROCEDURE FOR ADMISSIONS

#### 1. PUBLICITY

An advertisement shall be issued by the Principal in the local newspapers in the Last week of February giving the admission schedule and inviting Parents to register their wards for admission in Dr. Rajendra Prasad Kendriya Vidyalaya. This advertisement should specifically indicate that admissions in Dr. Rajendra Prasad Kendriya Vidyalaya are not restricted to employees of President's Estate and are open to all. However the admissions will be regulated as per the priorities laid down for different categories to regulate the admissions. The reservations for SC, ST and Differently Abled under RTE Act 2009 should also be indicated.

#### 2. REGISTRATION

- (i) Registration shall not be done if there is no vacancy or likelihood of any vacancy in a particular class. In case a vacancy arises in future, registration can be made after giving wide publicity at local level and admission can be granted as per Dr. Rajendra Prasad Kendriya Vidyalaya Admission Guidelines.
- (ii) In case the number of children seeking registration is less because of which all seats have not been filled up, the Principal shall issue a second/third advertisement in the months of May and June notifying the availability of vacancies.
- (iii) Admissions are required to be made with the approval of the Chairman, VMC of Dr. Rajendra Prasad Kendriya Vidyalaya.
- (iv) Registration for class XI shall be taken up immediately after the declaration of results of class X and admissions up to the full strength of the class should be completed within 20 days after declaration of results by CBSE.
- (v) Registration forms shall be made available by the Principal FREE OF COST.
- (vi) Registration forms complete in all respects and accompanied by all required documents must be submitted/sent to the Vidyalaya concerned within the prescribed date as per notification of the Dr. Rajendra Prasad Kendriya Vidyalaya.
- (vii) Attested copies of the prescribed documents would be required to be submitted along with the application form for registration.

### 3. DOCUMENTS

- For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. For other classes, the date of birth recorded in the transfer certificate issued by a school recognised by the State / Central Government Educational board would be accepted. The original certificate of date of birth should be returned to the parent after verification. Admissions up to class-VIII may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body.
- For grandchildren of Dr. Rajendra Prasad Kendriya Vidyalaya employee a proof of relationship of either of the child's parent with the Dr. Rajendra Prasad Kendriya Vidyalaya employee (serving or retired) would be required.
- A certificate that the child belongs to the Scheduled Caste/Scheduled Tribe/EWS/OBC (Non-Creamy Layer)/BPL wherever applicable, issued by the competent authority in concerned State Government/Union Government. The certificate in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 03 months from the date of admission.
- A certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt. (sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the school.
- Proof of Residence.

**Note:**

- (i) Mere registration will not confer a right to admission.
- (ii) Incomplete application forms shall normally be rejected. In case vacancies remain, Principal may allow completion of the form later at his 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) In respect of Category I, II & III admissions, the veracity of the Certificates submitted by the parents in proof of their service must be invariably verified by the Principal.

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

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

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

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

#### Note:-1

- a) If required numbers of candidates covered under RTE do not register in 1st spell of registration then a second notification may be given in the month of April. In case of non-availability of candidates, the vacant seats may be given to the unreserved candidates as per priority and the order of name in the waiting list.
- b) The definition/eligibility criteria of Disadvantaged Group/Weaker Section/BPL/OBC (Non-creamy layer) will be as per the notification of the concerned State Governments.
- c) Admission test will not be conducted for Class I.

#### Note:-2

##### A. DEFINITION OF DISADVANTAGED GROUP

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

## B. DEFINITION OF WEAKER SECTION

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

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

The children residing in Delhi within a radius of 3 to 5 Kms from President's Estate shall be eligible to apply.

### Note:-3

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

## 5. Composition of Committee for Draw of lots:

The Vidyalaya will constitute a committee for the purpose of monitoring a system of Draw of Lots to be held in Class I under RTE.

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

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

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

## 6. FEE AND OTHER CONCESSIONS:

- No fee to be charged from the children admitted under the 25% quota prescribed under RTE Act 2009
- Expenses on account of NCERT text book, note books, stationary, uniform and transport will be reimbursed on production of proper bills in respect of 25% of the children admitted under the RTE Provisions subject to the ceiling prescribed and availability of funds.
- Once the children are admitted in Class I under RTE Act, they will continue to enjoy exemptions and concessions till class VIII.
- Address proof of the parent should be furnished at the time of the registration.
- The employees who have the facility of fee reimbursement in their departments cannot claim RTE concessions.

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

Admission test shall not be conducted for admission to Class II to VIII and the admission may be granted based on Priority Category system (I to III). If applications are more than the number of seats, the child older in age as per the Date of Birth(DOB) will be given precedence over the other.

## 8. METHOD OF ADMISSION IN CLASS IX

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

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

## 9. ADMISSION FOR CLASS X AND XII

Admissions to class X & XII, other than Dr. Rajendra Prasad Kendriya Vidyalaya students, will be entertained subject to availability of vacancies. Such admissions to class X and XII will be considered by the Chairman, VMC concerned, only if, the average strength in class X/XII is below 40. This will further be subject to the following conditions:

- i. The child has been in the same course of studies i.e. in a CBSE-affiliated school.
- ii. For Class X, the child must have obtained not less than 55% marks in aggregate in class IX.
- iii. For admission to class XII, 55% marks in class XI examination is mandatory.
- iv. The child should otherwise be eligible as per Dr. Rajendra Prasad Kendriya Vidyalaya admission guidelines.
- v. The combinations of subjects opted by the student are available in Dr. Rajendra Prasad Kendriya Vidyalaya.

## 10. METHOD OF ADMISSIONS IN CLASS XI

### Dr. Rajendra Prasad Kendriya Vidyalaya Students:

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

1. **Science Stream:** A minimum of 60% Marks in aggregate of all subjects.
2. **Commerce stream:** A minimum of 55% Marks in aggregate of all subjects.
3. **Humanities Stream:** All students of Dr. Rajendra Prasad Kendriya Vidyalaya if declared successful in class X exam.

**Note:-** If seats remain vacant in class XI even after admitting the children of Dr. Rajendra Prasad Kendriya Vidyalaya then the admissions to non- Dr. Rajendra Prasad Kendriya Vidyalaya children can be given in sequence of categories of priority.

- a. In case of two or more candidates obtaining equal marks in aggregate of all subjects, the inter-se merit of such candidates may be determined as follows:
  - (i) Candidates obtaining higher marks in Maths will get precedence in admission.
  - (ii) If two or more candidates have got the same marks in Maths, then the candidates securing higher marks in Maths and Science taken together will get precedence over the others.
  - (iii) In case of a tie between two or more candidates obtaining same marks in Maths and science taken together, the student older in age as per the D.O.B will be given precedence over the other.

- b. Principal may admit non- Dr. Rajendra Prasad Kendriya Vidyalaya children to class XI only upto the permitted class strength (40). In case of Dr. Rajendra Prasad Kendriya Vidyalaya Children, normally the class strength be restricted to 50.
- c. A student who was earlier not found eligible for admission to a particular stream may be allowed fresh admission to a particular stream in class XI in the next academic session, if he/she improves his/her performance within one year from the same Board.

**THE FOLLOWING CONCESSIONS WILL BE ALLOWED FOR ADMISSION FOR CLASS XI.**

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

S.No	Sports & Games	NCC	Scouting/ Guiding	Concession of marks for admission in class XI
a.	Participation at SGFI or equivalent level.	'A' certificate and participation in Republic/PM Rally	Rashtrapati Puraskar award certificate	6% Marks In aggregate
b.	Participation at National/ State level.	'A' certificate and best Cadet in Distt/State level	Rajya Puruskar award certificate with 07 proficiency badges.	4% Marks in aggregate
c.	Participation at Regional/ District Level	'A' certificate	Tritiya Sopan certificate with 05 proficiency badges	2% Marks in aggregate

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

**Note:** Maximum concession under Sports/Games/NCC/Scout/Guide will not exceed 6% Marks in aggregate. In case of eligibility for more than one concession under different categories as mentioned at (A) and (B) above, only one concession having maximum advantage to the candidate will be allowed. (The same benefit may be extended to students of non- Dr. Rajendra Prasad Kendriya Vidyalaya also).