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23.05.2025

प्रवेश सूचना (ऑफलाइन मोड)

2025-26

पी.एम. श्री केंद्रीय विद्यालय टीकमगढ़

पी.एम. श्री केंद्रीय विद्यालय टीकमगढ़, में निम्नलिखित कक्षाओं में रिक्त सीटों पर प्रवेश हेतु आवेदन आमंत्रित किए जाते हैं:

- कक्षा बालवाटिका III में (01 सीट आरक्षित अनुसूचित जनजाति के लिए),
- कक्षा प्रथम में (02 सीटें आरक्षित अनुसूचित जनजाति के लिए),
- कक्षा 10वीं में (04 सीटें (संभावित) आरक्षित सेवा श्रेणी 1 व 2 के कर्मचारियों के बच्चों के लिए),
- कक्षा 11वीं विज्ञान(समस्त श्रेणियों की संभावित रिक्त सीटो के लिए),
- कक्षा 12वीं विज्ञान संकाय (केवल 20 सीटें आरक्षित कक्षा 1 व 2 के कर्मचारियों के बच्चों के लिए)।

आवेदन प्राप्त कर जमा करने की सुविधा दिनांक: **23.05.2025 से 30.05.2025** तक प्रतिदिन **प्रातः 09:30 बजे से दोपहर 1:30 बजे तक** विद्यालय में उपलब्ध है |

यह स्पष्ट किया जाता है कि किसी भी कक्षा में प्रवेश पूर्णतः रिक्तियों की उपलब्धता एवं पात्रता के आधार पर ही दिया जाएगा। विद्यालय में प्रवेश हेतु निर्धारित तिथि एवं समय पर पंजीकरण होना अनिवार्य है।

***कक्षा XI में प्रवेश मार्गदर्शिका हेतु विशेषतया पृष्ठ संख्या 16-17 का अवलोकन करे |**



KENDRIYA VIDYALAYA SANGATHAN
NEW DELHI

केन्द्रीय विद्यालयों में प्रवेश हेतु मार्गदर्शिका
(2025-26 एवं आगामी शैक्षिक सत्रों हेतु)
[समेकित मार्गदर्शिका]

GUIDELINES FOR ADMISSIONS IN KENDRIYA VIDYALAYAS
(2025-26 & ONWARDS)
[Consolidated Guidelines]

KENDRIYA VIDYALAYA SANGATHAN NEW DELHI

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GUIDELINES FOR ADMISSION IN KENDRIYA VIDYALAYAS

PART-A
GENERAL GUIDELINES

1. **APPLICABILITY/SCOPE:** In supersession of all the guidelines governing admissions in Kendriya Vidyalayas that have been issued in the past, the following guidelines are issued with the approval of Competent Authority to regulate admissions in the Kendriya Vidyalayas with effect from the Academic Session 2025-26 & onwards. These Guidelines are not applicable to Kendriya Vidyalayas located abroad and Dr. Rajendra Prasad Kendriya Vidyalaya, President Estate, New Delhi.

2. **DEFINITIONS**

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

I. **CENTRAL GOVERNMENT EMPLOYEE**: An employee who is regular i.e. an employee working on that post sanctioned by the Government in substantive capacity and draws his emoluments from the Consolidated Fund of India. It will also include employees belonging to All India Services (IAS, IPS, IFoS, etc).

II. **STATE GOVERNMENT EMPLOYEE:** An employee who is regular (i.e. an employee working on that post sanctioned by the State Government in substantive capacity) and draws his emoluments from the Consolidated Fund of State.

III. **TRANSFER**: An employee would be treated as transferred only if she/he 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 of six months.

IV. **AUTONOMOUS BODIES / PUBLIC SECTOR UNDERTAKINGS***:* Organisations which are fully financed by the government or where the government share is equal to or more than 50 percent/where the government has controlling interest, would be deemed to be Autonomous Bodies/ Public Sector Undertakings of the Centre/ State, as the case may be.

V. **PROJECT/IHL KV:** Kendriya Vidyalaya which is sponsored by some Public Sector Undertaking/Govt. Project/Institute of Higher Learning and get Administrative and Financial Support from that PSU/Project/IHL.

3. PRIORITIES IN ADMISSION

The following priorities shall be followed in granting admissions:

(A) KENDRIYA VIDYALAYAS UNDER CIVIL/DEFENCE SECTOR:

1. Children of Transferable and Non-transferable Central Government Employees and children of Ex- servicemen.
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 i.e., all those not covered under any of the categories 1 to 4 listed above.

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

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

1. Children of employees of the Project Sector/Institutes of Higher Learning which are the Sponsors of the Vidyalaya, Faculty & Post Graduate students who are working on long term research projects/engagements and regular Council of Wardens (COW) employees and children of retired employees including employees on deputation to the concerned Project/IHL and contractual employees who are directly hired by the concerned Project/IHL (However, the Contractual staff hired through agency, outsourced, third party shall not be given any priority in admission).

Note: Preference in Admission will be given to the children of serving employee, deputation employees, retired employee and directly hired contractual employees by the Project/IHL, in that order.

2. Children of transferable and non-transferable Central Government Employees and children of Ex- servicemen.
3. Children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertaking/ Institute of Higher Learning of the Government of India.
4. Children of transferable and non-transferable State Government Employees.
5. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/ Institute of Higher Learning of the State Governments.
6. Children from any other category i.e., all those not covered under any of the categories 1 to 5 listed above.

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

4. ELIGIBLE AGE FOR ADMISSION

A Child must be **6 years old for Class-I** as on 31st March in the academic year in which admission is sought **(Child born on 1st April should also be considered).** The minimum and maximum age limit for admission in Kendriya Vidyalayas in various classes is given below:

Class	Minimum / Maximum Age as on 31st March of the Year in which admission is sought.
Class -I	6 years but less than 08 years of age
II	7 years but less than 09 years of age
III	8 years but less than 10 years of age
IV	**9 years but less than 11 years of age**
V	9 years but less than 11 years of age
VI	10 years but less than 12 years of age
VII	11 years but less than 13 years of age
VIII	12 years but less than 14 years of age
IX	13 years but less than 15 years of age
X	14 years but less than 16 years of age

Note:

i. Consequent upon the change in the minimum and maximum age for admission, introduced for Class I in the session 2022–23, progressive change in the age limits for the appropriate classes will be continued in future too.

ii. The maximum age limit may be relaxed by two years in case of Children with Special Needs (CwSN).

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

5. CLASS STRENGTH AND COMPETENT AUTHORITIES FOR FRESH ADMISSIONS

	Class Strength	Authority	Date (s)	Remarks
(A)	Up to **40** for all classes	Principal	Up to 30th June	Registered and eligible candidates subject to availability of vacancies (except class XI).
			30 days from the date of declaration of class-X results by CBSE.	Registered and eligible candidates subject to the availability of vacancies for class XI only after admitting existing KV Students.
(B)	**Up to 40 for class I & II and 45 for all other classes	Principal	Up to 31st October	This provision is applicable to the parents of Priority **Categories I & II** in the Civil/Defence Sector KVs and Priority Categories **I to III** in the Project/ IHL Sector KVs due to newly joined or mid-term transfer in current and previous Academic Year.

Note: **As notified in the KVS Admission Guidelines 2024-25, the upper limit of class strength for class I & II is 40 for academic session 2025-26 and the same will continue to be implemented progressively in subsequent academic sessions viz. 40 for Class I, II & III in session 2026-27, and so on.

6. RESERVATIONS IN ADMISSION

A. Scheduled Caste, Scheduled Tribe, and Other Backward Classes (Non-Creamy Layer) Categories

15% seats for Scheduled Caste, 7.5% seats for Scheduled Tribes and 27% seats for Other Backward Classes (OBC- NCL) shall be reserved in all fresh admissions in all Kendriya Vidyalayas.

B. Children with Special Needs (CwSN) Category

3% seats of total available seats for fresh admission will be horizontally reserved for Children with Special Needs (CwSN).

7. (A) ADMISSION WITH KV TRANSFER CERTIFICATE:

(i) Admission of children with KV TC will be considered when transfer of the parent is involved. However, in case of priority category V in Civil/Defence Sector KV and priority category VI in Project/IHL Sector KV, prior approval of the Deputy Commissioner of the concerned Region will be required. Further, the KV TC admissions of the students, in the above cases, from class I to XII, would be beyond 50, only with the approval of the Deputy Commissioner, concerned RO KVS, provided the option of redistribution/re-allotment to nearby KVs is exhausted.

(ii) Defence and Para-military Forces personnel who shift their families to the station of their choice whenever they are transferred to non-family station areas or posted in Naxal affected area, can admit their children on KV TC in a KV located at the station where they will keep their family subject to the class strength of 50. In case of class strength more than 50, approval of the Deputy Commissioner, concerned RO KVS is required, provided the option of redistribution/re-allotment to nearby KVs is exhausted. A certificate of this effect that the employee has been transferred to non-family station, issued by the office of the parent concerned, has to be produced for seeking such approval.

(iii) In all other cases where transfer of the parent is not involved (including the Priority Category V in Civil/Defence Sector KV and Category VI in Project/IHL Sector KV), the admission with KV TC would be done only with the prior approval and reallotment of KV by the Deputy Commissioner of the Region concerned, on the merit of the case, subject to the class strength of 45. However, such restriction of class strength i.e. 45 is not applicable on sibling cases.

Note: while reallotting/redistributing the KV, the Deputy Commissioner of the concerned Region will ensure that the allotted KV, as far as possible, should be within 8 KM from the residence of the child to avoid any negative impact on her/his health due to such commutation. Sibling cases of KV TC should be allotted in the same KV.

(B) ADMISSION ON LOCAL TRANSFER (TC) AND CHANGE OF SHIFT:

The following cases of local transfers may be approved on the basis of merit of the case, while considering Local Transfer by the Deputy Commissioner of the concerned KVS Regional Office:

a. In case of the allotment of Government Accommodation or shifting to own house to/by the parent (Priority category I to IV in Civil/Defence Sector KV and Priority Category I to V in Project/IHL Sector KV) in previous/ current academic session.
b. Circumstances, where Local Transfer is sought by the parent on the basis of Medical Urgency /Serious illness of the student/parent.
c. Where sibling of the student is studying in the KV where admission is sought, in such case, the Deputy Commissioner of the Region will approve the Local Transfer in the either KV which has lesser class strength out of the KVs where siblings are studying.
d. Provision of the Change of shift will be permitted by the Principal of concerned KV only in case of sibling when the brother or sister of the child is studying in the other shift. No other ground will be considered in this regard.

Note: In case of point (a) and (b) above, Local Transfer may be granted in KV nearest to the Govt. accommodation/Own house within the class strength of 50. If class strength is beyond 50 then another nearest KV may be considered.

8. STUDENTS OF NIOS / STATE BOARDS / ICSE FOR ADMISSION IN CLASS XI IN KENDRIYA VIDYALAYAS

The students of State Boards/ICSE/NIOS may be considered for admission in class XI, if vacancies exist, **after considering the KVS and CBSE students respectively.**

9. FRESH ADMISSION FOR CLASS X AND XII

Fresh admissions to class X & XII, other than KV students, will be entertained subject to the availability of vacancies. Such admissions to class X and XII will be considered by the Principal of the KV, only if, the average strength in class X/XII is below **40.** This will further be subject to the following conditions:

a) The child has been in the same course of studies i.e. in a CBSE-affiliated school.
b) For Class X, the child must have obtained not less than 55% marks in aggregate in class IX.
c) For admission to class XII, 55% marks in class XI examination is mandatory.
d) The child should otherwise be eligible as per KVS Admission Guidelines.
e) The combinations of subjects opted by the student are available in the concerned Kendriya Vidyalaya.
f) Fresh Admission will be for Priority category I and II for Civil and Defence sector KVs and priority category I to III in case IHL/Project sector KVs only.

10. ADMISSION FOR VACANT SEATS

In case, seats remain vacant after 30th June, Deputy Commissioner of the Region is empowered to allow admissions up to the prescribed strength i.e. 40 as per priorities in admission up to 31st July of the concerned Academic Year.

PART-B

SPECIAL PROVISIONS

1. FOLLOWING CATEGORIES OF CHILDREN WILL BE ADMITTED OVER AND ABOVE THE CLASS STRENGTH MENTIONED IN PART-A, PARA 5 OF THE ADMISSION GUIDELINES:

I. The Children of the serving employees of KVS (Kendriya Vidyalayas, Regional Offices, ZIETs and KVS (HQ) will be considered for admission at any time of the year irrespective of the class strength/year of transfer/recruitment. However, for class IX, the child has to clear the admission test (The Officials/Officers who come on deputation to KVS, their wards should also be treated at par with regular KVS employees).

II. Children of those Central Government employees who die in harness. Copy of Pension papers/letter issued by Controlling Authority will be taken as proof.

III. Children of recipients of Paramveer Chakra, Mahavir Chakra, Veer Chakra, Ashok Chakra, Kirti Chakra & Shourya Chakra, Sena Medal (Army), Nausena Medal (Navy), Vayu Sena Medal (Air Force).

IV. Children of recipients of President's Police Medal for gallantry & Police Medal for gallantry.

V. Meritorious sports children who have secured I, II & III position in Khelo India/SGFI/CBSE/National/State level games organized by the Government.

VI. Recipients of Rashtrapati Puraskar in Scouts & Guides.

VII. Children who are recipients of National Bravery Award, or of Bal Shree award instituted by National Bal Bhavan and Children who are recipients of Pradhan Mantri Rashtriya Bal Puraskar.

VIII. Children who have shown special talent in Fine Arts and have been recognized at the National or State level including Kala Utsav winners.

IX. Children orphaned due to Covid-19 pandemic will be considered for admission over and above the class strength under PM CARES for Children Scheme. The admission will be done on the basis of list given by District Magistrate of the concerned District subject to 10 children per KV and maximum of 02 children per class. These children will be exempted from payment of fees (Tuition fee, Computer fund, and VVN) from Classes I to XII. (Only for registered candidates in PM CARES for Children portal).

X. Admissions of wards of Kashmir Migrants will be given as per the following conditions:

a) Extension of date of admission for 30 days.
b) Relaxation in cut off percentage will be as applicable to SC/ST candidates subject to minimum eligibility requirement.
c) Admissions will be given over and above class strength.

2. ADMISSION OF WARDS OF ARMED/PARAMILITARY FORCES & OTHERS

(i) Admission of children, in the Kendriya Vidyalayas on the basis of transfer certificate issued by the schools following NCERT/ CBSE curriculum & syllabus and run by Armed Forces (Army, Air Force, Navy) and Para Military Forces i.e. CRPF/BSF/ITBP/SSB (Sashastra Seema Bal)/CISF/NSG, Assam Rifles and schools run by Indian Coast guard, ISRO/AEES (Atomic Energy Education Society)/DRDO will be entertained only if the class enrolment is less than 50 and the parent has been transferred to that place or has desired to settle at the place after his retirement, or transferred to some non-family station or posted in Naxal affected areas and choose to keep the family elsewhere. **Further, such requests shall be considered only in those stations where schools run by those organizations are not available within the radius of 8 KM from the residence of the parent of the child whose admission is sought.**

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

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

तत् त्वं भूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

PART- C

PROCEDURE FOR ADMISSIONS

1. PUBLICITY

An advertisement for online registration to Class-I shall be issued by the Regional Office in the local newspapers as per Admission Schedule, issued by KVS (HQs), inviting Parents to register their wards for admission in Kendriya Vidyalayas. This advertisement should specifically indicate that admissions in Kendriya Vidyalayas are not restricted to Central Govt. employees and are open to all, only certain priorities have been laid down for different categories to regulate the admissions. The reservations for SC, ST, OBC-NCL and CwSN, under RTE Act 2009, should also be indicated.

2. REGISTRATION

(i) Registration shall not be done if there is no vacancy in a particular class. In case a vacancy arises in future, registration can be made after giving wide publicity at local level/Vidyalaya website, School Notice Board and admission can be granted as per KVS Admission Guidelines.

(ii) In case the number of children seeking registration is less because of which all seats have not been filled up, the Principal shall issue a second advertisement, as per the Admission Schedule, notifying the availability of vacancies.

(iii) Admissions are required to be made with the approval of the Executive Committee of the Vidyalaya. In case the Executive Committee does not approve the admissions up to the full sanctioned strength of the class, the Principal shall intimate this fact to the Deputy Commissioner who may approve the admissions.

(iv) Registration for class XI shall be taken up immediately after the declaration of results of class X and admissions up to the full strength of the class should be completed within **30** days after 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 **within 30 days of declaration of CBSE results** with the approval of the Deputy Commissioner.

(v) Registration forms shall be made available by the Principal Free of Cost. However, for Class-I, registration will be done online through Online Admission Portal when the portal is live**.**

(vi) Registration forms complete in all respects and accompanied by all required documents must be submitted/sent to the Vidyalaya concerned within the prescribed date as per notification of the KVS.

(vii) Self-Attested copies of the prescribed documents would be required to be submitted along with the application form for registration.

3. DOCUMENTS

For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. For other classes, the date of birth recorded in the transfer certificate issued by a school recognized by the State Education Department would be accepted. The original certificate of date of birth should be returned to the parent after verification. Admissions up to class-VIII may be granted without any school transfer certificate provided the child is otherwise eligible and his birth certificate has been issued by a Govt. body.

1. 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.
2. A certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India certifying that she/he is a child with Special Needs (CwSN), wherever applicable. In case, where the disability of the child can be visually seen by the Principal, the child may be accepted as a CwSN, 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.
3. 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.
4. A certificate of retirement for uniformed Defence employees.
5. 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 her/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) For admission to class I, the registrations will be done through online mode. In a double shift Kendriya Vidyalaya, each shift will be treated as separate Vidyalaya for admission purpose. No change of shift will be permitted. If multiple registration forms are submitted for the same child in the same Kendriya Vidyalaya, only the last application will be considered.

(v) In respect of Category I, II, III and IV admissions the veracity of the Certificates submitted by the parents in proof of their service must be invariably verified by the Principal.

(vi) The documents submitted by the parents/guardians of the children,

provisionally selected for admission, are to be meticulously examined to ensure the authenticity and validity of the same, particularly those related to eligibility criteria. Further, whenever an admission is denied, a written communication should be given to the parents/guardians outlining all deficiencies/specific reasons for such denial to mitigate the litigation in any Court of Law.

4. METHOD OF ADMISSION IN CLASS-I

Out of the available seats of fresh admission 25% shall be reserved for **Right to Education (Hereafter referred to as 'RTE'**) 15% shall be reserved for SC, 7.5% shall be reserved for ST and 27% seats shall be reserved for "**OBC- Non-Creamy Layer**". **(Hereafter referred to as "OBC-NCL")**

After admission of students under RTE Act 2009 followed by **Children with Special Needs (CwSN)** the children belonging to Cat-1 will be taken up. The students admitted under Cat-1 will also include SC/ST/OBC-NCL. Similarly, after admission of Cat-1, admission of Cat-2 will be taken up which will include SC/ST/OBC-NCL (up to Cat-3 in case of Project/IHL School).

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

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

RTE 25% : 10 seats (Which may include the below mentioned seats reserved for SC/ST/OBC-NCL)
SC 15% : 06 seats
ST 7.5% : 03 seats
OBC-NCL 27% : 11 seats

(3% seats for the Children with Special Needs (CwSN) applicants would be reserved horizontally)

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

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

The following sequence is to be adopted for the fresh admissions to Class-I in Kendriya Vidyalayas:

(I) **First Lot: 10** seats (out of **40** seats) in Class I per section are to be filled as per RTE Provisions (25% of seats) and these **10** seats will be filled by draw of lots from all applications of SC/ST/EWS/BPL/OBC (Non-Creamy Layer)/CwSN taken together who are the resident of Neighborhood.

(II) **Second Lot:** Lottery for Children with Special Needs of SC/ST/OBC-NCL/Unreserved is to be conducted as per Priority Category.

(III) **Third Lot:** Remaining seats (after deducting RTE and CwSN applicants, if any) will be filled as per the existing Priority Category of Cat-I and Cat-II (Cat-I to Cat-III in case of Project/IHL KV) only up to the sanctioned strength or till the list of all the registered candidates from Cat-1 and Cat-2 (Cat-1 to Cat-3 in case of Project/IHL KV) is exhausted.

(IV) **Fourth Lot: -** The total number of SC/ST/OBC-NCL will be counted from the admitted summary of RTE, CwSN, Cat-1 and Cat-2 (Cat-1 to Cat-3 in case of Project/IHL KV) admissions done till third phase. Thereafter, the shortfall in the seats reserved for SC/ST/OBC-NCL, if any, shall be covered by admitting SC/ST/OBC-NCL applicants as per the order of priorities of admission, irrespective of sanctioned strength.

(V) **Fifth Lot:** - After all these processes, if sanctioned strength is not filled and seats are vacant, applicants from Priority Cat-3 (Cat-4 in Project/IHL KV) onwards will be taken up for admission as per existing priority list for unreserved seats only. The unfilled leftover reserved seats of RTE/SC/ST/OBC (NCL) should be kept vacant.

(VI) **Filling of left over vacant reserved seats, in case adequate number of candidates registered online are not available:** For filling unfilled quota of reserved seats for RTE/SC/ST/OBC-NCL, a separate advertisement is to be given as per the schedule of Admission by the concerned Kendriya Vidyalaya, for offline registration of the candidates belonging to that particular category only to fill the shortfall of reservation quota. The candidates thus registered offline may be admitted based on their Priority Category to fulfill the short fall of reservation quota. Even after going through the above exercise, if these seats remain vacant, then the following procedure may be adopted:

a) **In no case the seats reserved as per RTE will be de-reserved.**

b) **In case of vacant seats of SC/ST:** SC/ST seat should be filled after interchanging the seat as per the availability of registered candidates from the available SC/ST social category priority list i.e. vacant SC seats may be filled with ST or vice versa, only if total SC and ST candidates admitted taken together fall short of total reserved seats of SC and ST taken together. This aggregation may be obtained by counting all the admitted SC and ST candidates of all the categories e.g. in a single section KV total SC and ST seats are **09** (**6** SC + **3** ST). Now suppose **8** SC and **1** ST are already admitted, by following the above rule of interchanging due to non-availability of either case, and there are no more ST candidates

available to admit, in this case these **2** seats of ST will not be given to SC as already **9** SC/ST candidates have been admitted.

Clarification: OBC (NCL) seats cannot be interchanged with SC/ST or RTE.

(VII) **In case of vacant seat of OBC (NCL):**

After going through the process mentioned in para 4(vi), still reserve seats for OBC (NCL) are unfilled, it may be filled with remaining waitlisted eligible candidates from Priority Categories within approved class strength.

Note:

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

II. Admission test will not be conducted for Class-I

A. DEFINITION OF DISADVANTAGED GROUP

I. 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).

II. Child with Special Needs (CwSN) and suffering from disability will be determined as per the provision mentioned in RTE Act 2009/RPwD Act 2016 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 (Section2(e)). The income limit regarding economically weaker sections will be applicable as notified by the State Govt. concerned.

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

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

1.	**Major cities and Urban area (All District Hqrs.& Metros)**	**5 km Radius**
2.	**Places and areas other than included in 1 above.**	**8 km Radius**

Note:

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.

Admissions for class I is being done through online mode. For other classes, in offline mode, depending upon the available vacancies.

5. COMPOSITION OF COMMITTEE FOR OFFLINE DRAW OF LOTS:

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

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

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

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

6. FEE AND OTHER CONCESSIONS:

(i) No fee to be charged from the children admitted under the 25% quota prescribed under RTE Act 2009.

(ii) Once the children are admitted in Class-I under RTE Act, they will continue to avail exemptions and concessions till class VIII.

(iii) Address proof of the parent should be furnished at the time of the registration.

(iv) The employees who have the facility of fee reimbursement in their departments cannot claim RTE concessions**.**

7. METHOD OF ADMISSION FROM CLASS II TO VIII

Admission test shall not be conducted for admission from Class II to VIII and the admission may be granted to fill up the vacant seats within the class strength prescribed in the Table given at PART-A, Para 05 and according to the order of priority category of the parents.

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 the category of priority separately. Admission may be granted to fill up the vacant seats within the class strength prescribed in the Table given at PART-A, Para 05 and according to the order of priority category of the parents.

(i) Admission test shall be conducted in the subjects: Hindi, English, Mathematics, Social Science and Science.

(ii) There will be only one paper of Admission test of 3 Hours duration & 100 marks comprising Hindi, English, Mathematics, Social Science and Science each of 20 marks**.**

(iii) Candidates must secure minimum 33% marks in aggregate to qualify. Students belonging to SC/ST/CwSN will be eligible for admission on securing 25% in aggregate.

9. METHOD OF ADMISSIONS IN CLASS XI- KV STUDENTS

Admission in different streams i.e. Science, Commerce & Humanities be based on merit up to maximum **50** strength in case of KV students as per availability of streams in the Kendriya Vidyalaya. Choice of streams will be taken from students with parent consent before declaration of merit list. Streams will be allotted on the basis of marks obtained in Class X CBSE Board Examination. Once the seats exhausted in one streams students have to take admission in the other available streams in that Vidyalaya. Undertaking is to be obtained from students before finalization of merit list by KV.

Merit List is to be prepared for registered own KV students only. (However, if the nearby KV is having highest Class X (KV is running in temporary Building or due to non-availability of infrastructure to start class XI), then the combined merit list will be prepared and admitted. In that case, Deputy Commissioner of the Region will decide nearby KV based on availability of streams in KVs immediately after declaration of CBSE Results.

10. ADMISSIONS IN CLASS XI- NON-KV STUDENTS: If seats remain vacant in Class XI even after admitting the children of KV/ neighboring KVs, then the admissions to non - KV children may be granted on the same criteria, in the sequence of categories of priority as per Point 'c' of this Para.

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

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

b. In case of KV students, normally the class strength be restricted to **50**. However, to accommodate the eligible KV students over **50,** the Deputy Commissioner of the region shall be consulted for allotment / adjustment in the neighbouring KVs, if feasible.

c. Principal may admit non-KV children to class XI only within the class strength prescribed i.e **40** for fresh admissions as per the Priority categories. Admission may be granted to fill up the vacant seats within the class strength prescribed in the Table given at PART-A, Para-5 and according to the order of priority category of the parents.

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, provided vacancies exist after admitting the eligible students passing out in the current academic session.

e. Students passed through Supplementary Examination will be accommodated in the same procedure.

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

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

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

S.No.	Sports & Games	NCC	Scouting/ Guiding	Adventure Activities	Concession of marks for admission
a.	Participation at SGFI or equivalent level	'A' certificate & participation in Republic Day Parade /PM Rally	Rashtrapati Puraskar award certificate	NIL	6% Marks in aggregate
b.	Participation at KVS National/ State level	'A' certificate and best Cadet in Distt/State level	Rajya Puraskar award certificate with 07 proficiency badges	NIL	4% Marks in aggregate
c.	Participation at KVS Regional/ District Level	'A' certificate	Tritiya Sopan certificate with 05 proficiency badges	Participation in at least One 10 days adventure activity	2% Marks in aggregate

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

(C) Maximum concession under Sports/Games/NCC/Scout and Guides/Adventure will not exceed 6% Marks in aggregate. In case of eligibility for more than one concession under different categories as mentioned at (A) and (B) above, only one concession having maximum advantage to the candidate will be allowed. The same benefit may be extended to non-KV Students for fresh admission in KVs.

Note:

1. **This Admission Guidelines to be extended to Balvatika Classes wherever applicable on the same line as of Class I, subject to the age criteria for Balvatika 1, 2 & 3, as the case be.**
2. **In case of any issue related to the interpretation of Admission Guidelines, the decision of Commissioner KVS will be final.**
3. **Any changes required to the Admission Guidelines in any emergent circumstances at any time of the year, the changes can be made with the prior approval of Chairman, KVS.**

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