



तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

**KENDRIYA VIDYALAYA SANGATHAN**

**GUIDELINES FOR ADMISSIONS IN KENDRIYA VIDYALAYAS**

**(2024-25 & onwards)**

# **KENDRIYA VIDYALAYA SANGATHAN**

**NEW DELHI**

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KVS

## GUIDELINES FOR ADMISSION IN KENDRIYA VIDYALAYAS

### PART-A

#### GENERAL GUIDELINES

1. In supersession of all the guidelines governing admissions in Kendriya Vidyalayas that have been issued in the past, the following guidelines are issued with the approval of competent authority to regulate admissions in the Kendriya Vidyalayas with effect from the academic session **2024-25** & onwards. These guidelines are not applicable to Kendriya Vidyalayas located abroad and Dr. Rajendra Prasad Kendriya Vidyalaya, President Estate, New Delhi-110004.

#### **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).
- (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) **TRANSFERABLE:** An employee who has been transferred at least once in the preceding 7 years shall be deemed to be transferable.
- (iv) **TRANSFER:** An employee would be treated as transferred only if he/she has been transferred by the competent authority from one place/urban agglomeration to another place/urban agglomeration which is at a distance of at least 20 Kms and minimum period of stay at a place should be of six months.
- (v) **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.

### 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 31<sup>st</sup> March in the academic year in which admission is sought (Child born on 1<sup>st</sup> April should also be considered.)

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

<b>Class</b>	<b>Minimum / Maximum Age as on 31<sup>st</sup> March of the Year in which admission is sought.</b>
Class -I	6 years but less than 08 years of age.
II	7 years but less than 09 years of age
III	<b>8 years but less than 10 years of age.</b>
IV	8 years but less than 10 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:**

- 1. 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 limit for the appropriate classes will be continued to be reflected in future too.**
2. The maximum age limit can be relaxed by two years in case of Children with Special Needs (CwSN), by the Principal.
3. There is no age restriction for admission to Class XI provided the student is seeking admission in the year of passing Class X examination. Similarly, there will be no upper & lower age limit for admission to class XII provided there has been no break in the continuous study of the student after passing class XI.

## 5. CLASS STRENGTH AND COMPETENT AUTHORITIES

<b>Class Strength</b>	<b>Authority</b>	<b>Date (s)</b>	<b>Remarks</b>
Up to <b>32</b> (for Fresh Admissions)	Principal	Up to 30 <sup>th</sup> 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 and 45 for all other classes</b>	<b>Principal</b>	<b>Any time of the year</b>	<b>This provision is applicable to only categories I &amp; II parents in the Civil/Defence Sector and Categories I to III in the Project/ IHL Sector due to newly joined or mid-term transfer after the last date of fresh admission in current academic year including KV TC Cases.</b>

### Note:

1. In case of tie between KV TC and non-KV TC (fresh admission), due to mid-term transfer/ newly joined employees, priority will be given to KV TC.
2. The Deputy Commissioner of the Region concerned shall decide the re-allotment of KV in case of KV TC Cases, so that the enrolment should not cross 40/45 per section as specified in the above table.
3. The upper limit of class strength for class 1 i.e. 40 for academic session 2024-25 and will continue to be implemented progressively in subsequent academic sessions viz. 40 for Class I & II in session 2025-26, for class I, II and III in session 2026-27, and so on.

## 6. RESERVATIONS IN ADMISSION

### A. SCHEDULED CASTE, SCHEDULED TRIBE, AND OTHER BACKWARD CLASSES CATEGORY

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

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

Admission of children with KV TC will be **considered subject to the class strength mentioned in the Table given at PART-A, Para 5 of this Admission Guidelines.**

- (i). Defence and Para-military Forces personnel who shift their families to a station of their choice whenever they are transferred to non-family station areas can admit their children on KV TC in a KV located at the station where they will keep their family.
- (ii). In all other cases of **categories, I & II parents in the Civil /Defence Sector and Category I to III in the Project/ IHL Sector.** where transfer of the parent is not involved, the admission with KV TC would be done only with the prior approval of the Deputy Commissioner of the Region concerned, **subject to the class strength mentioned in the Table given at PART-A, Para 5 of the Admission Guidelines.**
- (iii). All cases of local transfers will be done with the approval of Deputy Commissioner of the Region concerned on the merit **of each individual case, if the class strength is less than 32 per section where the local transfer is sought.**

## **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 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 **32**. This will further be subject to the following conditions:

- (i) The child has been in the same course of studies i.e. in a CBSE-affiliated school.
- (ii) For Class X, the child must have obtained not less than 55% marks in aggregate in class IX.
- (iii) For admission to class XII, 55% marks in class XI examination is mandatory.
- (iv) The child should otherwise be eligible as per KVS Admission Guidelines.

- (v) The combinations of subjects opted by the student are available in Kendriya Vidyalayas.
- (vi) Fresh Admission will be for Priority category 1 and 2 for Civil and Defence sector KVs and category 1 to 3 in case IHL/Project sector KVs only.

#### **10. ADMISSION FOR VACANT SEATS**

In case, seats remain vacant after 30<sup>th</sup> June, as the case may be, in the year of admission, Deputy Commissioner of the Region is empowered to allow admissions up to the prescribed strength as per priorities in admission up to 31<sup>st</sup> July.

**Note: In case of any issue related to the interpretation of Admission Guidelines, the decision of Commissioner KVS will be final.**

### **PART-B**

#### **SPECIAL PROVISIONS**

#### **1. FOLLOWING CATEGORIES OF CHILDREN 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 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), VayuSena 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**

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 enrolment is less than 40 for Class I and 45 for all other classes 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.**

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

It is clarified that above provisions are only for the wards of Defence personnel/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.

## **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) 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 his/her discretion.
- (iii) Admission secured on the basis of any wrong certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.
- (iv) 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.

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

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

After admission of students under RTE Act followed by **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 32 students per section:

RTE 25% : 08 seats

SC 15% : 05 seats

ST 7.5% : 02 seats

OBC 27% : 08 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: 8** seats (out of **32** seats) in Class I per section are to be filled as per RTE Provisions (25% of seats) and these **08** 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-1 and Cat-2 (Cat-1 to Cat-3 in case of Project/IHL KV) only up to the sanctioned strength or till all the registered candidates from Cat-1 and Cat-2 (Cat-1 to Cat-3 in case of Project/IHL KV) is filled.

- (IV) **Fourth Lot:** - The total number of SC/ST/OBC-NCL will be counted from the admitted summary of RTE, DA, Cat-1 and Cat-2 (Cat-1 to Cat-3 in case of Project/IHL KV) admissions done till third phase. Thereafter, the shortfall in the seats reserved for SC/ST/OBC-NCL, if any, shall be covered by admitting SC/ST/OBC-NCL applicants as per the order of priorities of admission, irrespective of sanctioned strength.
- (V) **Fifth Lot:** - After all these processes, if sanctioned strength is not filled and seats are vacant, applicants from Priority Cat-3 (Cat-4 in Project/IHL KV) onwards will be taken up for admission as per existing priority list for unreserved seats only. The unfilled leftover reserved seats of RTE/SC/ST/OBC (NCL) should be kept vacant.
- (VI) **Filling of 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, 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 **8(5 SC + 3 ST)**. Now suppose **5** SC and 1 ST is already admitted and there are no more ST candidates available to admit, in this case these 2 seats of ST will not be given to SC as already **6** SC/ST candidates have been admitted. Clarification: OBC seats cannot be interchanged with SC/ST or RTE.
- (c) In case of vacant seat of OBC:  
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.
- (d) The definition/eligibility criteria of Disadvantaged Group/ Weaker Section/BPL/OBC (Non-creamy layer) will be as per the notification of the concerned State Governments. (The

DC KVS RO Concerned may issue guidelines regarding BPL/EWS as per the latest notification of the concerned State Governments).

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

**Note:**

**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/**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 (Section 2(e)). The income limit regarding economically weaker sections will be applicable as notified by the State Govt. concerned.

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

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

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

**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:**

- No fee to be charged from the children admitted under the 25% quota prescribed under RTE Act 2009.
- Once the children are admitted in Class-I under RTE Act, they will continue to enjoy exemptions and concessions till class VIII in the same KV.
- 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 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.**

- Admission test shall be conducted in the subjects: Hindi, English, Mathematics, Social Science and Science.
- 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 upto maximum **40** strength in case of KV students as per availability of streams in the Kendriya Vidyalaya. Choice of stream will be taken from students with parent consent before declaration of merit list. Stream will be allotted on the basis of marks obtained in Class X CBSE Board Examination. Once the seats exhausted in one stream students have to take admission in the other available stream 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)**

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

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 s 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 D.O.B will be given precedence over the other.
- b. In case of KV Children, normally the class strength be restricted to **40**. However, to accommodate the eligible KV students over 40 **the Deputy Commissioner of the region shall be consulted for allotment / adjustment in the neighbouring KVs.**

- c. Principal may admit non-KV children to class XI only **within the class strength prescribed i.e 32 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 05 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.

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

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

S.No.	Sports & Games	NCC	Scouting/ Guiding	Adventure Activities	Concession of marks for admission
a.	Participation at SGFI or equivalent level	'A' certificate and participation in Republic 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/CwSN would be given up-gradation in aggregate by 4% Marks for the purpose of admission to class XI.

**Note:**

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

**Further, this Admission Guidelines to be extended to Balvatika Classes wherever applicable.**

**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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## Kendriya Vidyalaya Sangathan (HQs), New Delhi Admission Notice for Balvatika : 2024-25

1. Balvatika-1 (in selected 50 KVs) & 3 (in selected 445 KVs) admissions will be done through offline mode. Registration will commence at 10:00 am on 01.04.2024 (Monday) and will close at 05:00 pm on 15.04.2024 (Monday). Registration for fresh admissions in Balvatika-2/3 (in selected 50 KVs), will be accepted only if vacancy exists in the concerned KVs.
2. Minimum age for admission in Balvatika-1 will be 3 years. Reckoning of age for all Balvatika Classes shall be as on 31.03.2024 (Child born on 1<sup>st</sup> April should also be considered).

Class	Minimum / Maximum Age as on 31 <sup>st</sup> March of the Year in which admission is sought.
Balvatika-1	3 years but less than 4 years of age.
Balvatika-2	4 years but less than 5 years of age.
Balvatika-3	5 years but less than 6 years of age.

**Note:**

The maximum age limit can be relaxed by two years in case of Children with Special Needs (CwSN), by the Principal.

3. Admission will be given as per priority category and reservation norms as mentioned in Admission Guidelines 2024-25.
4. Admission will not be granted, if wrong and misleading information in the application form is found at the time of scrutiny by the KV.
5. Contact Principal/ Admission In-charge, only when called, in the given time slot.

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## Kendriya Vidyalaya Sangathan (HQs), New Delhi Admission Notice: 2024-25

1. Online Registration for Admission to Class-I in Kendriya Vidyalayas for the Academic Year 2024-25 will commence at 10:00 am on 01.04.2024 (Monday) and will close at 05:00 pm on 15.04.2024 (Monday). The Admission details are available on website <https://kvsonlineadmission.kvs.gov.in>
2. Minimum age for admission in Class-I will be 6 years. Reckoning of age for all Classes shall be as on 31.03.2024. Reservation of seats will be as per KVS Admission Guidelines 2024-25 available on the Website (<https://kvsangathan.nic.in>).
3. Registration for fresh admissions, in Class II and above, will be started from 01.04.2024 (Monday) at 08:00 am to 10.04.2024 (Wednesday) up to 04:00 pm, if vacancies exist, in offline mode only. The duly filled up form needs to be submitted to the office of the Principal in the respective KV.
4. All information regarding Admission & Registration forms for Class-II and above are available in the Vidyalaya Websites and registrations can be done as per the Schedule for Admission 2024-25.
5. Registration for fresh admissions in Class-II and above will be accepted only if vacancy exists in the concerned KV.
6. Admission will not be granted, if wrong and misleading information in the application form is found at the time of scrutiny by the KV.
7. Contact Principal/ Admission In-charge, only when called, in the given time slot.

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**प्रवेश के लिए समय-सारणी**  
**SCHEDULE FOR ADMISSION**  
**(2024-25)**

सत्र 2024-25 में बालवाटिका कक्षाओं में प्रवेश के लिए समय-सारणी निम्नलिखित होगी :

**The Admission Schedule for Balvatika Classes during Session 2024-25 will be as under:-**

क्र०सं० S.No	विषय- वस्तु CONTENTS	निर्धारित तिथियाँ SCHEDULED DATES
1	प्रवेश के लिए विज्ञापन Advertisement for admission	4th week of March 2024 (Latest by 31.03.2024)
2	बालवाटिका I / II/ III के लिए पंजीकरण –ऑफ़लाइन माध्यम से (केवल चयनित केन्द्रीय विद्यालयों में) Offline Registration for Balvatika-I / II/ III (Only in selected KVs)	<b>01.04.2024 (Monday)</b> <b>10:00 AM onwards</b>
3	बालवाटिका I / II/ III के लिए ऑफ़लाइन पंजीकरण की अंतिम तिथि Last date of Offline Registration for Balvatika-I/ II/III	<b>15.04.2024 (Monday)</b> <b>05:00 PM</b>
4	(a) Declaration of provisional lists of selected and waitlisted registered candidates सभी पंजीकृत विद्यार्थियों की चयनित एवं प्रतीक्षित अनंतिम सूची का प्रदर्शन (b) Admission of eligible & selected candidates as per the above list in following order: (i) RTE (ii) From Service Priority Category (I and II) only (iii) Shortfall of Reservation Quota after admission in (i) and (ii)above उपरोक्त जारी सूची के अनुसार चयनित विद्यार्थियों के प्रवेश का आरंभ निम्न क्रम में: i. शिक्षा के अधिकार के अंतर्गत चयनित ii. सेवा श्रेणी वरीयता क्रम श्रेणी I एवं II में से चयनित iii. उपरोक्त में शामिल आरक्षित कोटे में भरी सीटों के बाद रिक्त सीट पर प्रवेश	<b>1<sup>st</sup> Provisional List on</b> <b>19.04.2024</b> <b>(Friday)</b>  <b>2<sup>nd</sup> Provisional List on</b> <b>29.04.2024</b> <b>(Monday)</b> <b>(if seats remain vacant)</b>  <b>3<sup>rd</sup> Provisional List on</b> <b>08.05.2024 (Wednesday )</b> <b>(if seats remain vacant)</b>
5	शिक्षा के अधिकार के अंतर्गत एवं अनुसूचित जाति/ जनजाति, अन्य पिछड़ा वर्ग (NCL)प्रवेश हेतु दूसरी अधिसूचना (कक्षा-I) यदि पर्याप्त आवेदन पत्र प्राप्त ना हुए हों तो (Offline) Extended date for the Second Notification for offline registrations for admission to be made under RTE Provisions, SC,ST and OBC (NCL), if sufficient applications were not received in offline mode.	Notification on 07.05.2024 (Tuesday) Registration from 08.05.2024 (Wednesday) to 15.05.2024(Wednesday) Display of list and

		Admissions 22.05.2024 (Wednesday) to 27.05.2024 (Monday)
	बालवाटिका कक्षाओं के प्रवेश की अंतिम तिथि। Last date of admission for Balvatika classes	<b>29.06.2024 (Saturday)</b>

**Note:-**

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

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

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

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



**प्रवेश के लिए समय-सारणी**  
**SCHEDULE FOR ADMISSION**  
**(2024-25)**

सत्र 2024-25 में प्रवेश के लिए समय-सारणी निम्नलिखित होगी :

**The Admission Schedule for the Session 2024-25 will be as under:-**

क्र.सं. S.No	विषय- वस्तु CONTENTS	निर्धारित तिथियाँ SCHEDULED DATES
1	प्रवेश के लिए विज्ञापन Advertisement for admission	4th week of March 2024 (Latest by 31.03.2024)
2	कक्षा-1 के लिए पंजीकरण –ऑनलाइन माध्यम से Online Registration for Class-I	<b>01.04.2024 (Monday)</b> <b>10:00 AM onwards</b>
3	कक्षा-1 के लिए ऑनलाइन पंजीकरण की अंतिम तिथि Last date of Online Registration for Class-I	<b>15.04.2024 (Monday)</b> <b>05:00 PM</b>
4	(a) Declaration of provisional lists of selected and waitlisted registered candidates सभी पंजीकृत विद्यार्थियों की चयनित एवं प्रतीक्षित अंतिम सूची का प्रदर्शन (b) Admission of eligible & selected candidates as per the above list in following order: (i) RTE (ii) From Service Priority Category (I and II) only (iii) Shortfall of Reservation Quota after admission in (i) and (ii) above उपरोक्त जारी सूची के अनुसार चयनित विद्यार्थियों के प्रवेश का आरंभ निम्न क्रम में: i. शिक्षा के अधिकार के अंतर्गत चयनित ii. सेवा श्रेणी वरीयता क्रम श्रेणी I एवं II में से चयनित iii. उपरोक्त में शामिल आरक्षित कोटे में भरी सीटों के बाद रिक्त सीट पर प्रवेश	<b>1<sup>st</sup> Provisional List on</b> <b>19.04.2024</b> <b>(Friday)</b>  <b>2<sup>nd</sup> Provisional List on</b> <b>29.04.2024</b> <b>(Monday)</b> <b>(if seats remain vacant)</b>  <b>3<sup>rd</sup> Provisional List on</b> <b>08.05.2024 (Wednesday )</b> <b>(if seats remain vacant)</b>
5	शिक्षा के अधिकार के अंतर्गत एवं अनुसूचित जाति/ जनजाति, अन्य पिछड़ा वर्ग (NCL) प्रवेश हेतु दूसरी अधिसूचना (कक्षा-I) यदि पर्याप्त आवेदन पत्र प्राप्त ना हुए हों तो (Offline) Extended date for the Second Notification for off line registrations for admission to be made under RTE Provisions, SC, ST and OBC (NCL), if sufficient applications were not received in online mode.	Notification on 07.05.2024 (Tuesday) Registration from 08.05.2024 (Wednesday) to 15.05.2024(Wednesday) Display of list and Admissions 22.05.2024 (Wednesday) to 27.05.2024 (Monday)



6	कक्षा-II तथा अन्य कक्षाओं का पंजीकरण (in offline mode) (कक्षा-XI को छोड़कर), कक्षा- विशेष में रिक्तियाँ होने की स्थिति में। Registration for Class-II onwards (except Class XI) - Subject (in offline mode) to availability of vacancies in a particular class.	01.04.2024 (Monday) to 10.04.2024 (Wednesday)
7	कक्षा द्वितीय तथा आगे की कक्षाओं के लिए सूची जारी करना Declaration of list of class II onwards.	15.04.2024 (Monday)
8	कक्षा द्वितीय तथा आगे की कक्षाओं के लिए प्रवेश। Admission for class II onwards.	16.04.2024 (Tuesday) to 29.04.2024 (Monday)
9	कक्षा-XI को छोड़कर अन्य सभी कक्षाओं के प्रवेश की अंतिम तिथि। Last date of admission for all classes except class XI	29.06.2024 (Saturday)
10	के० वि० के छात्र/ छात्रा : कक्षा-XI में प्रवेश के लिए पंजीकरण <b>For KV students:</b> Registration for admission in class XI	Within 10 days after the declaration of class X result
11	के० वि० के छात्र/ छात्रा: कक्षा XI की प्रवेश सूची जारी करना एवं प्रवेश <b>KV students:</b> Display of admission list & admissions for Class-XI.	Within 20 days after declaration of class X results
12	गैर के० वि० के छात्र/छात्रा: कक्षा-XI में प्रवेश के लिए पंजीकरण प्रवेश सूची जारी करना एवं प्रवेश( रिक्तियाँ होने की स्थिति में) <b>Non-KV students:</b> Registration, display of admission list & admissions in class XI (Subject to availability of vacancies)	After the admissions of KV students in class XI
13	कक्षा-XI के प्रवेश की अंतिम तिथि। Last date of admission for class - XI	30 days from the date of declaration of class-X results by CBSE

**Note:-**

- समस्त पंजीकृत बच्चों की सूची, प्रवेश- योग्य बच्चों की सूची, प्रवेश के लिए अंतिम चयनित बच्चों की श्रेणी-वार सूची, प्रतीक्षा-सूची व उत्तरवर्ती सूचियों को संबन्धित केन्द्रीय विद्यालय के सूचनापट्ट पर प्रदर्शित करने के साथ- साथ विद्यालय की वैबसाइट पर देना अनिवार्य है।

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

- यदि पंजीकरण हेतु निर्धारित प्रारम्भिक/ अंतिम तिथि को कोई सार्वजनिक अवकाश का दिन है, तो अगला कार्य दिवस स्वीकार्य होगा।

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



## केन्द्रीय विद्यालय संगठन (मुख्यालय)

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान

18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016

**KENDRIYA VIDYALAYA SANGATHAN (HQs)**

An Autonomous Body under Ministry of Education, Govt. of India

18, Institutional Area, S.J.S Marg, New Delhi-110016

Tel.: 011-2652184

Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F.110331/EDPOLA/1/2024-25/Academic/ 4697-735

Date: 28.03.2024

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

Subject: Fresh Admissions in Kendriya Vidyalayas for the Academic Session 2024-25-reg.

Madam/Sir,

This is to inform that the Registration Process for admission to Class I for the Academic Session 2024-25 is to start from **01<sup>st</sup> April 2024 (10:00 AM)** through the Online Portal as in the previous years. The registration shall remain open till **15.04.2024 (05:00 PM)**. For Class II onwards, registration for the fresh admission will be done offline only, if vacancies exist, as per Admission schedule 2024-25.

Accordingly following relevant documents are being sent for information and smooth execution of Admission process:

- 1. Admission Guidelines & Schedule 2024-25:** Admission Guidelines and Admission Schedule 2024-25. The class strength of Class I shall be 32 per Section from the academic year 2024-25
- 2. Advertisement by Regional Office:** The draft advertisement in English and Hindi to be given by Regional Office in Newspapers and Website for wide publicity is enclosed. It should be published in Newspapers latest by **31<sup>st</sup> March 2024**.
- 3. Admission to Newly opened KVs:** All newly opened Kendriya Vidyalayas till February 2024, will conduct Class I admissions in online mode through OLA Portal and for other classes in offline mode only. The schedule for admission to Class II onwards (offline) as mentioned in Admission Schedule 2024-25 will not be binding for them as full strength 32 is to be admitted.
- 4. Admission to Class II onwards:** The vacancies, if any, from Class II onwards is to be placed on the Vidyalaya Websites & Notice Board by the Principal of the concerned Kendriya Vidyalayas, one day prior to the date of commencement of registration, for the information of stakeholders. Deputy Commissioner of the Region is to personally ensure the display of the same.
- 5. Verification of documents at the time of Admission:** Principal of Kendriya Vidyalayas under the region be directed to scrutinise the documents carefully at Vidyalaya level. On account of submission of fake documents and entry age, this office was compelled to cancel admission of some students in KVs. Hence, the admission committee and Principal of all the KVs may be directed to thoroughly verify the documents before granting admission to the children. Lapses, found at a later stage, could lead to complication, and hence would attract serious view.



6. **KVs with Balvatika Classes:** KVs where Balvatika classes have started, Balvatika - III students to be automatically promoted to Class-I. Hence,
- In such KVs one section is to be reduced from the online admission process in Class-I. In case of vacancies in the section with students promoted from Balvatika-III, candidates from the appropriate wait lists from the online draw of lots conducted for remaining number of sections shall be granted admission as per priority category.
  - In KVs with only one section, no online application for admission in Class-I will be invited. In case of vacancies, admission will be done through offline mode as per schedule of Class II onwards.
  - Balvatika - I, II & III admissions will be done in selected KVs through offline mode only.
  - 50 KVs where Balvatika 1, 2 and 3 was opened, all provisions of Class I admission will be applicable for Balvatika-1. For Balvatika 2 and 3, provisions for class 2 onwards admission, will be applicable. In these classes, fresh admissions will be granted only where the class strength is less than 32.
  - 445 KVs where Balvatika 3 alone was opened, all provisions of Class I admission in KVs, will be applicable to Balvatika-3.

Further, modalities for Online Admissions & other details will be sent separately. This issues with the approval of the Competent Authority.

Yours sincerely,



(B.K. Behera) 22/03

Deputy Commissioner (Acad) 2024

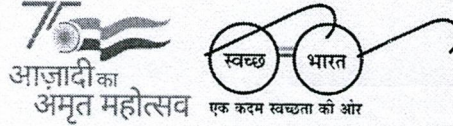
**Enclosure:**

- KVS Admission Guidelines 2024-25.
- Admission Schedule 2024-25.
- Draft Advertisement (Hindi & English)
- List of 495 KVs with Balvatika.

**Copy to:**

- PS to Commissioner, KVS(HQs), New Delhi for information.
- PS to Addl. Commissioner, (Acad), KVS (HQs), New Delhi for information.
- All Joint Commissioners, KVS(HQs), New Delhi for information.
- The Assistant Commissioner, (Acad & EDP) with the request to upload Admission Guidelines 2024-25 & Admisison Schedule 2024-25 on KVS (HQs) website.
- SO (Acad), KVS (HQs), New Delhi for information.





केन्द्रीय विद्यालय संगठन  
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली  
KENDRIYA VIDYALAYA SANGATHAN  
An Autonomous Body Under Ministry of Education, Govt. of India  
मुख्यालय, नई दिल्ली /Head Quarters, New Delhi  
18, Institutional Area, S.J. Marg, New Delhi-110016.  
Tel.: 26858570 Fax 26514179  
Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F.11-EDPOOLA/1/2023-Academic/377-3731

Date: 28-03-2024  
by email only  
**MOST URGENT**

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Office

**Subject:- Activation of PPL GOV IDs of KVs linked with KVS Online Admission Portal and Verification/update of Profile of Kendriya Vidyalayas on OLA Portal for fresh admission to Class-I session 2024-25.**

Madam/Sir

This is regarding Online Admission for Class I for academic session 2024-25 through the OLA Portal. All Regional Offices are requested to ensure the Govt. email ids of ROs/KVs, under their jurisdiction, operational, as these PPL Govt. IDs will be used for login to the admission Portal (<https://oladashboard.kvs.gov.in>). Hence, each Regional Office and KV must ensure that they are able to login their PPL Govt. ID by login on <https://email.gov.in>

Principal may be instructed to carry out the following-

1. After login to the <https://email.gov.in> each KV needs to send the test mail from their PPL Govt. ID mentioned in the attached excel sheet (**Annexure-1**) to [kvsolahelpdesk@gmail.com](mailto:kvsolahelpdesk@gmail.com) for verification kindly use the following subject line compulsorily for sending mail from PPL Govt. email ID:  
**<KV Code>-<KV Name>-Test Mail**  
**Kindly complete this activity by 28/03/2024**
2. After sending Test Mail each Kendriya Vidyalaya is required to login to their School Dashboard interface. If required the password can be reset using forgot password option available on the portal.
3. After successful login to the KV Dashboard interface, each Vidyalaya is requested to check/update the School Profile like (**No. of sections,**

contd./2/-



**Latitude and Longitude using the Map link, Sponsoring Agency name and Sponsoring Agency Quota as No.)** as per KV Admission Guidelines and then submit the detailed step by step.

4. There are some fields in the School Profile page which are not editable by the KVs, if any changes are required in the un-editable field, like Parliamentary Constituency, District etc., by the KVs, kindly send the request on mail ID [kvsolahelpdesk@gmail.com](mailto:kvsolahelpdesk@gmail.com) only, in the below given format for response from helpdesk team KVS(HQ).

**Subject: Region() KV Code() Change in()**

**Body Text: Issue Description**

**Name of field in which correction is required**

**Wrong Data:**

**Correct Data:**

5. Each Vidyalaya (Civil/ Defence, Project, IHL sector) needs to map the organization as per KVS Admission Guidelines to categorize them in different Admission Category/Sub-Category prospective parents who would be registering for Online Admission of their wards. It would be enable parents to search and select their category from the list available on portal. With the sincere effort of Vidyalayas, the chances of selection of wrong Admission category by the parents will be reduced to minimum. Each Kendriya Vidyalaya therefore needs to check and validate the existing Organization mapping

All new Kendriya Vidyalaya taking part on online admission for the first time should prepare and update their organization mapping as per the admission guidelines.

6. Each Kendriya Vidyalaya must also update Parliamentary Constituency and district data in school profile(if required).
7. The Nodal Officer for admission of all Regions are requested to monitor and check the profile of each Kendriya Vidyalayas under their jurisdiction by 28.03.2024 to avoid errors in online short listing process.
8. A certificate **(Annexure-1)** duly filled and signed by the Deputy Commissioner of the region may be sent at email ID [acedpkvs@gmail.com](mailto:acedpkvs@gmail.com) by 28.03.2024.
9. Helpdesk details available on KVS online admission portal ([kvsonlineadmission.kvs.gov.in](http://kvsonlineadmission.kvs.gov.in)) is to be checked and if any changes are required, the details may be compiled by the Regional Offices and sent at email id [kvsolahelpdesk@gmail.com](mailto:kvsolahelpdesk@gmail.com)

contd/3/-

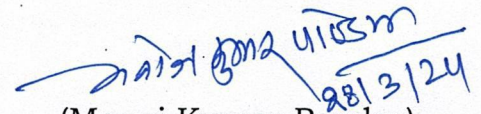


10. The KVs, where Bal Vatika-3 is running in the session 2023-24, should check that one section is already reduced, if not reduced then reduce one section from the total number of sanctioned sections available for admission in class-I in the OLA Dashboard should be reduced as per staff strength 2024-25.
11. The Kendriya Vidyalayas where online admission of Class-I will **NOT** be done through KVS OLA Portal have been deactivated as per KVS (Hq) record (list attached at Annexure - 2). In case of any discrepancy please refer to point no. 4 of this letter.

It is pertinent to mention here that updation of School Profile/ Region Profile is to be done meticulously as updating the data will not be possible once the portal is live.

In case of any query, an email may be sent to KVS Online Admission Helpdesk [kvsolahelpdesk@gmail.com](mailto:kvsolahelpdesk@gmail.com).

Yours faithfully,



(Manoj Kumar Pandey)

Assistant Commissioner (EDP)

Encl. Annexure 1 & Annexure 2.

Copy to:-

1. PS to Commissioner KVS New Delhi.
2. PS to Additional Commissioner (Acad)
3. PA to Joint Commissioner (Acad)





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आज़ादी का  
अमृत महोत्सव



केन्द्रीय विद्यालय संगठन  
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली  
KENDRIYA VIDYALAYA SANGATHAN  
An Autonomous Body Under Ministry of Education, Govt. of India  
मुख्यालय, नई दिल्ली /Head Quarters, New Delhi  
18, Institutional Area, S.J. Marg, New Delhi-110016.  
Tel.: 26858570 Fax 26514179  
Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

F.11-EDPOOLA/1/2023-Academic/3732-3756

Date: 28-03-2024

by email only

**MOST URGENT**

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Office

Subject:- Activation of PPL GOV IDs of KVs linked with KVS Online Admission Portal and Verification/update of Profile of Kendriya Vidyalayas on OLA Portal for fresh admission to Class-I session 2024-25.

Madam/Sir

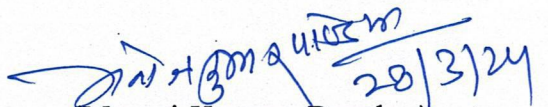
Kindly refer to this office letter of even no. dated 28-03-2024 on the subject cited above.

The point no. 1 under "Principal may be instructed to carry out the following"- may be read as given below:--

1. After login to the <https://email.gov.in> each KV needs to send the test mail from their PPL Govt. ID to [kvsolahelpdesk@gmail.com](mailto:kvsolahelpdesk@gmail.com) for verification. Kindly use the following subject line compulsorily for sending mail from PPL Govt. email ID:  
**<KV Code>-<KV Name>-Test Mail**  
**Kindly complete this activity by 28/03/2024**

There is no change in remaining points or instructions.

Yours faithfully,

  
(Manoj Kumar Pandey)  
Assistant Commissioner (EDP)

Copy to:-

1. PS to Commissioner KVS New Delhi.
2. PS to Additional Commissioner (Acad)
3. PA to Joint Commissioner (Acad)

 <p>केन्द्रीय विद्यालय संगठन</p>	<p><b>केन्द्रीय विद्यालया संगठन</b> <b>KENDRIYA VIDYALAYA SANGATHAN</b> भुवनेश्वर संभाग / <b>Bhubaneswar Region</b> (Under Min. of Education, Govt. of India) Mancheswar Railway Colony, Bhubaneswar-17 Tel: 2748366/2748277/2748977 E-mail : <a href="mailto:dcrobbsr@gmail.com">dcrobbsr@gmail.com</a>, Website : <a href="https://robhubaneswar.kvs.gov.in">https://robhubaneswar.kvs.gov.in</a></p>	 <p>आज़ादी का अमृत महोत्सव</p>
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No.F.150331/1/2024-KVS(BBS)/Acad/

Dated - 28.03.2024

### OFFICE ORDER


A Regional Admission Cell for the year 2024-2025 for Online Admissions is hereby constituted with the following members:

1. Sri Anil Kumar, AC KVS BBSR – Nodal Officer
2. Sri S.C. Jena, Principal KV INS Chilka – Member
3. Sri Tanmay Mishra, PGT(CS) KV-5 BBSR - Member

The Cell under the head of Nodal Officer will perform the following duties

1. Monitoring of daily registration
2. Monitoring of admissions (post registration)
3. Immediate resolution of queries received, if any, by the Regional Admission Cell.
4. Liaison with KVS HQ regarding any Technical or admission guidelines related queries (through Nodal Officer)

The functioning of the Regional Admission Cell is with immediate effect.

  
(Dr. Shiharan Bose)  
Deputy Commissioner

Distribution:

- 1.Sri Anil Kumar, AC KVS RO BBSR
- 2.Sri S.C. Jena, Principal KV INS Chilka
- 3.Sri Tanmay Mishra, PGT(CS) KV-5 BBSR

Copy to the Principal, All KVs of Bhubaneswar Region – for information.