

## 1. General Instructions

1. These instructions pertain to online application for admission to Std 1 in Kendriya Vidyalayas for the academic year 2022-2023. In the remainder of these instructions, a "Vidyalaya" means a Kendriya Vidyalaya.
2. Please familiarize yourself with Kendriya Vidyalaya Sangathan (KVS) admission rules, regulations and guidelines available at link.
3. You are strongly advised NOT to submit multiple applications to the same Vidyalaya for the same child. If multiple registration forms are submitted for the same child in the same Kendriya Vidyalaya, only the last application will be considered in admission process. In a double shift Kendriya Vidyalaya, each shift will be treated as separate Vidyalaya for admission purpose.
4. In order to ensure smooth and quick filling of the application form, please keep the following ready:
  - i. a valid mobile number with Indian SIM card,
  - ii. a valid email address,
  - iii. a digital photograph or scanned photograph of the child seeking admission (JPEG file of size at most 256KB),
  - iv. a scan copy of the child's birth certificate (JPEG or PDF file of size at most 256KB),
  - v. details of government certificate in case you are applying under economically weak section,
  - vi. transfer details of parent/grandparent whose service credentials will be used in the application.
5. There are two necessary steps involved in successfully submitting an application form.
  - a. Registering on the portal: On successful registration, you will be assigned a unique Login Code. Please note down your unique Login Code carefully.
  - b. Filling and submitting application: The Login Code obtained after registration must be used to login and fill the online application form. You can indicate choice of up to three (3) different Vidyalayas in India, without any preference between Vidyalayas, in a single form. After filling in the application form, it must be submitted by clicking on the Submit Application button. On successful submission, you will be assigned a unique Application Submission Code, that is different from the Login Code. You will also be shown a list of original documents to be submitted to a Vidyalaya at the time of admission in case provisional admission is offered by the Vidyalaya. Please note down your Application Submission Code and the list of documents to be submitted at the time of admission carefully.

6. Only after both steps 5a and 5b above have been completed, is the application process completed. Completing only step 5a will NOT result in your application being submitted to KVS.
7. Your application is NOT submitted and your application data will NOT be visible to KVS until you receive an Application Submission Code from the online admission portal.
8. Completing the registration and submitting an application requires use of one-time password (OTP) that is sent by SMS to the mobile number provided during registration. You are strongly advised to register your own mobile number (with Indian SIM card) and not that of relatives, friends, agents, cyber-cafe operators or others.
9. Details provided at the time of registration cannot be subsequently changed in the admission form. Please enter these details correctly and exactly as per documentary evidence (like birth certificate) available with them.
10. In the application form, a Save Application button has been provided to help you save (possibly partially filled) data, and resume filling the form at a later time.
11. By clicking the Save Application button, the form is only saved for you to continue filling it in a later session. The form is NOT submitted to KVS by clicking on the Save Application button. The only way to submit the form to KVS is by clicking on the Submit Application button after filling in the entire form, at the end of which an Application Submission Code is generated.
12. Once an application form has been submitted and Application Submission Code generated, the submitted application form cannot be edited.
13. If you realize that incorrect information has been submitted in your application, you have the option to cancel your submitted application. Canceling a submitted application requires use of an OTP that is sent to your registered mobile number. This is meant to prevent accidental cancelation of a submitted application. An application, once canceled, cannot be revived, and the Application Submission Code for the application becomes null and void. Data from a canceled application form will NOT be visible to KVS after cancelation of the form.
14. After canceling a submitted application, you can re-apply using the same Login Code before the last date of submission of applications. However, this will be treated as a fresh application, and must be filled in and submitted all over again. A new Application Submission Code will be generated when the fresh application form is submitted.
15. Only your Application Submission Code (and not your Login Code) must be used for all communication with KVS and with the Vidyalayas you have applied to.
16. All fields in the online form marked with a red \* are mandatory, and must be filled in. The portal will not allow you to proceed until all mandatory fields are filled in.
17. For admission application under Special Provisions as detailed in KVS guidelines ([see here](#)), except in Single Girl Child category, please submit the online application form through the portal, and then contact the Principal of the concerned Vidyalaya directly (not through the admission portal), citing

your Application Submission Code along with all documentary evidence required for applying under ‘Special Provisions’.

18. For admission application in Single Girl Child category, please submit the online application form and upload required documents like any other admission application. There is no need to contact the Principal of the Vidyalaya (to which the child is seeking admission) directly in this case.
19. For twins/triplets/... who are eligible for admission in Single Girl Child category as per KVS guidelines ([see here](#)), you must register, fill in and submit the online application form separately for each sibling. To ensure that the applications are considered together for admission in Single Girl Child category, the individual applications must be linked using a Linking Code generated by the online admission portal. Please see detailed instructions for generating and using Linking Code in point (xi) of Section (2.4.1) of instructions (Instructions for filling in admission application form and uploading documents).
20. Mere registration and submission of the application form DOES NOT confer a right to admission to any child. Admissions will be offered by individual Vidyalayas, depending on available seats and as per KVS guidelines ([see here](#)) after examining application details, and after originals of all required documents have been produced at the time of admission.
21. Please check the results/shortlists of admissions with individual Vidyalayas on the dates announced by KVS/individual Vidyalayas for declaration of admission results.
22. In case provisional admission is given by a Vidyalaya after the results are announced, originals of all supporting documents listed while submitting the form must be presented to the concerned Vidyalaya at the time of admission. Failure to provide these original documents may lead to the admission being canceled.

## 2. Instructions for filling online application form:

The online admission application process includes the following steps.

1. Reading the instructions
2. Registration (sign-up) of first-time user
3. Login (sign-in) to the admission application portal
4. Filling in admission application form and uploading documents
5. Reviewing form, checking declaration and submitting form
6. Acknowledgement of submission

### 2.2 Registration (sign-up) of first-time user

For the first time user, she/he needs to register or sign-up in the portal. To register/sign-up, the following information of the child needs to be filled.

- First name of child : This is a mandatory field. The first name must only contain letters from the English alphabet, space or dot (.) with the first character necessarily being an English letter. The data entered here can not be modified after sign-up.
- Middle name of child : The data entered here can not be modified after sign-up. The middle name can only contain letters from the English alphabet, space and dot (.) with the first character necessarily being an English letter.
- Last name of child: The data entered here can not be modified after sign-up. The last name can only contain letters from the English alphabet, space and dot (.) with the first character necessarily being an English letter. Parents are advised to enter the first, middle and last names of the child exactly as in the birth certificate (or other admissible document certifying the name of the child).
- Is the child differently-abled? : This is a mandatory field. Please select Yes if applicable, otherwise select No. This information cannot be modified after sign up. If you indicate Yes here, the original document of proof of disability must be produced at the time of admission, if a Vidyalaya offers provisional admission to the child. Such a proof includes a certificate from the civil surgeon / rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the Vidyalaya at a later time.
- Date of birth of child: This is a mandatory field. Please enter date of birth as per birth certificate of the child, issued by competent authority. This information cannot be changed after sign-up. Important: As per KVS admission guidelines, the minimum age for admission to Std 1 is 6 years and the maximum admissible age is 8 years as on 1 April, 2022, with a 2 year relaxation in upper age limit of

"Differently Abled" applicants. Thus, the allowed range of date of birth of a child seeking admission to Std 1 in 2022-2023 is: 1 April, 2014 to 1 April, 2016 for applications not in the "Differently Abled" category. The allowed range of date of birth of a child seeking admission in the "Differently Abled" category is 1 April, 2012 to 1 April, 2016.

If the date of birth does not lie in the above mentioned range, sign-up/registration will not be allowed. A scan/picture of proof of date of birth (JPEG file of size at most 256KB) must be uploaded while submitting the online admission form. You are therefore advised to keep the scanned proof handy. For admission to Std 1, certificate of proof of age must be 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. If a Vidyalaya offers provisional admission to a child, the original certificate of date of birth must be produced at the time of admission. This will be returned after verification.

- Whether child or grandchild of KVS employee: This is a mandatory field. This information cannot be changed after sign-up. Please select an appropriate option from the drop-down menu depending on whether any of the child's parents/grandparents is/was a KVS employee. If any of the parents/grandparents is/was a KVS employee, please indicate so from the drop-down menu. Otherwise select Not Applicable option. If multiple parents/grandparents of the child are/were KVS employees, please choose only one of the relevant options from the drop-down menu. Children/grandchildren of serving/retired KVS employees are provided admission under Special Provisions as detailed in KVS admission guidelines ([see here](#)). If a Vidyalaya offers provisional admission to a child under this category, documented proof of the parent/grandparent being a KVS employee must be produced at the time of admission. This will be returned after verification.
- Email address : This is a mandatory field and cannot be changed after sign-up. Please enter a valid email address. This email address will be used for further communication by KVS / Vidyalayas, if required.
- Mobile number: This is a mandatory field and cannot be changed after sign-up. Please enter a valid mobile number with an Indian SIM card. This mobile number will be used for sending OTPs during the registration process, during submission of the application form and also if you wish to cancel a submitted application. This number will also be used for further communication by KVS/Vidyalayas, if required. Hence, you are strongly advised to give your own mobile number, and not that of friend, relatives, agents, cyber-cafe operators or others. **IMPORTANT:** Information entered in the above fields during registration will be displayed pre-filled in the admission application form, and can not be modified when filling the admission application form. Therefore, parents are advised to enter these information carefully.

- Type the Captcha Code shown above: This is a mandatory field. You must enter the Captcha Code displayed in order to proceed. In case you are unable to figure out the Captcha Code, you can press the button with two semi-circular arrows next to the Captcha Code to generate a new Captcha Code. After entering all the above details, click on the Register button. Please make sure that your mobile (with the number provided above) is working properly so that it can receive an OTP to be sent by SMS. A one-time password (OTP) will be sent by SMS to the mobile number provided above once you click on the Register button. The OTP will be valid only for 15 minutes.
- Enter OTP: This is a mandatory field and the OTP received by SMS in your mobile must be entered here correctly in order to verify the entered mobile number. After entering the correct OTP received on your mobile, click on the Verify button. Note: A Resend OTP button will be enabled one minute after clicking on the Register button. If you do not receive the OTP by SMS on your mobile within five minutes of clicking on the Register button, and your mobile is working properly, you can click on the Resend OTP button once the button is enabled. The Resend OTP button can be clicked at most once, and will disappear after it is clicked.
- After clicking on the Verify button, an acknowledgement page will appear with a unique Login Code. Please save the Login Code carefully, and do not share it with others. This Login Code is needed in order to login to the admission application portal for filling in and submitting your admission application form. The Login Code will also be sent to the registered email address and registered mobile number (by SMS). You are strongly advised to save and print the acknowledgement page containing the Login Code. Without this Login Code, it is not possible to submit an admission application form.

The above completes the registration process, but DOES NOT complete the admission application form submission process. In order to fill in and submit the admission application form, you need to log in to the online admission portal using the Login Code generated above. Please click on the link labeled "Click here" at the bottom of the acknowledgement page generated after successful registration to go to the login page of the online admission portal. Alternatively, if registration has already been done earlier, you can go directly to the Login tab after reading the instructions.

### 2.3 Login (sign-in) to the Admission application portal

To login to the admission application portal, the following information must be provided exactly as given during registration :

- i. Login Code ( generated after successful registration)
- ii. Date of birth of child entered while signing up (registering)
- iii. Mobile number (with Indian SIM card) entered while signing up (registering)

After entering the above information correctly, please click on the , "Login" button to open the online admission form.>

## 2.4 Filling in admission application form and uploading documents

The admission application form is divided into 5 sections, each organized and presented under a separate tab. The following are the different section/tab headings:

- a. Basic information,
- b. Parents details,
- c. Choice of schools,
- d. Upload documents,
- e. Declaration and submit

You are strongly advised to save Information in each step, so that you don't need to re-enter data more than once. Refer to points 10, 11, 12 under General Instructions to know how to save your application data, and how to finally submit your application to KVS.

Go to Next

### 2.4.1 Basic information

Basic information related to the child seeking admission must be filled in this step. Some parts of this form are pre-filled with information provided during registration (sign-up).

- i. Child's first name: The information provided during signup is displayed here. This field cannot be modified
- ii. Child's middle name: The information provided during signup is displayed here. This field cannot be modified.
- iii. Child's last name: The information provided during signup is displayed here. This field cannot be modified.
- iv. Date of birth of child: The information provided during signup is displayed here. This field cannot be modified.
- v. Whether child / grandchild of KVS employees: The information provided during signup is displayed here. This field cannot be modified.
- vi. Differently abled: The information provided during registration is displayed here. This field cannot be modified. If "Differently Abled" category is selected during registration, the child will automatically be considered for admission under Right To Education (RTE) category if the child's residence is within a specified distance from the Vidyalaya, as per KVS admission guidelines ([see here](#)).
- vii. Different Ability Type (only if "Differently Abled" category is selected): This field is enabled as a mandatory field only if "Differently Abled" category is chosen during registration. Otherwise, this field does not appear in the form. In case "Differently Abled" category is chosen, a drop down menu with categories of different abilities, viz. Physically challenged / Visually Challenged / Hearing Impaired / Autism / Other disability (as per KVS admission guidelines), is

displayed. Select the appropriate option from the list according to the type of different ability of the child seeking admission.

- viii. Gender: This is a mandatory field. Please use the drop-down menu to choose from Male/Female/Third Gender  
Note: If the child seeking admission is applying as child / grandchild of a KVS employee, then points ix, x, xi, xii, xiii below are not relevant, and you may skip to point xiv of this subsection.
- ix. Whether applying in Single Girl Child category: This field is enabled as a mandatory field only if the gender of the child seeking admission is Female. Otherwise this field does not appear in the form. Please check KVS admission rules ([see here](#)) carefully to determine if the child seeking admission qualifies for admission in Single Girl Child (SGC) category. If the child qualifies and if you wish the child to be considered for admission in SGC category, please select "Yes". Otherwise, select "No". If you choose "Yes", and if provisional admission is offered to the child by a Vidyalaya in SGC category, you must submit an affidavit certifying that the child is a single girl child at the time of admission. A proforma for this affidavit can be obtained by clicking on the "Pro forma document samples" link at the top of the online admission portal. Failure to submit the affidavit at the time of admission may result in cancelation of provisional admission offered in SGC category.
- x. Is a twin/triplet... girl sibling also applying for admission: This field is enabled as a mandatory field only if you have chosen to apply in Single Girl Child category. Otherwise this field does not appear in the form. If this field is enabled, select Yes or No as appropriate. As per KVS admission rules, admission to Std 1 in Single Girl Child (SGC) category is restricted to a maximum of two admissions per section of Std 1 in each Vidyalaya per year. However, twin/triplet/... girls who have no additional siblings (other than the twins/triplets/...) can apply for admission to a Vidyalaya in SGC category, and their applications will be considered together as a single application for purposes of admission in SGC category. For each such twin/triplet/... girl child, you are required to register (sing up) separately, and also fill up and submit the admission application form for each child separately. However, in order for the applications of twin/triplet/... girl siblings to be considered as a single application for purposes of admission in SGC category, their applications must be linked using a Linking Code. Please see point (xi) below for details on how to use a Linking Code
- xi. Linking of a girl child's application with twin/triplet/... sisters' application(s) for admission in Single Girl Child (SGC) category: This instruction item is relevant only if you are applying for a girl child in SGC category and if twin/triplet/... sister(s) of the child are also applying to the same Vidyalaya in SGC category. In such cases, individual applications of the twin/triplet/... sisters must be linked in order for them to be treated as a single application for purposes of admission in SGC Category. For all other purposes, the applications of twin/triplet/... sisters will be considered as independent applications for admission, and will be treated

separately. To link individual applications of twin/triplet/... sisters applying in SGC category, a Linking Code must be generated for the application of any one sister, and the same Linking Code must be entered in the applications of all twin/triplet/... sisters before submitting the respective applications.

- i. If you are filling the application for the first twin/triplet sister and do not yet have a Linking Code, click on the button Generate Linking Code. This will generate a linking code, display it in a pop-up message box and also automatically fill it in the field labeled Enter Linking Code. Please copy the generated linking code and save it carefully. You will need it when filling the application forms of twin/triplet sister(s) in order to link their applications for admission in SGC category. The Generate Linking Code button can be pressed only once for an application. The button is disabled after you generate a Linking Code.
- ii. If a Linking Code has already been generated in the application form for one of the twin/triplet/... sisters, then do not generate a Linking Code again for the applications of the other twin/triplet/... sisters. Instead, enter the same Linking Code generated for the first twin/triplet/... sister in the field labeled Enter Linking Code in the applications of the other twin/triplet/... sisters.

Example: Suppose you are applying for admission of triplet sisters in SGC category. You must first register (sign up) for any one of the sisters (say SA), and then fill in and submit the online application form for SA. While filling in the form for SA, please indicate that you are applying in SGC category and that there is a twin/triplet/... sister also applying for admission, and generate a Linking Code (by clicking on the Generate Linking Code button) and note it down carefully. Next, register (sign up) for another sister (say SB), and then fill in and submit the online application form for SB. While filling in the form for SB, please indicate that you are applying in SGC category and that there is a twin/triplet/... sister also applying for admission, and enter the Linking Code generated earlier (for SA) in the appropriate place in the form for SB. Finally, register (sign up) for the third sister (say SD), and then fill in and submit the online application form for SD. While filling in the form for SD, please indicate that you are applying in SGC category and that there is a twin/triplet/... sister also applying for admission, and enter the Linking Code generated earlier (for SA) in the appropriate place in the form for SD. This will link the applications of sisters SA, SB and SD for purposes of admission in SGC category. **IMPORTANT:** If the Linking Code generated for one twin/triplet/... sister's application is not entered in the application(s) of other twin/triplet/... sister(s) applying in SGC category, the applications of the twin/triplet/... sisters will be considered as independent applications, and will NOT be considered as a single application for purposes of admission in SGC category.

- xii. Family income group: This is a mandatory field. Please select an appropriate option from one of the following:
  - a. Do not belong to low income group
  - b. Economically Weaker Section (EWS)
  - c. Below Poverty Line (BPL)

If Economically Weaker Section (EWS) or Below Poverty Line (BPL) option is selected, the following fields will appear in the form and must be mandatorily filled. In these cases, the child will automatically be considered for admission under Right To Education (RTE) category if the child's residence is within a specified distance from the Vidyalaya, as per KVS admission guidelines ([see here](#)). EWS/BPL Certificate Number: Please enter the certificate number, as in your EWS/BPL certificate. EWS/BPL Certificate Date of Issue: Please enter the date of issue of your EWS/BPL certificate. EWS/BPL Certificate Issuing Authority: Please indicate the authority which issued your EWS/BPL certificate. Note: To determine which EWS/BPL certificate is valid for purposes of admission to Kendriya Vidyalayas, please see KVS admission guidelines ([see here](#)) and/or contact Kendriya Vidyalaya Sangathan. If the child is offered provisional admission to a Vidyalaya in RTE category, the original EWS/BPL certificate must be produced at the time of admission. Failure to produce the original EWS/BPL certificate may lead to cancelation of provisional admission offered in RTE category.

- xiii. Caste Category: This is a mandatory field. Please use the drop-down menu to choose from the options. If SC/ST/OBC(Non-Creamy Layer) is selected, the child will automatically be considered for admission under Right To Education (RTE) category if the child's residence is within a specified distance from the Vidyalaya, as per KVS admission guidelines ([see here](#)). For a child seeking admission in RTE category or SC/ST/OBC category, the original caste certificate document must be produced at the time of admission, if a Vidyalaya offers provisional admission to the child. Failure to produce the original caste certificate may lead to cancelation of provisional admission offered in RTE category or SC/ST/OBC category.
- xiv. Blood Group: Select the blood group of the child, if available.

Click on Save Application button in the top right corner of the Basic Information section/page before going to the next section/tab. Once the data you entered is saved, you do not need to enter it again. Please note that clicking on Save Application button does NOT make your application data available to KVS. After saving the data, modifications can subsequently be done. Only after the admission application form is completely filled, Submit Application button clicked in the "Declaration and Submit" section/tab and an Application Submission Code generated, is your application data available to KVS. For more information on how to save your application data and then finally submit it to KVS, please refer to points 10, 11, 12 of the General Instructions.

## 2.4.2 Parent details

- i. Mother's and Father's details: It is mandatory to fill in the title, full name, nationality, residential address, country, state and city of residence, of at least one parent. The application form cannot be submitted unless this information is filled in. If admission is being sought in a Vidyalaya under the service category of a particular parent, details of the corresponding parent must be filled in. In cases where admission is being sought in one Vidyalaya under the service category of one parent, and admission is being sought in another Vidyalaya under the service category of another parent, details of both parents must be filled in.
  - a. Title: Select appropriate field. This is a mandatory field.
  - b. Full Name: Enter full name. This is a mandatory field.
  - c. Nationality: Select appropriate field. This is a mandatory field.
  - d. Country of Residence: Select appropriate field. This is a mandatory field.
  - e. State of Residence: Select appropriate field. This is a mandatory field.
  - f. City of Residence: Enter name of city. This is a mandatory field.
  - g. Residential Address: Enter current address. This is a mandatory field.
  - h. Pincode of Residence: Enter pincode of residence.
  - i. Telephone Number of Residence: Enter phone number
  - j. Personal Mobile Number: Enter mobile number
  - k. Personal Email Address: Enter email address  
If parent is working, then the following information may also be filled.
  - l. Occupation: Enter Occupation
  - m. Organisation: Enter name of your organization where you are working

Click on Save Application button available in the top right corner of the Parent Details section/page before going to the next section/tab. Once the data you entered is saved, you do not need to enter it again. Please note that clicking on Save Application button does NOT make your application data available to KVS. After saving the data, modifications can subsequently be done. Only after the admission application form is completely filled, Submit Application button clicked in the "Declaration and Submit" section/tab and an Application Submission Code generated, is your application data available to KVS. For more information on how to save your application data and then finally submit it to KVS, please refer to points 10, 11, 12 of the General Instructions.

## 2.4.3 Choice of schools

In this tab, upto three (3) choices of Kendriya Vidyalayas, without any preference between them, can be given. Thus, you can apply to upto three different Kendriya Vidyalayas using the same online application form. Each choice of Vidyalaya will be considered separately, independently and at par, without any notion of preference among

your choice of Vidyalayas. In other words, it does not matter which Vidyalaya you indicate as "Vidyalaya 1", "Vidyalaya 2" or "Vidyalaya 3" -- your application for each one of them will be considered separately and independently of each other. If you wish to apply to less than three Vidyalayas, you can skip one or more tabs for choice of Vidyalayas. However, at least one choice of Vidyalaya must be given. Vidyalaya-specific application details must be entered separately for each Vidyalaya. The basic information and parent details entered in the previous two sections/tabs will be shared with all Vidyalayas to which admission is being sought. Please choose a tab labeled "Select Vidyalaya 1" / "Select Vidyalaya 2" / "Select Vidyalaya 3" to enter Vidyalaya-specific details. Each of the Vidyalayas chosen in one application form will consider the admission application of the child independently. Thus, application to multiple Vidyalayas or the order in which the Vidyalayas are chosen in the application form DOES NOT affect the chances of admission to any of the Vidyalayas applied to.

- i. Choose State in which Vidyalaya is located: Select appropriate field. This is a mandatory field.
- ii. Select Vidyalaya: Select a Kendriya Vidyalaya in the chosen state. This is a mandatory field.
- iii. Vidyalaya Category: Once the Vidyalaya is chosen, the Vidyalaya category will automatically be displayed. There are four categories of Kendriya Vidyalayas. These are
  1. Kendriya Vidyalayas under Civil SECTOR
  2. Kendriya Vidyalayas under Defence SECTOR
  3. Kendriya Vidyalayas under Project SECTOR
  4. Kendriya Vidyalayas under IHL( Institute of Higher Learning) SECTOR

Each Vidyalaya falls under exactly one category.

- iv. Region: Once the Vidyalaya is chosen, the KVS region of the Vidyalaya will also be automatically displayed.
- v. Sponsoring Agency: Once the Vidyalaya is chosen, the sponsoring agency of the school (if information about this is available) will also be automatically displayed.
- vi. Location Type: Once the Vidyalaya is chosen, the location type of the Vidyalaya will also be automatically displayed.
- vii. Vidyalaya Location Map: Once the Vidyalaya is chosen, the Vidyalaya location can be seen on a static map by clicking this link. Note that this will open a new tab in your browser, where a map indicating the school will be displayed.
- viii. Distance of Vidyalaya from residence: This will appear as a mandatory field in the form only for those who are applying in one of the following categories: Differently Abled, SC, ST, OBC (Non-creamy layer), Economically Weaker Section (EWS), Below Poverty Line (BPL). For all others, this field will not appear in the form. A child applying in one of the above categories will be automatically considered for admission in RTE category in a Vidyalaya she/he has

applied to, if the child's residence is within a specified distance from the Vidyalaya, as per KVS admission guidelines ([see here](#)). Since Kendriya Vidyalayas are located at places with varied density of population, they have been categorised as follows for determining the limits of neighbourhood, for purposes of determining eligibility for admission in RTE category:

- a. Major cities and urban areas (all district Headquarters & metros): 5 km radius from Vidyalaya
- b. Places and areas other than included in above: 8 km radius from Vidyalaya

Therefore, a child is eligible for admission to a Vidyalaya in RTE category only if the child applies in one of the categories mentioned above and the child's residence is no farther than 5km from the Vidyalaya in major cities and urban areas, and no farther than 8km from the Vidyalaya in all other areas. Depending on the region (urban/rural) of the Vidyalaya (see point vi above), the following options will be displayed for filling in this field: For a Vidyalaya in an urban region, there options are

- c. Less than or equal to 5 km
- d. More than 5 km

For Vidyalaya in a rural region, the options are

- e. Less than or equal to 8 km
- f. More than 8 km

Choose the correct option for the radial distance of the chosen Vidyalaya from the child's residence. Note: This field must be separately filled for each Vidyalaya the child is applying to. Moreover, a distance declaration affirming that the radial distance of the Vidyalaya from the child's residence, as indicated in this field, is indeed correct, must be provided by the applicant in the Declaration and Submit tab/section of the application form. If a child is offered provisional admission by a Vidyalaya in RTE category, proof of residence will have to be produced at the time of admission. However, admission cannot be denied due to non-submission of valid proof of residence.

- ix. Do you need help in filling service priority category?: This feature is provided to help you decide the best service priority category for purposes of admission in the Vidyalaya. If you select Yes, you MUST read and understand the following disclaimer. **DISCLAIMER:** Though all effort and care have been taken to ensure the accuracy of categories in this feature of the application form, the same should not be construed as a statement of law or used for any legal purposes. Users are

advised to verify/check the categories from the head of their office(s) and obtain appropriate professional advice before acting on the information provided/suggested on the online admission portal. You are strongly advised to carefully go through various service priority categories given below (in point no. xii) and choose the highest priority category under which the admission application can be made to each of the Vidyalayas you are applying to. Note that the service priority category for the same child can be different for father/mother/grandparent (grandparent applicable only for Service Category 1 in IHL and Project sector schools) in different Vidyalayas. You are advised to determine the highest service priority category applicable for each Vidyalaya independently, and indicate this in the tab corresponding to the choice of this Vidyalaya in the online application form. Example: Suppose a child's grandparent is a Category 1 employee (as per KVS guidelines, see below) in an institution of higher learning like an IIT. Suppose further that the child's mother is a Category 1 employee (as per KVS guidelines, see below) in the armed forces, and the child's father is a Category 1 employee (as per KVS guidelines, see below) in a public sector project like ONGC. Suppose the child is applying for admission to Kendriya Vidyalayas in three different categories -- School 1 is in the Defence sector, School 2 is in the institution of higher learning where her grandparent works, and School 3 is in the project sector (say ONGC). In this case, the child's chances of admission are maximized if she applies under Category 1 for her mother in School 1, under Category 1 for her grandparent in School 2, and under Category 1 for her father in School 3. If you chose Yes for seeking help in choosing service priority category of parents/grandparents, please go through points x and xi below. If you chose No, points x and xi may be skipped (these will also not show up in your online form).

x. **Select Organisation:** Please select the organisation of which the parent/grandparent (as applicable) of the child is/was an employee, and whose service priority category is to be considered for purposes of admission. The list of organizations is based on information provided by the Vidyalaya you are applying to, and may not be complete. If the organisation of which the parent/grandparent (as applicable) is/was an employee is not present in the dropdown list, then no further help can be provided to you from the portal in selecting the service priority category for this Vidyalaya. In this case, you must directly go to point xii and fill in the appropriate service priority category directly, after consulting KVS guidelines and after seeking proper advice from KVS.

xi. **Select employment status:** If you selected an organization of which the parent/grandparent (as applicable) of the child is/was an employee, please select the employment status of parent/grandparent whose service priority category is to be considered for purposes of admission. If the desired employment status of the parent/grandparent (as applicable) is not present in the dropdown list, then no further help can be provided to you from the portal in selecting the service priority category for this Vidyalaya. In this case, you must directly go to point xii and fill

in the appropriate service priority category directly, after consulting KVS guidelines and after seeking proper advice from KVS. After choosing the organisation and employment status of a parent/grandparent whose service priority category is to be considered purposes of admission, the service priority category/subcategory will be automatically filled in for point no. xii below. However, the automatically selected service priority category is only meant as a suggestion with best intent based on the organization and employment status information for the parent/grandparent (as applicable) supplied by you. It must not be construed as a statement of law or used for any legal purpose. You are required to ensure the correctness of the service priority category in point no. xii by checking with appropriate KVS authorities. If you think that the automatically selected service priority category/sub-category is not correct or otherwise, you must choose the correct service category / subcategory independently as per KVS guidelines and enter it directly in point no. xii below. An automatically selected service priority category can be over-ridden and changed at any time. Note: The information provided by you in points x and xi above are only meant to suggest the correct service priority category to you, and will not be presented to the Vidyalayas you are applying to.

xii. Service Priority Category: If the service priority category is not chosen automatically after filling in information for points x and xi above, or if you think that the automatically chosen service priority category is incorrect, you must choose the correct service priority category yourself as per KVS admission guidelines given below. Service priority categories will be strictly followed when providing admission in any Vidyalaya. Service Priority Categories for purposes of admission. The following service priority categories shall be followed by KVS in granting admissions. Please see KVS admission guidelines for further details.

. Kendriya Vidyalayas under Civil/Defence SECTOR

1. Category I : Children of transferable and non-transferable central government employees and children of ex-servicemen. This will also include children of foreign national officials, who come on deputation or transfer to India on invitation by the Government of India.
2. Category II : Children of transferable and non-transferable employees of autonomous bodies/public sector undertaking/institute of higher learning of the Government of India.
3. Category III : Children of transferable and non-transferable State Government employees.
4. Category IV : Children of transferable and non-transferable employees of autonomous bodies/ public sector undertakings/institute of higher learning of the State Governments.
5. Category V : Children from any other category including children of foreign nationals who are located in India due to their work or for any personal reasons. Children of foreign nationals would be

considered only in case there are no Indian nationals waitlisted for admission.

Note : Preference in admission to wards will be granted based on the number of transfers of the parents in the last 7 years. This will include zero transfers as well. For last category (Category V), transfers will not be considered. Please see KVS admission guidelines for further details.([see here](#))

A. Kendriya Vidyalayas under Institutes of Higher Learning (IHL):

1. Category I: Children and grandchildren of employees of the Institutes of Higher Learning which are the sponsors of the Vidyalaya, children of project employees & post graduate students who are working on long term research projects, children of regular Council of Wardens (COW) employees, and children and grandchildren of retired employees.  
Note: Preference in admission will be given in the following order under this category. Please see KVS application guidelines for further details. ([see here](#))
  - a. Serving parents
  - b. Serving Grandparents
  - c. Serving Project Employees and enrolled post-graduate students (including post-doctoral)
  - d. Serving Council of Warden Employees.
  - e. Retired Parents who were permanent employees
  - f. Retired Grandparents who were permanent employees.

The above list will be displayed as subcategories of Category 1

2. Category II : Children of transferable and non-transferable Central Government employees and children of ex-servicemen. This will also include children of foreign national officials, who come on deputation or transfer to India on invitation by the Government of India.
3. Category III : Children of transferable and non-transferable employees of autonomous bodies/public sector undertaking/institute of higher learning of the Government of India.
4. Category IV : Children of transferable and non-transferable State Government employees.
5. Category V : Children of transferable and non-transferable employees of autonomous bodies/ public sector undertakings/institute of higher learning of the State Governments.

6. Category VI : Children from any other category including the children of foreign nationals who are located in India due to their work or for any personal reasons. Children of foreign nationals would be considered only in case there are no Indian nationals waitlisted for admission.

Note : For Categories II to V, preference in admission to wards will be granted based on the number of transfers of the parents in the last 7 years. This will include zero transfers as well. Number of transfers will not be considered in Category I and Category VI. Please see KVS admission guidelines for further details. ([see here](#))

B. Kendriya Vidyalayas under Public Sector Undertakings (Projects)  
See the admission guidelines for admission priority category.

1. Category I : Children and grandchildren of employees of the Project Sector which are the sponsors of the Vidyalaya, children and grandchildren of retired employees.  
Note: Preference in admission will be given in the following order under this category. Please see KVS admission guidelines for further details.
  - a. Serving project employees who are parents
  - b. Serving project employees who are grandparents
  - c. Retired project employees who are parents
  - d. Retired project employees who are grandparents

The above list will be displayed as subcategories of Category 1.

2. Category II : Children of transferable and non-transferable central government employees and children of ex-servicemen. This will also include children of foreign national officials, who come on deputation or transfer to India on invitation by the Government of India.
3. Category III : Children of transferable and non-transferable employees of autonomous bodies/public sector undertaking/institute of higher learning of the Government of India.
4. Category IV : Children of transferable and non-transferable State Government employees.
5. Category V : Children of transferable and non-transferable employees of autonomous bodies/ public sector undertakings/institute of higher learning of the State Governments.
6. Category VI : Children from any other category including the children of foreign nationals who are located in India due to their work or for any personal reasons. Children of foreign nationals

would be considered only in case there are no Indian nationals waitlisted for admission. Note: For Categories II to V, preference in admission to wards will be granted based on the number of transfers of the parents in the last 7 years. This will include zero transfers as well. Number of transfers will not be considered in Category I and Category VI. Please see KVS admission guidelines for details.([see here](#))

- xiii. Select parent/grandparent whose service priority category and transfers are to be considered for admission: As explained in the example above (see point ix above), the service priority category under which the application is being made can be different for different Vidyalayas you are applying to. Please choose the service category of father/ mother/grandparent (as applicable) carefully for each Vidyalaya. Note that the service priority category can be different for father/mother/grandparent (as applicable). You are strongly advised to choose the highest applicable service priority category independently for each Vidyalaya you are applying to, as this can affect the chances of admission of the child in the Vidyalaya. If the "Grandparent" option is not allowed for a Vidyalaya in a specific category as per KVS admission guidelines, this option is disabled in the online form.
- xiv. Parent's retirement date: Please enter parent's ( whose priority service category is chosen) retirement date. It is a mandatory field. If the selected vidyalaya comes under school category IHL school / Project schools and applicant has chosen priority service category as 1 and service subcategory as e. Retired Parents who were permanent employees in IHL school OR
  - c. Retired project employees who are parents, for the selected school, then only this field is displayed and is mandatory. Otherwise this field will not be displayed in the online form. This field will be asked separately for each individual schools.
- xv. Grandparent Detail : Grandparent details are asked only if the service priority category chosen is for a grandparent of the child applying for admission, or if the child is a grandchild of a KVS employee. Please fill following details of the appropriate grandparent.
  - . Full Name: Enter full name of grandparent. It is a mandatory field.
  - a. Nationality: Select appropriate option (Indian/Others). This is a mandatory field.
  - b. If retired, date of retirement (dd/mm/yyyy): If service priority category of a retired grandparent is being used, please provide retirement date of the grandparent. This is a mandatory field if the service priority category of a retired grandparent is being used.
  - c. Occupation: Enter present occupation of the grandparent.

- d. Organisation: Enter name of the organization where the grandparent is/was working, and for which service priority category is being claimed for purposes of admission. This is a mandatory field.
  - e. Personal Mobile No.: Enter mobile number of the grandparent.
  - f. Personal email Address: Enter email address of the grandparent.
  - g. Phone Number: Enter landline telephone number of the grandparent..
- xvi. Whether selected parent has been transferred in last 7 years, as on date: If this information is not relevant for the service priority category chosen above, this field will not be displayed. Otherwise, select "Yes" or "No/Not Applicable" as appropriate. Note: An employee would be treated as transferred only if he/she has been transferred by the competent authority from one place/urban agglomeration to another place/urban agglomeration which is at a distance of at least 20 kms and minimum period of stay at a place should be six months. Please see KVS admission guidelines for more details. ([see here](#)).
- xvii. Please fill the table with transfer details (during last 7 years with effect from 01-04-2014 onwards): Enter transfer details which are to be considered for admission. To add a new row in the table, click on "Add Transfer Details" button. To delete a row, click on "Delete" button. All transfer details that do not meet the criteria of distance being at least 20 kms and minimum period of stay being at least 6 months will be automatically disqualified, will not be stored and will not be counted as eligible transfers for purposes of admission. Please indicate only official date of release from a particular location under "Date of Release". If you are continuing at your present location as of the date of submitting your application, please do not add the present date (date of application) under "Date of Release".

The same procedure as above can be used to fill in application details for upto two additional Vidyalayas by clicking on "Select Vidyalaya 2" and "Select Vidyalaya 3". Note: If you had indicated during registration (sign-up) that the child seeking admission is a child / grandchild of a KVS employee, then points viii, ix, x, xi, xii, xiii, xiv, xvi, xvii, xviii above (under "Choice of Vidyalayas") are not required and the corresponding field won't be displayed. Click on Save Application button available in the top right corner of the Parent Details section/page before going to the next section/tab. Once the data you entered is saved, you do not need to enter it again. Please note that clicking on Save Application button does NOT make your application data available to KVS. After saving the data, modifications can subsequently be done. Only after the admission application form is completely filled, Submit Application button clicked in the "Declaration and Submit" section/tab and an Application Submission Code generated, is your application data available to KVS. For more information on how to save your application data and then finally submit it to KVS, please refer to points 10, 11, 12 of the General

#### 2.4.4 Upload Documents

Scans/images of only two documents, birth certificate and photo of the child seeking admission, must be mandatorily uploaded before submitting the online application form. Only .jpeg or .pdf files can be uploaded. Each file can be maximum of 256 KB in size. Depending on the information filled in the previous sections/tabs of the online admission form, a list of documents to be presented to the concerned Vidyalaya at the time of admission (not while submitting the online application form) will be displayed. Separate lists of documents will be displayed for each of the schools chosen in the application form. Originals and copies of the listed documents must be presented to the Vidyalaya for verification, for a child to be admitted to a Vidyalaya. Sample pro-forma document templates are provided for some of the documents for convenience of applicants. Click on "Click here to download pro-forma of documents" on the link labeled "Pro forma document samples" to access these. Information regarding documents that need to be submitted at the time of admission:

- For admission to Std 1, 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. A scan/picture of this certificate must be uploaded on the online admission portal. The original certificate of date of birth should be produced before the Vidyalaya at the time of admission. This will be returned to the parent after verification by the Vidyalaya.
- For grandchildren of PSU (project sector)/ IHL employees, a proof of relationship of either of the child's parents with the grandparent who is a PSU (project sector)/ IHL employee would be required by the Vidyalaya at the time of admission.
- For grandchildren of KVS employees, a proof of relationship of either of the child's parent with the grandparent who is a KVS employee (serving or retired) would be required by the Vidyalaya at the time of admission.
- For children applying under SC/ST/OBC (NCL)/EWS/BPL category, a certificate stating that the child belongs to the Scheduled Caste /Scheduled Tribe / EWS / OBC (Non-Creamy Layer ) / EWS / BPL category (as applicable), issued by the competent authority in concerned State Government / Union Government must be provided at the time of admission. 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.
- For children applying under "Differently Abled" category, a certificate from the civil surgeon / rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal of a Vidyalaya, the child may be accepted as handicapped even without a certificate. However, the parent may be

advised to obtain the relevant certificate from the competent authority and submit the same to the Vidyalaya at the earliest.

- For children applying under a service category in which transfers are to be taken into account, 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.
- A certificate of retirement for retired uniformed Defence employees.
- Proof of residence of the child
- For children applying under Single Girl Child category, an affidavit needs to be submitted. A proforma of this affidavit can be found by clicking on "Click here to download pro-forma of documents" or on the link labeled "Pro forma document samples".
- Photo of Child

#### Note

1. Mere registration and submission of an admission application form does confer a right to admission to any Kendriya Vidyalaya.
2. Incomplete application forms shall be rejected. In case vacancies remain after all complete and submitted applications have been duly considered, the Principal of a Vidyalaya may allow completion of the form later at her/his discretion.
3. Admission secured on the basis of any wrong/forged certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.
4. 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.
5. 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 of the corresponding Vidyalaya.

The proforma for various declarations/affidavits to be provided by parents are given on the portal and can be accessed by clicking on the link labeled "Pro forma document samples" Click on Save Application button available in the top right corner of the Parent Details section/page before going to the next section/tab. Once the data you entered is saved, you do not need to enter it again. Please note that clicking on Save Application button does NOT make your application data available to KVS. After saving the data, modifications can subsequently be done. Only after the admission application form is completely filled, Submit Application button clicked in the "Declaration and Submit" section/tab and an Application Submission Code generated, is your application

data available to KVS. For more information on how to save your application data and then finally submit it to KVS, please refer to points 10, 11, 12 of the General Instructions. Go to Next

#### 2.4.5 Declaration and submit

After filling the form and uploading required documents, please read the declaration and accept the declaration by clicking on the check-boxes displayed next to the declaration statements:

- I certify that I have read and understood all sections of the instructions for filling this online application form, and I have filled in the application form as per the instructions.
- I certify that all the information provided is true to the best of my knowledge.
- I agree to the condition that, if the above mentioned facts are found to be incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.
- I understand that if multiple applications for the same child have been submitted for the same school, all applications of the child to the same school will be considered null and void.
- I will present originals of all documents listed in "Upload documents" section during the admission, if offered by any Kendriya Vidyalaya.
- I have read the above mentioned terms and conditions and I agree with them.

Before clicking on the Submit button, please carefully scrutinize the information filled in the form by clicking on the Preview button. After carefully scrutinizing the information filled in your application form, you can either make changes by clicking on the Previous button at the bottom left of the page to go to the tab/section that you want to edit. Alternatively, if all information provided is correct, you can click on the Submit Application button. Note: After clicking on the declaration checkbox, you must save your application by pressing Save to preview Button. After saving the application form, Preview button will be enabled. You must click on Preview button and verify all the filled information. Only after clicking on Preview button, Submit Application button will be enabled. On clicking the Submit Application button, a dialog box will pop up, asking if you really want to submit. Please remember that you cannot edit an application once it is submitted. Once you confirm in the dialog box that you really want to submit the form, an OTP will be sent to the registered mobile number of the applicant. On entering the OTP correctly on the portal, an Application Submission Code will be generated and displayed on the screen. It will also be sent by SMS to the registered mobile number. An email with this information will also be sent to the registered email address. Once the Application Submission Code is generated, details entered in the online application form will be available to KVS and to the Vidyalayas you have applied to. After this, no changes can be made in your application form. You are therefore strongly advised to click on the Submit Application button only after you have satisfied yourself that all information entered in the online application is correct. If after

submitting your application form, you realize that you have submitted the form with incorrect information, you can cancel your submitted application. Once you cancel a submitted application form, It will not be considered for admission and the Application Submission Code for the canceled application form will become invalid.

Canceling an already submitted application form To cancel an already submitted application form, you need to login to the portal using the same Login Code used to fill and submit the application. The status of your application will be displayed as "Submitted" along with the date and time when you submitted the form. A button labeled "Cancel Your submitted application form" will also be shown. On clicking this button, an OTP will be sent to registered mobile number (this is to prevent accidental cancelation of your application). After entering the OTP correctly on the portal, your submitted application will be canceled and status of the application will be changed to "Canceled". An email and SMS will also be sent to registered email address and registered mobile number respectively informing you about the cancelation of your application. Your Application Submission Code will no longer be valid, and no information provided by you in the canceled application will be visible to KVS. In effect, your application will NOT be considered by KVS any more for admission.

Re-Applying after canceling a submitted application form: After canceling a submitted application, you can re-apply using the same Login Code. In order to do this, please login using your Login Code (the same one that you had used to submit and subsequently cancel the submitted application form). You will see a message saying your earlier submitted application form was canceled. You will also see two buttons labeled "Re-Apply with existing data" and "Re-Apply afresh". To use data from the last submitted and cancelled application form (so that it is easier for you to re-apply), click the button labeled "Re-apply with existing data". On clicking this button, a fresh application form (this is NOT the same as your cancelled application form) will open with previously entered data pre-filled. You can now make any required changes and submit the fresh application form, resulting in the generation of a new Application Submission Code. To re-apply without using data from the last submitted and cancelled application, simply click on the "Re-Apply afresh" button. A fresh application form with only pre-filled registration data will open. This form can now be filled and submitted, resulting in the generation of a new Application Submission Code. The new Application Submission Code will be used for all subsequent processing of your newly submitted application and for further use by the schools. Your earlier Application Submission Code is invalid and will not be available to KVS.