

**KENDRIYA VIDYALAYA SANGATHAN**

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**April 01, 2010**

**F. 110221/2/2010-KVS(HQ)/(Acad.)**

The Assistant Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Office under  
KVS headquarters

**Subject: Ensuring a Transparent and Flawless Admission Process in Kendriya Vidyalayas**

Madam/Sir

Kindly refer to headquarters' letters issued on 29.01.2010 and 25.03.2010 under reference 'F. 11016/1/2009-KVS (HQ)/ Acad' on the subject cited above. Through these letters the regional offices were requested to obtain registration and admission details from Kendriya Vidyalayas and send consolidated information to KVS headquarters and also host the same on the regional office's website. In order to ensure transparency in the admission process and effectively implement the admission guidelines following instructions are issued in supersession of the earlier ones:

2.1 All schools should be directed to host class-wise registration details on the Vidyalaya's website in the proforma at **Annexure A** by **05-04-2010** and forward the same in a soft copy to the regional office. The regional office shall in turn compile data received from the schools and host the same on the regional office's website by **07-04-2010**. Compilation should be done in separate excel file for each class. One such file will include separate excel sheet for each of the schools and such sheets can be renamed in the name of school.

2.2 For class I after removing the names of overage/ under age cases the data will be electronically sorted; firstly in the decreasing order of priority for different categories starting from Category I to VII/VIII; secondly for categories I and IV in the decreasing order of number of transfers; thirdly on the basis of chronology of date of birth where number of transfers is same for candidates belonging to categories I and IV. For other remaining categories the candidates will be arranged chronologically as per date of birth within each category.

2.3 After sorting the data in this way a **"List of Candidates"** selected electronically for admission will be uploaded on the Vidyalaya's website by **05-04-2010**. The proforma at **Annexure B** should be used for notifying the list of candidates. In rare cases where, (i) there is a tie in category, no. of transfer and the date of birth of two or more candidates belonging to categories I and IV and all cannot

be accommodated or (ii) there is tie in the date of birth of two or more candidates belonging to other categories except I and IV and all cannot be accommodated, the remark column of **Annexure B** will reflect the basis of selection of candidate, viz., (i) sibling in the same KV, (ii) Proximity with the school (iii) girl child/ single girl child. Since selection of candidates for admission to class I is already over as per schedule and schools might have done it not as systematically as explained above it is requested that after displaying **Annexure A and Annexure B** in the manner described above schools must cross check the correctness of admissions made. If any school receives complaint/representation after displaying information it should be examined and disposed of by an appropriate remedial action.


2.4. For classes II and above after removing the names of overage and underage cases, the registration details as per Para-2 above shall be sorted in the decreasing order of priority for various categories starting from Category I to VII/VIII. Within each such category the sorting shall be done in the decreasing order of merit secured by the candidates in the admission test. The information shall be hosted on the Vidyalaya's website and notice board in the proforma at **Annexure C** by **12-04-2010**. If any school receives complaint/representation after displaying information it should be examined and disposed of by an appropriate remedial action.

2.5 After displaying the result in the above proforma a "List of Candidates" selected for admission be notified on the Vidyalaya's website and notice board in the proforma at **Annexure D** by **19-04-2010**. The column "Remark" will include particulars about specific provision under "Special Provision" of admission guidelines, if applicable. The admission proposed under various quotas (SC/ST/VMC/ Sponsoring agency/ single girls child etc.) shall also be shown here. In other cases the column can be left blank.

2.6 The information displayed as per Para 2.1-2.6 should also be sent to the respective regional office in soft copies preferably by mail in excel form on the day of notification on the Vidyalaya's website. The regional office shall host the information after compiling the same as described in Para-2 above within seven days. Information on school's as well as regional office's website should be accessible through suitable links provided on the home page of the website.

3. Please ensure strict compliance of the above.

Yours faithfully,



(Dr. Shachi Kant)

Deputy Commissioner (Training)

**Format for Registration Details****Annexure A**

SN	Regn. /Form No.	Name of the child	Date of Birth	Over age/ Under age ( Specify )	Parent's Name	Parent's occupation/Name of the office	Category	No. of transfers	SC/ST
1	2	3	4	5	6	7	8	9	10

**Format for Displaying the "List of Candidates" (Class-I) selected****Annexure B**

S N	Regn./Form No.	Name of the child	Date of Birth	Parent's Name	Parent's occupation /Name of the office	Category	SC/ ST	No. of transfers	Serial No. in the format for registration details	Remark
1	2	3	4	5	6	7	8	9	10	11

**Format for Displaying the Result of Admission Test****Annexure C**

S N	Regn. /Form No.	Name of the child	Date of Birth	Parent's Name	Parent's occupation /Name of the office	Category	SC/ ST	Position secured in the Admission Test	Serial No. in the format for registration details
1	2	3	4	5	6	7	8	9	10

**Format for Displaying the List of Candidates (Class II and above) selected for admission****Annexure D**

S N	Regn. /Form No.	Name of the child	Date of Birth	Parent's Name	Parent's occupation /Name of the office	Category	SC / ST	Position secured in the Admission Test	Serial No. in the format for registration details	Remarks
1	2	3	4	5	6	7	8	9	10	11