

## 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. ([see here](#))**
  - 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 01-04-2012 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.

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 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 Instructions**