



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN
(Min. of HRD, Deptt. of Education, Govt. of India)
18-संस्थागत क्षेत्र / 18-Institutional Area
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F. No. 11. EDPoola/1/2018-Academic

Dated 26.03.2021

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

Subject: Fresh Admissions in Kendriya Vidyalayas for Session 2021-2022

- (a) **Online Admission to Class I**
- (b) **Offline Admission to Class II Onwards**

Madam/Sir,

This is to inform you that Registration Process session 2021-22 for fresh admissions to Class I is going to start from 1st April 2021 through Online Admission Portal developed by IIT Bombay. The registration will remain open till 19/04/2021. For class II onwards, the admission process will commence (If vacancy exists) as per Admission Schedule 2021-22(**Annexure-I**).

Accordingly Following relevant documents are being sent for information and smooth execution of Admission process.

1. **Admission Guidelines:** Admission Guidelines duly approved by the Competent Authority are enclosed.
2. **Admission Schedule:** The Admission schedule for Fresh Admission session 2021-22 duly approved by Competent Authority is enclosed (Refer **Annexure-I**)
3. **Advertisement by Regional office:** The draft advertisement in English and Hindi to be given by Regional office in Newspaper and Website for wide publicity is enclosed at **Annexure II**. It should be published in Newspapers on **30th March 2021**.
4. **General Instruction** to carryout Admission processes online/offline keeping in view of pandemic COVID-19 are enclosed at **Annexure III**
5. **Roles and Responsibilities** of Online Admission Team at KVS(HQ)/Nodal officers at Regional office/Principal at Kendriya Vidyalaya is enclosed at **Annexure-IV**
6. **Procedure for Submission/Resolution of Query.**
For resolving any query following template is to be used while sending email from Regional Office/ KVs for any Technical or Guideline related issues

**Sub: Region <>, KV Code <>, Type of Query (Parent Portal/ Admission Guideline/Lottery/Admission)
<Question/Matter of Clarification>**

The Region/KV must send their queries through the **PPL GOV ID** to the technical person/member of OLA Team as shown in table below using the above Subject Template to their assigned email ID with copy to kvsolahelpdesk@gmail.com. The RO/KV will get revert with solution/recommendation on the email ID configured in OLA Portal within a stipulated time. To handle the Technical Query/ Admission Guideline related query, the Helpdesk team has been divided among Regions for

Quick response as per the below table. All Principals must be instructed to check PPL GOV e-mail ID daily configured in the OLA Portal.

OLA Helpdesk Team Members with E-mail ID

Sl. NO.	Name of the technical contact person	Regions allotted	To Helpdesk Email ID	CC Helpdesk Email ID
1	Mr. K K Motla Vice Principal	Agra, Ahmedabad, Bhopal, Bhubaneswar, Mumbai	kvsolahelp1@gmail.com	kvsolahelpdesk@gmail.com
2	Mr. Ashok Sen Gupta, PGT (Computer Science)	Chandigarh, Chennai, Dehradun, Bengaluru, Delhi	Kvsolahelp2@gmail.com	kvsolahelpdesk@gmail.com
3	Mr. Dinesh Patel PGT (Computer Science)	Gurugram, Guwahati, Hyderabad, Jabalpur, Jaipur	Kvsolahelp3@gmail.com	kvsolahelpdesk@gmail.com
4	Mr. Trilok Chand PGT (Computer Science)	Jammu, Lucknow, Kolkata, Patna, Ernakulam	Kvsolahelp4@gmail.com	kvsolahelpdesk@gmail.com
5	Ms. Rinku Kumari PGT (Computer Science)	Raipur, Ranchi, Silchar, Tinsukia, Varanasi	Kvsolahelp5@gmail.com	kvsolahelpdesk@gmail.com

- 7. Android Mobile Application for Online Admission for Class I** has also been placed on Google Play Store and will be active w.e.f. 01.04.2021. The parents may download it from **Google Play store** on Android Mobile and can fill registration form for their wards.
- 8. Admission to Newly opened KVs:** All newly opened Kendriya Vidyalayas open till March 2021 will conduct Class I admission in Online mode through OLA Portal and for other classes in Offline mode only.

The schedule for admission to Class II onwards (offline) as mentioned in **Annexure-I** will not be binding for them as full strength 40 is to be admitted. The Deputy Commissioner concerned will issue directions to Principals of newly opened Kendriya Vidyalayas to follow Online mode of registration of applications through Vidyalaya Website and Email ID to avoid the large gathering of applicants/parents in Vidyalaya. The Registration form for Class II onwards is already uploaded on Website of each Kendriya Vidyalaya under **Common Document tab** of website with instruction to parents to download and fill the Registration form, scan the filled Registration form and send it to Vidyalaya email id.

The directions of MHA/State Govt./Local Authorities to contain the spread of Corona Virus are to be followed scrupulously for safety of employees/visitors.

9. The shortlisted candidates may be called, if required, for verification of documents in staggered timings for example 10 parents in one hour time slot and must follow social distancing norms.

10. The URLs for Parent and Dashboard Portal (to be used by ROs and KVs) are given below

- i. **Parent Portal :** <https://kvsonlineadmission.kvs.gov.in>
ii. **Dashboard Portal :** <https://oladashboard.kvs.gov.in>

11. Kendriya Vidyalayas are requested not to upload Admission guidelines and Admission Schedule on their website. As Admission Guidelines will be uploaded by KVS(HQ) in the **Common Documents tab** on top of the website header of each Kendriya Vidyalaya's website. The Regional office and Kendriya Vidyalaya will add a Link of their **common document's URL(School's Website/Common-document)** in the **Announcement and Admission Details** section of their website. For Example, in case of Kendriya Vidyalaya, ONGC, Agartala (<https://ongcagartala.kvs.ac.in/>), the Website uploading step for School Announcement and Admission Details will be as below :

Link

Title

URL

Admission Guidelines for the Session 2021-22

<https://ongcagartala.kvs.ac.in/common-document>

The Link title is limited to 328 characters maximum.

12. **Admission to Class II onwards:** The vacancies, if any, from Class II onwards is to be uploaded on the Kendriya Vidyalaya's Website by the principal for the information of stakeholders. Sample Registration form from class II onwards is enclosed in **Annexure V** and available under **Common Documents tab** of website.

13. The website of newly opened Vidyalayas is in the process of development.

This issues with the approval of the Competent Authority.

You are requested to ensure compliance of directions/guidelines by Kendriya Vidyalayas under your jurisdiction.

Yours faithfully


26/03/2021

Indu Kaushik

Deputy Commissioner (Acad)

Encl.

1. Admission Guidelines, Session 2021-2022
2. Annexure I to V

Copy to

1. PS to Commissioner, KVS
2. PS to Addl. Commissioner, KVS
3. All Joint Commissioners, KVS
4. SO (Acad), KVS (HQ)