

**Admission Guidelines for Balvatika-I, II & III, Class-I to X and XII for DAE wards**

**1) Eligibility for admission:**

- I. Admissions to Balvatika-I to X and XII will be granted either fresh or on the basis of the promotion from previous class along with other eligibility criteria e.g. a **child must have passed and promoted from class II to get admission in class III.**
- II. Children of employees of the DAE Secretariat, Constituent Units, Projects, Aided Institutes, and Public Sector Undertakings under full control of Department of Atomic Energy (DAE) are eligible for admission in Atomic Energy Central Schools and Junior Colleges. All such children will be considered as DAE wards. In case of resignation or removal of employees working in DAE and its Constituent Units from their service, and if they want to continue their children in AEC Schools/Jr. Colleges, they have to pay the fees at the rates charged for the Non-DAE wards from the date of exit from their services.
- III. The admission to the wards of CISF employees and others for whom specific approval of AEES/DAE exists would be considered at par with DAE wards as long as the employee concerned continues to work in DAE units. The wards of such employees will be charged fee on par with the wards of DAE Employees. This concession ceases once the employee leaves DAE or its Constituent Units. If the CISF employee on his transfer out of DAE Units wants to continue their ward(s) in the schools of AEES, the employee has to pay the fee at the rate charged for the Non-DAE Wards.
- IV. Children of DAE employees who have superannuated or have expired while in service or who have become invalidated while in service will be treated at par with DAE wards for admission.
- V. The admission to the wards of Intelligence Bureau employees working in liaison units of DAE would be treated at par with DAE ward as long as the IB employee continues to work in liaison units of DAE. This concession ceases once the IB employee leaves DAE. The wards of such employees will be charged fee on par with the wards of DAE Employees. This concession ceases once the employee leaves DAE or its Constituent Units. If an IB Employee on his transfer out of DAE Units wants to continue their ward(s) in the schools of AEES, the employee has to pay the fee at the rate charged for the Non-DAE Wards.
- VI. For maximum student strength in each class, refer CBSE circular No. CBSE/CE/CIRCULAR/2023 dated 02.08.2023

**2) Age criteria for admission:**

The minimum and maximum age limit for admission in AEC Schools in various Classes is given below: **(The child born on 1<sup>st</sup> April should also be considered.)**

Class	Minimum age on 31 <sup>st</sup> March, 2024 of the year in which admission is sought	Maximum age on 31 <sup>st</sup> March, 2024 of the year in which admission is sought
Balvatika-I	3 Years	4 Years
Balvatika-II	4 Years	5 Years
Balvatika-III	5 Years	6 Years
I	6 Years	8 Years
II	7 Years	9 Years
III	7 Years	9 Years
IV	8 Years	10 Years
V	9 Years	11 Years
VI	10 Years	12 Years
VII	11 Years	13 Years
VIII	12 Years	14 Years
IX	13 Years	15 Years
X	14 Years	16 Years
XII	16 Years	18 Years

Note- The maximum age limit can be relaxed by two years in case of Differently abled children by the Principal.

### 3) **Procedure for submission of application forms for admission:**

- 1) Application form for admission can be downloaded from the website of AEES. The duly filled in form along with an application fee of ₹ 100/- should be submitted to the AEC School/Jr. College as per the residential jurisdiction for grant of admission (for Mumbai School Centre).

**OR**

Application form for admission can also be procured from the office of any AEC School/ Jr. College by paying an application Fee of ₹ 100/- offline in the office of AEC School/JC or online payment at SB Collect of AEC School website. However, the duly filled in form must be submitted to the AEC School/Jr. College as per the residential jurisdiction for grant of admission (for Mumbai School Centre).

**Note: The parent who does not reside in jurisdiction of any AEC School of a Center, the application form for admission to be submitted to the Coordinating AEC School of the Center. The Coordinating Principal will allot school as per the availability of vacancies in schools of Center in consultation with the Chairman, LMC.**

- 2) Before submission of application form in hard copy with the school, the parents are also required to fill the basic details of their wards in an online form for which AEC Schools will provide link at the website of the school to carry out admission process faster. Once the above said personal details, parent's details, address details, sibling details and contact details are submitted online, the parent has to submit duly filled and completed in all respects admission form along with required documents to the AEC Schools. The school will issue an acknowledgement receipt along with the

details of fees to be paid. Afterwards, the applicant has to pay the school fee through 'SB Collect' [debit/credit card (Master/Visa/Rupay) and Net banking] and submit documentary evidence of fees payment to confirm admission.

- 3) For the schools at Anushaktinagar Mumbai, two dedicated helpdesks will be provided by AEES in the premises of AECS-3, Mumbai and AECS-4, Mumbai during the process of admission. An application fee of ₹ 100/- will be charged at the time of Fee payment.
- 4) If the parents face any problem while submitting online details for admission, they can approach the helpdesks available at AECS-3, Mumbai and AECS-4, Mumbai. Helpdesks will function from 02.00 p.m. to 05.00 p.m. on all working days during the process of applying for admission. **Helpdesk contact number** AECS-3, Mumbai – 02225580552 and AECS-4, Mumbai - 02225580619

#### **4) Admission Schedule:**

Admission schedule for the classes **Balvatika-I, II & III, Class-I to X and XII** for all the schools/Junior Colleges.

Sl. No.	Schedule	Date	Time
01	Distribution of Admission Form.	08/01/2024 to 30/01/2024	9 am to 1 pm
02	Submission of the duly filled in Admission forms with all supporting documents.	29/01/2024 to 16/02/2024	9 am to 1 pm
03	Display of the list of students found eligible and qualified.	26/02/2024	10.00 am
04	Admission of DAE wards	01/03/2024 to 11/03/2024	9 am to 1 pm

*Note:*

- (i) *No change in schedule is allowed without prior approval of the Central office, AEES.*
- (ii) *Submission of Application/Admission Forms, display of selection lists, final admission etc. shall be done at the respective AEC School as per the residential jurisdiction. The decision of LMC/ AEES is final in granting the admission at the centers having multiple schools irrespective of residential jurisdiction.*

#### **5) Fee to be paid by the DAE students seeking admission for the Academic year 2024-25:**

- I. **Admission Fee of ₹ 100/-** is to be paid at the time of admission along with other fees.
- II. Other Fees will be charged from all the wards of DAE categories on term/annual basis (i.e., six months/ twelve months of an academic session) at the time of grant of admission. In respect of payment of term fee, the second term fee should be paid in the month of October of that academic session as per the schedule issued by the school.

III. No fee concession of any kind shall be applicable to any of the wards of DAE, CISF, IB and other Central Govt. employees.

IV. Fee for students seeking admission under DAE categories:

Class	Tuition Fee	PUVVN Fee	Computer Fee
Balvatika-I,II & III	₹ 900/-per month	₹ 300/-per month	N.A.
I to X & XII	₹ 900/-per month	₹ 300/-per month	1. For class XII if opted Computer Sc. or Information Tech as one of the subject: ₹ 50/-per month 2. For others: ₹ 30/-per month for others

### **Exemptions:**

In respect of the wards of Central Government Employees whose third child is girl and also in respect of the third child onwards of SC/ST employees, the exemption of payment of Tuition Fee alone is available subject to the production of certificate to the effect that the Children Education Allowance is not extended to the third child by their department.

### **6) Documents to be submitted along with the application form for admission in AEES.**

a) Documents to be submitted for students seeking admission for:

1. Balvatika-I, II, III & Class I
  - a. Original Birth Certificate
2. Class II to IX:
  - a. Transfer certificate (TC)
  - b. Progress report card of last studied Class from the leaving school is required.
3. Class X and XII:
  - a. Transfer certificate (TC)
  - b. Progress report card of last studied Class from the leaving school is required.
  - c. In CBSE affiliated schools-Documents required by following CBSE procedure.
  - d. The policy for admission and the documents required for admissions will depend on the requirements of the respective State Boards of Education.

- b) Self-attested Photocopy/Scanned copy of Aadhaar Card of the candidate and Parents (Along with an attested copy of ID of parents).**
- c) Self-attested Photocopy/Scanned copy of Identity card of the parents**
- d) Self-attested Photocopy/Scanned copy of the allotment order/address proof (in case the applicant is staying outside the DAE colony)**
- e) If pupil belongs to SC/ST/OBC/Other (Please specify Caste & Category and enclose a copy of the caste certificate in the name of the child.)**

**Note:**

1. Admission to the DAE wards will normally be granted as per the residential jurisdiction for multi-school centers. However, AEES and its representative reserve the right to shift/ inter-change any student/students among the AEC schools of that particular Centre/residential colony at any time during the course of his/her schooling.
2. Moreover, the information submitted by the applicants in application form is found to be wrong at any stage, the same may lead to the cancellation of the admission.
3. If Aadhaar card of the child is not available, proof of having applied for the same should be submitted.

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Cost: Rs. 100/-

ATOMIC ENERGY CENTRAL SCHOOLS

Application Form for Admission to Balvatika-I, II & III, Class-I to X and XII

For the Academic Year 2024-25

For DAE wards

(This form can be downloaded from: [www.aees.gov.in](http://www.aees.gov.in))

Class of Admission	
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Affix latest photograph
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Sr.No. 2024/

Admission No. \_\_\_\_\_ (For Office Use)

To  
The Principal  
ATOMIC ENERGY CENTRAL SCHOOL - \_\_\_\_\_  
\_\_\_\_\_ Centre

SC		ST		OBC		GEN	
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(Tick (√) in appropriate box)

Sir/Madam,

I request you to admit my son/daughter/ward to class \_\_\_\_\_ of your school. The required particulars are given below:

1.	Name of the pupil in full (In BLOCK letters)	Surname	First Name	Middle Name
1 a.	Name proposed by parents to be entered into school records. (It will not be changed later.) (In BLOCK letters.)			
2	Date of birth	In figures	In words	
		DD MM YYYY		
3	Place of birth	Village:	Taluka:	
		Dist.:	State:	
4	Age as on 31 <sup>st</sup> March of the year of admission		Gender: Male/Female	
5	a) Name of the father in full (in block letters)	a)		
	b) Name of the mother in full (in block letters)	b)		
6	Official address with designation of DAE employee (DAE – units)for father and/or mother			
7	Complete Residential address & Allotment order No. & date			
8	a) CHSS Card No. of the child& Blood Group b) Aadhaar card No.			
9	Monthly income of the parents			
10	Telephone No. (if any) and e-mail	Office: _____	Residence: _____	
		Mobile: _____	e-mail: _____	
		Creche: _____	Emergency contact no. _____	
11	Family Status (Please put a X in appropriate place)	Family of: i) Single Girl Child only	<input type="checkbox"/>	
		ii) Two Girl Children only	<input type="checkbox"/>	
		iii) Others	<input type="checkbox"/>	
12	Name of the home town of the employee as per official records.	Village: _____	Taluka: _____	
		Dist. _____	Nearest Rly. Stn. _____	
13	Name of the school and class in which the child was studying last year and medium of instructions			
14	Whether it was a recognized institution (State Govt. /Cent. Govt.)			

15	Whether he/she was promoted to the class for which admission is sought (attach copy of report card)	
16	Class to which admission is sought	
17	Whether transfer certificate is attached (For Classes II-XII)	
18	No. & date of transfer certificate	
19	Mother tongue of the child	
20	Whether pupil belongs to SC/ST/OBC/Other (Please specify Caste & Category and enclose a copy of the caste certificate in the name of the child.)	
21	Identification Marks (any two)	1. 2.
22	Sibling(s) [brother(s)/sister(s)] name with class & school in which studying	
23	Any other information which the parent/guardian wishes to furnish	

**DECLARATION BY PARENT/GUARDIAN**

- a) I hereby declare that the information given about my son/daughter/ward (name of the child) \_\_\_\_\_ furnished by me is true and correct and that I will not demand any change in the date of birth mentioned at serial 2 at a future date.
- b) I am also aware that if the information furnished above is found to be false or incorrect, the admission will be cancelled and the child withdrawn from the school.
- c) I shall abide by the rules of the AEC schools (AEES).

Date: \_\_\_\_\_

Signature of the Parent/Guardian  
Name: \_\_\_\_\_

Certified that the information in serial no 1, 2, 5, 6, 7 and 12 have been verified and found to be correct.

**AO-III/ DEO/APO of concerned DAE Unit**

**OFFICE USE**

Admit \_\_\_\_\_ to Class \_\_\_\_\_. Principal \_\_\_\_\_  
Admitted to the Class/ Sec. \_\_\_\_\_ Admission no. \_\_\_\_\_ Folio no. \_\_\_\_\_ Receipt No. \_\_\_\_\_. The name has been entered in the class register.

Date: \_\_\_\_\_ Class Teacher \_\_\_\_\_ HM/ VP \_\_\_\_\_  
Certified that entry has been made in admission/ scholar register. Dealing Assistant \_\_\_\_\_ Principal \_\_\_\_\_

**ENCLOSURES RECEIVED (duly attested wherever applicable)**

- Original Birth Certificate along with an attested copy is to be submitted at the time of admission.
- In case child is admitted in Class II and above, the original TC is to be submitted as per the guidelines issued by CBSE vide CBSE letter no. COORD/EC/30.7/2014 dated 26/11/2014 along with an attested copy of Birth Certificate.
- A copy of Quarter allotment order/Sharing permission order from the department of the parent/guardian.
- A copy of employment certificate of the parent from the concerned unit of DAE or attested copy of latest salary slip or copy of valid Identity Card along with original Identity Card for verification.
- A copy of the caste certificate if applicable.
- Certificate from the administrative head of the unit of DAE certifying correctness of address if residing outside DAE quarters.
- A copy of the CHSS card.
- A copy of Aadhaar Card in the name of Child.
- A copy of certificate of disability if applicable.
- A copy of report card of previous class if applicable.

Sr. No. 2024 /

AECS- \_\_\_\_\_ received an admission form from Master/Miss \_\_\_\_\_ son/daughter of \_\_\_\_\_ for admission to Class \_\_\_\_\_.

I have personally verified copies of the required documents/enclosures which are attached herewith.

Date: \_\_\_\_\_ (Dealing Assistant)