

ATOMIC ENERGY EDUCATION SOCIETY
Anushaktinagar, Mumbai – 400 094

AEES/AU/F.99/2010/5852

January 20, 2010

ADMISSION CIRCULAR

Admission to classes from Pre-Preparatory to XII for the Academic Session 2010-2011

The guidelines for admission to classes from Pre-Preparatory to XII for the Academic Session 2010-2011 in the Atomic Energy Central Schools are as follows.

Eligibility:

DAE Wards

Children of employees of the Constituent and aided units, Projects, Public Sector undertakings under full control of Department of Atomic Energy (DAE) are eligible for admission in Atomic Energy Central Schools and Junior Colleges.

Admission Form for DAE wards (*with special Serial Number*) may be procured from the office of the school in which admission is sought **and the duly filled in forms** in all respects **should be submitted in the same school.**

Non – DAE Wards

Admissions for Non-DAE children are not at all assured. However, limited admissions to the wards of those who do not belong to DAE and fall under specified Non-DAE categories (See Table-7) may be provided admission in AEC Schools, subject to availability of seats. Application Form may be obtained for the Non-DAE admissions upon the fulfillment of the following guidelines.

- Non-DAE admissions in classes pre-prep, prep and Class I will be considered based on Non-DAE categories and availability of seats. Non-DAE admission in Class 2nd onwards will be considered based on Non-DAE categories, performance in admission test, availability of seats and fulfillment of the desired qualifications. It will also be based on the recommendations of the Chairman, LMC followed by the approval of the Chairman, AEES.

Admission Form/Application Form:**Table-1**

Type of Form	Amount	Remarks
Admission Form (DAE as well as Non-DAE wards)	Rupees 25/-	It can be either procured from the School office or downloaded from the AEES website http://www.aees.gov.in . However Rs 25/- is charged at the time of submission of application if it is downloaded from the website. The duly filled in form should be submitted in the school where the admission is sought.

Age:

The minimum age of a student seeking admission to any class should be, as on 30th April of the calendar year (born on or before April 30), as given below:

Table-2

Class	Minimum Age	Class	Minimum Age
Pre- Preparatory	3	VI	10
Preparatory	4	VII	11
I	5	VIII	12
II	6	IX	13
III	7	X	14
IV	8	-	-
V	9	-	-

Admission Test:

- There will be no admission test for classes Pre-Preparatory, Preparatory and standard I for DAE as well as Non-DAE wards.
- There will be a common admission test for all AEC schools (centre-wise) for each of the classes from II to VI in Hindi, English and mathematics.
- There will be a common admission test for all AEC schools (centre-wise) for each of the classes from VII to X in Hindi, English, mathematics and general science based on the syllabus of CBSE curriculum.
- The admission test at a particular centre will be conducted by the coordinating Principal.

Important Documents

Birth Certificate:

The birth certificate issued by the Municipality/Municipal Corporation should be submitted while seeking admission to any of the class of Pre-Preparatory, Preparatory and Standard I. The birth certificate issued by Panchayat Office/ Village Mukhia/Sarpanch of a Gram Panchayat should be endorsed with the signature of the Revenue/Panchayat Gazetted Officer of the concerned area and should be produced at the time of seeking admission. **Admission will not be granted on the basis of an affidavit in lieu of a birth certificate.**

Transfer Certificate:

Those seeking admission to any class from II to XII will be required to submit a valid and original TC from the school last attended. The TC produced should be appended with the signature of the Principal/ Vice Principal (if Principal is not available). If the place of birth is not indicated in the Transfer Certificate of the previous school, the proof for place of birth may be produced.

ADMISSION SCHEDULE

Admission to classes from Pre – Preparatory to XII for the Academic Session 2010-2011 in the Atomic Energy Central Schools shall commence as per the admission schedule furnished below.

Table-3

Sl. No.	Schedule	Date	Time
1	Distribution of Admission Form to DAE as well as Non-DAE wards (all classes)	27.01.2010 to 04.02.2010	9 am to 11 am
2	Submission of the duly filled in Admission Forms with all supporting documents	05.02.2010 to 12.02.2010	9 am to 11 am
3	a) Display of the list of students (DAE) found eligible and qualified for admission to Pre-Preparatory, Preparatory and Standard I. b) Display of the list of students (DAE) found eligible for appearing for the admission test for classes II – XII.	26.02.2010	11 am

Sl. No.	Schedule	Date	Time
4	Admission of DAE wards to Pre-Preparatory.	30.03.2010 to 03.04.2010	11 am to 1 pm
5	Admission of DAE wards to Preparatory and Class I	05.04.2010 to 07.04.2010	9 am to 11 am
6	Admission Test for DAE wards – II to VI	08.04.2010	9 am
7	Admission Test for DAE wards – VII to X	09.04.2010	9 am
8	Admission Test for Non DAE wards – II to VI#	12.04.2010	9 am
9	Admission Test for Non DAE wards –VII to X#	13.04.2010	9 am
10	Admission of qualified DAE wards for classes II to X.	19.04.2010 to 23.04.2010	9 am to 1 am
11	Display of Final List of Non DAE wards eligible for admission*	10.05.2010 to 19.05.2010	9 am to 11 am
12	Admission of eligible and qualified NON-DAE wards for all classes.**	25.05.2010 to 31.05.2010	9 am to 11 am

The admission test for all the classes shall be conducted based on the CBSE syllabi of the previous class to which admission is sought.

* Admission schedule given above is for all AEC schools. The distribution of Application/Admission Forms, their submission, display of lists, final admission etc. shall be done at the respective AEC schools where admission is sought.

** After the completion of admission of DAE wards to AEC schools, the admission of Non- DAE wards will be very limited and subject to the availability of seats. Parents of Non-DAE wards are hereby advised not to depend on AEES for admissions but to make every effort to seek admission elsewhere too in order to avoid disappointment later.

School Fees

Fees will be charged for all the twelve months of an academic session. However, for students joining AEC schools in the middle of an academic session upon transfer from any schools of AEES, fees shall be charged from the month in which they have been admitted, provided they have paid all their fees for earlier months

in the previous school attended. The fee receipt in support of having paid all fees in the previous school has to be furnished on request. Fees (see tables-4 & 5) will be collected in two installments, in July and November of the academic session for all classes.

Fee Structure for DAE wards:

(Table – 4 A)

Sl. No.	Class	PUVVN Fee	Computer fee
1	Pre-Preparatory to V	Rs 150 /- per month	Nil
2	VI to X	Rs 150/- per month	Rs 30/- per month

Tuition Fees

(Table – 4 B)

Sl. No.	Category	Tuition fees
1	In respect of DAE students of all stations	Rs 500/- per month from classes pre-preparatory to XII
2	For wards of AEES employees	
3	For wards of DAE employees who have superannuated or have expired while in service or who have become invalidated while in service.	

Fee Structure for Non-DAE wards:

(Table – 5 A)

Sl. No.	Class	PUVVN Fee	Computer fee
1	Pre-Preparatory to V	Rs 150 /- per month	Nil
2	VI to X	Rs 150/- per month	Rs 30/- per month

Tuition Fees

(Table – 5 B)

Sl. No.	Category	Tuition fees
1	In respect of Non-DAE students for schools in urban areas i.e. Mumbai, Indore, Hyderabad and Mysore.	From classes pre-preparatory to XII - Rs 1500/- per month
2	In respect of Non-DAE students of schools at all other stations (except the schools mentioned at S.No. 1 in this table.)	From classes pre-preparatory to XII - Rs 750/- per month

Sl.No.	Category	Tuition fees
3	Wards of Non-DAE employees who are working in any Central/State Government/Public Sector Undertaking, or in the auxiliary/supporting services with a DAE unit with Pay + Grade Pay less than Rs 11200/- (as per revised pay) or Rs 4500/- (as per pre-revised pay) per month.	On par with DAE wards i.e. Rs 500/- p.m. from classes pre-preparatory to XII

Fee Waivers and Concessions:

1. All girl students and students belonging to SC/ST categories of DAE and Non-DAE are exempted from paying tuition fees.
2. PUVVN fees are to be paid by all boy students of all categories as given. PUVVN fee structure for girl students shall be according to that given in Table-6 below.

PUVVN Fee for Girl Students (both for DAE or Non-DAE Wards) Table -6

Class	Number of Children in a family	PUVVN Fee to be paid
Pre-Preparatory to V	Any number	Full fee as given in Table-4A, 4B, 5A and 5B (No Concession)
VI to X	A single child who is a girl	No fee to be paid
	Only two children both of whom are girls	50% fee to be paid by each (of that given in Table-4A, 4B, 5A and 5B)
	Any other category	Full fee as given in Table-4A, 4B, 5A and 5B

Note: A declaration regarding status of number of children in a family, as given in item serial 20 of the enclosed application form should be submitted at the beginning of each academic year. Any future change in the status of the number of children in the family should be brought to the attention of the Head of the school within one month of such change taking place.

3. Students whose parents belonging to the Non- DAE and employed with any Central/State Government/ Public Sector Undertaking, or in the auxilliary/supporting services with a DAE unit with basic pay excluding dearness pay less than Rs 4500/- * (as per pre-revised scale) or Rs 11200/- (as per revised pay) per month will be charged fees on par with DAE wards. (* If both the parents are working, then the Combined Basic Pay of both the parents excluding Dearness Pay should be less than or equal to Rs 4500/-. Salary slips of both the parents should be appended.)
4. Students who are children of DAE employees who have resigned, taken voluntary retirement, have been compulsorily retired from services or terminated at any time during the academic year will be charged fees as applicable to Non-DAE Wards.
5. Limited financial assistance will be provided to non-DAE Boy students who are deserving and come from economically poor background. The financial assistance in such deserving cases will be extended by AEES based on the specific recommendations of respective Chairman, LMC who will examine each and every such case and refer the matter to AEES along with necessary supporting documents. However, such financial assistance will be restricted to the maximum extent of Rs 12000/- and Rs 3000/- per student per annum in respect of urban and rural areas respectively and will only be in the form of reimbursement of educational materials such as textbooks, notebooks, uniforms etc. against the bills. The tuition fee paid by these students is not reimbursable.
6. Further, such financial assistance in respect of Non- DAE boy students of all AEC schools /JCs will be available to the maximum extent of 25% of total Non-DAE boy students admitted in each school/JC in a particular year.
7. The grant of non-DAE admissions will be restricted to 10-12% of the DAE admissions granted in a particular year in a school/centre and subject to availability of seats and on specific recommendation of the respective Chairman, LMCs.

Order of Priority for admission of wards of Non-DAE employees

The admission of Non DAE wards will be subject to the availability of vacancy, fulfillment of desired qualification and merit of the student (in the admission test) and also the recommendations of Chairman, LMC and formal approval of the Central Office, AEES. The Order of Priority for admission of wards of Non-DAE employees would be generally as given in Table-7 on the following page.

Non-DAE category code (to be entered in serial item - 19 of Application Form)

Table-7

Non-DAE category code	Description
ND-01	Wards of DAE employees who have superannuated or expired or invalidated while in service
ND-02	Wards of Central/State Government employees engaged in DAE activities. For eg: IG police working with DAE and paid by DAE, CISF, etc.
ND-03	Wards of employees working for DAE like Sausheelya at Anushaktinagar (Mumbai), Mehatva at Kalpakkam, School for Special Children (RRCAT) at Indore, BARC Cooperative Credit Society employees, Employees Welfare Society recognized by DAE or its Constituent units, Bank Employees working at Project Sites (i.e. not in the residential areas) or wards of employees of contractors (L&T, BHEL, etc.) who have long term constitutional obligations with DAE /NPCIL/AEES.
ND-04*	Grand children of current or retired DAE employees – 1 st grandchild of an employee will be given preference over the 2 nd grandchild of another employee. If there is more than one grandchild (of the same family – paternal/maternal) for whom admission is sought, then preference may be indicated in the admission form for whom the admission should be given.
ND-05	Wards of DAE employees who have taken voluntary retirement or resigned from service in DAE.
ND-06	Wards of war widows of Defence Personnel
ND-07	Wards of employees of the Defence Forces posted in non-family stations
ND-08	Wards of employees of the Defence Forces
ND-09**	Dependants of DAE employees
ND-10	Wards of employees in any Central/State Government Departments
ND-11	Wards of employees in Public Sector Undertakings
ND-12	Any others

Categories (1-12) should be supported with authenticated documents i.e. in the form of ration card or any other relevant documents. They are enlisted as follows:

- Parents of wards who belong to ND-01 Category should submit either a Retirement Certificate or Death Certificate or Invalidation Certificate or as the cases may be.
- Parents of wards who belong to ND-02 Category should submit a Certificate from the DAE authority endorsing their employment for services in DAE or its constituent units.
- *Wards who belong to the ND-04 category should submit the grandfather's certificate of birth and parents birth certificate.
- Parents of wards who belong to ND-05 Category should submit Certificate related to VRS like pension documents etc, acceptance letter of resignation by the concerned DAE authority or its constituent units or any other relevant document.
- **Ward who is a dependent on DAE employee and belong to ND-09 Category should submit a ration card endorsing he/she is a dependant.
- Wards whose parents belong to rest of the categories mentioned above (ND-03, 04, 06, 07, 08, 9, 10, 11, 12) should produce the current salary slip of their parents.

List of Documents to be submitted with Application /Admission Forms:

1. Photocopy of Birth Certificate for admission to classes from Pre-Preparatory, Preparatory and standard I. Original to be submitted at the time of taking admission. At the time of leaving the institution, the original shall be returned to the student/ parent.
2. Photocopy of Transfer Certificate for admission to classes II to X. Original to be submitted at the time of taking admission. The original TC will not be returned if a student seeks to leave the school. However, a TC of the present school shall be issued on request.
3. Photocopy of the last Report Card of the class for which annual examination was given.
4. Photocopy of residential allotment letter of DCSEM (for DAE employees residing in Anushaktinagar- Mumbai). Photocopy of residential allotment

letter of Civil Section (for DAE employees residing in other DAE departmental centres.)

5. Latest pay-slip, if seeking fee concessions, should be attested by the constituent DAE authorities should be produced at the time of payment of fees.
6. Caste certificate, if applicable. Caste certificate in the name of the student has to be furnished in order to avail fee concession. The certificate of the parent shall not be considered.
7. Children's status affidavit, if applicable (Table-6). Fee concession will be possible only on furnishing the same.

(Please visit www.aees.gov.in for general information about AEES. This Information Sheet with Application Form can also be downloaded from the website.

Note:

- **Latest Pay Slip should be submitted twice a year to verify the status specified by them in the admission form/ application form by both DAE and Non-DAE employees.**
- **Wards of CISF Personnel are treated on par with DAE wards as long as their parents work for DAE or Constituent Units and paid by DAE or its Constituent Units. This concession ceases once they leave DAE or its Constituent Units.**
- **Information, if found wrong at any stage, will lead to the cancellation of admission.**
- **The admission guidelines for Non-DAE admission are likely to be revised. The revised guidelines will be intimated accordingly.**

(Dr Ashok Kumar)
Secretary, AEES

To
Heads of all schools

Distribution:

1. Under Secretary, Administration, Department of Atomic Energy, Mumbai – 400 001
2. Head, Personnel Division, BARC (10 copies) to kindly give wide publicity and arrange to display it on the Notice Board.
3. Admin. Officer, DPS, VS Bhavan, Anushaktinagar, Mumbai – 400 094
4. Manager, Personnel, NPCIL, VS Bhavan, Anushaktinagar, Mumbai – 94
5. Manager, Personnel, NPCIL, Cuffe Parade, Mumbai – 400 005
6. Manager, Personnel, NPCIL, CBD, Belapur
7. CAO, HWB Office, VS Bhavan, Anushaktinagar, Mumbai – 94
8. CAO, DCS& EM, VS Bhavan, Anushaktinagar, Mumbai – 400 094
9. C. A. & A. O, TMC, Parel, Mumbai – 400 012
10. Registrar, TIFR, Mumbai – 400 005
11. Admn. Officer, H.B.C.S.E, Anushaktinagar, Mumbai
12. Admn. Officer, BRIT, Anushaktinagar, or Vashi (Navi Mumbai)
13. Admn. Officer, AERB, Anushaktinagar, Mumbai – 400 094
14. Chairman, AEES, Mumbai
15. Chairmen, LMC
16. CAO, AEES, Mumbai
17. Principal & Head, Academic Unit, AEES, Mumbai
18. ADMO-III, AEES, Mumbai
19. Coordinating Principal, AEJC, Anushaktinagar, Mumbai
20. Accounts Officer, AEES, Mumbai
21. Asstt. Admn. Officers, AEES (PF/Salary), Central Office, Mumbai
22. Asstt. Admn. Officers, AEES (E/R/PC/V), Central Office, Mumbai
23. Data Management Cell, AEES