



ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department of Atomic Energy, Govt. of India)
Western Sector, Anushaktinagar, Mumbai – 400094

Admission circular for Classes I-XII for the Academic Session 2017-2018

This circular contains the guidelines for admission to classes from I to XII for the Academic Session 2017-2018 in the Atomic Energy Central Schools/Junior Colleges for the wards of employees of the constituent units, projects, Aided Institutions, Public Sector Undertakings under full control of Department of Atomic Energy (DAE) and as well as those wards seeking admission under RTE Act and for other Non-DAE categories.

PART-A: FOR DAE WARDS

Fresh admission in class I is mandatory for all the DAE wards, irrespective of whether they were studying in pre-preparatory or preparatory classes of schools of AEES or not.

1. Eligibility

- (i) Children of employees of the Constituent Units, Projects, Aided Institutes, Public Sector Undertakings under full control of Department of Atomic Energy (DAE) are eligible for admission in Atomic Energy Central Schools and Junior Colleges.
- (ii) The admission to the wards of CISF employees would be considered at par with DAE wards as long as the concerned employee continues to work in DAE units. This concession ceases once the employee leaves DAE or its Constituent Units.
- (iii) 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.
- (iv) The admission to the wards of Intelligence Bureau employees working in Atomic liaison units in DAE would be treated at par with DAE ward as long as the IB employee continues to work in Atomic liaison units in DAE. This concession ceases once the IB employee leaves DAE.

2. Age

The eligible minimum and maximum age as on 31st March, 2017 for admission in various classes is as follows:

Class	Minimum age on 31st March of the year in which admission is sought	Maximum age on 31st March of the year in which admission is sought
I	5 Years	7 Years
II	6 Years	8 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

3. Admission Form

Admission Form can be downloaded from AEES website. The duly filled in form along with a fee of Rs 50/- should be submitted to the AEC School/Jr. College as per the residential jurisdiction for grant of admission.

OR

Admission Form can also be procured from the office of any AEC School/ Jr. College by paying a Fee of Rs. 50/-. However, the duly filled in form has to be submitted to the AEC School/Jr. College as per the residential jurisdiction for grant of admission.

4. Admission Schedule

The Admission schedule is given as below:

Sr. No.	Schedule	Date	Time
01	Distribution of Admission Form from class I to class X	01-02-2017 to 04-02-2017	9 am to 11 am
02	Submission of the duly filled in Admission forms with all supporting documents	13-02-2017 to 18-02-2017	9 am to 11 am
03	Display of the list of students found eligible and qualified for admission to Class I to Class X	27-02-2017	2.00 pm
04	Admission of DAE wards from Class I to class X	01-03-2017 to 08-03-2017	9 am to 12 am
05	Admission to class XI and XII will be taken up after the board results	---	---

Note: (i) No change in schedule is allowed without prior approval of the Central office, AEES, and (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.

5. Fee

Fees will be charged for six months/ twelve months of an academic session at the time of admission. However, the remaining fee, if applicable, should be paid in the month of October of that academic session.

The Fee Structure is as follows:

Class	Tuition Fee	PUVVN Fee	Computer Fee
I to V	Rs. 500/-per month	Rs. 150/-per month	Rs. 30/- per month
VI to X	Rs. 500/-per month	Rs. 150/-per month	Rs. 30/- per month
XI & XII	Rs. 500/-per month	Rs. 150/-per month	Rs.50/- per month

The above fee structure is under revision. The revised fee if implemented is to be paid during the same academic session as per notification issued from time to time.

Note:

- 1. All girls students and students belonging to SC/ST categories of DAE are exempted from paying tuition fee*
- 2. A single child who is a girl need not pay the PUVVN fee from Class VI to XII.*
- 3. Only two children, if both are girls, are required to pay 50% of prescribed PUVVN fee from Class VI to XII.*

Information, if found wrong at any stage, will lead to the cancellation of the admission.

Please visit www.aees.gov.in for general information about AEES. This information sheet with application form can also be viewed at this website.

6. Documents to be submitted

For Class-I: Original birth certificate issued by the Municipality/ Municipal Corporation or the birth certificate issued by Panchayat Office/Village Mukhia/Sarpanch of a Gram Panchayat endorsed under the seal and signature of the Revenue/ Panchayat Officer of the concerned area. **Admission will not be granted on the basis of an affidavit in lieu of a birth certificate.**

For Class II to X: Transfer certificate along with the progress report card of last studied class from the leaving school are required.

For Class XI-XII: The policy for admission and the documents required for admissions will depend on the requirements of the respective Board.

Note: Admission to the DAE wards will be granted as per the residential jurisdiction only. However, Chairman, LMC reserves the right to shift/ inter-change any DAE student/students among the AEC schools of that particular centre/residential colony at any time during the course of his/her schooling.

PART-B: For applicants seeking admission under RTE act and different Non-DAE Categories (ND-1 to ND-4)

From the Academic Session 2015-2016, AEC schools are granting admissions under RTE Act in class-I. Other Non-DAE wards (ND-1 to ND-4 categories) at all centres are also allowed to apply for Class I to XII through this admission circular. However, the grant of non-DAE admissions in AEC schools is subject to availability of seats in respective classes after completion of DAE and RTE admissions in that school. No additional sections can be opened due to the admission under non-DAE category. **Mere issue and acceptance of admission form will not guarantee non-DAE admissions to the students. No admissions under RTE Act Program will be considered from Class II to XII.**

Method of admission

(a) Admission tests:

- (i) **No admission test** for the students seeking admissions for classes I to VIII.
- (ii) **Admission test** would be conducted for classes IX and X. The test will be, in the subjects Hindi English, Maths and General Science, based on the syllabus of CBSE curriculum of the previous class to which the admission is being sought. The test will be for 3 hours duration and for a maximum of 100 marks which will cover all the above-mentioned subjects. The qualifying marks for the admission would be 33% in each subject.

(b) Method for calculating the number of admissions under RTE and remaining Non-DAE seats for Class- I:

In compliance with the RTE Provisions, the following methodology will be adopted for admission to 25% of seats in Class-I,

1. Let the No. of DAE students to be admitted: x
2. Then No. of admissions under RTE: $x/3$
3. After this the required No. of Sections in Class-I will be: n (an integer)
(which is determined from the ratio: $(x+x/3)/35$. For example, if this ratio is 2.3, then the no. of sections $n=3$).
4. Total No. of students that can be admitted in Class I: $z=(nx35)$
5. The remaining No. of admissions to be done under RTE: $y=[z-(x+x/3)]/4$
6. Hence, total of RTE admissions in Class I : $(x/3+y)$
7. Remaining admissions to be allotted to other non-DAE students: $[z-(x+x/3+y)]$

Illustrative Example:

1. Let the no. of DAE students to be admitted: $x = 72$
2. Then no. of admissions under RTE: $x/3 = 24$
3. The required no. of Sections in Class I: $n = 3$, because $(72+72/3)/35 = 2.74$, and the next higher integer is 3.
4. Total no. of students that can be admitted in Class I: $z = (n \times 35) = 105$
5. The remaining no. of admissions that need to be done under RTE:
 $y = [z - (x+x/3)] / 4 = [105 - (72+72/3)]/4 = 2$
6. Hence, total of RTE admissions in class I: $(x/3 + y) = 24+2=26$
7. Remaining admissions (to be allotted to other non-DAE students):
 $[z - (x + x/3 + y)] = [105 - (72+72/3+2)] = 7$

If the number of applications received seeking admission into Class I under the provisions of RTE Act are beyond the prescribed seats i.e. $(x/3 + y)$, respective Heads of AEC School should fill up the said fixed number of seats under RTE Act, by having a system of Draw of Lots, as stated above. The composition of committee for drawing of lots will be as decided by the respective Chairman, LMC which may be, in general, in line with the procedure followed in KV Schools.

(c) Composition of Committee for draw of lots:

Respective Chairman, LMC will constitute a committee for the purpose of conducting a Draw of Lots (to be held for Class I admissions only)

1. Eligibility:

a. Eligibility for grant of admission in Class I under the provisions of RTE Act:

Children residing in the neighbourhood area, who belong to Disadvantaged Group and/or Weaker Section are eligible to seek admission under the provisions of RTE Act, 2009

DEFINITION OF DISADVANTAGED GROUP

- a. Child belonging to disadvantaged group means a child belonging to the Scheduled Caste, Scheduled Tribe, the socially and educationally backward class or such other group having disadvantage owing to social, cultural, economic, geographical, linguistic, gender or such other factor as may be specified by the appropriate government, by notification (Section 2(d) of RTE Act).
- b. Child with special needs and suffering from disability will be determined as per the provision mentioned in RTE Act 2009 or as defined by the concerned State Govt.

DEFINITION OF WEAKER SECTION

Child belonging to weaker section means a child belonging to such a parent or guardian (declared by a Court or a Statute) whose annual income is lower than the minimum limit specified by the appropriate government, by notification (Section 2(e) of RTE Act).

The income limit regarding economically weaker sections will be applicable as notified by the State Govt. concerned.

DEFINITION OF NEIGHBOURHOOD & PROOF OF RESIDENCE

Since AEC Schools are located in different states the respective State Govt. Guidelines regarding the definition of neighbourhood may be followed.

Wherever admission is sought under the provisions of RTE Act, the following documents are required to be submitted at the time of admission in the respective schools,

- For Class-I, certificate of proof of age in the form of original birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council/ Municipality/ Municipality Corporation extract about the date of birth from records of Village Panchayat endorsed under the seal and signature of the Revenue/Panchayat officer of the concerned area.
- A certificate that the child belongs to the Scheduled Caste/ Scheduled Tribe/ EWS/OBC (Non-Creamy Layer)/ BPL/ Differently-abled, wherever applicable, issued by the competent authority of concerned State Government/ Union Government. The certificate in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 3 Months from the date of admission.
- A Certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the school.
- Proof of residence

Note:

1. Proof of residence shall have to be produced by all applicants.
2. (A self-declaration in writing from the parent about distance from his/her residence to school may also be accepted to this effect)

b. Eligibility under Non-DAE Categories (ND-1 to ND-4):

- (i) Available seats/Vacancy if any, for Non-DAE students belonging to ND-1 to ND-4 categories in each class will be put up on the notice board before issuing the application forms by the respective AEC Schools or by the Coordinating school where there is more than one school in a center. The base strength of each section of a class will be considered for arriving at the no. of vacancies pertaining to non-DAE admissions in that particular class. **Mere issue and acceptance of admission form will not guarantee non-DAE admissions to the students.**
- (ii) Categories of Non-DAE wards for seeking admission in AEC Schools against the vacant seats, if any, is as follows.

Category Code	Description
ND-1	Wards of the Project Affected People (PAP), whose land has been acquired for the DAE project (preference in order of generation)
ND-2	Wards of Central/State Government/PSU employees engaged in DAE activities and/or working for the DAE (e.g. Sausheelya, Mehatva, School for special children, Co-operative Credit Society, Banks, Post Office etc.) and the wards of the employees of contractors working for DAE projects and Wards of the Defence/Paramilitary Personnel or wards of their widows.
ND-3	Grandchildren of serving/retired or expired DAE employees & AEES employees (One admission per employee).
ND-4	Wards of people residing around DAE establishment

Note:

- (i) Non-DAE admissions for ND-1 to ND-4 categories will be considered subject to the availability of seats. In no case, the non-DAE admission should lead to an increase of Sections in any class.
- (ii) **For rural areas**, the order of Merit of the Non-DAE categories will be finalized by the respective Chairman, LMC as per the demand of local conditions which may vary from time to time and one site to another site.
- (iii) **For urban areas**, the order of Priority for admission of wards of Non-DAE employees will be generally in the order of merit of the Non-DAE categories.
- (iv) Respective Chairman, LMC should forward the list of non-DAE students with specific recommendations for grant of Non-DAE admissions to Central Office, AEES for approval.

2. Age :

The eligible minimum and maximum age as on 31st March, 2017 for admission in various classes is as follows:

Class	Minimum age on 31st March of the year in which admission is sought	Maximum age on 31st March of the year in which admission is sought
I	5 Years	7 Years
II	6 Years	8 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

3. Application Forms:

Application Form can be downloaded from AEES website. The duly filled in form along with a fee of Rs. 200/- should be submitted to the school/JC (single school center) or to the coordinating school in case of multiple school center.

OR

Admission Form can also be procured by paying a Fee of Rs. 200/- from the office of AEC school/JC (single school center) or from the coordinating school in case of multiple school centers. The duly filled in form has to be submitted to that school (single school center) or to the coordinating school in case of multiple school center. However, the Chairman, LMC may decide/fix any particular school/JC for collection and submission of forms for the centers of Jaduguda and Kalpakkam.

However, the above fee of Rs 200/- is not applicable for the RTE applicants.

Separate admission forms need to be submitted if the admission is sought under more than one category, i.e. RTE and other Non-DAE categories (ND1 - ND4).

4. Admission Schedule

The Admission schedule is given as below:

Schedule	Date	Time
Distribution of Admission Form from class I to class X	13-02-2017 to 18-02-2017	11am to 1pm
Submission of the duly filled in Admission forms with all supporting documents	20-02-2017 to 27-02-2017	11 am to 3 pm
Admission Test for classes IX and X (ND-1 to ND-4)	21-03-2017	9 am to 12 noon
Display of list of students eligible for admission (All Classes)	23-03-2017	4 pm
Admission of eligible RTE students for Class I	24-03-2017 to 25-03-2017	9 am to 1.00 pm
Admission of eligible Non-DAE students for Class I	26-03-2017 to 27-03-2017	9 am to 1.00 pm
Admission of eligible students for classes II to X along with Report Card and TC (ND-1 to ND-4)	29-03-2017 to 31-03-2017	10 am to 12 noon
Admission to classes XI and XII	will be taken up after the board results	

Note:

- No changes in the schedule without prior approval of the Central office, AEES are allowed.
- Distribution of Application/Admission Forms and its submission, display of lists, final admission etc. shall be done at the respective AEC School/Co-ordinating school (for multiple school center) as the case may be, where admission is sought.

5. Fee:

No fee to be charged for students admitted under RTE for Class-I to Class-VIII. However, the employees who have the facility of fee reimbursement in their department cannot claim RTE concessions.

Fees will be charged for six months/ twelve months of an academic session at the time of admission. However, the remaining fee, if applicable, should be paid in the month of October of that academic session.

The Fee Structure for ND-1 to ND-4 is as follows:

Category	Class	Tuition Fee (Rs/month)	PUVVN Fee (Rs/month)	Computer Fee (Rs/month)
In respect of non-DAE students seeking admission in AEC schools located in urban areas i.e. Mumbai, Indore, Hyderabad and Mysore	I to V	1500	150	30
	VI to X	1500	150	30
	XI & XII	1500	150	50
In respect of non-DAE students seeking admission in AEC Schools at all other stations (except the schools mentioned at Sr. No. 1 in this table)	I to V	750	150	30
	VI to X	750	150	30
	XI & XII	750	150	50
Wards of non-DAE employees who are working in any Central/State Government/ Public Sector Undertaking and / or in the auxiliary/supporting services with a DAE unit with Pay + Grade Pay less than Rs. 11,200/- (as per revised pay) or Rs. 4,500/- (as per pre-revised pay) per month.	I to V	500	150	30
	VI to X	500	150	30
	XI & XII	500	150	50

The above fee structure is under revision. The revised fee if implemented is to be paid during the same academic session as per notification issued from time to time.

Note:

- (i) All girl students and students belonging to SC/ST categories of Non-DAE are exempted from paying tuition fee.
- (ii) A single child who is a girl need not pay the PUVVN fee from Class VI to XII.
- (iii) Only two children, if both are girls, are required to pay 50 % of prescribed PUVVN fee from Class VI to XII.

6. Documents to be submitted

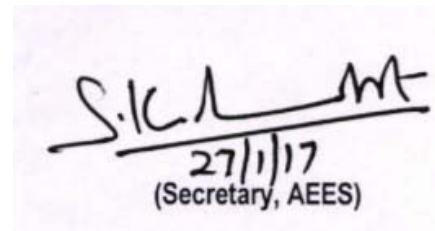
- a. **For Class-I:** Original birth certificate issued by the Municipality/ Municipal Corporation. Or the original birth certificate issued by Panchayat Office/Village Mukhia/Sarpanch of a Gram Panchayat endorsed under the seal and signature of the Revenue/ Panchayat Officer of the concerned area. **Admission will not be granted on the basis of an affidavit in lieu of a birth certificate.**
- b. **For classes II-XII:** Those seeking admission to any class from II to XII will be required to submit a valid and original Transfer Certificate (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 TC of the previous school, the proof of place of birth of the child is to be produced. In case of students migrating from CBSE affiliated/ State Board School, the TC needs to be countersigned by the concerned Education Officer.
- c. **Other documents**
 - (a) *Parents of wards who belong to ND-1 Category should submit relevant documents thereof from the concerned authorities i.e. Revenue Department and DAE Unit*
 - (b) *(i) Parents of the wards of Central/State Govt/PSU employees engaged in DAE activities and/or working for the DAE applying under ND-2 category have to furnish a copy of their posting order along with the latest salary slip. The duly filled in application form has to be submitted to the school authorities after obtaining the counter signature of the administrative authorities of local DAE unit.*
(ii) Parents of wards of employees of the major contractors working for DAE units applying under ND-2 category have to furnish a copy of their posting order along with the latest salary slip. The duly filled in application form has to be submitted to the school authorities after obtaining the counter signature of the administrative authorities of local DAE unit.
(iii) Wards of defence personnel or wards of their widows applying under ND-2 should submit the documentary proof stating that their parents are/were defence personnel.
 - (c) *Parents of wards who belong to ND-4 category should submit the proof of residence.*
 - (d) *Non DAE parents of all the aforesaid categories have to furnish latest salary certificate issued by the employer concerned in original or latest income certificate in original issued by the Revenue authorities along with the admission application.*
 - (e) *Immediately after obtaining the admission, parents are requested to collect back the original birth certificate from the respective Head of School while retaining an attested copy of birth certificate in the school for record.*
 - (f) *Original T.C. to be submitted at the time of taking admission. The original T.C. will not be returned if a student seeks to leave the school.*
 - (g) *Photocopy of the last Report card of the class for which annual examination was given.*
 - (h) *Photocopy of residential allotment letter issued by the concerned DAE Unit allotment section, wherever applicable.*
 - (i) *Latest pay slip, if seeking fee concessions, should be attested by the constituent DAE authorities and should be produced at the time of payment of fees.*

- (j) *Caste certificate, if applicable. Attested photo copy of caste certificate in the name of the student has to be furnished in order to avail fee concession. Caste certificate of the parent shall not be considered.*

Note:

- i. In a multiple school centre there is no need to invite school-wise applications for grant of non-DAE admissions and no jurisdictions of area/buildings to such non-DAE students is to be stipulated.
- ii. A written undertaking/declaration is to be obtained from such non-DAE parents that if their wards are granted admission in a particular school of that centre/residential colonies, all such non-DAE admissions will be subject to inter change among the AEC schools of the particular centres/residential colonies at any time during the course of their study.

Please visit www.aees.gov.in for general information about AEEs. This information sheet with application form can also be viewed from the website)



S.K. Anand
27/1/17
(Secretary, AEEs)

To
Heads of AEC Schools/ Junior Colleges