



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN

(Min. of HRD, Deptt. of Education, Govt. of India)

18-संस्थागत क्षेत्र / 18-Institutional Area

शहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg

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F. No. 11.EDPOOLA/1/2018-Academic

Dated 15.07.2020

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

**Subject: Fresh Admissions in Kendriya Vidyalayas for Session 2020-2021**

**(a) Online Admission to Class I**

**(b) Offline Admission to Class II Onwards**

Madam/Sir,

As you are aware that the process of Fresh Admissions in Kendriya Vidyalayas have shifted from Feb-April to July-September due to lockdown in the country under unprecedented situation of COVID-19. Now the lockdown has been lifted, hence the process of Fresh Admissions is being started in Class I and other Classes if vacancy exists.

Accordingly Following documents are sent herewith for information and execution of Admission process for 2020-2021 wef. 17.07.2020.

- 1. Admission Guidelines** : Duly approved Admission Guidelines by the Competent Authority are enclosed
- 2. Admission Schedule**: The changed Admission schedule for Fresh Admission session 2020-21 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
- 4. General Instruction** to carryout Admission process 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](mailto: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	Agra, Ahmedabad, Bhopal, Bhubaneswar, Mumbai	kvsolahelp1@gmail.com	kvsolahelpdesk@gmail.com
2	Mr. Ashok Sen Gupta	Chandigarh, Chennai, Dehradun, Bengaluru, Delhi	Kvsolahelp2@gmail.com	kvsolahelpdesk@gmail.com
3	Mr. Dinesh Patel	Gurugram, Guwahati, Hyderabad, Jabalpur, Jaipur	Kvsolahelp3@gmail.com	kvsolahelpdesk@gmail.com
4	Mr. Trilok Chand	Jammu, Kolkata, Lucknow, Patna, Ernakulam	Kvsolahelp4@gmail.com	kvsolahelpdesk@gmail.com
5	Mr. Rishi Anand	Raipur, Ranchi, Silchar, Tinsukia, Varanasi	Kvsolahelp5@gmail.com	kvsolahelpdesk@gmail.com

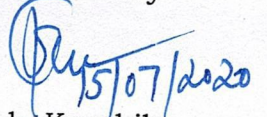
7. **Android Mobile Application for Online Admission for Class I** has also been placed on Google Play Store and will be active wef. 20.07.2020. The parents may download it from **Google Play store** on Android Mobile and can fill registration form for their wards.
8. **Admission to Newly opened KVs:** As discussed with concerned Deputy Commissioners during Video Conferencing on 13/07/2020 and further over phone- **All newly opened Kendriya Vidyalayas will conduct Class I admission in Online mode through OLA Portal and for other classes in Offline mode.**  
The schedule for admission to Class II onwards 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 should be uploaded on Website of Kendriya Vidyalaya 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 RO and KV) are given below
  - i. **Parent Portal :** <https://kvsonlineadmission.kvs.gov.in>
  - ii. **Dashboard Portal :** <https://oladashboard.kvs.gov.in>

11. **Admission to Class II onwards** : The vacancy , if any in Class II onwards is to be uploaded on the Kendriya Vidyalaya Website by the principal for the information of stakeholders.

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



Indu Kaushik

Deputy Commissioner (Acad)

**Encl.**

1. Admission Guideline, Session 2020-2021
2. Annexure I to IV

**Copy to**

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