

# Kendriya Vidyalaya ONGC Sivasagar

ONGC Colony, Sivasagar, Assam-785640

## Admission Notice: 2021-2022

Online Registration for Admission to Class I in Kendriya Vidyalaya ONGC Sivasagar for the Academic Year 2021-2022 will commence at 10:00 am on 01.04.2021 and will close at 7:00 pm on 19.04.2021. The Admission details can be obtained through website <https://kvsonlineadmission.kvs.gov.in> and also through Android Mobile App.

The official Android Mobile App for KVS Online Admission for Class I for the academic year 2021-2022 and instructions for downloading and installing the App will be available at <https://kvsonlineadmission.kvs.gov.in/apps/> The app will be available at the above URL and also at the Google Play Store. Parents are requested to go through the instructions for using the portal and mobile app carefully before using them.

**Admissions in Class I for the Session (2021-22) will be done as per the following schedule:**

### ADMISSION SCHEDULE FOR THE SESSION 2021-22

S.No.	Process	Date(s)	Remarks
1.	Online Registration for Class-I	01.04.2021 10:00 AM to 19.04.2021 till 7:00 PM	Through the online link <a href="https://kvsonlineadmission.kvs.gov.in">https://kvsonlineadmission.kvs.gov.in</a> OR <a href="https://kvsonlineadmission.kvs.gov.in/apps/">https://kvsonlineadmission.kvs.gov.in/apps/</a> (For Android Mobile App)
2.	Conduct of Online Lottery	23.04.2021 (Tentative)	Link for the Live Session of Online Lottery Process will be shared on the Vidyalaya Website.
3	Declaration of provisional select and waitlist of registered candidates	23.04.2021	List of Provisionally Selected & Wait Listed Candidates will be displayed on the Vidyalaya Website <a href="https://no1sibsagar.kvs.ac.in">https://no1sibsagar.kvs.ac.in</a> as well as on the Vidyalaya Notice Board
4	Submission of hard copy of the filled in forms along with all supporting documents. (Provisionally Selected Candidates)	24.04.2021 to 25.04.2021	An envelope (with Name of the Student, Class & Category in which selected provisionally for admission written on it) containing print out of online admission form along with all necessary documents can be put in a separate box placed in the Vidyalaya <u>only after receiving telephonic confirmation from one of the member of the admission committee/help desk.</u>
5	<b>Verification of documents &amp; admission of eligible candidates of selected list will be done in the following order:</b>		
	RTE, Physically Disabled (PH) & Single Girl Child	27.04.2021 to 28.04.2021	During this period only those parents will be allowed on a particular day that have been called telephonically by one of the member of Admission Committee on that day for the purpose of document verification and challan generation.
	From Service Priority Category (I & II) only	29.04.2021 to 05.05.2021	
From Service Priority Category III to VI (Subject to the availability of Vacant Seats)	06.05.2021		
6	Management Quota admissions	07.05.2021 to 08.05.2021	
7	Deposition of Fees for both quarters i.e. Apr.-June & July-Sept., 2021	***	Within 02 working days of the receiving of Online / Offline Fee Challan from the Vidyalaya.
8	Deposition of Fee Acknowledgement	****	Just after the deposition of online/offline to the What's App number of the concerned Class Teacher. <b><u>Note: Failing in deposition of fee within the stipulated time will result the cancellation of candidature.</u></b>

## **General Instructions:**

### **1. Follow the Admission Schedule strictly.**

All candidates are advised to fill and submit the Online Admission Forms as per the above mentioned schedule & instructions. Parents of the provisionally selected candidates will have to submit the following documents to the Vidyalaya:

- (a)** Print out of the finally submitted Online Admission Form.
- (b)** Self-attested photocopy of the Original Birth Certificate.
- (c)** 01 Passport size photograph.
- (d)** Self-attested photocopy of the Residential Address proof.
- (e)** Photocopy of Aadhar card or Aadhar Enrolment Number (if available).
- (f)** Service Certificate from the competent authority (employer) of Father / Mother / Grandfather / Grandmother (if serving or retired) as per the attached Annexure-I to IV, wherever applicable.
- (g)** Copy of SC/ST/OBC-NCL/EWS certificate and Disability Certificate, wherever applicable.
- (h)** Affidavit from 1st Class Magistrate on Rs. 100/- stamp paper, pertaining to Single Girl Child (SGC), wherever applicable.

*At the time of verification parents will have to show the originals of the above mentioned documents wherever applicable.*

## **Note:**

**Under present situation of COVID -19, the directions issued by Competent Authority (Central/State/Local) are to be followed. Accordingly, the parents are requested not to visit Kendriya Vidyalaya ONGC Sivasagar physically to avoid gathering. All information regarding Admission, Registration form will be available on Vidyalaya website <https://no1sibsagar.kvs.ac.in> for download.**

**Kindly fill the Registration form, Scan it and send it to the Vidyalaya through E-mail only.**

**Contact Principal/Admission Incharge only when called in the given time slot.**

**प्रायोजक संस्था (ओएनजीसी) मे सेवारत कर्मचारियों के पुत्र/पुत्रियों के प्रवेश हेतु सेवा प्रमाणपत्र**  
**Service Certificate for the admission of wards of serving employees of the Sponsoring Agency (ONGC)**

**(To be issued by the Office of GM (HR), I/c HR-ER, ONGC, Sivasagar / Nazira)**

प्रमाणित किया जाता है कि कुमार/कुमारी ----- श्री/श्रीमती -----  
 ----- के पुत्र/पुत्री हैं जो की ओएनजीसी असम परिसंपत्ति, शिवसागर/नाज़िरा के -----  
 ----- (कार्यालय/विभाग) में दिनांक ----- से नियमित रूप में सेवारत हैं। उनका सीपीएफ़ क्रमांक  
 ..... है।

Certified that Master/Kumari.....is the son/daughter of  
 Sh./Smt.....who is a regular employee of  
 .....(Office/Department) of **ONGC Assam Assets, Sivasagar/Nazira since**  
**(date).....** His/Her C.P.F. number is.....

स्थान/Place .....  
 दिनांक/Date .....

कार्यालय अध्यक्ष का नाम, पद और हस्ताक्षर (कार्यालय की मोहर सहित)  
 Sign. & Name in block letters and designation of the Head of Office with stamp

कार्यालय का पूर्ण पता / Complete address of office  
 .....  
 .....

दूरभाष/Telephone No. ....

टिप्पणी: यह सेवा प्रमाण पत्र संबंधित विभाग की लेटर हैड पर सक्षम प्राधिकारी द्वारा जारी किये जाने की स्थिति में ही स्वीकार्य होगा।

**Note: This Service Certificate will be acceptable only if it has been issued on the letter head of the concerned department by the competent authority.**

**प्रायोजक संस्था (ओएनजीसी) मे सेवारत/सेवानिवृत्त कर्मचारियों के पौत्र/पौत्रीयों के प्रवेश हेतु सेवा प्रमाणपत्र**  
**Service Certificate for the admission of grand-children of Serving/Retried employees of the Sponsoring Agency (ONGC)**

**(To be issued by the Office of GM (HR), I/c HR-ER, ONGC, Sivasagar / Nazira)**

प्रमाणित किया जाता है कि कुमार/कुमारी ----- श्री/श्रीमती -----  
 ----- के पौत्र/पौत्री (पुत्र अथवा पुत्री के बच्चे) हैं जो की ओएनजीसी असम परिसंपत्ति, शिवसागर/नाज़िरा के -----  
 ----- (कार्यालय/विभाग) में नियमित रूप से सेवारत थे/थी और उनका सेवाकाल दिनांक -----  
 ----- से दिनांक ----- तक था। उनका सीपीएफ़ क्रमांक ..... था।

Certified that Master/Kumari.....is the grandson/granddaughter (children of son or daughter) of Sh./Smt.....who was regular employee of .....(Office/Department) of **ONGC Assam Assets, Sivasagar/Nazira**. His service duration was from (date) ..... to (date)..... His/Her C.P.F. number was .....

स्थान/Place .....

दिनांक/Date .....

कार्यालय अध्यक्ष का नाम, पद और हस्ताक्षर (कार्यालय की मोहर सहित)

Sign. & Name in block letters and designation of the Head of Office with stamp

कार्यालय का पूर्ण पता / Complete address of office

दूरभाष/Telephone No. ....

टिप्पणी: यह सेवा प्रमाण पत्र संबन्धित विभाग की लेटर हेड पर सक्षम प्राधिकारी द्वारा जारी किये जाने की स्थिति में ही स्वीकार्य होगा।

**Note: This Service Certificate will be acceptable only if it has been issued on the letter head of the concerned department by the competent authority.**

**सेवा प्रमाण पत्र / SERVICE CERTIFICATE (केन्द्रीय सरकार / Central Government)**

**(For the admission of children of transferable and non-transferable Central Government employees, Autonomous Bodies/Public Sector Undertaking/Institute of Higher Learning of the Government of India)**

प्रमाणित किया जाता है कि श्री/श्रीमती-----, -----  
-----कार्यालय/मंत्रालय मे नियमित कर्मचारी के रूप मे कार्यरत हैं। वे रक्षा सेवा, केन्द्रीय रिजर्व पुलिस बल/सीमा सुरक्षा बल/एन.एस.जी/एस.पी.जी./सी.आई.एस.एफ/केन्द्रीय सरकार स्वायित संस्था/सार्वजनिक क्षेत्र के उपक्रम जो पूर्ण या आंशिक रूप से केंद्र सरकार से वित्त-पोषित है, के नियमित कर्मचारी हैं तथा उनकी सेवा अस्थानान्तरणीय है / पूर्ण भारत मे कहीं भी स्थानान्तरणीय है।

Certified that Shri/Smt..... is working as a regular employee in the Office/Ministry of .....He/She is a regular employee of Defence Service/CRPF/BSF/NSG/SPG/CISF/Central Govt./Autonomous Body/Public Sector Undertaking fully financed/partially financed by Central Govt. and his/her services are non-transferable / transferable anywhere in India.

स्थान/Place .....  
दिनांक/Date .....

कार्यालय अध्यक्ष का नाम, पद और हस्ताक्षर (कार्यालय की मोहर सहित)  
Sign. & Name in block letters and designation of the Head of Office with stamp

कार्यालय का पूर्ण पता / Complete address of office  
.....  
.....

दूरभाष/Telephone No. ....

टिप्पणी: यह सेवा प्रमाण पत्र संबन्धित विभाग की लेटर हैड पर सक्षम प्राधिकारी द्वारा जारी किये जाने की स्थिति में ही स्वीकार्य होगा।

**Note: This Service Certificate will be acceptable only if it has been issued on the letter head of the concerned department by the competent authority.**

**सेवा प्रमाण पत्र / SERVICE CERTIFICATE (राज्य सरकार / State Government)**

**(For the Admission of Children of transferable and non-transferable State Government employees and of Autonomous Bodies/Public Sector Undertakings/Institute of Higher Learning of the State Governments)**

प्रमाणित किया जाता है कि श्री/श्रीमती -----, -----  
-----कार्यालय/मंत्रालय मे नियमित कर्मचारी के रूप मे कार्यरत हैं तथा उनकी सेवा  
अस्थानान्तरणीय है / पूर्ण राज्य मे कहीं भी स्थानांतरणीय है।

Certified that Shri/Smt. .... is permanently working in the Office/Ministry  
of.....and his/her services are non-transferable / transferable  
anywhere in the State.

स्थान/Place .....  
दिनांक/Date .....

कार्यालय अध्यक्ष का नाम, पद और हस्ताक्षर (कार्यालय की मोहर सहित)  
Sign. & Name in block letters and designation of the Head of Office with stamp

कार्यालय का पूर्ण पता / Complete address of office  
.....  
.....

दूरभाष/Telephone No. ....

टिप्पणी: यह सेवा प्रमाण पत्र संबन्धित विभाग की लेटर हैड पर सक्षम प्राधिकारी द्वारा जारी किये जाने की स्थिति में ही स्वीकार्य होगा।

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