

NAVY CHILDREN SCHOOL, KOCHI
ADMISSION PROGRAMME FOR AY 2024-25

1. **Order of Priority for Admission in NCS (Kochi):-**

Category	Remarks
Category -1 Wards of Naval Personnel & DSC	(a) Serving Naval Personnel including Defence Security Corps (DSC) posted in station/ city (b) Family staying in separated family/ selected place of residence (SPR) accommodation in station/ city, serving personnel on deputation with other organisations (eg. NSG, DRDO etc) posted in station/ city, superannuated service personnel who exercised choice of home station in last one year of service. (c) Widows of Naval personnel/ DSC
Category -1A Wards of Personnel from Other Services	(a) Serving Personnel on deputation with Indian Navy and posted in station/ city (b) Personnel serving in Tri-service organisation in station/ city. (c) Widows of IAF/ Indian Army personnel
Category -1B Wards of Personnel from Other Services	(a) Serving Personnel of other services not on deputation with <i>IN</i> or posted in Tri-service organization but posted in station/ city. (b) Serving personnel of Indian Coast Guard (ICG).
Category 1C	(a) Wards of ESM of <i>IN</i> residing in station/ city:- (i) Who retired with pension (ii) Who invalidated out on medical grounds with pension (b) Wards of serving personnel from other services who have chosen the city/ station as SPR. (c) Wards of NCS Staff
Category 2	Wards of ESM of <i>IN</i> not residing in station/ city:- (i) Who retired with pension (ii) Who invalidated out on medical grounds with pension
Category 2A	Wards of ESM of other services:- (i) Who retired with pension (ii) Who invalidated out on medical grounds with pension
Category 2B	Wards of Defence civilians working with <i>IN</i> in the same station/ city.

Category 3	Wards of ESM of <i>IN</i> :- (i) Who retired without pension (ii) Who invalidated out on medical grounds without pension
Category 3A	Wards of ESM of other services:- (i) Who retired without pension (ii) Who invalidated out on medical grounds without pension
Category 3B	Wards of personnel of all three services who are not categorised as ESM.
Category 3C	Wards of Defence Civilians working with other services posted in same city/ station.
Category 4A	Grand Children of Service personnel
Category 4B	All others (civilians)

2. **Procedure for Admission for Category – 1** (Wards of Navy & DSC Personnel)

Online Registration

(a) For admission of wards of serving Naval Personnel & DSC Personnel (Category – 1), Online registration portal for admission to NCS Kochi will be made available in school website – www.ncskochi.ac.in

Procedure for online registration of Category-1 students is as below:-

(i) **Inter NCS Transfer.** Parent is to register online by providing personal particulars, category of admission, details of previous attended class & school, admission number at previous NCS and the date from which admission is sought. A copy of serving certificate issued by unit or latest transfer letter or salary statement, Transfer Certificate (TC) has to be uploaded and produced along with the printed copy of application form.

(ii) **Transfer from Non-Naval School to NCS.** Parent is to register online by providing personal particulars, category of admission, details of previous attended class and school and date from which admission is sought. A copy of serving certificate issued by unit or latest transfer letter or salary statement has to be uploaded and produced along with the printed copy of application form. In addition, recent report card/ mark sheet from the previous school in which the child was studying is also to be produced along with application form.

(b) On successful submission of online application for admission, an acknowledgement of receipt of the application will be generated. A print out of the same can be preserved for future reference.

Provisional Admission

(c) Provisional admission will be given to the student (Category 1 only). Provisional admission will be effective only till the date sought for admission.

Confirmation of Admission

(d) Admission will be confirmed on payment of fee and submission of printed copy of the online application form countersigned by the HOD, Original TC, recent report card/ mark sheet (only if applicable) along with self-attested copies of Birth Certificate and Aadhaar card of the child to the school office for verification.

Submission of Required Documents

(e) The following documents are required to be submitted to the school office at the time of admission:-

- (i) Print copy of online registration form for admission.
- (ii) Self-attested copy of Birth Certificate of child (for Class-I only)
- (iii) Service Certificate countersigned by HOD (in the application form)
- (iv) Self - attested Copy of Aadhar Card of child.
- (v) Original TC
- (vi) Recent Report card/ Mark sheet (if applicable)

(f) An 'Undertaking Form' as per the National Education Policy – 2020, available in the school website has to be filled and submitted along with the application form at the time of admission (for Class I & II only).

Note: For admission to class - I, a student must be at least 5 years old as on 31 Mar 24 and for subsequent classes the eligible age will be reckoned again with reference to 31st March of the year of admission with proportionate increase over 5 years.

Additional documents required for Direct Admission to Class X & XII

(g) The following additional documents are required to be submitted to the school office in case of direct admission to class X and XII:-

- (i) CBSE registration details of class IX and XI (whichever applicable) duly attested by the Principal of previous school.
- (ii) Parent's written request letter for admission, stating the reason for seeking admission.
- (iii) Copy of transfer/movement order of parent
- (iv) Present address proof at Kochi.

3. **Admission procedure for Category 1A to 4B**

(i) Duly filled **Proforma for admission for category 1A to 4B**, available in the school website along with all necessary supporting documents specified in the proforma, may be forwarded the following address:-

The Director,
NCS (Kochi),
Command Education Office,
HQSNC,
Naval Base, Kochi -04.

Note: - Admission to these categories will be considered subject to availability of seats in each class. An Entry Level Knowledge Test will be conducted for admission to classes II to X on case- to-case basis.

(ii) Post approval of the Competent Authority, intimation will be sent to the parents for taking admission. Online registration has to be done through the admission portal available in school website. Admission will be confirmed on payment of fee and submission of printed copy of the online application form countersigned by the HOD (if applicable) to the school office along with Original TC, copy of recent report card/ mark sheet (if applicable), self-attested copies of Birth Certificate and Aadhaar card of child.

Principal
NCS (Kochi)