



**ATOMIC ENERGY EDUCATION SOCIETY**  
(An Autonomous Body under Department of Atomic Energy, Govt. of India)

AEES/AU/F4/ADMISSION/2025-26/801

07.01.2025  
08

**Admission Circular - Academic Year 2025-26**

This circular comprises of:

- (A) The guidelines for admission to -
1. Balvatika-I, II & III, Class-I to X and XII for DAE wards. (Annexure A)
  2. Class-I under Right to Education (RTE) Act. (Annexure B)
  3. Class-I to X for Non-DAE wards. (Annexure C)
- (B) Application forms for admission to -
1. Balvatika-I, II & III, classes I to X & XII for DAE wards.
  2. Class-I for the wards seeking admission under RTE Act.
  3. Classes I to X for Non-DAE wards (ND-1 to ND-4 categories).

**Please visit [www.aees.gov.in](http://www.aees.gov.in) for general information about AEES. This information sheet with application form for admission can also be viewed from the website.**

*Shubh Kumar*  
08/01/2025  
**S K Lahiri**  
(Secretary)

**All Heads of AEC Schools/ Junior Colleges**

Copy to:

1. Chairman, AEES, Mumbai
2. Chairman, LMC, AECS/JC
3. Head Personnel Division, BARC (with a request to give wide publicity)
4. Registrar, TIFR, Mumbai-400005
5. CAO, HWB Office, V S Bhavan, Anushaktinagar, Mumbai-400094
6. CAO, DCS & EM, V S Bhavan, Anushaktinagar, Mumbai-400094
7. CA & AO, TMC, Parel, Mumbai-400012
8. Director, UM-DAE Centre for Excellence in Basic Sciences, Nalanda,  
Opp Nano Sciences Building, University of Mumbai, Vidyanagari, Mumbai 400098
9. Chief Administrative Officer, AEES, Mumbai.
10. Principal and Head, Academic Unit, AEES, Mumbai
11. Under Secretary, Administration, Department of Atomic Energy, Mumbai-400001
12. Manager, Personnel, NPCIL, Anushaktinagar, Mumbai-400094
13. AO-III, AEES, Mumbai
14. Administrative Officer, DPS, V S Bhavan, Anushaktinagar, Mumbai-400094
15. Administrative Officer, HBCSE, Anushaktinagar, Mumbai-400094
16. Administrative Officer, BRIT, Turbhe, Navi Mumbai-400703
17. Administrative Officer, AERB, Anushaktinagar, Mumbai-400094
18. Vice-Principal and Deputy Head, Academic Unit, AEES, Mumbai
19. Sr. Accounts Officer, AEES, Mumbai
20. Asst. Accts. Officer, AEES (Sal./Pen./Bills/PF), AEES, Mumbai
21. Asst. Admn. Officer, AEES (R&V/E&L/Sal./Pen./Bills/PF), AEES, Mumbai
22. Data Management Cell, AEES, Mumbai
23. Master File.

**Admission Guidelines for Balvatika-I, II & III, Class-I to X and XII for DAE wards**

**1) Eligibility for admission:**

- I. Admissions to Balvatika-I to X and XII will be granted either fresh or on the basis of the promotion from previous class along with other eligibility criteria e.g. **a child must have passed and promoted from class II to get admission in class III.**
- II. Children of employees of the DAE Secretariat, Constituent Units, Projects, Aided Institutes, and Public Sector Undertakings under full control of Department of Atomic Energy (DAE) are eligible for admission in Atomic Energy Central Schools and Junior Colleges. All such children will be considered as DAE wards. In case of resignation or removal of employees working in DAE and its Constituent Units from their service, and if they want to continue their children in AEC Schools/Jr. Colleges, they have to pay the fees at the rates charged for the Non-DAE wards from the date of exit from their services.
- III. The admission to the wards of CISF employees and others for whom specific approval of AEES/DAE exists would be considered at par with DAE wards as long as the employee concerned continues to work in DAE units. The wards of such employees will be charged fee on par with the wards of DAE Employees. This concession ceases once the employee leaves DAE or its Constituent Units. If the CISF employee on his transfer out of DAE Units wants to continue their ward(s) in the schools of AEES, the employee has to pay the fee at the rate charged for the Non-DAE Wards.
- IV. 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.
- V. The admission to the wards of Intelligence Bureau employees working in liaison units of DAE would be treated at par with DAE ward as long as the IB employee continues to work in liaison units of DAE. The wards of such employees will be charged fee on par with the wards of DAE Employees. This concession ceases once the employee leaves DAE or its Constituent Units. If an IB Employee on his transfer out of DAE Units wants to continue their ward(s) in the schools of AEES, the employee has to pay the fee at the rate charged for the Non-DAE Wards.
- VI. For maximum student strength in each class, refer CBSE circular No. CBSE/CE/CIRCULAR/2023 dated 02.08.2023

**2) Age criteria for admission:**

The minimum and maximum age limit for admission in AEC Schools in various Classes is given below: **(The child born on 1<sup>st</sup> April should also be considered.)**

Class	Minimum age on 31 <sup>st</sup> March, 2025 of the year in which admission is sought	Maximum age on 31 <sup>st</sup> March, 2025 of the year in which admission is sought
Balvatika-I	3 Years	4 Years
Balvatika-II	4 Years	5 Years
Balvatika-III	5 Years	6 Years
I	6 Years	8 Years
II	7 Years	9 Years
III	8 Years	10 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
XII	16 Years	18 Years

Note- The maximum age limit can be relaxed by two years in case of Differently abled children by the Principal.

### 3) **Procedure for submission of application forms for admission:**

- 1) Application form for admission can be downloaded from the website of AEES. The duly filled in form along with an application fee of ₹ 100/- should be submitted to the AEC School/Jr. College as per the residential jurisdiction for grant of admission (for Mumbai School Centre).

**OR**

Application form for admission can also be procured from the office of any AEC School/ Jr. College by paying an application Fee of ₹ 100/- online through at SB Collect of AEC School website. However, the duly filled in form must be submitted to the AEC School/Jr. College as per the residential jurisdiction for grant of admission (for Mumbai School Centre).

**Note: The parent who does not reside in jurisdiction of any AEC School of a Center, the application form for admission to be submitted to the Coordinating AEC School of the Center. The Coordinating Principal will allot school as per the availability of vacancies in schools of Center in consultation with the Chairman, LMC.**

- 2) Before submission of application form in hard copy with the school, the parents are also required to fill the basic details of their wards in an online form for which AEC Schools will provide link at the website of the school to carry out admission process faster. Once the above said personal details, parent's details, address details, sibling details and contact details are submitted online, the parent has to submit duly filled and completed admission form along with required documents to the AEC School. The school will issue an acknowledgement receipt along with the details of fees to be paid. Afterwards, the applicant has to pay the school fee through 'SB Collect' [debit/credit card (Master/Visa/Rupay) and Net banking] and submit documentary evidence of fees payment to confirm admission.

- 3) For the schools at Anushaktinagar Mumbai, two dedicated helpdesks will be provided by AEES in the premises of AECS-3, Mumbai and AECS-4, Mumbai during the process of admission. An application fee of ₹ 100/- will be charged at the time of Fee payment which should be paid online.
- 4) If the parents face any problem while submitting online details for admission, they can approach the helpdesks available at AECS-3, Mumbai and AECS-4, Mumbai. Helpdesks will function from 02.00 p.m. to 05.00 p.m. on all working days during the process of applying for admission. **Helpdesk contact number** AECS-3, Mumbai: 022-25580552 and AECS-4, Mumbai: 022-25580619

#### **4) Admission Schedule:**

Admission schedule for the classes **Balvatika-I, II & III, Class-I to X and XII** for all the schools/Junior Colleges.

Sl. No.	Schedule	Date	Time
01	Distribution of Admission Form.	08/01/2025 to 30/01/2025	9 am to 1 pm
02	Submission of the duly filled in Admission forms with all supporting documents.	29/01/2025 to 16/02/2025	9 am to 1 pm
03	Display of the list of students found eligible and qualified.	26/02/2025	10.00 am
04	Admission of DAE wards	01/03/2025 to 11/03/2025	9 am to 1 pm

**Note:**

- (i) *No change in schedule is allowed without prior approval of the Central office, AEES.*
- (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. The decision of LMC/ AEES is final in granting the admission at the centers having multiple schools irrespective of residential jurisdiction.*

#### **5) Fee to be paid by the DAE students seeking admission for the Academic year 2025-26:**

- I. **Admission Fee of ₹ 100/-** is to be paid at the time of admission along with other fees.
- II. Other Fees will be charged from all the wards of DAE categories on term/annual basis (i.e., six months/ twelve months of an academic session) at the time of grant of admission. In respect of payment of term fee, the second term fee should be paid in the month of October of that academic session as per the schedule issued by the school.
- III. No fee concession of any kind shall be applicable to any of the wards of DAE, CISF, IB and other Central Govt. employees.
- IV. Fee for students seeking admission under DAE categories:

Class	Tuition Fee	PUVVN Fee	Computer Fee
Balvatika-I,II & III	₹ 900/-per month	₹ 300/-per month	N.A.
I to X & XII	₹ 900/-per month	₹ 300/-per month	1. For class XII if the student has opted Comp Sc. or Information Tech as one of the subjects: ₹ 50/-per month  2. For others: ₹ 30/-per month

### Exemptions:

In respect of the wards of Central Government Employees whose third child is girl and also in respect of the third child onwards of SC/ST employees, the exemption of payment of Tuition Fee alone is available subject to the production of certificate to the effect that the Children Education Allowance is not extended to the third child by their department.

### 6) Documents to be submitted along with the application form for admission in AEES.

a) Documents to be submitted for students seeking admission for:

1. Balvatika-I, II, III & Class I

a. Original Birth Certificate

2. Class II to IX:

a. Original Transfer certificate (TC)

b. Progress / Report card of the class last studied from the previous school is required.

3. Class X and XII:

a. Original Transfer certificate (TC)

b. Progress / Report card of the class last studied from the previous school is required.

c. Class IX onwards, documents as per CBSE guidelines are to be submitted.

d. The policy for admission and the documents required for admissions will depend on the requirements of the respective State Boards of Education.

b) Self-attested Photocopy/Scanned copy of Aadhaar Card of the candidate and Parents (Along with an attested copy of ID of parents).

c) Self-attested Photocopy/Scanned copy of Identity card of the parents

d) Self-attested Photocopy/Scanned copy of the allotment order/address proof (in case the applicant is staying outside the DAE colony)

e) If pupil belongs to SC/ST/OBC/Other (Please specify Caste & Category and enclose a copy of the caste certificate in the name of the child.)

**Note:**

1. Admission to the DAE wards will normally be granted as per the residential jurisdiction for multi-school centers. However, AEES and its representative reserve the right to shift/ inter-change any student/students among the AEC schools of that particular Centre/residential colony at any time during the course of his/her schooling.
2. If the information submitted by the applicants in the application form is found to be wrong at any stage, it will lead to the cancellation of admission.
3. If Aadhaar card of the child is not available, proof of having applied for the same should be submitted.

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**Admission Guidelines for Class-I under the provisions of RTE Act**

From the Academic Session 2015-2016, AEC schools grant admissions under the provisions of RTE Act only in class-I.

No. of students to be admitted in class-I under RTE category must be as per guidelines issued by AEES from time to time.

For maximum student strength in each class, refer CBSE circular No. CBSE/CE/CIRCULAR/2023 dated 02.08.2023.

**1.Method of admission**

- (i) Respective Heads of AEC Schools have to take a decision in consultation with the LMCs whether the admissions under RTE Act have to be granted by following the guidelines of AEES or as per the allotment made by the State Government. Admissions under RTE Act cannot be made under any circumstances by adopting both AEES guidelines and also through State Government Online system. Heads of AEC Schools have to opt any one of them.
- (ii) Wherever, the AEC Schools have registered online with the respective Education Department of the State Government Education Department for grant of admissions under the provisions of RTE Act, the respective State Government authorities have to be informed about the number of admissions that can be granted in Class I and only to that extent the admissions under RTE Act have to be granted.

**Wherever, the AEC Schools seeking the names of students for admission under RTE Act Programme from the State Government Authorities, the Heads of Institutions are hereby instructed to inform the state govt. authorities about the 'Age Criterion' followed for admission in the AEES. They may be clearly informed that the students who have completed the age of 6 (Six) years as on March 31, 2025 (The child born on 1st April should also be considered) are only eligible for admission in class I under RTE ACT Programme and the names of such children can only be forwarded for admission in class I under RTE ACT Programme in AEC Schools.**

**The schools that have registered online with the state governments need not follow the schedule of RTE Admissions given below. They will follow the schedule of the State Governments.**

- (iii) **Heads of AEC Schools have to ensure that in any case, the number of admissions being granted in Class I under the provisions of RTE Act should not exceed the prescribed number of seats.**
- (iv) The schools that adopt AEES Norms for admission of students under RTE Act that shall follow the following eligibility criterion.  
**Children who have completed 6 (Six) years as on March 31, 2025 (The child born on 1st April should also be considered) 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.**

If the number of applications received seeking admission into Class I under the provisions of RTE Act are beyond the prescribed seats, respective Chairman, LMC of the school concerned should fill up the said fixed number of seats (as stated above) under RTE Act, by having a system of Draw of Lots. The composition of committee for drawing of lots will be as decided by the respective Chairman, LMC.

## 2. Definition:

### Definition of disadvantaged group

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).

- (i) Children With Special Needs (CWSN) 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.

## 3. **Application Forms:**

### **a. Application Forms for students seeking admission in Class I under RTE Act Programme (where admissions are done by school itself):**

Application Form for admission can be downloaded from AEES website (No application form fee is required). The duly filled in form should be submitted to the school/JC (single school centre) or to the co-ordinating school in case of multiple school centre.

**OR**

Application Form for admission can also be obtained from the office of AEC school/JC (single school centre) or from the co-ordinating school in case of multiple school centres. The duly filled in form has to be submitted to that school (single school centre) or to the co-ordinating school in case of multiple school centre. However, the Chairman, LMC may decide/fix any particular school/JC for collection and submission of forms for the multiple school centres.

## 4. Admission schedule for admission to Class-I under the provisions of RTE Act

Sr. No.	Schedule	Date	Time
01	Distribution of Admission Form	01/03/2025 to 11/03/2025	9 am to 1 pm
02	Submission of the duly filled in Admission forms with all supporting documents	03/03/2025 to 12/03/2025	9 am to 1 pm
03	Display of the list of students found eligible and qualified	15/03/2025	10.00 am
04	Admission of RTE wards	17/03/2025 to 20/03/2025	9 am to 1 pm

**Note:**

- I. No change in schedule is allowed without prior approval of the Central office, AEES.
- II. Distribution of Application/Admission Forms and its submission, display of lists, final admission etc. shall be done at the respective AEC Schools/ Co-ordinating schools as the case may be, where admission is sought.
- III. For students who cannot produce TC because of delay in announcement of results, provisional admission based on bona-fide pass certificate can be done.

**5. Fee to be paid by the RTE:**

No fee will be charged from students admitted under RTE Act till they complete Class-VIII. The employees who have the facility of fee reimbursement in their department cannot claim RTE concessions.

**6. Documents to be submitted along with the application form for admission in AEES.**

- 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 State Government/ Union Government concerned. The certificate in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available in the name of 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 is handicapped. (wherever applicable). 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: Proof of residence shall have to be produced by all applicants.**

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**Admission Guidelines for Non-DAE (NDAE) (ND-1 to ND-4 Categories) for Classes I to X**

**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 for admissions under Non-DAE category.

For maximum student strength in each class, refer CBSE circular No. CBSE/CE/CIRCULAR/2023 dated 02.08.2023

**Mere issue and acceptance of admission form will not guarantee admission to the students belonging to Non-DAE categories.**

**1. Method of admission****Admission tests:**

- **No admission test** for the students seeking admissions for classes I to VIII.
- **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.

**2. Eligibility for students seeking admission under Non-DAE Categories (ND-1 to ND-4):**

- I) Admissions will be granted on the basis of the promotion from previous class along with other eligibility criteria e.g. **a child must have passed and promoted from class II to get admission in class III.**
- II) 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.
- III) Categories of Non-DAE for seeking admission in AEC Schools against the vacant seats, if any, are as follows.

<b>Category code</b>	<b>Description</b>
ND-1	Wards of the Project Affected people, whose land has been acquired for the DAE project.
ND-2	The wards of Central/state Government/PSU employees engaged in DAE (e.g. Sausheelya, Mehatva, School for special children, Co-operative Credit Society, Banks, and 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 (One admission per employee). Grandchildren of AEES employees (serving/retired or expired) will have preference.
ND-4	Wards of people residing around DAE establishment

**Note:**

Non-DAE admissions for ND-1 to ND-4 categories may 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.

- (i) **For schools located in Narora, Rawatbhata, Kakrapar, Tarapur, Kaiga, Kudankulam, Kalpakkam & Anupuram, Manuguru, Jaduguda, Narwapahar, Turamdih, and Pazhakayal, the local management committees are empowered to decide the order of priority of the Non-DAE categories as per the demand of local conditions which may vary from time to time and from one site to another site.**
  - (ii) **For schools located in Mumbai, Indore, Hyderabad and Mysore the order of Priority for admission of wards of Non-DAE employees will be generally in the order mentioned in the table above.**
- III) **Non-DAE Admissions have to be granted with the prior approval of the Central Office, AEES which will be based on the recommendations of respective Chairman, LMC.**
- IV) **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).**

**3. Age Criteria (For Non-DAE)**

The minimum and maximum age limit for admission in AEES in various classes is given below: (Child born on 1<sup>st</sup> April should also be considered.)

<b>Class</b>	<b>Minimum age on 31<sup>st</sup> March, 2025 of the year in which admission is sought</b>	<b>Maximum age on 31<sup>st</sup> March, 2025 of the year in which admission is sought</b>
I	6 Years	8 Years
II	7 Years	9 Years
III	8 Years	10 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

Note- The maximum age limit can be relaxed by two years in case of Differently abled children by the Principal.

**4. Application Forms**

Application Form for admission can be downloaded from AEES website. The duly filled in form along with an application fee of ₹ 100/- should be submitted online to the school/JC (single school centre) or to the coordinating school in case of multiple school centre.

**OR**

Application Form for admission can be procured by paying a Fee of ₹ 100/- online from the office of AEC School / JC (single school centre) or from the coordinating school in case of

multiple school centre. The duly filled in form has to be submitted to that school (single school centre) or to the coordinating school in case of multiple school centre. However, the Chairman, LMC may decide/fix any particular school/JC for collection and submission of forms for the multiple school centres.

#### 5. Admission schedule:

Sr. No.	Schedule	Date	Time
1	Distribution of Admission Form for class I to class X	01/03/2025 to 11/03/2025	11 am to 1 pm
2	Submission of the duly filled in Admission forms with all supporting documents	03/03/2025 to 12/03/2025	11 am to 3 pm
4	Display of list of students eligible for admission (All Classes)	To be announced later	
5	Admission of eligible Non-DAE students for (All Classes)	To be announced later	

**For Admission Test for classes IX and X date to be announced by the Principal of the school concerned.**

#### Note:

- I. No change in schedule is allowed without prior approval of the Central office, AEES.
- II. Distribution of Application/Admission Forms and its submission, display of lists, final admission etc. shall be done at the respective AEC Schools/ Co-ordinating schools as the case may be, where admission is sought.
- III. For students who cannot produce TC because of delay in announcement of results, provisional admission based on bona-fide pass certificate can be done.

#### 6. Fee to be paid

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:

Category	Class	Tuition Fee in ₹ (per month)	PUVVN Fee in ₹ (per month)	Computer Fee in ₹ (per 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 X	3000	300	30
In respect of Non-DAE students seeking admission in AEC Schools at all other stations (except the schools mentioned above in this table)	I to X	1500	300	30

**Note: In case of non-payment of above fees within the stipulated period for each year, the name of the student will be struck off from the rolls of the school.**

#### 7. Documents to be submitted along with the application form for admission in AEES.

- 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.

- For classes II-X: Those seeking admission to any class from II to X 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 State Board School, the TC needs to be countersigned by the Education Officer concerned. In case of students migrating from CBSE school, the leaving certificate should have the school code and affiliation number.
- 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
- Parents who have superannuated or invalidated during service, and are applying for their wards under the ND-2 category, should submit a Retirement Certificate or Invalidation Certificate or Certificate from the DAE authority endorsing their employment in DAE, as applicable.
- 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.
- 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.
- Wards of defence personnel/Para-military personnel or wards of their widows applying under ND-2 should submit the documentary proof stating that their parents are/were defence personnel.
- Parents of wards who belong to ND-4 category should submit the proof of residence.
- 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.
- 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.
- 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.
- Photocopy of the last Report card of the class for which annual examination was given.
- Photocopy of residential allotment letter issued by the concerned DAE Unit allotment section, wherever applicable.

- 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 (if any). Caste certificate of the parent will not be considered.

**Note:**

- In a multiple school centre, there is no need to invite school-wise applications for grant of Non-DAE admissions and no jurisdiction of area/buildings to such Non-DAE students is to be stipulated.**
- A written undertaking from the parents of Non-DAE students is to be obtained to the effect that (1) their children are liable to be transferred from one school to the other in the same centre at any time during the course of their study, and (2) the school has right to strike off name of the child without any notice if any kind of fees is due / not paid within the time schedule given by the school.**

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Cost: NIL

Class of Admission	
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**ATOMIC ENERGY CENTRAL SCHOOLS**  
**Application Form for Admission to Class-I**  
**For the Academic Year 2025-26**  
**RTE Category**

*(This form can be downloaded from: [www.aees.gov.in](http://www.aees.gov.in))*

Affix latest photograph
-------------------------------

Sr.No.

Admission No. \_\_\_\_\_ (For Office Use)

To  
The Principal/Co-ordinating Principal,  
ATOMIC ENERGY CENTRAL SCHOOL - \_\_\_\_\_  
\_\_\_\_\_ Centre

SC	ST	OBC	GEN
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(Tick (√) in appropriate box)

Sir/Madam,

I request you to admit my son/daughter/ward to class-I of your school in \_\_\_\_\_ centre, under RTE category. The required particulars are given below:

1.	Name of the pupil in full (In BLOCK letters)	Surname	First Name	Middle Name
1 a.	Name proposed by parents to be entered into school records. (It will not be changed later.) (In BLOCK letters)			
2	Date of birth	In figures		In words
		DD	MM	YYYY
3	Place of birth	Village: _____	Taluka: _____	
		Dist.: _____	State: _____	
4	Age as on 31 <sup>st</sup> March of the year of admission	_____		Gender: Male/Female
5	a) Name of the Father in full (in block letters)	a) _____		
	b) Name of the Mother in full (in block letters)	b) _____		
6	Official address with designation of Father and/or Mother			
7	Complete Residential address			
8	a) Blood Group b) Aadhaar card No.			
9	Monthly income of the parents			
10	Contact No. (if any) and e-mail address	Office: _____	Residence: _____	
		Mobile: _____	e-mail: _____	
		Creche: _____	Emergency contact no. _____	
11	Family Status (Please put a X in appropriate place)	Family of : i) Single Girl Child only	<input type="checkbox"/>	
		ii) Two Girl Children only	<input type="checkbox"/>	
		iii) Others	<input type="checkbox"/>	
12	Name of the home town of the employee as per official records.	Village: _____	Taluka: _____	
		Dist. _____	Nearest Rly. Str. _____	
13	Name of the school and class in which the child was studying last year and medium of instructions			
14	Whether it was a recognized institution (State Govt. /Cent. Govt.)			

15	Whether he/she was promoted to the class for which admission is sought (attach copy of report card)	
16	Class to which admission is sought	Class-I
17	Whether transfer certificate is attached if applicable	
18	No. & date of transfer certificate-TC	
19	Mother tongue of the child	
20	Whether pupil belongs to SC/ST/OBC/Other (Please specify Caste & Category and enclose a copy of the caste certificate in the name of the child.)	
21	Identification Marks (any two)	1. 2.
22	Sibling(s) [brother(s)/sister(s)] name with class & school in which studying	
23	Any other information which the parent/guardian wishes to furnish	
24	Distance of Residence from the school to which admission is sought	
25	Whether the pupil belongs to weaker section	

**DECLARATION BY PARENT / GUARDIAN**

- a) I hereby declare that the information given about my son/daughter/ward (name of the child) \_\_\_\_\_ furnished by me is true and correct and that I will not demand any change in the date of birth mentioned at serial 2 at a future date.
- b) I am also aware that if the information furnished above is found to be false or incorrect, the admission will be cancelled and the child withdrawn from the school.
- c) I shall abide by the rules of the AEC schools (AEES).

Date: \_\_\_\_\_

Signature of the Parent/Guardian  
Name: \_\_\_\_\_

Certified that the information in serial no 1, 2, 5, 6, 7 and 12 have been verified and found to be correct. (If applicable)

**AO-III/ DEO/APO of concerned DAE Unit**

**OFFICE USE**

Admit \_\_\_\_\_ to Class \_\_\_\_\_.  
Admitted to the Class/ Sec. \_\_\_\_\_ Admission no. \_\_\_\_\_ Folio no. \_\_\_\_\_ Receipt No. \_\_\_\_\_. The name has been entered in the class register.

Date: \_\_\_\_\_ Class Teacher \_\_\_\_\_ HM/ VP \_\_\_\_\_  
Certified that entry has been made in admission/ scholar register. Dealing Assistant \_\_\_\_\_ Principal \_\_\_\_\_

**ENCLOSURES RECEIVED (duly attested wherever applicable)**

- Original Birth Certificate along with an attested copy is to be submitted at the time of admission.
- 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 in concerned State Government/ Union Government. The certificate as applicable in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available in the name of the child. However, the certificate in respect of the child has to be submitted within a period of 03 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 is 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.
- Attested copy of Ration card of parent's along with the name of the child.
- Income Certificate in respect of parents issued by the employer concerned/ Revenue authorities.
- Proof of residence (essential) and distance from the school.
- Note : A self-declaration in writing from the parent about distance of the residence from the school in which admission is sought may also be accepted to this effect.
- A copy of Aadhaar card in the name of the child.
- A copy of Report card of previous class.

Sr. No. **2025/**

**RECEIPT**

AECS- \_\_\_\_\_ received an admission form from Master/Miss \_\_\_\_\_ son/daughter of \_\_\_\_\_ for admission to Class \_\_\_\_\_. I have personally verified copies of the required documents/enclosures which are attached herewith.

Date: \_\_\_\_\_ (Dealing Assistant)

Cost: Rs. 100/-

# ATOMIC ENERGY CENTRAL SCHOOLS

## Application Form for Admission to Balvatika-I, II & III, Class-I to X and XII

For the Academic Year 2025-26

### For DAE wards

(This form can be downloaded from: [www.aees.gov.in](http://www.aees.gov.in))

Class of Admission	
--------------------	--

Affix

latest

photograph

Sr.No.

Admission No. \_\_\_\_\_ (For Office Use)

To  
The Principal  
ATOMIC ENERGY CENTRAL SCHOOL - \_\_\_\_\_  
\_\_\_\_\_ Centre

SC	ST	OBC	GEN
----	----	-----	-----

(Tick (√) in appropriate box)

Sir/Madam,

I request you to admit my son/daughter/ward to class \_\_\_\_\_ of your school. The required particulars are given below:

1.	Name of the pupil in full (In BLOCK letters)	Surname	First Name	Middle Name
1 a.	Name proposed by parents to be entered into school records. (It will not be changed later.) (In BLOCK letters.)			
2	Date of birth	In figures	In words	
		DD MM YYYY		
3	Place of birth	Village:	Taluka:	
		Dist.:	State:	
4	Age as on 31 <sup>st</sup> March of the year of admission		Gender: Male/Female	
5	a) Name of the father in full (in block letters)	a)		
	b) Name of the mother in full (in block letters)	b)		
6	Official address with designation of DAE employee (DAE – units) for father and/or mother			
7	Complete Residential address & Allotment order No. & date			
8	a) CHSS Card No. of the child & Blood Group			
	b) Aadhaar card No.			
9	Monthly income of the parents			
10	Telephone No. (if any) and e-mail	Office: _____	Residence: _____	
		Mobile: _____	e-mail: _____	
		Creche: _____	Emergency contact no. _____	
11	Family Status (Please put a X in appropriate place)	Family of: i) Single Girl Child only	<input type="checkbox"/>	
		ii) Two Girl Children only	<input type="checkbox"/>	
		iii) Others	<input type="checkbox"/>	
12	Name of the home town of the employee as per official records.	Village: _____	Taluka: _____	
		Dist. _____	Nearest Rly. Stn. _____	
13	Name of the school and class in which the child was studying last year and medium of instructions			
14	Whether it was a recognized institution (State Govt. /Cent. Govt.)			

15	Whether he/she was promoted to the class for which admission is sought (attach copy of report card)	
16	Class to which admission is sought	
17	Whether transfer certificate is attached (For Classes II-XII)	
18	No. & date of transfer certificate	
19	Mother tongue of the child	
20	Whether pupil belongs to SC/ST/OBC/Other (Please specify Caste & Category and enclose a copy of the caste certificate in the name of the child.)	
21	Identification Marks (any two)	1. 2.
22	Sibling(s) [brother(s)/sister(s)] name with class & school in which studying	
23	Any other information which the parent/guardian wishes to furnish	

**DECLARATION BY PARENT/GUARDIAN**

- a) I hereby declare that the information given about my son/daughter/ward (name of the child) \_\_\_\_\_ furnished by me is true and correct and that I will not demand any change in the date of birth mentioned at serial 2 at a future date.
- b) I am also aware that if the information furnished above is found to be false or incorrect, the admission will be cancelled and the child withdrawn from the school.
- c) I shall abide by the rules of the AEC schools (AEES).

Date: \_\_\_\_\_

Signature of the Parent/Guardian  
Name: \_\_\_\_\_

Certified that the information in serial no 1, 2, 5, 6, 7 and 12 have been verified and found to be correct.

AO-III/ DEO/APO of concerned DAE Unit

**OFFICE USE**

Admit \_\_\_\_\_ to Class \_\_\_\_\_.  
 Admitted to the Class/ Sec. \_\_\_\_\_ Admission no. \_\_\_\_\_ Folio no. \_\_\_\_\_ Receipt No. \_\_\_\_\_. The name has been entered in the class register. Principal

Date: \_\_\_\_\_ Class Teacher \_\_\_\_\_ HM/ VP \_\_\_\_\_  
 Certified that entry has been made in admission/ scholar register. Dealing Assistant \_\_\_\_\_ Principal \_\_\_\_\_

**ENCLOSURES RECEIVED (duly attested wherever applicable)**

- Original Birth Certificate along with an attested copy is to be submitted at the time of admission.
- In case child is admitted in Class II and above, the original TC is to be submitted as per the guidelines issued by CBSE vide CBSE letter no. COORD/EC/30.7/2014 dated 26/11/2014 along with an attested copy of Birth Certificate.
- A copy of Quarter allotment order/ Sharing permission order from the department of the parent/guardian.
- A copy of employment certificate of the parent from the concerned unit of DAE or attested copy of latest salary slip or copy of valid Identity Card along with original Identity Card for verification.
- A copy of the caste certificate if applicable.
- Certificate from the administrative head of the unit of DAE certifying correctness of address if residing outside DAE quarters.
- A copy of the CHSS card.
- A copy of Aadhaar Card in the name of Child.
- A copy of certificate of disability if applicable.
- A copy of report card of previous class if applicable.



Sr. No. 2025 /

AECS- \_\_\_\_\_ received an admission form from Master/Miss \_\_\_\_\_ son/daughter of \_\_\_\_\_ for admission to Class \_\_\_\_\_.

I have personally verified copies of the required documents/enclosures which are attached herewith.

Date: \_\_\_\_\_ (Dealing Assistant)

Cost: Rs. 100/-

**ATOMIC ENERGY CENTRAL SCHOOLS**  
**Application Form for Admission to Class-I to X**

For the Academic Year 2025-26

**For Non-DAE wards (ND-1 To ND-4)**

(This form can be downloaded from: [www.aees.gov.in](http://www.aees.gov.in))

Class of Admission	
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Sr.No.

Admission No. \_\_\_\_\_ (For Office Use)

Affix  
latest  
photograph

To  
The Principal  
ATOMIC ENERGY CENTRAL SCHOOL - \_\_\_\_\_  
\_\_\_\_\_ Centre

SC	ST	OBC	GEN
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(Tick (√) in appropriate box)

Sir/Madam,  
I request you to admit my son/daughter/ward to class \_\_\_\_\_ in \_\_\_\_\_ centre, under ND-\_\_ category of your school/centre \_\_\_\_\_. The required particulars are given below:

1.	Name of the pupil in full (In BLOCK letters)	Surname			First Name			Middle Name				
1 a.	Name proposed by parents to be entered into school records. (It will not be changed later.) (In BLOCK letters.)											
2	Date of birth	In figures						In words				
		DD	MM	YYYY								
3	Place of birth	Village:						Taluka:				
		Dist.:						State:				
4	Age as on 31 <sup>st</sup> March of the year of admission							Gender: Male/Female				
5	a) Name of the father in full (in block letters)	a)										
	b) Name of the mother in full (in block letters)	b)										
6	Official address with designation of DAE employee (DAE – units) for father and/or mother											
7	Complete Residential address & Allotment order No. & date											
8	a) CHSS Card No. of the child & Blood Group											
	b) Aadhaar card No.											
9	Monthly income of the parents											
10	Telephone No. (if any) and e-mail	Office: _____						Residence: _____				
		Mobile: _____						e-mail: _____				
		Creche: _____						Emergency contact no. _____				
11	Family Status (Please put a X in appropriate place)	Family of: i) Single Girl Child only <input type="checkbox"/>										
		ii) Two Girl Children only <input type="checkbox"/>										
		iii) Others <input type="checkbox"/>										
12	Name of the home town of the employee as per official records.	Village: _____						Taluka: _____				
		Dist. _____						Nearest Rly. Stn. _____				
13	Name of the school and class in which the child was studying last year and medium of instructions											
14	Whether it was a recognized institution (State Govt. /Cent. Govt.)											

15	Whether he/she was promoted to the class for which admission is sought (attach copy of report card)	
16	Class to which admission is sought	
17	Whether transfer certificate is attached (For Classes II-XII)	
18	No. & date of transfer certificate	
19	Mother tongue of the child	
20	Whether pupil belongs to SC/ST/OBC/Other (Please specify Caste & Category and enclose a copy of the caste certificate in the name of the child.)	
21	Identification Marks (any two)	1. 2.
22	Sibling(s) [brother(s)/sister(s)] name with class & school in which studying	
23	Any other information which the parent/guardian wishes to furnish	

**DECLARATION BY PARENT/GUARDIAN**

- a) I hereby declare that the information given about my son/daughter/ward (name of the child) \_\_\_\_\_ furnished by me is true and correct and that I will not demand any change in the date of birth mentioned at serial 2 at a future date.
- b) I am also aware that if the information furnished above is found to be false or incorrect, the admission will be cancelled and the child withdrawn from the school.
- c) I shall abide by the rules of the AEC schools (AEES).

Date: \_\_\_\_\_

Signature of the Parent/Guardian  
Name: \_\_\_\_\_

Certified that the information in serial no 1, 2, 5, 6, 7 and 12 have been verified and found to be correct, whichever applicable. (In case of admission under ND-2, ND-3, and ND4 categories)

**AO-III/ DEO/APO of concerned DAE Unit/govt. official where employee works**

**OFFICE USE**

Admit \_\_\_\_\_ to Class \_\_\_\_\_. Principal \_\_\_\_\_  
Admitted to the Class/ Sec. \_\_\_\_\_ Admission no. \_\_\_\_\_ Folio no. \_\_\_\_\_ Receipt No. \_\_\_\_\_. The name has been entered in the class register.

Date: \_\_\_\_\_ Class Teacher \_\_\_\_\_ HM/ VP \_\_\_\_\_  
Certified that entry has been made in admission/ scholar register. Dealing Assistant \_\_\_\_\_ Principal \_\_\_\_\_

**ENCLOSURES RECEIVED (duly attested wherever applicable)**

- Original Birth Certificate along with an attested copy is to be submitted at the time of admission.
- In case child is admitted in Class II and above, the original TC is to be submitted as per the guidelines issued by CBSE vide CBSE letter no. COORD/EC/30.7/2014 dated 26/11/2014 along with an attested copy of Birth Certificate.
- Address proof document.
- A copy of employment certificate of the parent from the concerned unit /company or income proof (attested copy of latest salary slip) of parent issued by the employer concerned or Revenue authorities.
- A copy of valid identity card along with original Identity Card for verification.
- A copy of the caste certificate if applicable.
- Certificate from the administrative head of the unit of DAE certifying correctness of address if residing outside DAE quarters.
- A copy of Aadhaar Card in the name of Child and parent.
- A copy of report card of previous class if applicable.
- Proof of Non-DAE (ND-1-ND-4) Category.



Sr. No. 2025 /

AECS- \_\_\_\_\_ received an admission form from Master/Miss \_\_\_\_\_ son/daughter of \_\_\_\_\_ for admission to Class \_\_\_\_\_.

I have personally verified copies of the required documents/enclosures which are attached herewith.

Date: \_\_\_\_\_ (Dealing Assistant)

(Only for information-Not to be published)**Method for calculating the number of admissions under RTE and Non-DAE seats for Class- I:**

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

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:  $(x+x/3)/40$ .  
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:  $z=(nx40)$
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  $(72+72/3)/40 = 2.4$ , and the next higher integer is 3.
4. Total no. of students that can be admitted in Class I:  $z = (n \times 40) = 120$
5. The remaining no. of admissions that need to be done under RTE:  
 $y = [z - (x+x/3)] / 4 = [120 - (72+72/3)]/4 = 6$
6. Hence, total of RTE admissions in class I:  $(x/3 + y) = 24+6=30$
7. Remaining admissions (to be allotted to other non-DAE students):  
 $[z - (x + x/3 + y)] = [120 - (72+72/3+6)] = 18$

Please Note: No. of RTE students + No. of Non-DAE students must be  $\leq$  No. of DAE students\*

\*Please refer to circular no. 28/15(1)2013/AEES/R&D-II/8199 dated 28.06.2013 (copy enclosed).

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Arushakti Lihavan  
CSM Marg  
Mumbai 400001  
Email [rd2@dae.gov.in](mailto:rd2@dae.gov.in)

No. 28/15(1)/2013/AEES/R&D-III 8/99

June 28 2013

Subject: Guidelines for grant of Non-DAE admissions  
in AEES schools / Junior Colleges.

Reference is invited to the discussions on the above mentioned subject in the 158<sup>th</sup> meeting of the AEES Governing Council held on 14.05.2013

The following guidelines for grant of Non-DAE admissions in AEES schools / Jr Colleges, as decided in the 158<sup>th</sup> meeting of AEES Governing Council have been confirmed by Additional Secretary and Joint Secretary (R&D), DAE -

1. Non-DAE admissions to be carried out only where there are vacancies in a particular section / class.
2. The grant of such Non-DAE admissions should not exceed 50% of the sanctioned strength of each section/class and also the total Non-DAE student strength should not exceed 50% of the total student strength of a particular school in a given year;
3. The grant of Non-DAE admissions should not lead to opening of new sections in any class, or requirements of additional classrooms/infrastructure
4. Admission under Non-DAE category shall be made only with the prior approval of Chairman, AEES

You are accordingly requested to communicate all the AEC schools and Jr Colleges to implement the above guidelines with immediate effect, if the process of granting of Non-DAE admissions is not yet completed. The schools which have already completed the process can implement the same from the next academic year

  
(O T G Nair)  
Dy Secretary (R&D)

Secretary,  
Atomic Energy Education Society  
Central Office AECS No 6  
Western Sector, Anandnagar  
Mumbai 400 034