केन्द्रीय विद्यालय
ओ.एन.जी.सी.,राजमहेन्द्री

ओ.एन.जी.सी.बैस कांप्लेक्स, लालाचेरुवु
राजमहेन्द्री- ५३३१०६

KENDRIYAVIDYALAYA
ONGC RAJAHMUNDRY
ONGC BASE COMPLEX, LALACHERUVU
RAJAHMUNDRY-533106

☎: 0883 – 2447591(O)   ई-मैल/ Email:kvongcrajahmundry@gmail.com
वेबसाइट/ Website : https://rajahmundaryongc.kvs.ac.in

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F.No. Admissions/2020-21/KV ONGC RJY/   Date: 13.08.2020
KV ONGC RAJAHMUNDRY: ADMISSIONS: 2020-21

MP/HRM QUOTA: 2020-21
INSTRUCTIONS FOR ADMISSIONS

I. Vidyalaya website -**https://rajahmundaryongc.kvs.ac.in**
Relevant Documents to be submitted Online:

1. MP/HRM QUOTA Sanction Letter - Scan
2. Registration form: **compulsory for all** - Download from the Vidyalaya website - **https://rajahmundaryongc.kvs.ac.in/sites/default/files/Class%202%20Registration%20form.pdf** - [class is written as 2, you can change to your required class as per MP quota letter] take print out, Fill the details with black pen, Scan. [Pages- 2,3,4 are for government employees only]
3. Admission form: **compulsory for all** - Download Admission form from the Vidyalaya website - **https://rajahmundaryongc.kvs.ac.in/sites/default/files/ADMISSION%20FORM_4.pdf** - take print out, Fill the details with black pen, Scan.
4. Date of birth certificate – **compulsory for all** - scanned copy
5. Study certificate/Transfer Certificate – for classes 2 and higher – [If TC could not be obtained, then self declaration that TC would be submitted within 3 months]
6. SC/ST/OBC-NCL– Scanned copies of **Valid** certificates issued by Government Issuing authority of the child/parent- temporarily
7. Photo of the child – **compulsory for all** -Scan
8. Self declaration – true information – **compulsory for all** – download from - **https://rajahmundaryongc.kvs.ac.in/sites/default/files/Self.pdf** – fill with black pen, Scan.
9. Aadhar card of the child and Any other document, Scan

II. All scanned copies -**do not send photos taken with mobiles**-[should be clear and legible]: **in one pdf file** are to be sent to the following email address for verification by Admission Committee and Approval by the Principal.
email: **kvongcrjyadmission@gmail.com**

Note: **Please send them as one pdf file only. Do not send as separate files.**

III. Send the following information also in email: 1)Total income of the family, 2) Minority-Christian/muslim/jain/ etc
IV. Subject of email: MP/HRM QUOTA – Class – Name of the child

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VII. After the approval, UBI challan data will be informed to you by email/phone. Pay the fees in Union Bank of India offline/online immediately. Your admission will be complete when you pay the fees in Union Bank of India offline/online.

VIII. Details of Commencement of classes will be informed to you soon.

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Help Desk Numbers:

   a. 7095814831
   b. 9441644527
   c. 8328619414

Important Note: All Details are given here for admission. In Help desk, teachers mobile numbers are given. Teachers are taking online classes daily. So it is requested to contact them if it is very essential only and cooperate.

No student or Parent is supposed to visit the Vidyalaya campus for Admission purpose due to prevailing Pandemic COVID-19 situation. Only on unavoidable circumstances one can visit the Vidyalaya campus on prior permission from the Princpal following SOP [Standard Operating Procedure with ArogyaSetu App green signal, Facemask and maintaining social distance, recording of personal details with Aadhar ID at the gate]

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BY ORDER

PRINCIPAL