



# ATOMIC ENERGY EDUCATION SOCIETY

(An Autonomous Body under Department of Atomic Energy, Govt. of India)  
Western Sector, Anushaktinagar, Mumbai – 400094

## **Admission circular for Classes Pre-Prep to XII for the Academic Session 2019-20**

This circular contains the guidelines for admission to classes from Pre-Prep to XII for the Academic Session 2019-20 in the Atomic Energy Central Schools/Junior Colleges for the wards of employees of the constituent units, projects, Aided Institutions, Public Sector Undertakings under full control of Department of Atomic Energy (DAE) AEES is providing **Online Admissions facility** for admissions in AEC schools/JCs located in Mumbai centre and only through online admission portal the application form for admission will be accepted and processed for DAE wards at Mumbai..

### **FOR DAE WARDS**

Fresh admission in class I is mandatory for all the DAE wards, irrespective of whether they were studying in Pre-preparatory or Preparatory classes of schools of AEES or not.

#### **1. Eligibility**

- I. 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.
- II. 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 concerned employee 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.
- III. 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.
- IV. 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. This concession ceases once the IB employee leaves 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 the 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.

## 2. Age

The **eligible minimum and maximum age as on 31<sup>st</sup> March, 2019** for admission in various classes is as follows:

Class	Minimum age on 31st March of the year in which admission is sought	Maximum age on 31st March of the year in which admission is sought
Pre-Prep	3 Years	5 Years
Prep	4 Years	6 Years
I	5 Years	7 Years
II	6 Years	8 Years
III	7 Years	9 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

## 3. Admission Form

<b>Applicable to Outstation Schools</b>	<p>Admission Form can be downloaded from AEES website. The duly filled in form along with an application fee of ₹50/- should be submitted to the AEC School/Jr. College <u>as per the residential jurisdiction</u> for grant of admission.</p> <p style="text-align: center;"><b>OR</b></p> <p>Admission Form can also be procured from the office of any AEC School/ Jr. College by paying an application Fee of ₹50/-. However, the duly filled in form has to be submitted to the AEC School/Jr. College as per the residential jurisdiction for grant of admission.</p>
<b>Applicable to AEC Schools/ JC of Mumbai only</b>	<p>The admission process for Mumbai centre will be done through online admission portal. Interested candidates are required to apply through the AEES admission portal during the stipulated dates only. Each applicant has to select the Building name*(where they are residing) and the school will be automatically selected according to the jurisdiction. Afterwards, personal details, parent's details, address details, sibling details and contact details have to be filled and submitted. After the successful submission of the form a system generated email will be sent to the email ID of the parent which will also contain the temporary student ID. Afterwards, the applicant have to pay the School fee through 'SB Collect' [debit/credit card (Master/Visa/Rupay) and Net banking] using the Student ID and upload the required documents alongwith the Payment receipt in the admission portal. Two dedicated helpdesk will be provided by AEES in the premises of AECS-4, Mumbai and AECS-3, Mumbai during 08-01-2019 to 27-01-2019. An application fee of ₹50/- will be charged at the time of Fee payment. <i>*For the candidates residing outside Anushaktinagar colony, the admission will be allotted by the Chairman, LMC of Mumbai.</i></p>

#### **4. Admission Schedule for the academic year(2019-20):**

##### ***For the schools/JCs located in centres other than Mumbai***

Sl. No.	Schedule	Date	Time
01	Distribution of Admission Form from class Pre-Prep to class X	08-01-2019 to 14-01-2019	9 am to 1 pm
02	Submission of the duly filled in Admission forms with all supporting documents	15-01-2019 to 19-01-2019	9 am to 1 pm
03	Display of the list of students found eligible and qualified for admission to Class Pre-Prep to Class X	29-01-2019	2.00 pm
04	Admission of DAE wards from Class Pre-Prep to class X	01-02-2019 to 08-02-2019	9 am to 1 pm
05	Admission to class XI and XII will be taken up after the board results	---	---

##### ***For the schools/JCs located in Mumbai centre***

Sl. No.	Schedule	Date	Time
01	Registration of candidates through Online Admission Portal 2019-20 (for class Pre-Prep to class X)	08-01-2019 to 14-01-2019	The timing for registration will start from 12:00 midnight of the commencement day and will end on 11:59pm of the due date
02	Display of Temporary Unique IDs of eligible candidates for Fee payment	16-01-2019	
03	Payment of Online fee for the eligible candidates	18-01-2019 to 21-01-2019	
04	Uploading of all supporting documents and Payment receipt	23-01-2019 to 28-01-2019	
05	Admission of DAE wards from Class Pre-Prep to class X	01-02-2019 to 08-02-2019	
06	Admission to class XI and XII will be taken up after the board results	---	---

***Note:***

***(i) No change in schedule is allowed without prior approval of the Central office, AEES, and (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 AEES is final in granting the admission at the centres having multiple schools irrespective of residential jurisdiction.***

## 5. Fee

- I. Admission Fee of ₹100/- has to be paid (For Online admissions i.e. for Mumbai) at the time of online fee payment along with other fees.
- II. Admission Fee of ₹100/- has to be paid at the time of admission. (For offline admission i.e. other than Mumbai)
- III. 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.
- IV. Please visit [www.aees.gov.in](http://www.aees.gov.in) for general information about fee structure in AEES. This information sheet with application form can also be viewed at this website.
- V. **No fee concession** of any kind shall be applicable to any of the wards of DAE, CISF, IB and other Central Govt. employees.

Class	Tuition Fee	PUVVN Fee	Computer Fee
Pre-Prep to Prep	₹ 900/- per month	₹ 300/- per month	-
I to V	₹ 900/- per month	₹ 300/- per month	₹ 30/- per month
VI to X	₹ 900/- per month	₹ 300/- per month	₹ 30/- per month
XI & XII	₹ 900/- per month	₹ 300/- per month	₹ 50/- per month

### Exemptions:

- a) **In respect of the wards of Central Government Employees whose third child is a 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/Uploaded (in case of Mumbai)

### For Pre-Prep/Prep/ Class I:

- i. Original Birth Certificate issued by the Municipality/ Municipal Corporation or the 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.**
- ii. Photocopy/Scanned copy of Aadhaar Card of the candidate is to be submitted, if available (along with an attested copy of ID of parents).
- iii. Photocopy/Scanned copy of the allotment order/address proof (in case the applicant is staying outside the DAE colony)

**For Class II to X:**

- i. Transfer certificate along with the progress report card of last studied class from the leaving school are required.
- ii. Photocopy/Scanned copy of Aadhaar Card of the candidate is to be submitted, if available (along with an attested copy of ID of parents).
- iii. Photocopy/Scanned copy of the allotment order/address proof (in case the applicant is staying outside the DAE colony)

**For Class XI-XII:**

- i. The policy for admission and the documents required for admissions will depend on the requirements of the respective Board.
- ii. Photocopy/Scanned copy of Aadhaar Card of the candidate is to be submitted, if available (along with an attested copy of ID of parents).
- iii. Photocopy/Scanned copy of the allotment order/address proof (in case the applicant is staying outside the DAE colony)

**General Information:**

1. Admission to the DAE wards will be granted as per the residential jurisdiction only. However, AEES and its representative reserves the right to shift/ inter-change any DAE student/students among the AEC schools of that particular centre/residential colony at any time during the course of his/her schooling.

2. Moreover, the Information submitted by the applicants while applying through Online Admission portal (2019-20) or through the offline application form is found to be wrong at any stage, the same will lead to the cancellation of the admission.

3. If Aadhaar card of the child is not available, proof of having applied for the same should be submitted.

4. In case of online admission the documents uploaded at the time applying for admission have to be produced in original at the allotted school office within 10 days from the beginning of the academic session.

5. Parents who have superannuated or invalidated during service, and are applying under DAE category, should submit a retirement Certificate or Invalidation certificate, as applicable. Wards of parents who expired during service need to produce a death certificate in support.

**Note:** In case any discrepancy is found between Hindi version and English version of the admission circular, English version will be considered as final.

**S. K. Malhotra**  
(Secretary, AEES)

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

Copy to:

1. Chairman, AEES, Mumbai
2. Chairman, LMC, AECS/JC
3. Head Personnel Division, BARC (10 copies for Notice Boards, with a request to give wide publicity)
4. Registrar, TIFR, Mumbai-400005
5. CAO, HWB Office, V S Bhawan, Anushaktinagar, Mumbai-400094
6. CAO, DCS & EM, V S Bhawan, Anushaktinagar, Mumbai-400094
7. CA & AO, TMC, Parel, Mumbai-400012
8. CAO, AEES, Mumbai
9. Under Secretary, Administration, Department of Atomic Energy, Mumbai-400001
10. Manager, Personnel, NPCIL, V S Bhawan, Anushaktinagar, Mumbai-400094
11. Manager, Personnel, NPCIL, Cuffe Parade, Mumbai-400095
12. Manager, Personnel, NPCIL, Anushaktinagar, Mumbai-400094
13. AO-III, AEES, Mumbai
14. Administrative Officer, DPS, V S Bhawan, 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. Principal and Head, Academic Unit, AEES, Mumbai
19. Deputy Head, Academic Unit, AEES, Mumbai
20. Accounts Officer, AEES, Mumbai
21. Admn. Officer-II, AEES, Mumbai
22. Asst. Admn. Officer, AEES (R&V/PC&GA), AEES, Mumbai
23. Data Management Cell, AEES
24. Master File