



# ATOMIC ENERGY EDUCATION SOCIETY

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

AEES/DAE Admission Circular/2021-22/ C -41

29<sup>th</sup> January, 2021

## FOR DAE WARDS

### Admission circular for Classes Pre-Prep to XII for the Academic year 2021-22

This circular contains the guidelines for admission to classes from Pre-Prep to XII for the Academic Session 2021-22 in the Atomic Energy Central Schools/Junior Colleges for the wards of employees of the DAE, its constituent units, projects, Aided Institutions, Public Sector Undertakings under full control of Department of Atomic Energy (DAE). In the schools located in the Anushaktinagar, Mumbai, the entire process for admission for DAE wards is through online admission portal.

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. 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 rate charged for the Non-DAE wards from the date of exit from their services.
- 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 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.
- 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 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.

## 2. Age

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.)

Class	Category	Minimum age on 31 <sup>st</sup> March, 2021 of the year in which admission is sought	Maximum age on 31 <sup>st</sup> March, 2021 of the year in which admission is sought
Pre-Prep	DAE	3 Years	5 Years
Prep	DAE	4 Years	6 Years
I	DAE	5 Years	7 Years
II	DAE	6 Years	8 Years
III	DAE	7 Years	9 Years
IV	DAE	8 Years	10 Years
V	DAE	9 Years	11 Years
VI	DAE	10 Years	12 Years
VII	DAE	11 Years	13 Years
VIII	DAE	12 Years	14 Years
IX	DAE	13 Years	15 Years
X	DAE	14 Years	16 Years

## 3. Application forms for admission submission procedure:

<b>Applicable to Outstation Schools</b>	<p>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 to the AEC School/Jr. College as per the residential jurisdiction for grant of admission.</p> <p style="text-align: center;"><b>OR</b></p> <p>Application form for admission can also be procured from the office of any AEC School/ Jr. College by paying an application Fee of ₹100/-. 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 center 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 along with the Payment receipt in the admission portal. Two dedicated helpdesks will be provided by AEES in the premises of AECS-3, Mumbai and AECS-4, Mumbai during <b>01-02-2021 to 12-02-2021</b>. An application fee of ₹ 100/- will be charged at the time of Fee payment.</p> <p>If the parents face any problem while applying online 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 online function admission.</p> <p><i>*For the candidates residing outside Anushaktinagar colony, the admission will be allotted by the Chairman, LMC of Mumbai.</i></p>

**4. Admission schedule:****a. Admission schedule for the schools/Junior Colleges located in centers other than Mumbai:**

Sl. No.	Schedule	Date	Time
01	Distribution of Admission Form from class Pre-Prep to class X	01-02-2021 to 12-02-2021	9 am to 1 pm
02	Submission of the duly filled in Admission forms with all supporting documents	17-02-2021 to 22-02-2021	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	27-02-2021	2.00 pm
04	Admission of DAE wards from Class Pre-Prep to class X	03-03-2021 to 06-03-2021	9 am to 1 pm
05	Admission to class XI and XII will be taken up after the board results	---	---

**b. Admission schedule for the schools/Junior Colleges located in Mumbai centre:**

Sl. No.	Schedule	Date	Time
01	Registration of candidates through Online Admission Portal 2021-22 (for class Pre-Prep to class X)	01-02-2021 to 12-02-2021	The timing for registration will start from 12:00 midnight of the commencement day and will end on 11:59p.m. of the due date
02	Display of Temporary Unique IDs of eligible candidates for Fee payment	22-02-2021	
03	Payment of Online fee for the eligible candidates	23-02-2021 to 04-03-2021	
04	Uploading of all supporting documents and Payment receipt	05-03-2021 to 10-03-2021	
05	Admission of DAE wards from Class Pre-Prep to class X	15-03-2021 to 20-03-2021	
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.
- (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 centers having multiple schools irrespective of residential jurisdiction.

**5. Fee to be paid by the DAE students seeking admission for the Academic year 2021-22:**

- 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. No fee concession of any kind shall be applicable to any of the wards of DAE, CISF, IB and other Central Govt. employees.
- V. Fee for students seeking admission under DAE categories:

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:** 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 (other than Mumbai Centre)/ Uploaded (in case of Mumbai centre) alongwith the application form for admission in AEES.**

- a) Documents to be submitted for students seeking admission for:
  - i) Pre-Preparatory/Preparatory/Class-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) For Class II to X: Transfer certificate along with the progress report card of last studied class from the leaving school are required.
  - ii) For Class XI-XII: The policy for admission and the documents required for admissions will depend on the requirements of the respective State Boards of Education.
- b) Photocopy/Scanned copy of Aadhaar Card of the candidate is to be submitted, if available (along with an attested copy of ID of parents).
- c) Photocopy/Scanned copy of the allotment order/address proof (in case the applicant is staying outside the DAE colony)

**Note:**

1. Admission to the DAE wards will normally be granted as per the residential jurisdiction. However, AEES and its representative reserves 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. Moreover, the Information submitted by the applicants while applying through Online Admission portal (2021-22) or through the offline application form is found to be wrong at any stage, the same may 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.

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

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.

- Encl: 1. Application form for admission to Pre-Preparatory and Preparatory class for DAE wards.  
2. Application form for admission to classes I to XII for DAE wards.



**P. Lahiri**  
(Secretary)

**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 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-400094
10. Under Secretary, Administration, Department of Atomic Energy, Mumbai-400001
11. Manager, Personnel, NPCIL, V S Bhavan, Anushaktinagar, Mumbai-400094
12. Manager, Personnel, NPCIL, Cuffe Parade, Mumbai-400095
13. Manager, Personnel, NPCIL, Anushaktinagar, Mumbai-400094
14. AO-III, AEES, Mumbai-400094
15. Administrative Officer, DPS, V S Bhavan, Anushaktinagar, Mumbai-400094
16. Administrative Officer, HBCSE, Anushaktinagar, Mumbai-400094
17. Administrative Officer, BRIT, Turbhe, Navi Mumbai-400703
18. Administrative Officer, AERB, Anushaktinagar, Mumbai-400094
19. Principal and Head, Academic Unit, AEES, Mumbai
20. Deputy Head, Academic Unit and Vice-Principal, AEES, Mumbai
21. Accounts Officer, AEES, Mumbai-400094
22. Asst. Admn. Officer, AEES (R&V/E/Sal./PC/Bills), AEES, Mumbai
23. Data Management Cell, Mumbai-400094
24. Master File.

Cost: Rs. 100/-

**ATOMIC ENERGY CENTRAL SCHOOLS**  
**Application Form for Admission to classes I to XII**

**For the Academic Year 2021-22**

**For DAE wards**

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

Affix latest  
photograph

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

Sr. No. 2021/

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 DD MM YYYY	In words	
3	Place of birth	Village: Dist.: State:	Taluka:	
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 ii) Two Girl Children only iii) Others		
12	Name of the home town 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, 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 \_\_\_\_\_ Admission no. \_\_\_\_\_  
Folio no. \_\_\_\_\_ Receipt No. \_\_\_\_\_. The name has been entered in the class register.

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

Class Teacher

Principal

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

1. Original Birth Certificate along with an attested copy is to be submitted at the time of admission.
2. 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 alongwith an attested copy of Birth Certificate.
3. Quarter allotment order/Sharing permission order from the department of the parent/guardian.
4. 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.
5. A copy of the caste certificate.
6. Certificate from the administrative head of the unit of DAE certifying correctness of address if residing outside DAE quarters.
7. A copy of the CHSS card.
8. Aadhaar Card in the name of Child.

✂

Sr. No. 2021 /

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)