

**NAVY CHILDREN SCHOOL, KOCHI**  
**ADMISSION PROGRAMME FOR 2025-26**

**Order of priority for Admission**

<b>Category</b>	<b>Remarks</b>
<b>Category -1</b>  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
<b>Category -1A</b>  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
<b>Category -1B</b>  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).
<b>Category 1C</b>	(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
<b>Category 2</b>	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
<b>Category 2A</b>	Wards of ESM of other services:- (i) Who retired with pension (ii) Who invalidated out on medical grounds with pension
<b>Category 2B</b>	Wards of Defence civilians working with <i>IN</i> in the same station/ city.
<b>Category 3</b>	Wards of ESM of <i>IN</i> :- (i) Who retired without pension (ii) Who invalidated out on medical grounds without pension

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

1. Details and schedule of registration/submission of online application for admission to class I to XII for Category 1 are given below :-

<b><u>Class</u></b>	<b><u>Online Registration for Admission</u></b>	<b><u>Publication of list for submission of documents</u></b>	<b><u>Date of interaction and payment of fee</u></b>
Class - I <b>(Category 1 only)</b>	01 Feb to 15 Mar 25	17 Mar 25 (List will be published in school notice board and website)	18 Mar – 21 Mar 25
Classes - II to XII <b>(Category 1 only)</b>	Parents are requested to register online through the admission registration portal available in school website. Provisional admission will be given upon online registration and admission would be confirmed on submission of original TC, other documents and payment of fee.		

2. **Admission for Category – 1**

**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 – [ncskochi.nesnavy.in](https://ncskochi.nesnavy.in)

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

(i) **Inter NCS Transfer.** Parent is to register online by providing personal particulars, category of admission, details of previous attended class, school, Permanent Education Number (PEN) at previous NCS and the date from which admission is sought along with a copy of serving certificate issued by the unit, 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, school and date from which admission is sought. A copy of serving certificate issued by the 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.

### **Confirmation of Admission**

(c) Admission will be confirmed on payment of fee and submission of **printed copy (hard copy of admission form)** of the online application countersigned by the HOD/service certificate from unit, original TC, recent report card/mark sheet (if applicable) along with self-attested copies of Birth Certificate and Aadhar card of the child to the school office for verification and record.

### **Submission of Required Documents**

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

- (i) Printout of admission form (online registered form in school website).
- (ii) Self-attested copy of Birth Certificate of child (for Class 1 only).
- (iii) Service Certificate countersigned by HOD.
- (iv) Self-attested copy of Aadhaar Card of child.
- (v) Original TC with PEN number.
- (vi) Recent Report card/Mark sheet (if applicable).

(e) 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 and class II only).

**Note :** For admission to class I, a student must be at least 06 years old as on 31 Mar 25 and for subsequent classes the eligible age will be reckoned again with reference to 31<sup>st</sup> Mar of the year of admission with proportionate increase over 5 years.

### **Additional documents required for Direct Admission to Class X & XII**

(f) 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 local address proof.

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

Duly filled proforma for admission for category 1A to 4B available in school website along with all necessary supporting documents may be forwarded to "The Director NCS (K), Command Education Office, HQSNC, Naval Base, Kochi-682004". Admission to these categories will be considered subject to availability of seats in each class.

Principal