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**Appendix 'E'**  
(Refers to Para 34)

**NAVY CHILDREN SCHOOL, KOCHI**  
**ADMISSION PROGRAMME FOR ACADEMIC YEAR 2026-27**

1. **Order of Priority for Admission.**

| Category<br>a.  | Remarks<br>b.   |
|---|---|
| <b>Category - 1</b><br>Wards of Naval personnel & DSC             | <p>1. Serving personnel including Defence Security Corps (DSC) posted in station/ city.</p> <p>2. 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.</p> <p>3. Widows of Naval personnel/ DSC</p> |
| <b>Category - 1A</b><br>Personnel from Other Services             | <p>1. Serving personnel on deputation with Indian Navy and posted in station/ city.</p> <p>2. Personnel serving in Tri-Service organisation in station/ city.</p> <p>3. Widows of IAF/Indian Army personnel.</p>  |
| <b>Category - 1B</b><br>Wards of<br>Personnel from Other Services | <p>1. Serving personnel of other services not on deputation with IN or posted in Tri-Service organisation but posted in station / city.</p> <p>2. Serving personnel of Indian Coast Guard (ICG).</p>  |
| <b>Category - 1C</b>  | <p>1. Wards of ESM of IN residing in the city/ station: -<br/>1.1. Who retired with pension.<br/>1.2. Who invalided out on medical grounds with pension.</p> <p>2. Wards of serving personnel from other services who have chosen the city/ Station as SPR.</p> <p>3. Wards of NCS staff.</p>   |
| <b>Category - 2</b>   | <p>Wards of ESM of IN not residing in the city/ station: -</p> <p>1. Who retired with pension</p> <p>2. Who invalided out on medical grounds with pension.</p>  |

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|----------------------|--|
| <b>Category – 2A</b> | Wards of ESM of other services: -<br>1. Who retired with pension.<br>2. Who invalided out on medical grounds with pension.       |
| <b>Category - 2B</b> | Wards of Defence civilians working with IN in the same station   |
| <b>Category - 3</b>  | Wards of ESM of IN.<br>1. Who retired without pension.<br>2. Who invalided out on medical grounds without pension.               |
| <b>Category - 3A</b> | Wards of ESM of other services: -<br>1. Who retired without pension.<br>2. Who invalided 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 station/ city.   |
| <b>Category 4A</b>   | Grand children of service personnel  |
| <b>Category 4B</b>   | All others (civilians)   |

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

| Class<br>a.                               | Online Registration<br>for Admission<br>b.  | Publication of list for<br>submission of documents<br>c.                    | Date of<br>interaction and<br>payment of fee<br>d. |
|---|---|---|--|
| Class-I<br>(Category 1<br>only)           | 02 Feb to 13 Mar 26   | 18 Mar 26<br>(List will be published in school<br>notice board and website) | 21, 23 & 24 Mar 26                                 |
| Classes-II to XII<br>(Category 1<br>only) | 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. |   |  |

3. **Procedure for Admission for Category- 1**

3.1. **Online Registration.**

2.1.1 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](http://ncskochi.nesnavy.in)

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3.2. **Procedure for online registration of category-1 students are as below.**

3.2.1. **Inter NCS Transfer.** Parent is to register online by providing personal particulars, category of admission, details of previous attended class, school, Original TC, Report card, Permanent Education Number (PEN), APAAR ID at previous NCS and date from which admission is sought along with a copy of serving certificate issued by the unit, latest transfer letter or salary statement.

3.2.2 **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 has to be uploaded and produced along with the printed copy of application form. In addition, original TC (mentioning the PEN No. and APAAR ID) recent report card/ mark sheet from the previous school in which the child was studying is also to be produced along with application form.

3.2.3 On successful submission of online application for admission, a print out of the admission form along with other necessary documents has to be submitted on the day of interaction in hardcopy.

4. **Confirmation of Admission.**

4.1 Admission will be confirmed on payment of fee and submission of printed copy of the online application form, original TC (mentioning the PEN No. and APAAR ID), Service certificate from respective unit, 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.

4.2 **Submission of Required Documents.**

4.2.1. The following documents are required to be submitted to the school office at the time of admission.

4.2.1.1 Printed copy of online admission form.

4.2.1.2. Self-attested copy of Birth Certificate of child (for Class 1 only). The name of child to be similar in Birth certificate and Aadhar card.

4.2.1.3 Service Certificate countersigned by HOD.

4.2.1.4. Self-attested copy of Aadhaar Card of child

4.2.1.5 Original TC with PEN number and APAAR ID. (As applicable)

4.3. For admission to class I, student must attain the age of least 06 years as on 31 Mar 26/ 01 Apr of the academic year. For subsequent classes the eligible age will be reckoned again with reference to 31<sup>st</sup> March of the year of admission with proportionate increase over 5 years.

**4.4. Additional documents required for Direct Admission to Class IX to XII (only transfer cases).**

4.4.1. The following additional documents are required to be submitted to the school office of direct admission to class IX to XII.

4.4.2. CBSE registration details of class IX and XI (whichever applicable) duly attested by the Principal of previous school.

4.4.3. Parent's written request letter for admission, stating the reason for seeking admission.

4.4.4. Copy of transfer/ movement order of parent.

4.4.5. Present local address proof.

**5. Admission Procedure for Category 1A to 4B.**

4.1. 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.