ADMISSION NOTICE FOR THE ACADEMIC YEAR 2026-2027

1.   Phase wise online application for Admission in Army Public School Kolkata will be accepted with effect from 01st week of Feb 2025 onwards for the following priorities only. Initially admission for the academic session 2026 – 27 will be accepted from Priority – I to III till 30 Apr 2026 from   Balvatika I to Class XII except Class XI. Admission application for Class XI will be accepted after declaration of CBSE Board Result :-

Phase-I

(a)   **Priority – I (Article 192 (a) of Admission Rule)**. Children of serving Army Personnel including DSC (Ex-Army), children of Army widows and children of those TA personnel who have a minimum of 5 years embodied service.

(b)   **Priority – II (Article 192 (b) of Admission Rule)**.   Children of Ex-Army personnel retired/invalided out on medical grounds with pension, DSC personnel retired with pension from DSC.

(c)   **Priority –III (Article 192 (c) of Admission Rule)**.   Children of serving Air Force, Naval and Coast Guard personnel.

Phase-II

Note – I   Thereafter, if vacancy is available the admission will accepted from Priority IV to VI only subject to approval of the Competent authority.

Phase –III

If vacancy is available the admission will accepted from Priority VII onward only subject to approval of the Competent authority.

2.   **Admission Procedure.**   Apply through online as follows:-

Step - I

(a)   Go to **https://erp.awesindia.edu.in** or digicampus 2.0 ➔ Welcome to AWES ➔ ERP digicampus ➔ Admission Enquiry,   from Google

(b)   On that screen select Apply now for Admission from 'Admission bar'.

(c)   Select Location (Kolkata), Zone (Kolkata) & Class. Then click on Search.

(d)   Army Public School Kolkata will appear on Screen.

(e)   Click on Proceed. Fill all the details as asked on screen.

(f)   Click Submit.

(g)   After submitting screen will ask for OTP.

(h)   If correct OTP is filled than Inquiry is complete. Click the Next Button

(j)   Screen will appear Admission Form. Fill all the mandatory field thereafter Save and Continue.

(k)   Now screen will ask for uploading the documents. Complete the uploading procedure thereafter Save & Continue.

(l)   Confirm and then edit option will appear.

(m)   Please check if all the data are in order or not. If yes then click save and continue.

(n)   Payment option will appear for admission form. Pay Now to complete your Application.

Step - II

After completion of payment, take a printout and also attach documents (Hard Copy) with your application and submit the same in the school office between 10.00 hrs to 13.30 hrs on any working days.

Step – III.

Admission Cell will call the applicant for final admission. Final Admission will be completed and Admission Number will be issued after verification of documents and payment of requisite fees only.

3.   **Documents Required**

Classes : I to IX & XI

(a)   **Transfer Certificate**   -   **In original.**
(b)   **Progress / Report Card**   -   **Photostat copy**
(c)   **Relationship-cum-service certificate** -   **In original**
(d)   **Photostat copies of the following documents of parents :-**

       (i)   **Posting order**
       (ii)   **Movement order**
       (iii)   **Quarter allotment / Local Address proof**

(g)   **Local address proof required if posted out of Kolkata**

(h)   **If serving & posted out of Kolkata & family is staying in separate quarter, the copy of allotment order of separate married accn also required.**

(j)   **For Ex-servicemen :–**

       (i)   **Transfer Certificate (TC) in original is required at the time of admission.**
       (ii)   **Photostat copy of discharge book (All pages)**
       (iii)   **Photostat copy of record office Part-II order if the child born after discharge**
       (iv)   **Photostat copy of birth certificate**
       (v)   **Photostat copy of local address proof**

4.   **Class : X & XII :**   In addition to Para 3 above, the following documents are also required to be submitted to CBSE at the time of Admission :-

(a)   **Transfer Certificate - (original + 2 ink signed copies extra by the Principal of previous school).**

(b)   **Progress / Report Card- (original + 2 ink signed copies extra by the Principal of previous school).**

(c)   **Class IX /XI Online Registration-(2 ink signed copies by the Principal of previous school).**

(d)   **Class X board marks sheet 2 copies required duly attested for Class XII admission.**

(e)   Posting order – 3 copies duly ink signed/attested by the present serving unit offr

(f)   Movement order – 3 copies duly ink signed/attested by the present serving Unit Offr

(g)   Quarter/Separate Allotment order–3 copies duly ink signed/attested by present serving unit offr

(h)   Relationship-Cum-Service Certificate

(j)   A DD for Rs 1000/- for processing fee of direct admission and If any change of subjects an application to be submitted on arrival at school with DD for Rs 1000/- per one subject. Demand Draft be prepared in favour of 'ARMY PUBLIC SCHOOL KOLKATA'.

5.   Following age criteria will be strictly followed in accordance with AWES rule & Regulation:-

For Admission to Class	Minimum age of 31 Mar of the year in which admission if sought	Maximum age of 31 Mar of the year in which admission if sought
BALVATIKA – I	3 Years	3 Years to below 4 Years
BALVATIKA – II	4 Years	4 Years to below 5 Years
BALVATIKA – III	5 Years	5 Years to below 6 Years
I	6 Years *	7 Years
II	7 Years	8 Years
III	8 Years	9 Years
IV	9 Years	10 Years
V	10 Years	11 Years
VI	11 Years	12 Years
VII	12 Years	13 Years
VIII	13 Years	14 Years
IX	14 Years	15 Years
X	15 Years	16 Years

*   As per mandate of NEP 2020 entry age for Class – I has been revised to 6+ years with effect academic Session 2023-24.

Note – II.   It is mandatory to appear offline admission test for those students who are coming from Non-APS. Confirmation of admission is subject to clearing the admission test. Admission for eligible students will be intimated to the parents only on successfully submission of online application. Submission of hardcopy of online application in school office with all necessary documents for final admission is mandatory.

Note – III.   Please beware of fraud. There are no other means of admission process for admission to Army Public School Kolkata. Please contact school office if facing any complication between 1000 hrs to 1330 hrs on all working days. (Saturday & Sunday School remains closed).

PLEASE NOTE ADMISSION IS SUBJECT TO AVAILABILITY OF VACANCY ONLY AND CATEGORY PRESCRIBED BY AWES

DOCUMENTS REQUIRED FOR BALVATIKA

Balvatika-I to Balvatika-III (erstwhile Nursery, LKG & UKG)

1. For serving personnel of the Indian Armed Forces:

(a) Serving Certificate   (b) Proof of Birth (Birth Certificate)

2. For Ex-serviceman:

(a) Copy of Discharge Book   (b) Proof of Birth (Birth Certificate)

3. For Defense Civilians / Paramilitary:

(a) Serving Certificate   (b) Proof of Birth (Birth Certificate)

4. For Civilian:

(a) Proof of Birth   (b) Copy of Aadhar Card / PAN Card

5 Medical Certificate for Balvatikas – I to III applicable for all (erstwhile Nursery, LKG, UKG) to be submitted with hard copy. (Format of medical certificate is as under)

MEDICAL CERTIFICATE

1.   It is certified that **Master / Miss** _____ **S/o / D/o**
                                                                 (Name of student)

_____ of _____
                  (Name of parent)   *(Unit)*

 whose date of birth is _____ is physically **FIT / UNFIT** for admission in   **Army Public School Kolkata – Balvatika Sections** in class _____

2.   It is also certified that he/she is not suffering from any type of communicable diseases as on date.

3.   Any other medical information about the candidate_____

4.   Any food allergies, if any please specify_____ _____

_____

Date: _____   **(Signature with stamp of Medical Officer)**