

STAFF MINUTE SHEET

FROM : COMMAND EDUCATION OFFICE

REF : ED/0106/NCS (VZG)/Gen

Dated: 05 Mar 24

SUB : ADMISSIONS FOR LKG/UKG AND CLASSES I TO X & CLASS XII AT
NAVY CHILDREN SCHOOL, NSB /NCS, 104 AREA

Referred to:

COO

It is requested that the following matter may be published in Command Daily Order (with a request to publish in Ship/Unit daily order).

NAVY CHILDREN SCHOOL, VISAKHAPATNAM

PROCEDURE FOR ONLINE ADMISSION FOR CHILDREN UNDER
CATEGORY - I

(a) In the AY 2024-25, all admissions for LKG/UKG and Classes I to X/XII under Category I (for Children of serving Naval Personnel) in NCS, NSB & NCS, 104 Area will be facilitated online, through the link provided in the school website from 13 Mar 24. All parents belonging to Category I are requested to apply online through the school website www.ncsvizag.edu.in and download Form no. 2. The form is to be printed on A4 paper. Duly filled Form 2 is to be countersigned by the HoD/ CO of the respective Unit. Other necessary documents (as mentioned in the website) are to be clearly scanned and uploaded along with photographs, signatures and duly filled Form No. 2. Confirmed admissions will be intimated through SMS/Email provided in the application. Parents are requested to preserve hard copy of duly filled Form No. 2 for any future correspondence.

(b) **Age Eligibility for Admission:** For admission to LKG the child must be 4 years of age as on 31 Mar 24. Age eligibility for other classes will be increased by one year per class respectively. (Child born on 01 Apr will be considered).

(c) Admission to Class XI will be intimated later.



(Manorama Pokheriya)

Commander

Senior Staff Officer (Education)- II