

Documents to be submitted along with the application form for admission in AEEs for students seeking admission under Non-DAE categories:

- For classes II-X: Those seeking admission to any class from II to X will be required to submit a valid and original Transfer Certificate (TC) from the school last attended. The TC produced should be appended with the signature of the Principal/Vice Principal (if Principal is not available). If the place of birth is not indicated in the TC of the previous school, the proof of place of birth of the child is to be produced. In case of students migrating from State Board School, the TC needs to be countersigned by the Education Officer concerned.
- Parents of wards who belong to ND-1 Category should submit relevant documents thereof from the concerned authorities i.e., Revenue Department and DAE Unit
- Parents of the wards of Central/State Govt. /PSU employees engaged in DAE activities and/or working for the DAE applying under ND-2 category have to furnish a copy of their posting order along with the latest salary slip. The duly filled in application form has to be submitted to the school authorities after obtaining the counter signature of the administrative authorities of local DAE unit.
- Parents of wards of employees of the major contractors working for DAE units applying under ND-2 category must furnish a copy of their posting order along with the latest salary slip. The duly filled in application form must be submitted to the school authorities after obtaining the counter signature of the administrative authorities of local DAE unit.
- Wards of defence personnel/para-military personnel or wards of their widows applying under ND-2 should submit the documentary proof stating that their parents are/were defence personnel.
- Parents of wards who belong to ND-4 category should submit the proof of residence.
- Non DAE parents of all the aforesaid categories have to furnish latest salary certificate issued by the employer concerned in original or latest income certificate in original issued by the Revenue authorities along with the admission application.
- Immediately after obtaining the admission, parents are requested to collect back the original birth certificate from the respective Head of School while retaining an attested copy of birth certificate in the school for record.
- Original T.C. to be submitted at the time of taking admission. The original T.C. will not be returned if a student seeks to leave the school.
- Photocopy of the last Report card of the class for which annual examination was given.
- Photocopy of residential allotment letter issued by the concerned DAE Unit allotment section, wherever applicable.
- Caste certificate, if applicable, Attested photo copy of caste certificate in the name of the student has to be furnished in order to avail fee concession if any applicable. Caste certificate of the parent shall not be considered.