



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN

(Min. of Education, Govt. of India)

18-संस्थागत क्षेत्र / 18-Institutional Area

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F. No.11.EDPOOLA/1/2018-Academic / 819-848

Dated 27.04.2022

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional Offices

**Subject: Online Admission Process session 2022-2023**

- (1) Time Slot for the conduct of RTE and other categories lotteries
- (2) Uploading of select/waitlist candidates list in designated folder

Madam/Sir,

As you are aware, the Online Registration Process for Class-I Session **2022-2023** has concluded on 13.04.2022 and the RTE and other category lotteries are scheduled on **29.04.2022**. Accordingly, in the draw of lots for Class I admission the select lists and waitlists will be generated as per the number of sections/seats available/updated on the OLA Portal. The RTE and other lotteries for Online Admission (2022-2023) will be conducted on **29.04.2022** within the given timeslots as per the sequence mentioned at **Part C - Point 4 (Method of Admission in Class- I)** in the revised Admission Guidelines.

(i) The KVs should click on the demo lottery button to show the demo of the lottery to the parents. Then KVs should click on the RTE "Conduct Lottery" button first in the time slot assigned to them in the presence of members of the Admission Committee as per KVS revised Admission Guidelines 2022-2023. RTE lottery is to be conducted first before conducting any other lottery. After conducting the RTE lottery remaining categories lottery button will get automatically activated.

(ii) The button once clicked will be disabled to ensure that the lottery is conducted only once. The lottery button cannot be clicked after the assigned time slot for a school unless authorized by KVS HQ (in such a situation KVS(HQ) should be informed with reason, so that lottery slot can be re-enabled for that school). The mail should be sent from the Regional Office of the concerned KV to [kvsolahelpdesk@gmail.com](mailto:kvsolahelpdesk@gmail.com)

(iii) Besides RTE, lotteries for remaining categories (like DA, Priority Categories (I-VI), SC/ST/OBC Category etc.) is to be done after RTE Lottery in the sequence as mentioned in the KVS Admission Guidelines at **Part C - Point 4 (Method of Admission in Class- I)**. In each case, once the "Conduct Lottery" button is clicked, it will disappear and the final status of the lottery will be displayed.

Lottery Time- Slots (29.04.2022)	Region Name
08:30 am - 09:30 am	Dehradun, Jaipur, Mumbai, Raipur
09:30 am - 10:30 am	Delhi, Hyderabad, Silchar, Varanasi
10:30 am - 11:30 am	Ahmedabad, Bengaluru, Bhopal, Tinsukia
11:30 am - 12:30 pm	Agra, Bhubaneswar, Kolkata, Ranchi
12:30 pm - 01:30 pm	Chandigarh, Ernakulam, Gurugram, Guwahati
02:00 pm - 03:00 pm	Chennai, Jabalpur, Jammu, Lucknow, Patna

**Kindly adhere to the time slots strictly for the conduct of the lottery.**

(iv) The video tutorials of procedure to conduct lottery and Admission through the portal is placed on KV OLA Dashboard portal. The Principals must go through these video tutorials before the conduct of lotteries.

- (v) The required shortfall of social category reservation is to be checked by clicking on Socio-economic/Differently-abled Admissions Overview on OLA portal and the shortfall in reservation in Social Categories is to be met by admitting candidates from respective SC/ST/OBC-NCL lottery list. After that, if seats are available to fill the sanctioned strength, admission may be given as per Admission Guidelines.
- (vi) If multiple registration forms are submitted for the same child in the same Kendriya Vidyalaya, only the last application will be considered in the admission process.
- (vii) Immediately after conducting the online lottery on OLA Dashboard Portal, all the lottery result lists must be uploaded in the respective folders shared through e-mail "kvsolareresult@gmail.com" by KVS(HQ) which is in the format (folder name: school code). It is pertinent to mention here that this folder will be shared only through exclusive email created for this purpose by the KVs. The scanned copy of list generated from OLA Portal duly signed by Principal and Member/In-charge Admission only is to be uploaded. **Please do not change the default lottery result file name of the lists downloaded from OLA Portal. The lottery result is to be uploaded within half an hour of draw of lots.**

Kindly send an email on "kvsolareresult@gmail.com" in the following format soon after uploading all the lottery result in the folder for publishing the same in the website:

**Format**

kvsolareresult@gmail.com

Online lottery result of State name \_\_\_\_\_, KV Code \_\_\_\_\_, Region Name \_\_\_\_\_

Madam/Sir,

The lottery for Class 1 Admission through OLA Portal has been conducted on time and Lottery Result has been uploaded in the shared folder.

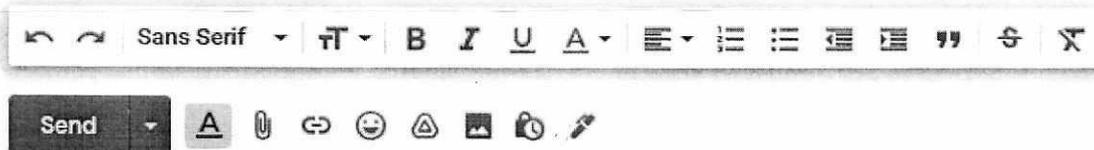
KV code \_\_\_\_\_

Region name \_\_\_\_\_

State name \_\_\_\_\_

Number of online lottery through OLA portal conducted \_\_\_\_\_

Number of PDF files of lottery result uploaded in folder \_\_\_\_\_



Yours faithfully,

Pallavi Sharma  
Deputy Commissioner (EDP)

**Copy to**

1. PS to Commissioner, KVS
2. PS to Addl. Commissioner (Acad), KVS
3. PA to Joint Commissioner (Acad), KVS
4. PA to Joint Commissioner (Trg.), KVS