



F.No. 3-7/2025-NVS(Exam)/434

Dated: 07.05.2025

To

Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices

**Sub: Instructions for preparaion of select list for admission to class XI through LEST 2025 – reg.**

Madam/Sir,

In continuation to this office letter of even number dated 29.04.2025 on the subject cited above, it is to mention that the district merit and State Merit was shared with your office to disseminate the same to respective JNVs of your region.

In this regard, it is to inform that the state merit shared with your office was same that of the district merit. So, revised state merit is obtained from the agency which is attached with this letter for onward forwarding to the JNVs of your region for admission to class XI through LEST 2025.

Further, it is also to note that as the admission is subject to the available vacancy in the JNV concerned, a comprehensive detailed guidelines for effectively operating the district merit and state merit are prepared in this regard so that the provisional select list can be prepared at JNV level itself. The same is attached with this letter for ready reference.

You are requested to share the same with the Principal of JNVs of your region with the following instructions: -

- i) Preparation of the select list is as per the vacancy arises in any category concerned.
- ii) District Merit shall be operated first to fill the vacant seats (as and when arise). Once, the district merit is exhausted, State Merit is to be used.
- iii) Follow each and every step mentioned in the attached guidelines thoroughly and prepare the list accordingly.
- iv) Admission of own students are to be completed within 05 days of release of class X CBSE result.
- v) The provisionally selected candidates should be telephonically contacted by respective JNV in addition to communicating through speed post/email to communicate their provisional selection & admission process including document verification. Further, if the provisional selected candidates for a particular JNV belongs to some other district (in case of selection through State merit), the Principal, JNV of that district should be requested to provide the registration form of such candidates to the JNV for which the candidate is provisionally selected. Co-ordination in this regard is to be effectively carried out by your office and JNVs.
- vi) The verification of the authenticity of the candidates should be done based on the photograph pasted in the application form, Govt. approved I.D. & signature of the candidate on the registration form. In respect of selection through district merit, it should be ensured that district of class X study and residence of the parent are the same. All necessary documents are to be collected before confirming the




- admission. Confirmation/Rejection of admission is to be communicated to the parents in writing through letter for which acknowledgement is to be obtained.
- vii) The provisionally selected candidates have to submit following documents at the time of admission: -
- Admission Form (format enclosed)
  - Copy of class X mark sheet
  - Certificate from competent authority in r/o Rural area. SC/ST/Divyang; wherever applicable
  - Medical Fitness Certificate (Format enclosed)
  - Copy of Aadhaar Card of the candidate
  - Govt. approved residence proof of parents
  - The parents of provisionally selected candidates should be advised NOT to take T.C. from the previous school until the admission is confirmed by the JNV concerned.

In view of the above, you are requested to forward the same to the Principal of JNVs of your region with the direction that the provisional select list to be prepared by adhering to the steps mentioned in the attached guidelines under the intimation to this office so that the admission process in class XI is completed smoothly for the session 2025-26.

This issues with the approval of Competent Authority.

Yours faithfully,

  
(Nayan Kishor Patel)  
Deputy Commissioner (Examination)

Encl. As stated above.