

**कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED**  
**कोच्ची / KOCHI-15**

**(कार्मिक एवं प्रशासन विभाग / Perl. & Admn. Department)**

सं. / No.पीईआरएल PERL/22(2)/90

16 फरवरी / February 2024

**परिपत्र / CIRCULAR**

**शैक्षणिक वर्ष 2024-25 के दौरान भवन्स विद्या मंदिर, गिरिनगर**  
**में प्रथम कक्षा में प्रवेश - आवेदन आमंत्रित**  
**ADMISSION TO THE 1<sup>st</sup> STANDARD IN THE BHAVAN'S VIDYA MANDIR,**  
**GIRINAGAR FOR THE ACADEMIC YEAR 2024-25 –**  
**APPLICATIONS CALLED FOR**

1. शैक्षणिक वर्ष 2024-25 के दौरान भवन्स विद्या मंदिर, गिरिनगर में प्रथम कक्षा में अपने बच्चों/पोता/पोतियों के प्रवेश हेतु सीएसएल के प्रशिक्षार्थियों, अनुबंध कर्मचारियों और सेवानिवृत्त कर्मचारियों सहित कर्मचारियों से आवेदन आमंत्रित किया जाता है। प्रवेश सीएसएल कर्मचारियों के लिए नियत 70 सीट में योग्यता के आधार पर चयन द्वारा होगा।

Applications are invited from the employees including trainees, on contract employees and retired employees of CSL for admission of their children/grand children to the 1<sup>st</sup> Standard in the Bhavans Vidya Mandir, Girinagar for the Academic year 2024-25. The admission will be by selection to the allotted quota of 70 seats for CSL employees.

2. आवेदन नीचे दिए गए लिंक के ज़रिए एकत्र किए जाएंगे।  
The applications will be collected through the Link given below.

लिंक पता / Link address - <https://apps.cochinshipyard.in:444/BVMADMSTD1/login.jsp>

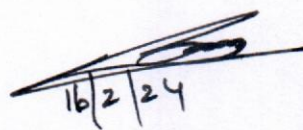
3. उपरोक्त लिंक 19-02-2024 पूर्वाह्न 0900 बजे से उपलब्ध होगा। जन्म प्रमाण पत्र पीडीएफ/जेपीईजी की प्रति के साथ संलग्न आवेदन पत्र 28-02-2024 अपराह्न 1600 बजे या

उससे पहले जमा किया जाना चाहिए। अपूर्ण आवेदन पत्र और निर्धारित समय के भीतर डिजिटल मोड के अलावा प्राप्त अन्य आवेदनों पर विचार नहीं किया जाएगा।

Above link will be available from 19-02-2024 0900 hrs onwards. The application Forms enclosed with copy of Birth Certificate (PDF/JPEG) should be submitted on or before 28-02-2024 1600 hrs. Incomplete application forms and applications received other than the digital mode within the stipulated time, will not be entertained.

4. आगे स्पष्टीकरण के लिए संपर्क करें - कल्याण अनुभाग (विस्तार: 1589, मोबाइल-7994476753)।

For further clarifications, Contact – Welfare Section (Extn : 1589, Mob – 7994476753)



(सुब्रमण्यन के के / Subramanian K K)

उप महाप्रबंधक (मा.सं.) / Deputy General Manager (HR)

सेवा में / To:

सभी कर्मचारियों, प्रशिक्षार्थियों, अनुबंध कर्मचारियों और सेवानिवृत्त कर्मचारियों

- इंटरनेट / नोटिस बोर्ड के ज़रिए

All Employees, Trainees, on-contract employees, Retired Employees

- Through Intranet/Notice Boards

अ.व प्र.नि. का नि.स./नि(तक.)/नि(वि.)/नि(प्र)/मु.म.प्र/म.प्र/उ.म.प्र. - ईमेल के ज़रिए

PS to C&MD / D(T)/D(F) D(O)/CGMs/GMs/DGMs- through E-mail

महासचिव, सीएसईओ/सीएसईएफ/सीएसएसएसए/सीएसओए

General Secretary, CSEO/CSEF/CSSSA/CSOA

नोटिस बोर्ड- के जी स्कूल, सीएसएल /Notice Board – KG School, CSL

प्रतिलिपि / Copy to:

1. निदेशक/ The Director

भारतीय विद्या भवन/ Bharatiya Vidya Bhavan

टी डी रोड, कोच्ची/ T.D.Road, Kochi-11.

2. प्रिंसिपल/ The Principal

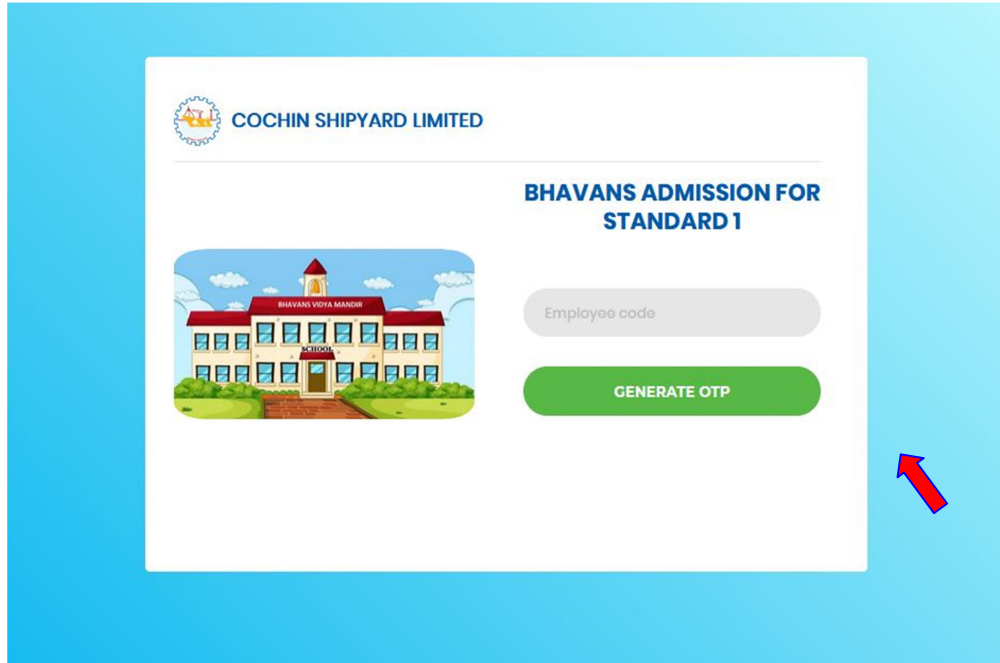
भवन्स विद्या मंदिर/ Bhavan's Vidya Mandir

गिरिनगर, कोच्ची/ Girinagar, Kochi-20.

# **APPLICATION MANUAL FOR BHAVANS ADMISSION**

## **STANDARD I**

### **STEP 1: LOGIN PAGE**



COCHIN SHIPYARD LIMITED

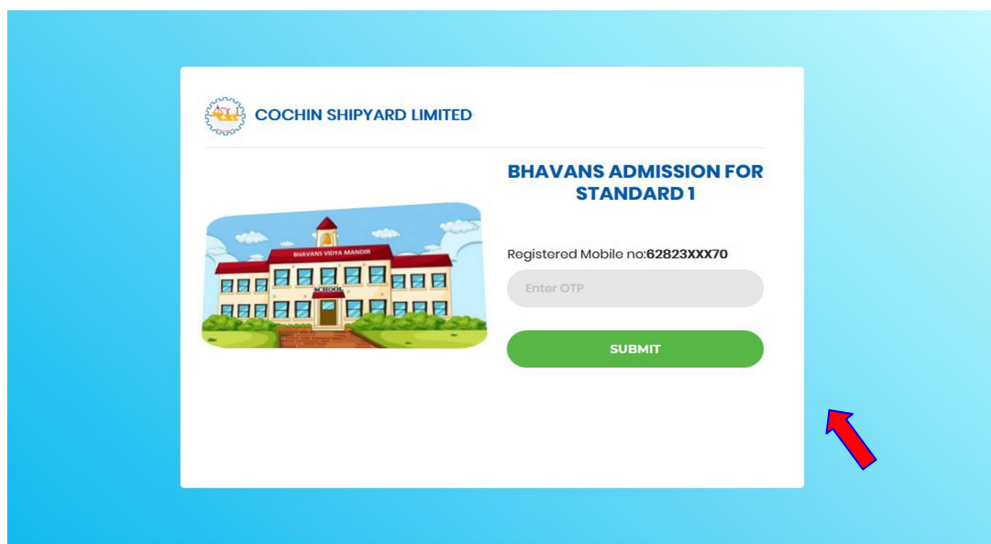
**BHAVANS ADMISSION FOR STANDARD 1**

Employee code

GENERATE OTP

- To log in, please enter your Employee code and click on the "GENERATE OTP" button.
- Next, you will be directed to a page where you can input the OTP sent to your registered mobile number in CSL.

### **STEP 2: OTP CAPTURE**



COCHIN SHIPYARD LIMITED

**BHAVANS ADMISSION FOR STANDARD 1**

Registered Mobile no:62823XXX70

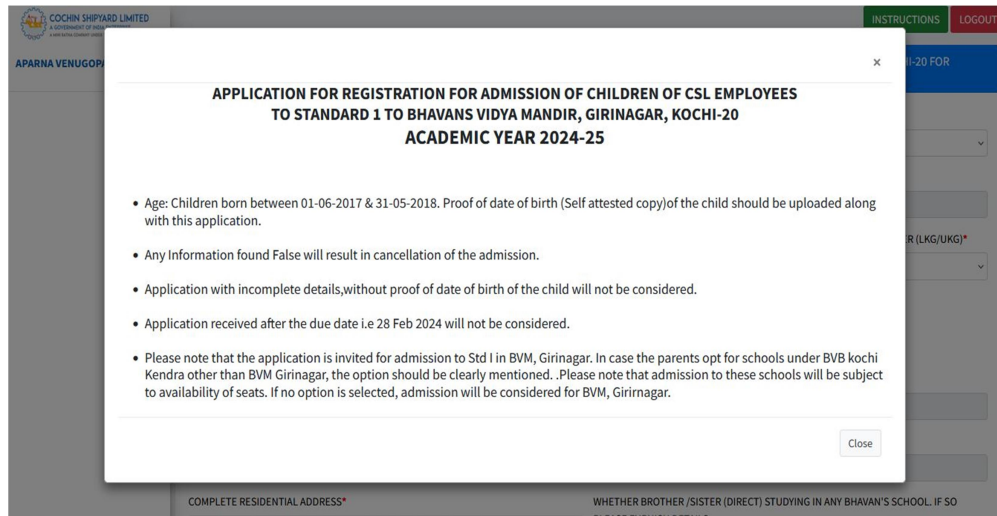
Enter OTP

SUBMIT

- Please input the OTP here and click on the "SUBMIT" button to proceed.



## STEP 3: INSTRUCTIONS



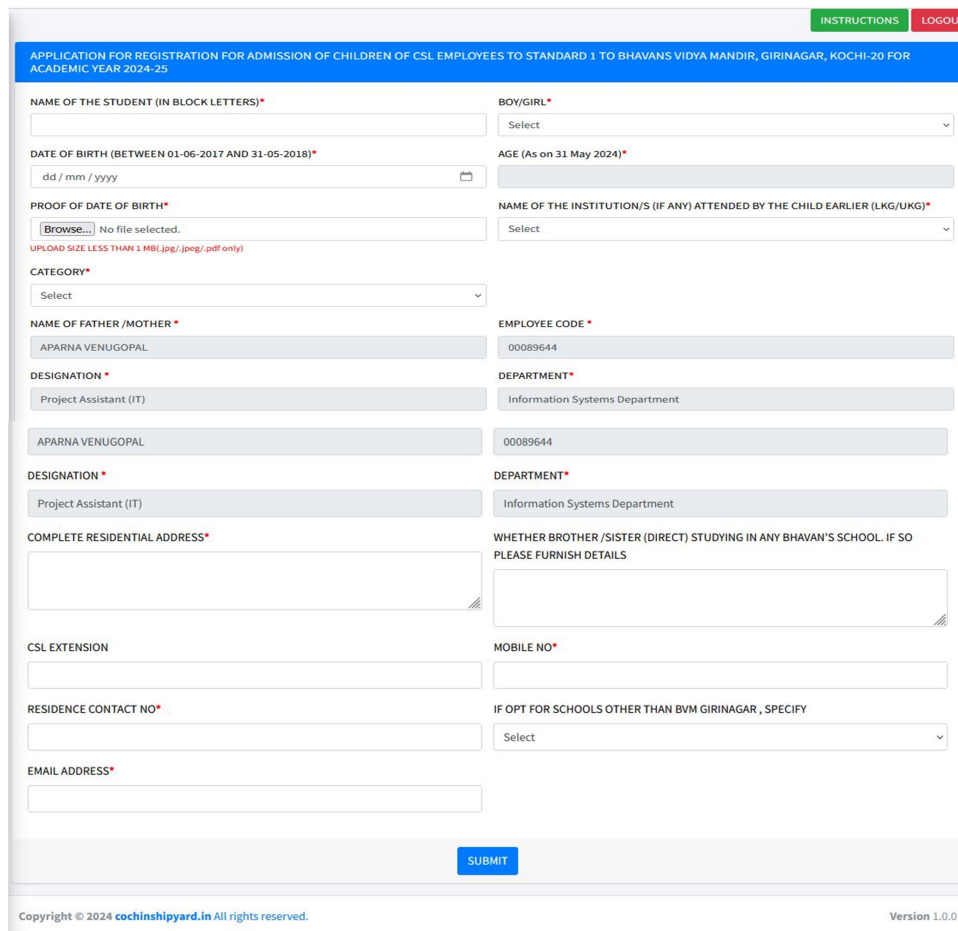
The screenshot shows the application form interface with a pop-up window titled "APPLICATION FOR REGISTRATION FOR ADMISSION OF CHILDREN OF CSL EMPLOYEES TO STANDARD 1 TO BHAVANS VIDYA MANDIR, GIRINAGAR, KOCHI-20 ACADEMIC YEAR 2024-25". The pop-up contains the following instructions:

- Age: Children born between 01-06-2017 & 31-05-2018. Proof of date of birth (Self attested copy) of the child should be uploaded along with this application.
- Any Information found False will result in cancellation of the admission.
- Application with incomplete details, without proof of date of birth of the child will not be considered.
- Application received after the due date i.e 28 Feb 2024 will not be considered.
- Please note that the application is invited for admission to Std I in BVM, Girinagar. In case the parents opt for schools under BVB kochi Kendra other than BVM Girinagar, the option should be clearly mentioned. Please note that admission to these schools will be subject to availability of seats. If no option is selected, admission will be considered for BVM, Girinagar.

The background form shows fields for "COMPLETE RESIDENTIAL ADDRESS\*" and "WHETHER BROTHER /SISTER (DIRECT) STUDYING IN ANY BHAVAN'S SCHOOL. IF SO PLEASE FURNISH DETAILS". A red arrow points to the "Close" button on the pop-up.

➤ Then an instructional pop-up will appear which you can close after reading.

## STEP 4: ADMISSION FORM



The screenshot shows the "ADMISSION FORM" for the application. The form is titled "APPLICATION FOR REGISTRATION FOR ADMISSION OF CHILDREN OF CSL EMPLOYEES TO STANDARD 1 TO BHAVANS VIDYA MANDIR, GIRINAGAR, KOCHI-20 FOR ACADEMIC YEAR 2024-25". It contains the following fields:

- NAME OF THE STUDENT (IN BLOCK LETTERS)\*
- BOY/GIRL\*
- DATE OF BIRTH (BETWEEN 01-06-2017 AND 31-05-2018)\*
- AGE (As on 31 May 2024)\*
- PROOF OF DATE OF BIRTH\* (Browse... No file selected. UPLOAD SIZE LESS THAN 1 MB(.jpg/.jpeg/.pdf only))
- NAME OF THE INSTITUTION/S (IF ANY) ATTENDED BY THE CHILD EARLIER (LKG/UKG)\*
- CATEGORY\*
- NAME OF FATHER /MOTHER \*
- EMPLOYEE CODE \*
- DESIGNATION \*
- DEPARTMENT\*
- COMPLETE RESIDENTIAL ADDRESS\*
- WHETHER BROTHER /SISTER (DIRECT) STUDYING IN ANY BHAVAN'S SCHOOL. IF SO PLEASE FURNISH DETAILS
- CSL EXTENSION
- MOBILE NO\*
- RESIDENCE CONTACT NO\*
- IF OPT FOR SCHOOLS OTHER THAN BVM GIRINAGAR , SPECIFY
- EMAIL ADDRESS\*

The form includes a "SUBMIT" button at the bottom. The footer shows "Copyright © 2024 cochinshipyard.in All rights reserved." and "Version 1.0.0".

Fill all details and click “Browse” button to upload date of birth proof document in image/pdf format.

➤ Then click “SUBMIT” button to save the Form.

## STEP 5: REVIEW APPLICATION FORM

[ADD NEW](#)[LOGOUT](#)

APPLICATION FOR REGISTRATION FOR ADMISSION OF CHILDREN OF CSL EMPLOYEES TO STANDARD 1 TO BHAVANS VIDYA MANDIR, GIRINAGAR, KOCHI-20 FOR ACADEMIC YEAR 2024-25

NAME OF THE STUDENT (IN BLOCK LETTERS)* AADHI	BOY/GIRL* BOY
DATE OF BIRTH* 02 / 05 / 2018	AGE (As on 31 May 2024)* 6
PROOF OF DATE OF BIRTH* <a href="#">DOWNLOAD BIRTH CERTIFICATE</a>	NAME OF THE INSTITUTION/S (IF ANY) ATTENDED BY THE CHILD EARLIER (LKG/UKG)* SHIPYARD KG
OTHERS (SPECIFY)*	CATEGORY* On Contract
NAME OF FATHER /MOTHER * APARNA VENUGOPAL	EMPLOYEE CODE * 89644
DESIGNATION * Project Assistant (IT)	DEPARTMENT* Information Systems Department
APARNA VENUGOPAL	89644
DESIGNATION * Project Assistant (IT)	DEPARTMENT* Information Systems Department
COMPLETE RESIDENTIAL ADDRESS* SampleTestAddress	WHETHER BROTHER /SISTER (DIRECT) STUDYING IN ANY BHAVAN'S SCHOOL. IF SO PLEASE FURNISH DETAILS No
CSL EXTENSION 04842501906	MOBILE NO* 9999999999
RESIDENCE CONTACT NO* 04872252125	IF OPT FOR SCHOOLS OTHER THAN BVM GIRINAGAR , SPECIFY Bhavans News Print Vidyalaya, Velloor
EMAIL ADDRESS* Test@gmail.com	

Application Submitted Successfully

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- After submitting the form, you will be directed to the next page where you can view all previously submitted applications along with a notification stating "Application Submitted Successfully".
- And you will receive a mail regarding status of application.
- If you click on "Download Birth Certificate" you can view & download the same.

# STEP 6: ADD NEW APPLICATION

ADD NEW

LOGOUT

APPLICATION FOR REGISTRATION FOR ADMISSION OF CHILDREN OF CSL EMPLOYEES TO STANDARD 1 TO BHAVANS VIDYA MANDIR, GIRINAGAR, KOCHI-20 FOR ACADEMIC YEAR 2024-25

NAME OF THE STUDENT (IN BLOCK LETTERS)*	BOY/GIRL*
AADHI	BOY
DATE OF BIRTH*	AGE (As on 31 May 2024)*
02 / 05 / 2018	6
PROOF OF DATE OF BIRTH*	NAME OF THE INSTITUTION/S (IF ANY) ATTENDED BY THE CHILD EARLIER (LKG/UKG)*
DOWNLOAD BIRTH CERTIFICATE	SHIPYARD KG
OTHERS (SPECIFY)*	CATEGORY*
	On Contract
NAME OF FATHER /MOTHER *	EMPLOYEE CODE *
APARNA VENUGOPAL	89644
DESIGNATION *	DEPARTMENT*
Project Assistant (IT)	Information Systems Department

ADD NEW

LOGOUT

APPLICATION FOR REGISTRATION FOR ADMISSION OF CHILDREN OF CSL EMPLOYEES TO STANDARD II TO VIII IN BHAVANS VIDYA MANDIR, GIRINAGAR, KOCHI-20 ACADEMIC YEAR 2024-25

CATEGORY*	STUDENT NAME (In Block Letters)*
On contract	Goutham Krishna
NAME OF FATHER /MOTHER *	BOY / GIRL*
APARNA VENUGOPAL	Boy
EMP CODE *	AGE (As on 31 May 2024)*
89644	7
DEPT *	STANDARD IN WHICH THE STUDENT IS PRESENTLY STUDING (2023-2024)*
Information Systems Department	2
DESIG *	EDUCATIONAL DETAILS NAME AND ADDRESS OF THE INSTITUTION IN WHICH THE STUDENT IS STUDYING PRESENTLY (AY 2023-24)*
Project Assistant (IT)	BVM, Giri Nagar
COMPLETE RESIDENTIAL ADDRESS *	
Sample Test Address	

apps.cochinshipyard.in:444  
ADD NEW  
OK

➤ Click “OK” to submit another application.

# STEP 7: LOGOUT

ADD NEW

LOGOUT

APPLICATION FOR REGISTRATION FOR ADMISSION OF CHILDREN OF CSL EMPLOYEES TO STANDARD II TO VIII IN BHAVANS VIDYA MANDIR, GIRINAGAR, KOCHI-20  
ACADEMIC YEAR 2024-25

CATEGORY\*  
On contract

STUDENT NAME (In Block Letters)\*  
GOWRI

NAME OF FATHER /MOTHER \*  
APARNA VENUGOPAL

EMP CODE \*  
89644

DEPT \*  
Information Systems Departmen

024)\*

DESIG \*  
Project Assistant (IT)

1

COMPLETE RESIDENTIAL ADDRESS \*  
Test Address

EDUCATIONAL DETAILS NAME AND ADDRESS OF THE INSTITUTION IN WHICH THE  
STUDENT IS STUDYING PRESENTLY (A.Y 2023-24) \*  
BVM,Girinagar

Are you sure to logout?

Yes

Cancel

➤ Click “OK” to logout.