



RVG Educational Foundation

57, Lallubhai Shamaldas Marg, Andheri (West), Mumbai - 400 058

Tel.: +91-22-3517 8397 / 3104 7444

Email : admin@rvgef.org • Website : www.rvgef.org

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Sunil Kumar Kabra
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Ajay Singhania

08th February 2024

Notice for New Admission: April 2024 – September 2024

Applications are hereby invited for new admission at RVG Educational Foundation for the period of April 2024 – September 2024.

Eligibility Criteria: Students who have cleared both groups of IPC Examination and pursuing their Articleship under Mumbai region.

Online application will start from 21st February 2024

Eligible applicants are advised to refer Rules & Regulations, Admission Procedure (Guidelines) and Fee Structure before applying Online through our website www.rvgef.org under Admission Process & click link for 'Application for New Admission'

Candidate needs to fill the online application form and upload all documents online as per the admission guidelines. For further details, please contact RVG Educational Foundation office or email us at admission@rvgef.org

Procedure (Guidelines) for New Admission Term April 2024 – September 2024

Students who are eligible for admission in the upcoming term in accordance to the Rules & Regulation of the Institution are advised to refer the following carefully:

1. **Online New Admission** Application facility shall be available on Website i.e. www.rvgef.org from **Wednesday, 21st February 2024 (from 11 am) to Thursday, 07th March 2024 (up to 5 pm).**
2. Applicant Students are advised to visit www.rvgef.org > **Admission Process & click link for 'Application for New Admission'.**
3. After clicking on link, the application form will appear. **First go through the Instructions in the instruction box before filling the form.**
4. **You have to fill all the details meticulously in the form and upload latest passport size photograph along with other documents (Attested) as mentioned.**
5. **On Submission of the form, any error/discrepancy/short coming shall be displayed on the screen and needs to be rectified immediately. After completing the rectification, submit the form. Post submission of the form, you will not be able to make any further changes.**

Madanlal Rajpuria Vidyarthi Griha

Vijay Shrigopal Khetan Girls Hostel

Agrawal Oswal Chhatrawas

Premilata Ramesh Chandra Sharma RVG Girls Hostel



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6. If your application is incomplete, you will receive a notification via email and the Student Login Portal to complete and submit it.
7. Multiple accounts creation is strictly prohibited. Candidates have to create an account with a single email id for login credentials.
8. After submitting, a PDF copy of the filled application form is generated. You can take the print of the form. Also a notification is sent to your e-mail id stating that you have successfully submitted the form. You will also be able to take the print of the form from this notification.
9. After applying Online, take print out of form and submit all required documents at the Office from 10:00 am to 6:30 pm between 21st February 2024 to 08th March 2024. In case you are not able to personally submit the forms and documents, kindly ensure its receipt at our office i.e. **RVG Educational Foundation, 57, Lallubhai Shamaldas Marg, Andheri (W), Mumbai 400058** by courier / post.
10. Following required documents are need to be send the the RVG Office:
 - i) Student Application Form (PDF)
 - ii) Students any address proof
 - iii) Students any DOB proof
 - iv) Original LG Letter with any address & age proof (**Local Guardian should be a resident of Mumbai region for more than 5 years and he/she should be above 30 years of age.**)
 - v) Original CA Firm Letter with priscibe format
 - vi) Original Donor Letter, If applied on Donor Seat
 - vii) Medicle Fitness Certificate
 - viii) IPC (Inter) Passing Certificate/Marksheet (Both Group)
 - ix) Letter of Recommendation/Introduction, if the student has not taken his/her signature on the application form
11. Please ensure that the admission Status should be reflected **VALIDATED BY ADMIN** before taken print out of the application
12. Kindly keep a soft copy of the below documents ready to be uploaded on the website.
 - Applicants passport size photograph and signature in JPG format
 - Letter from the Chartered Accountant firm in prescribed format (If CA firm Confirmed, arrange an Offer letter, Confirmation letter, Interview schedule email etc.)
 - If registered in one firm and working in another firm, arrange a staff loan agreement, contact note, secondment letter etc.
 - True Copy of Articleship Registration Letter duly attested by Principal, if received. (**If not, it should be submitted immediately on its receipt**)
 - True Copy of Form Nos. 102 & 103 with acknowledgement by ICAI.

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Ajay Singhania

- True Copy of Form No. 109 with acknowledgement by ICAI (in case of transfer of Articleship).
- Self declaration in the prescribed format duly signed by the applicant
- **Letter from Donor in the prescribed format, if applied on Donor's Seat (If not submitted, your application may be rejected)**
- Undertaking from Local Guardian in the prescribed format along with latest photograph (passport size) & photo copy of PAN CARD & Aadhar Card.
- True copy of mark sheets of all examinations appeared.
- Cancelled cheque of your own bank account.
- True Copy of Pan Card and Aadhar Card for Age Proof
- Latest Medical Fitness Certificate from a Practicing Doctor.
- Blood Group certificate
- 2 recent color photograph of the size 3.5 cm x 2.5 cm (with envelope)
- Students should submit 2 photo copies of their Payment confirmation receipt with maintained Name & form No. along with other documents.

13. Applicant shall have to make an online payment of Rs. 590/- (Rupees Five Hundred Ninety Only) towards application charges. The screenshot of the payment confirmation needs to be attached before submission of the form.

14. **Please Note: While making online payment do mention your Name and purpose of payment as description on the payment portal for us to identify and record your payment details.**

15. Student can apply for admission and if admission is confirmed, stay at the hostel will be permitted only after submission of required documents and joining articleship at Mumbai.

Note:

1. **Filling the application form does not guarantee admission.** All eligible candidates shall be called for an interview. Students who clear the interview shall be listed under provisional Admission and will be asked to pay the fees.

2. The Application fee of Rs. 590/- is nonrefundable.

3. Kindly fill correct correspondence details in the form to ensure you receive timely updates from the institution. All future communication shall happen through Telephone / Email.

For any more information / assistance please write an email on admission@rvgef.org.

For RVG Educational Foundation


Administrator

Madanlal Rajpuria Vidyarthi Griha

Agrawal Oswal Chhatrawas

Vijay Shrigopal Khetan Girls Hostel

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