



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

Trustees

Sushil Gadia
Rajendra Barwale
Nirmal Jhunjhunwala
Ramakant Tibrewala
Ramprakash Bubna
Vinod Deora
Suresh Pansari
Sajan Dokania
Lalchand Choudhary
Suresh Bhageria
Krishna Kumar Choudhary
Rajendra Dalmia
Yogendra Rajpuria
Sunil Goyal
Kamal Agrawal
Anil Patodia

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Kanhaiyalal Saraf
Raamdeo Agrawal
Motilal Oswal
Vijay Shrigopal Khetan
Rajesh Sharma
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Kamal Agrawal

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Sajjan L Dokania
Surendra Gadia
Sanjay Khemani
Rajiv M Singhal
Deenbandhu Jalan
Omprakash Chamadia
Ashok Kumar Agarawal
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Jaikumar Gupta
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Sangeet Modi
Vinod Gadia
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Pradeep Pansari
Ashok Tulsian
Vikas Goel
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Sunil Kumar Kabra
Nikhil Rajpuria
Ajay Singhania

RVG/2025-26/NEWADM/Sept-01

24th July 2025

Notice for New Admission September 2025 – April 2026

Applications are hereby invited for new admission at RVG Educational Foundation for the period of September 2025 – April 2026.

A) ELIGIBILITY

Applicants must fulfil **all** of the following criteria:

1. Must have **cleared both groups of the IPC (Intermediate) Examination** conducted by ICAI.
2. Must be **currently pursuing Articleship under a Chartered Accountant firm based in the Mumbai region**
or
Must be **starting Articleship at a CA firm in Mumbai** by the time of hostel admission.
3. Must be available for stay and Articleship during the applied period (September 2025 – April 2026).

B) ADMISSION GUIDELINES

1. Admission Discretion

Admission is **solely at the discretion of the RVG Management**. The management reserves the absolute right to **accept or reject any application**, at any stage, **without assigning any reason**. No inquiries regarding rejected applications will be entertained.

2. Application Categories

- Applicants may apply under **only one category**: either **General** or **Donor**.
- Submitting under both categories is **not allowed** and may result in disqualification.
- **Students are strictly advised not to approach any RVG staff member** for arranging donor or recommendation letters.
- **Donor or recommendation letters may be issued only at the discretion of the concerned individual, and subject to seat availability.**
- Submission of such a letter **does not guarantee admission**.

3. Hostel Allotment

Admission may be granted in **any of the RVG Hostels** based on seat availability. While preferences may be noted, **specific hostel allotment cannot be assured**.

4. Admission Period

Though the admission term is intended for **eight months (September 2025 – April 2026)**, The hostel allotment will be determined based on availability.

These details will be communicated at the time of admission list declaration.

Madanlal Rajpuria Vidyarthi Griha

Agrawal Oswal Chhatrawas

Vijay Shrigopal Khetan Girls Hostel

Premlata Ramesh Chandra Sharma RVG Girls Hostel



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Ajay Singhanian

C) ADMISSION PROCESS – STEP BY STEP

a) Online Application Process

1. Application Window:

- Opens: **Friday, 25th July 2025 at 11:00 AM**
- Closes: **Tuesday, 5th August 2025 at 5:00 PM**

2. Online Portal Access:

Visit www.rvgef.org → Admission Process → Application for New Admission

3. Instructions Before Filling Form:

- Read all guidelines and FAQs.
- Prepare scanned copies of required documents in the correct format and size.

4. Form Filling & Uploading Documents:

- Fill in all mandatory fields carefully.
- Upload **recent passport-size photograph, signature, and scanned documents** as per the list provided.
- Ensure all entries are accurate and verifiable.

5. Error Rectification (if any):

- After submission, the system will highlight any discrepancies or missing documents.
- Make necessary corrections immediately and **resubmit**.

6. Single Application Policy:

- Multiple entries using different email IDs are not permitted.

7. Acknowledgement:

- On final submission, a PDF copy of your form will be generated after **Validated by ADMIN**
- You will also receive an email confirmation.

8. Payment of Application Fee:

- Pay ₹590/- online at the time of submission.
- Mention your **Full Name and Purpose** (e.g., "Admission Form Fee") in the payment remarks.
- The fee is **non-refundable**, regardless of outcome.

b) Hard Copy Submission at Office

After submitting the online application, you must send the **physical set of required documents** between **25th July to 5th August 2025**, either:

1. In person (10:00 AM to 6:00 PM, Monday–Sunday), or
2. By courier/post to the address below:

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57, Lallubhai Shamaldas Marg,
Andheri (West), Mumbai – 400058.

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Anuj Khetan
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D) DOCUMENT CHECKLIST

a) Hard Copies (Physical Submission)

1. Printed copy of Application Form (PDF)
2. Applicant's Address Proof (Aadhaar / Passport / Driving License)
3. Date of Birth Proof (Aadhaar / Birth Certificate / School Leaving Certificate)
4. Original Local Guardian (LG) Letter with LG's PAN & Aadhaar copies
5. Original CA Firm Confirmation Letter (Prescribed Format)
6. Original Donor Letter (if applicable)
7. Original Medical Fitness Certificate (Recent)
8. Passing Certificate or Marksheet of both groups of IPC
9. Letter of Recommendation (if not already signed on form)

b) Soft Copies (To be Uploaded Online)

1. Passport-size photograph & scanned signature (JPG format)
2. CA firm confirmation, appointment letter or Interview schedule email (PDF)
3. Forms 102 & 103 (ICAI acknowledged copies)
4. Form 109 (if Articleship transfer applicable)
5. Staff loan/Secondment letter (if applicable)
6. Blood Group Certificate
7. Donor Letter (if applicable)
8. Local Guardian Declaration with photograph and ID proof
9. IPC mark sheets (Both Group Passed)
10. Medical Certificate (Recent)

E) FEE STRUCTURE

Payable only after confirmation of admission. The fee is divided into two parts:

Particulars	Madanlal Rajpuria Vidyarthi Griha	Agarwal Oswal Chhatrawas	Vijay Shrigopal Khetan Girls Hostel	Premlata Ramesh Chandra Sharma Girls Hostel
Fees Part (A)				
Security Deposit (Refundable)	20,000/-	20,000/-	20,000/-	20,000/-
Hostel Term Fee 01.09.2025 to 30.04.2026 (242 days)	68,000/-	76,000/-	52,000/-	76,000/-
Associate Membership Fees of RVG Alumni	5,000/-	5,000/-	5,000/-	5,000/-
Contribution towards Group Mediclaim Insurance (Sep 25– Apr 26)	1,250/-	1,250/-	1,250/-	1,250/-
Total Part Fees (A)	₹ 94,250/-	₹ 1,02,250/-	₹ 78,250/-	₹ 1,02,250/-

Madanlal Rajpuria Vidyarthi Griha

Agarwal Oswal Chhatrawas

Vijay Shrigopal Khetan Girls Hostel

Premlata Ramesh Chandra Sharma RVG Girls Hostel

[Handwritten signature]



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Fees Part (B)				
Admission Processing Fees (Non-Refundable)	7,670/-	7,670/-	7,670/-	7,670/-
Cost of Blazer (Non-Refundable)	4,100/-	4,100/-	4,100/-	4,100/-
Personality & Communication Skill Development Course (PCSDC) (Non-Refundable)	2,360/-	2,360/-	2,360/-	2,360/-
T-Shirt (Qty-2)	1,050/-	1,050/-	1,050/-	1,050/-
RVG Fest Contribution	354/-	354/-	354/-	354/-
Total Fees (B) (Rs.)	₹ 15,534/-	₹ 15,534/-	₹ 15,534/-	₹ 15,534/-
TOTAL Amount to be paid (A+B):	₹ 1,09,784/-	₹ 1,17,784/-	₹ 93,784/-	₹ 1,17,784/-

1. Fees to be paid only after confirmation of admission with two parts i.e. part 1 - Security Deposit, Hostel Term Fees, RVG Alumni Fees, Group Mediclaim Insurance & Part 2 – Other remaining fees.
2. Note: The payment of fees should be done online in favour of “RVG Educational Foundation” through Payment Gateway. Link will be available on your student portal & also shared over email.

F) ADMISSION PROCESS – IMPORTANT NOTES

1. Submission of form does **not guarantee admission**.
2. All eligible applicants will be called for an **interview**.
3. Post-interview, candidates will be **provisionally selected** and asked to pay fees.
4. Final admission is confirmed only **after fee payment and document verification**.
5. **Room allotment** will be based strictly on **seat availability**. Specific hostel requests may be considered but **not assured**.
6. If the required documents are not submitted in time or are found incorrect, **admission may be cancelled**.

CONTACT DETAILS

For queries or support, contact:

☎ +91-8655752551 / +91-8655752552

✉ Email: admission@rvgef.org

By applying, you agree to comply with all rules and decisions of RVG Educational Foundation.

For RVG Educational Foundation,



Administrator

Madanlal Rajpuria Vidyarthi Griha

Vijay Shrigopal Khetan Girls Hostel

Agrawal Oswal Chhatrawas

Premlata Ramesh Chandra Sharma RVG Girls Hostel