

**List of documents to be submitted by the candidates for Admission in to Class-I
Session: 2024-25**

The following documents are to be submitted in original along with self-attested copies by the parents whose child will be selected and called for admission. Some of the original documents will be returned after verification.

1. Filled in Application Form for Admission (The form will be provided by the Vidyalaya).
2. Filled in Format for Entry in UBI Portal – Format is available in Vidyalaya Website for download & use
3. Hard Coy (Print Out) of the Online Application Form.
4. Bring Two (2 Pcs) Colour Passport size photo of the child on it.
5. Birth Certificate issued by the competent authority showing date of birth (Keep the Original for verification & attach a photocopy)
6. Proof of Residence: Electricity bill/Telephone bill/gas connection or gas delivery receipt/Voter Id Card/Driving License /Quarter Allotment order copy (if residing in govt. allotted quarter) etc. in which the address is mentioned (This should be in the name of either of the parents).
7. Self-declaration about Submission of documents, the distance of the residence from KV Vyasnagar & Undertaking for Caste Certificate – where applicable (The format may be downloaded from the Vidyalaya Website).
8. Certificate of Proof of Blood Group
9. Valid SC/ST/OBC-NCL Certificate issued by the competent authority (Certificate in the name of the parent may be accepted initially) – If it is in the name of the parent an undertaking should be submitted to submit the certificate in the name of the child within 03 months from the date of admission.
10. OBC (Non-Creamy Layer) Certificate issued by the competent authority – should not be older than three year.
11. Those claiming **Economically Weaker Section** should submit valid documents i.e. Valid “ **Income & Asset Certificate to be produced by Economically Weaker Section**” issued by the competent authority in the name of the parent & Child (**Income Certificate will not be accepted in lieu of this**) : It should be issued during the current Financial Year i.e. on or after 01.04.2024 , Certificate issued after 01.04.2023 will be accepted initially , however the fresh one issued after 01.04.2024 will be submitted by the parent within One month of admission.
12. Those claiming **Below Poverty Line** should submit the following documents:
 - a) BPL card, if available in the name of the father of the child, but lapsed as on date, this can be countersigned by BDO of the locality for rural areas/ Executive Officer of NAC or Municipality areas to validate the card along with any one of the following documents:
 - b) Antyodya Anna Yojana (AAY) card along with Low Income Certificate.
 - c) PHH Ration Card along with Low Income Certificate / MGNREGA Job/Labour Card.
If a parent submits Antyodya Card or Ration Card(new) along with EWS/Income Certificate can be considered for admission under BPL category. However, an affidavit from Notary may be obtained from such parents to the effect that the documents submitted by them are correct. If found incorrect/false at later stage, the admission shall be cancelled.
13. Valid Handicapped Certificate issued by the competent authority – those claiming differently abled.
14. A Service Certificate (By Government Employees) showing the number of transfers during the preceding 7 years issued by the competent authority- **ORIGINAL** (Those claimed Service Category 1/2/3/4) – Format may be downloaded from the Vidyalaya Website
15. Certificate from the employer showing the Pay particulars of the employee, the status of employment and nature of the establishment - **ORIGINAL** (Applicable only for Government employees – Those claimed Service Category: 1/2/3/4) – should be in the prescribed format available in Vidyalaya website
16. For government employees – ID card issued by the employee/last month’s pay slip
17. For Ex-Service Man – Bonafide Certificate & Transfer details counter signed by the Zilla/Rajya Sainik Board or any competent authority, Copy of Discharge Book, Copy of PPO.
18. Copy of Transfer Orders
19. Aadhar Card (Child, Father, Mother)
20. Any other documents as required by the Admission committee as per the demand of the situation

NOTE:

- a. The documents from Sl. No. 1 to 7 are compulsory for all and Sl.No. 8 to 20 are for the cases where applicable.
- b. Different Formats are available in School Website under the head “ADMISSION FORMATS” in Pdf – may be downloaded for use.

NOTE: All the photo copies of the documents should be self-attested i.e. signed (Full Signature) by the parent with date.

CHECK LIST OF DOCUMENTS

PART-A (Details of the Child)

1. Name of the Child : _____
2. Class to which admission sought : I (Class One)
3. Session : 2024-25
4. Application Submission Code : _____
5. Selected under the category of : RTE/Cat-I/Cat-II/SC/ST/OBC(NCL)/DA/SAQ
6. Serial Number in the Selection List : _____

PART-B (Documents submission by the parent)

The self-attested copy (Except cases where original is mentioned) of the following documents are submitted by me.

Sl. No.	Name of the Document	Yes/No	Remarks
1	Filled in Application Form for Admission (Page: 1 & 2 to be printed on bothsides of a single paper)		
2	Filled in Format for Entry in UBI Portal		
3	Hard Copy (Print out) of the Online Application Form		
4	Birth Certificate (Both Original & a Photocopy)		
5	Residence Proof (Mention the type in Remark column)		
6	Self Declaration of submission of correct information and documents, Distance from School to Residence		
7	Certificate of Proof of Blood Group		
8	Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column)		
9	Undertaking (If Caste Certificate in the name of the Parent)		
10	Income & Asset Certificate for Claiming Economically Weaker Sections		
11	BPL Card/ Proof of claiming BPL (Write Names of documents in Remark Column)		
12	Handicapped Certificate (Specify % of disability and type of disability in Remarks Column)		
13	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column)		
14	Certificate from the employer – in prescribed format available in Vidyalaya Website (ORIGINAL)		
15	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)		
16	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2022 in the remarks column)		
17	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
18	For Ex-Service Man Certificate of transfers counter signed by the Authority (ORIGINAL) - (Specify no. of transfers in Remarks Column)		
19	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)		
20	Aadhar Card (Child, Father, Mother)		
21	Any Other		

Signature of the Parent with Date

PART-C (For the Verifying Officers)

All the documents mentioned above are submitted by the parent and verified by us from the original and found with the following Remarks. (Specify whether admission is approved or rejected in Remarks Column)

Verifying Officer -1

Verifying Officer-2

Remarks:

Signature:

Name & design. :

I/C Admission

Counter Signed by the Principal

KENDRIYA VIDYALAYA VYASNAGAR
STUDENT INFORMATION FOR ENTRY IN UBI PORTAL

Year of Admission in this KV	2024
Admission No.	00
Student Name	
Father/Guardian Name	
Mother Name	
New Admission	Yes
Class	
Section	
Admission Category (I/II/III/IV/V)	
Date of Birth (DD/MM/YYYY)	
Gender (Boy/Girl/Third Gender)	
Physically Disabled (Yes/No)	
Category (General/SC/ST/OBC-NCL)	
Minority	
BPL (Yes/No)	
Mobile Number	
Email	
Blood Group	
Aadhar No.	
Account No.	
Account label	
IFSC Code	
Select for Payment: <small>Q1(Apr-Jun)/ Q2(Jul-Sep)/Q3(Oct-Dec)/Q4(Jan-Mar)</small>	
Eligible for Reimbursement (Yes/No)	
Admission Under RTE (Yes/No)	
Exemption under Sibling (Yes/No)	
Single Girl Child (Yes/No)	
KVS Employees Children (Yes/No)	
Emergency Assistance (Yes/No)	No
Court Case (Yes/No)	No
Exemption under Article 123-124 (NA/Full)	NA
Children of Armed/Para Forces whose parents killed/disabled during hostilities, operation Meghdoot and Vijay	No
Children of Armed/Para Forces whose parents killed/declared missing or disabled during any counter insurgency operations in India or Abroad	No
Unique Students ID <small>(To be entered by the Class Teacher after entry)</small>	

Signature:

1. Parent

2. I/c Admission

3. Class Teacher

SELF DECLARATION
(Submission of Documents & Information)

I _____ Father /Mother of Master/Miss
_____ age _____ years , resident of

_____ (Complete Address) , do hereby
declare that the information given in admission form of the admission in Kendriya Vidyalaya Vyasnagar and in
the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein.
I am well aware of the fact that if the information given by me is proved false/ not true at any point of time,
admission has to be deemed cancelled and I will be liable to punishment as per guidelines of KVS and the
benefit accrued by me or my ward will be summarily cancelled.

Date : _____ Signature of the Parent
Place : _____ Mobile No: _____

SELF DECLARATION
(Distance from School to Residence) – For Candidates Selected under RTE

I _____ Father /Mother of Master/Miss _____
_____ age _____ years, bearing Application Submission Code
: _____ Residence address as mentioned in the Registration
Form _____

_____ (Complete Address as mentioned in the Online Registration Form), do
hereby declare that the distance between Kendriya Vidyalaya Vyasnagar and the above mentioned residence
is _____ Km.

Date : _____ Signature of the Parent
Place : _____ Mobile No: _____

UNDERTAKING
(Submission of SC/ST/OBC Certificate)

I _____ (Name of the Parent) do hereby declare that I will
submit the Caste Certificate (SC/ST/OBC- Non-Creamy Layer) issued by the competent authority in the name
of my child _____ (Name of the Child) within 03 (Three) months from the
date of admission of my ward in Kendriya Vidyalaya Vyasnagar. If I fail to submit the same in the name of my
child within this period the admission of my ward will be summarily cancelled.

Date : _____ Signature of the Parent
Place : _____ Mobile No: _____

**SERVICE CERTIFICATE
(CENTRAL GOVERNMENT)**

Certified that Sri/Smt. _____ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of _____ in this office/Ministry/under the Ministry of _____ government of India. He/ She is an employee of Defence Service/CRPF/BSF/NSG/SPG/CISF/Central Govt./Central Govt. Autonomous body/Central govt. PSU fully financed/partially financed by the Central Govt. His/her services are non-transferable / transferable anywhere in India.

Complete Address and telephone No. of the Office

Place: _____

Signature of Head of the Office

Date: _____

(with Name, Designation and Office Stamp)

CERTIFICATE OF NUMBER OF TRANSFERS

I _____ (Name) _____ (rank /designation) of _____ (Name of the Office), do hereby certify that during the past 7 years (Up to 31.03.2024) I have been transferred _____ times (In figures & in words) from one station to another. *(If the distance between the form and to place is at least 20 kms and the minimum period of stay is six months then only it will be considered as a transfer)*. The details of which are given as under:

I know that if the above-mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Office/Unit and Place	Date of Joining the Office/ Unit	Date of Release from the Office/Unit	Period of stay (in days)	Transferred Office/Unit and Place	Distance between the Two Office (in km)	Transfer Order No.

Signature of the Parent

COUNTER SIGNATURE

I, _____ (Name) _____ (Rank/Designation) of _____ (Name of the Office/Unit/Department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

Place: _____

Signature of Head of the Office

Date: _____

(with Name, Designation and Office Stamp)

**SERVICE CERTIFICATE
(STATE GOVERNMENT)**

Certified that Sri/Smt. _____ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of _____ in this office /Ministry /under the Ministry of _____ government of _____. He/ She is an employee of State Govt. / State Govt. Autonomous body/State Govt. PSU fully financed by the State Govt./partially financed by the state Govt. His/her services are non-transferable / transferable anywhere in _____.

Complete Address and telephone No. of the Office

Place: _____

Date: _____

Signature of Head of the Office
(with Name, Designation and Office Stamp)

CERTIFICATE OF NUMBER OF TRANSFERS

I _____ (Name) _____ (rank /designation) of _____ (Name of the Office), do hereby certify that during the past 7 years (Up to 31.03.2024) I have been transferred _____ times (In figures & in words) from one station to another. *(If the distance between the form and to place is at least 20 kms and the minimum period of stay is six months then only it will be considered as a transfer)*. The details of which are given as under:

Office/Unit and Place	Date of Joining the Office/ Unit	Date of Release from the Office/ Unit	Period of stay(in days)	Transferred Office/Unit and Place	Distance between the Two Office (in km)	Transfer Order No.

I know that if the above mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Signature of the Parent

COUNTER SIGNATURE

I, _____ (Name) _____ (Rank/Designation) of _____ (Name of the Office/Unit/Department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

Place: _____

Date: _____

Signature of Head of the Office
(with Name, Designation and Office Stamp)

CERTIFICATE FROM THE EMPLOYER
(Regarding Status of Employment & identification of Admission Category in KVS)

I Sri/Smt./Ms. _____ (Name of the Employer) ,
designation _____ working in the office of
_____ department of _____ , government of
_____ do hereby certify the following in respect of Sri/Smt./Ms.
_____ (Name of the Employee) whose son/daughter
_____ (Name of the Child) is seeking admission in Kendriya Vidyalaya Vyasnagar.

01	Name of the Child for whom admission is sought (in Block Letters)	
02	Class in which admission is sought	
03	Full name of the employee (in Block Letters)	
04	Designation of the employee	
05	Employee Code / Employee Identity No.	
06	Name of the office where the employee is presently posted	
07	Status of Employment (Whether Permanent/ Regular/ Temporary/Contractual/ Part Time/ Adhoc/Daily Wage Basis/Casual -To be written clearly)	
08	This office/organization is Central Government/Central Government Autonomous body/PSU fully or partially financed by Govt. of India/State Government/ Sate Government Autonomous Body/ PSU fully or partially finance by the state govt. (To be written clearly)	
09	Whether the employee is to be considered as an employee of Central Government/ <i>Central Government Autonomous body</i> /PSU fully or partially financed by Govt. of India/State Government/ Sate Government Autonomous Body/ PSU fully or partially finance by the state govt. (Any one of the above to be written clearly)	
10	Please write any one of the following which is applicable i.r.o. the child forwhom admission is sought 1. Children of transferable and non-transferable Central government employees and children of ex- servicemen. This will also include children of Foreign National officials, who come on deputation or transfer to India on invitation by Govt. of India. 2. Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India. 3. Children of transferable and non-transferable State Government employees. 4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments. 5. Children from any other category	
11	Recent Pay/Salary of the Employee with proper Split up	(i) Pay Level : _____ (ii) Pay : _____ (iii) DA : _____ (iv) HRA : _____ (v) Any Other _____ (vi) Any Other : _____ (vii) Total :
12	Whether the employee is drawing the consolidated pay	YES / NO

Place: _____

Date: _____

Signature of the Certifying Authority with Seal
Complete Address of the Office:

