

ADMISSION NOTICE FOR CLASS-I

**DIFFERENT DATES ARE DESIGNATED FOR ADMISSION UNDER
DIFFERENT CATEGORY FOR ADMISION IN CLASS-I**

S NO	CATEGORY OF ADMSSION	DATES	TIME
1	RTE FROM SELECTED LIST FROM S.NO. 01 TO 24 CATEGORY I FROM SELECTED LIST S NO. 01 TO 30 KVS WARD FROM SELECTED LIST	23/4/2024	09.00 AM to 1.00 PM
2	CATEGORY I FROM SELECTED LIST S NO. 31 TO 72	24/4/2024	09.00 AM to 1.00 PM

NOTE: Parents are requested to respond on specified dates only without fail for taking admission. They are requested to bring all the documents as per the list mentioned below. They are also requested to read the instructions very carefully. Please come to the Vidyalaya on time for the process.

Parents are requested to read the instructions very carefully and follow.

VERY IMPORTANT INSTRUCTIONS

- 1 Parents are requested bring all documents in original for verification.**
- 2 One set SELF ATTESTED printed/ Photostat copy of all documents for enclosing with the admission form. Admission form will be issued by the Vidyalaya.**
- 3 Please bring glue, stapler, pen paper and other necessary items with you to avoid sharing of items.**

4 All entries in the document- Admission form should be **clearly written in legible capital letters** and as per information in documents enclosed.

5 Admission process demands time. Kindly do not haste with the admission committee and wait for your turn. Your kind cooperation is solicited.

6 Bring one copy passport size photograph of the child with you.

LIST OF THE DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

All photocopies should be self-attested with date by parent except the one issued by DDO.

- 1) **BIRTH CERTIFICATE OF CHILD- Self Attested Photocopy (if not submitted)**
- 2) **ONE PASSPORT SIZE COLOUR PHOTOGRAPH – To be pasted on the registration form.**
- 3) **TRANSFER ORDER OF PARENT** If parents has claimed transfer then Transfer orders photocopy is required. If No transfers are there then It should be marked NIL and signed by parent and countersigned by DDO with name Stamp of designation and round seal of the office. If registration form is incomplete, then admission cannot be given. Downloaded service extract need to be authenticated and signed by DDO.
- 4) **RESIDENTIAL PROOF- ELECTRICITY BILL WITH COMPLETE ADDRESS,BANK PASS BOOK. PASSPORT, DRIVING LICENCE, AADHAR CARD, VOTER'S ID card. BANK PASSBOOK OF NATIONALISED BANKS: Front page of Passbook (KYC Verified document) containing complete address. If Parent is staying in Rent- Provide legal rent agreement copy (Preferably avoid electricity Bill as it contains only incomplete address), and DRIVING LICENSE. Documents written by House owner stating that I have no objection in using my address for getting Admission is not acceptable.**
- 5) **ADDRESS PROOF FOR RTE CANDIDATES: Please produce Address proof in your name as per the address filled in the Registration form . The address proof should be on date preceding to the date of registration , No change in address once submitted will be entertained .**
- 6) **BLOOD GROUP OF CHILD – Photocopy / Self attested**
- 7) **SALARY CERTIFICATE/ PAY SLIP (CATEGORY I-IV)– Latest copy and Countersigned by DDO.**
- 8) **CASTE CERTIFICATE IN NAME OF CHILD (IF APPLICABLE) – For SC, ST and OBC students. Self-attested photocopy.**

- 9) **TRANSFER ORDER OF PARENTS –Photocopy/Self attested. If parents have claimed transfer then Transfer orders photocopy is required. If No transfers are there, then It should be marked NIL in registration form and signed by parent and countersigned by DDO with name Stamp of designation and round seal of the office. If registration form is incomplete, then admission cannot be given. Downloaded service extract need to be authenticated and signed by DDO.**

- 10) **OUTSTATION CERTIFICATE - declaration regarding outstation from competent authority for parents who are posted outside Guwahati.**

- 11) **AADHAR Card of the child. If not available, please give undertaking.**

- 12) **UNDERTAKING BY THE PARENT if the Caste certificate is not there in the name of the child. The blank form is available in the website. To be submitted in original.**

- 13) **CHILDREN EDUCATION ALLOWANCE (CEA) REIMBURSEMENT ENTITLEMENT CERTIFICATE FOR RTE SELECTED CANDIDATES BELONGING TO CATEGORY 1 – IV EMPLOYEES –Stating that whether CEA is admissible by their department or not issued by DDO of their respective office .**

- 14) **FOR KVS WARD– 1 Service document of KVS Staff based on which admission is sought. 2 Birth certificate of the Child to show the relationship with parent .3. The service certificate of the parent 4 The above mentioned documents as per the list is also required as per the claim of the parent.**

- 15) **ONLINE REGISTRATION FORM PRINT OUT IN ORIGINAL (FOR CLASS I) : For Class I print out of Online registration form uploaded in OLA Portal.**