

# **PM SHRI KV KHANAPARA**

## **LIST OF THE DOCUMENTS REQUIRED AT THE TIME OF ADMISSION**

1. PRINT OUT OF REGISTRATION FORM – COMPLETED IN BLOCK LETTERS IN LEGIBLE HANDWRITING
2. BIRTH CERTIFICATE OF CHILD
3. ONE PASSPORT SIZE COLOUR PHOTOGRAPH
4. RESIDENCE PROOF- IN NAME OF PARENT :
  - A) BANK PASS BOOK WITH LATEST ENTRIES.
  - B) PASSPORT
  - C) DRIVING LICENCE
  - D) VOTER IDENTITY CARD
  - E) AADHAR CARD
  - F) ELECTRICITY BILL WITH COMPLETE ADDRESS
  - G) COPY OF AGREEMENT WITH LANDLORD
  - H) ANY OTHER DOCUMENT ISSUED BY CENTRAL / STATE GOVERNMENT
- 5 BLOOD GROUP OF CHILD
- 6 AADHAR CARD IN THE NAME OF CHILD
- 7 SERVICE CERTIFICATE(CATEGORY I –IV) IN PROPER FORMAT DULY SIGNED BY COMPETENT AUTHORITY. A service certificate showing the number of transfers during the preceding 7 years duly signed and stamped by the head of office bearing the name, designation and other relevant particulars in block letters.
- 8 SALARY CERTIFICATE/ PAY SLIP (CATEGORY I-IV)- LATEST DULY SIGNED BY COMPETENT AUTHORITY
- 9 CASTE CERTIFICATE IN NAME OF CHILD , IF APPLICABLE
- 10 DECLARATION REGARDING OUTSTATION PARENTS FROM COMPETENT AUTHORITY, IF APPLICABLE
- 11 EWS/BPL- INCOME CERTIFICATE ISSUED FROM DISTRICT ADMINISTRATION IN PROPER STATE GOVT FORMAT / BPL CARD
- 12 FOR DIFFERENTLY ABLED CANDIDATES - A certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India certifying that she/he is a child with Special Needs (CwsN).
- 13 FOR DIE IN HARNESS CASES - Children of Central Government employees who die in harness. Copy of Pension papers/letter issued by Controlling Authority will be taken as proof.
- 14 FOR RTE CANDIDATES DECLARATION OF DISTANCE FROM THEIR RESIDENCE TO KV KHANAPARA AS PER FORMAT ENCLOSED.
- 15 FOR AUTONOMOUS DEPARTMENT UNDER CENTRAL AND STATE GOVT KINDLY FURNISH THE DOCUMENT OF PERCENTAGE SHARE OF CENTRAL AND STATE GOVT IN THEIR RESPECTIVE DEPARTMENT.
- 16 FOR OBC-NCL : CERTIFICATE MUST BE RECENTLY ISSUED IN THE NAME OF CHILD  
**IF OBC NCL CERTIFICATE IN CHILD'S NAME IS NOT AVAILABLE THEN**
  - a) OBC-NCL CERTIFICATE IN FATHERS NAME / MOTHER NAME
  - b) RECEIPT OF APPLICATION OF OBC NCL OF CHILD
  - c) UNDERTAKING TO SUBMIT OBC/NCL CERTIFICATE WITHIN PERMISSIBLE DAYS

### **FOR SPELLING CORRECTION / OVERWRITING IN BIRTH CERTIFICATE /CASTE CERTIFICATE ETC**

- 1 AFFADAVIT FROM IST CLASS MAGISTRATE IN ORIGINAL
- 2 NEWSPAPER PUBLICATION IN ORIGINAL.

- 17 SELF ATTESTION OF ALL PHOTOCOPIED DOCUMENTS BY THE PARENT IS **COMPULSORY** .

## Note

- (i) Mere registration will not confer a right to admission.
- (ii) Incomplete application forms shall normally be rejected. In case vacancies remain, Principal may allow completion of the form later at his/her discretion.
- (iii) Admission secured on the basis of any wrong certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.
- (iv) For admission to class I, the registrations will be done through online mode. In a double shift Kendriya Vidyalaya, each shift will be treated as separate Vidyalaya for admission purpose. No change of shift will be permitted. If multiple registration forms are submitted for the same child in the same Kendriya Vidyalaya, only the last application will be considered.
- (v) In respect of Category I, II, III and IV admissions the veracity of the Certificates submitted by the parents in proof of their service must be invariably verified by the Principal.
- (VI) Please mention correct Mobile Nos of Both the parents including the Phone No of Competent authority in the Registration form .
- (VII) Kindly go through the admission guidelines for details