

DOCUMENTS REQUIRED FOR ADMISSION IN 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 (Page: 1 & 2 to be printed on both sides of a single paper) – The Format may be downloaded from the Vidyalaya Website.
2. Hard Coy (Print Out) of the Online Application Form: Attach the Colour Passport size photo of the child on it.
3. Birth Certificate issued by the competent authority showing date of birth (Keep the Original for verification & attach a photocopy)
4. Proof of Residence: Electricity bill/Telephone bill/gas connection or gas delivery receipt/Aadhar Card/bank Pass Book /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). If residing in Rented House – Rent agreement along with electricity bill of the house owner.
5. Self-declaration about Submission of documents, the distance of the residence from KV No.1 Sambalpur & Undertaking for Caste Certificate – where applicable (The format may be downloaded from the Vidyalaya Website).
6. Certificate of Proof of Blood Group
7. 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.
8. OBC (Non-Creamy Layer) Certificate issued by the competent authority – should not be older than three year. It should be issued on or after 01.04.2021
9. 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 (**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.
10. Those claiming **Below Poverty Line** should submit the following documents:
 - (a) BPL Card, if available in the name of the parent of the child, but lapsed as on date, this can be countersigned by the BDO of the locality of rural areas/Executive Officer of NAC of Municipality areas to validate the card along with Low Income Certificate/ EWS Certificate/ Labour Card
OR
 - (b) PHH Ration Card (New) + Low Income Certificate/ EWS Certificate/Labour Card
OR
 - (c) Antodaya Anna Yojana Card + Low Income Certificate/ EWS Certificate/MGNREGP Job Card/Labour Card
AND
An Affidavit to the effect that as on date the Parent and his family belongs to BPL Category and Low-Income Group
11. Valid Handicapped Certificate (40% Disability will be considered) issued by the competent authority – those claiming differently abled category .
12. 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.
13. 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
14. For government employees – ID card issued by the employer / last month’s pay slip.
15. 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.
16. Copy of Transfer Orders.
17. Aadhar Card (Child, Father, Mother)
18. Any other documents as required by the admission committee as per the demand of the situation

NOTE:

The documents from Sl. No. 1 to 6 are compulsory for all and Sl.No. 7 to 18 are for the cases where applicable.

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. Online Application Submission Code: _____
5. Selected under the category of : RTE/Cat-I/Cat-II/Cat-III/SC/ST/OBC(NCL)/DA

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 (Annexure- 1/1 & 1/2 to be printed on both sides of a single paper)		
2	Hard Copy (Print out) of the Online Application Form		
3	Birth Certificate (Both Original & a Photocopy)		
4	Residence Proof (Mention the type in Remark column) Outstation Parents : Affidavit and Electricity / Gas Connection Bill		
5	Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column)		
6	Income & Asset Certificate for Claiming Economically Weaker Sections		
7	BPL Card/ Proof of claiming BPL (Write Names of documents in Remark Column)		
8	Handicapped Certificate (Specify % of disability and type of disability in Remarks Column)		
9	Service Certificate (Specify category of employee i.e. state govt./central govt./PSU etc in Remarks Column) (Annexure- 5)		
10	Certificate showing no. of transfers (ORIGINAL) (Annexure- 6)		
11	All Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2024 in the remarks column)		
12	Copy of first page of service book.		
13	Last month's pay slip (Specify Employee Code in Remarks Column)		
14	Certificate from the employer – in prescribed format available in Vidyalaya Website (ORIGINAL) (Annexure- 8)		
15	For Ex-Service Man: ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
16	For Ex-Service Man: Certificate of transfers counter signed by the Authority (ORIGINAL) - (Specify no. of transfers in Remarks Column)		
17	Aadhar Card (Child, Father, Mother)		
18	Certificate of Proof of Blood Group		
19	Self Declaration of submission of correct information and documents, Distance from school to residence & Undertaking (If Caste Certificate in the name of the Parent) (Annexure- 9)		
20	Passport Size photo of Child (2 no.)		

Signature of the Parent with Date

ANNEXURE - 01/01



केन्द्रीय विद्यालय, नं. 1 संबलपुर (ओड़िशा)
KENDRIYA VIDYALAYA, NO.1 SAMBALPUR(ODISHA)

प्रवेश के लिए प्रार्थनापत्र
APPLICATION FOR ADMISSION

Session	_____
Class	_____
Category	_____
Quota	_____

प्रवेशाङ्क / Admission No.....

1. विद्यार्थी का पूरा नाम (बड़े अक्षरों में)
Name of Student (Block letter) : _____
2. ईस्वी संवत् में जन्म तिथि (अंकों में)
Date of Birth (in figure) : _____ (in words) _____
3. आयु (प्रसंगाधीन वर्ष की ३१ मार्च को) वर्ष
Age (as on 31st March of the year) year : वर्ष/Year _____ माह/Month _____ दिन/Days _____
4. राष्ट्रियता /Nationality : _____

5. माता-पिता का ब्योरा/Details of Parents

	पिता/Father	माता/Mother
i. पूरा नाम/Full Name		
ii. व्यवसाय/Occupation		
iii. कार्यालय का नाम, पूरा पता व दूरभाष संख्या Name of office & full address with Tel. No.		
iv. पूर्ण आवासीय पता व दूरभाष संख्या Full residential address with Tel. No.		
v. मूल वेतन सम्बद्ध वर्ष की १ अप्रैल को Basic pay as on 1st April of the year/Monthly income		
vi. प्रसंगाधीन वर्ष के ३१ मार्च तक पिछले ७ वर्षों में हुए स्थानान्तरणों की सं० No. of transfers during last 7 years.		
vii. माता-पिता की श्रेणी/Category of parent		

6. स्थानीय अभिभावक का पता (यदि हो)/Name & address of local guardian (if any) : _____
7. अन्तिम विद्यालय एवं कक्षा जहां पढ़ा हो/Name & address of the school last attended with class : _____
8. क्या यह केन्द्रीय विद्यालय था या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था/ Whether it was a Kendriya Vidyalaya / Recognised / Unrecognised school : _____
9. विगत परीक्षा परिणाम/Result of last examination : _____
अंको का प्रतिशत/Percentage of marks : _____
10. जिस कक्षा में प्रवेश चाहिए/Class to which admission is sought : _____
11. लिये जाने वाले प्रस्तावित विषय/Subject proposed to offer : _____
12. क्या स्थानान्तरण प्रमाण-पत्र संलग्न है ? हाँ/नहीं/Whether the transfer certificate is attached ? Yes _____ No _____
13. स्थानान्तरण प्रमाण-पत्र की संख्या व तिथि/No. & date of transfer certificate : _____
14. मातृभाषा/Mother Tongue : _____ गृह नगर/Home town : _____
15. क्या विद्यार्थी अनुसूचित जाति/जनजाति से है ?/Whether the student belongs to Scheduled Cast /Tribe : _____

WhatsApp No. _____

P.T.O.

Aadhaar No. of Child- _____

Blood Group of Child - _____

DECLARATION BY THE PARENTS

मैं एतद् द्वारा घोषणा करता / करती हूँ कि मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी में सत्य है।

I hereby declare that the above information furnished by me are correct to the best of my knowledge

मैं विद्यालय नियमों से प्रतिबद्ध रहूंगा/रहूंगी / I shall abide by the rules of the Vidyalaya. If any of the information given is found incorrect the candidature of my child will liable to be rejected.

Date.....

अभिभावक का हस्ताक्षर/Signature of Parents

FOR THE OFFICE USE ONLY

1. प्रमाणित किया जाता है कि मैंने आवेदन-पत्र और सम्बद्ध कागजातों को जांच कर ली है।

Certified that I have checked the application form and the relevant papers which are found in order

प्रभारी (प्रवेश)/Admission in-charge

2. सम्बद्ध कागजातों के निरीक्षणोपरान्त एवम् शुल्क प्राप्तोपरान्त कक्षा वर्ष में प्रवेश दे।

Please admit Mas/Kum. _____ to class _____ section _____ after checking the relevant papers and realise the dues

Date.....

प्राचार्य/Principal

दाखिला दिया गया Admitted to Class _____ Section _____

प्राप्त धन का विवरण

Details of amount received

शुल्क रसीद संख्या

Fee Receipt No. _____

तिथी

Dated _____

निर्गत

issued

प्रवेश शुल्क

Admission Fee _____

शिक्षा शुल्क

Tuition Fee

विद्यालय विकास निधि

V.V.N. Fund _____

विज्ञान शुल्क

Science Fee

कम्प्यूटर शुल्क

Computer Fee _____

योग रु०

Total Rs _____

कक्षा उपस्थिति पंजिका में नाम दर्ज किया गया।

Name has been entered in the Class Attendance Register

कक्षाध्यापक / Class Teacher

प्रमाणित किया जाता है कि समस्त प्रविष्टियां छात्र में दर्ज की गई एवम् शुल्क का भुगतान इस कार्यालय/कक्षा अध्यापक के द्वारा प्राप्त किया गया।

Certified that all the entries have been made in the Scholar's register and the dues have been realised by Office/Class teacher.

विद्यार्थी की छात्र पंजिका संख्या

The S.R. No. of the student is _____

खण्ड

Vol. _____ है।

दिनांक /Date.....

कार्यालय प्रभारी /Office in-charge

FILE

दिनांक /Date

प्राचार्य/Principal

ANNEXURE - 05

Service Certificate

(राज्य सरकार / State Govt.)

प्रमाणित है कि श्री / श्रीमती कार्यालय / मंत्रालय में नियमित कर्मचारी के रूप में कार्यरत हैं तथा उनकी सेवा अस्थानांतरणीय है / पूर्ण राज्य में कहीं भी स्थानांतरणीय है।

Certified that Shri/Smt. is working in the Office / Ministry of and his / her services are non-transferable / transferable anywhere in State.

कार्यालय अध्यक्ष के हस्ताक्षर
(नाम, पद और कार्यालय की मोहर सहित)
Signature of head of the Office
(With Name, Designation and Office Stamp)

स्थान/Place.....

दिनांक/Date.....

कार्यालय का पूर्ण पता और दूरभाष संख्या/ Complete address and Telephone No. of office

.....

ANNEXURE - 05

सेवा प्रमाणपत्र / Service Certificate

(केन्द्रीय सरकार / Central Govt.)

प्रमाणित है कि श्री / श्रीमती कार्यालय / मंत्रालय में नियमित कर्मचारी के रूप में कार्यरत हैं। वे रक्षा सेवा / केंद्रीय रिज़र्व पुलिस बल / सीमा सुरक्षा बल / एन.एस.जी. / एस.पी.जी / सी.आई.एस.एफ. / केंद्रीय सरकार स्वायत्त संस्था अथवा सार्वजनिक क्षेत्र के उपक्रम, जो पूर्ण या आंशिक रूप से केंद्र सरकार से वित्त-पोषित हैं, के नियमित कर्मचारी हैं तथा उनकी सेवा अस्थानांतरणीय है / पूर्ण भारत में कहीं भी स्थानांतरणीय है।

Certified that Shri/Smt. is working as regular employee in the Office / Ministry of He/She is an employee of Defence Service / CRPF / BSF / NSG / SPG / CISF / Central Govt. / Autonomous Body / Public Sector Undertaking fully financed / partially finance by the Central Govt. and his / her services are non-transferable / transferable anywhere in India.

कार्यालय अध्यक्ष के हस्ताक्षर
(नाम, पद और कार्यालय की मोहर सहित)
Signature of head of the Office
(With Name, Designation and Office Stamp)

स्थान/Place.....

दिनांक/Date.....

कार्यालय का पूर्ण पता और दूरभाष संख्या/ Complete address and Telephone No. of office

.....

ANNEXURE - 6**स्थानांतरण संख्या प्रमाण पत्र / CERTIFICATE OF NUMBER OF TRANSFERS**

मैं, नाम (रैंक / पदनाम) (कार्यालय), एतद द्वारा प्रमाणित करता / करती हूँ पिछले सात साल(31/3/2024) में एक स्थान से दूसरे स्थान पर मेरे (अंकों व शब्दों में) स्थानांतरण हुए जिनका विवरण नीचे दिया गया है।

I,.....(Name).....(rank/designation) of (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, the details of which are given as under:-

स्थान से / Office /Unit and Place	अवधि दिनांक से / Date of joining the Office/Unit	अवधि दिनांक तक / Date of release from the Office/Unit	ठहरने की अवधि / Period of Stay (in months)	स्थान तक / Transferred Office / Unit and Place	दूरी (किमी)/ Distance between the two Office (in km)	स्थानांतरण आदेश संख्या / Transfer Order No.

मैं जनता /जानती हूँ कि यदि उपरोक्त तथ्य गलत पाए गए तो मेरा बच्चा केंद्रीय विद्यालय में प्रवेश के लिए अयोग्य हो जायेगा।

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

स्थान/Place.....

दिनांक/Date

माता/पिता के हस्ताक्षर

Signature of Parent

मैं, नाम (रैंक / पदनाम) (कार्यालय), एतद द्वारा प्रमाणित करता / करती हूँ कि उपरोक्त विषय विवरण को कार्यालय-आलेखों से जांच लिया गया है व सही पाया गया है।

I, (Name).....(rank/designation) of (unit/ department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

स्थान/ Place

दिनांक/ Date

सक्षम अधिकारी के हस्ताक्षर
(नाम, पद और कार्यालय की मोहर सहित)

Signature of Competent Authority
(with Name, Designation and Office Stamp)

कार्यालय का पूर्ण पता एवं दूरभाष संख्या
Complete Address and Telephone No. of Office

टिप्पणी / Note :

एक स्थान पर ठहरने की अवधि कम से कम छह मास होनी चाहिए।

1. Minimum period of posting / stay at a place should be minimum six months.

ANNEXURE - 08

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 _____

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 for whom 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:

Telephone Number: _____

Annexure – 9

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 for the admission in Kendriya Vidyalaya No.1 Sambalpur 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. I will abide by the rules and regulations of Kendriya Vidyalaya Sangathan which is amended from time to time .

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 No.1 Sambalpur and the above mentioned residence is _____ km .

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

UNDERTAKING (Submission of SC/ST/OBC(NCL) 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 No.1 Sambalpur . 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 : _____