



केन्द्रीय विद्यालय Kendriya Vidyalaya

प्रवेश के लिए प्रार्थनापत्र APPLICATION FOR ADMISSION

- क्रम सं० Sr.No.
1. विद्यार्थी का पूरा नाम Name of Student
 2. ईस्वी संवत् में जन्म-तिथि (अंकों में)
Date of Birth (in figures)
 3. आयु (प्रसंगाधीन वर्ष की 31 मार्च को) वर्ष माह दिन
Age (as on 31st March of the Year) Year Month Days
 4. ब्लड ग्रुप Blood Group आधार नं० Aadhar No.
 5. राष्ट्रियता Nationality
 6. माता-पिता का ब्यौरा : माता पिता
Details of Parents : Mother Father
 - (i) पूरा नाम Full Name
 - (ii) व्यवसाय Occupation
 - (iii) कार्यालय का नाम, पूरा पता व दूरभाष संख्या
Name of office and full address with Tel. No.
 - (iv) पूर्ण आवासीय पता व दूरभाष संख्या
Full residential address with Tel. No.
 - (v) मोबाईल नं० Mobile No.
 - (vi) मूल वेतन सम्बद्ध वर्ष की 1 अप्रैल को
Basic pay as on 1st April of the year
 - (vii) प्रसंगाधीन वर्ष के 31 मार्च तक पिछले
7 वर्षों में हुए स्थानान्तरणों की संख्या
No. of transfers during last 7 years
 - (viii) माता-पिता की श्रेणी Category of parent
 7. स्थानीय अभिभावक का पता (यदि हो)
Name & address of local guardian (if any)
 8. अन्तिम विद्यालय जहां पढ़ा हो
Name & address of the school last attended with class
 9. क्या यह केन्द्रीय विद्यालय था या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था
Whether it was a Kendriya Vidyalaya, Recognised/Unrecognised School
 10. विगत परीक्षा परिणाम Result of last examination
 - अंकों का प्रतिशत Percentage of marks
 11. जिस कक्षा में प्रवेश चाहिए Class to which admission is sought
 12. लिये जाने वाले प्रस्तावित विषय
Subject proposed to offer
 13. क्या स्थानान्तरण प्रमाण-पत्र संलग्न है ? हां/नहीं
Whether the transfer certificate is attached ? Yes No
 14. स्थानान्तरण प्रमाण-पत्र की संख्या व तिथि
No. & Date of transfer certificate
 15. मातृ भाषा Mother tongue गृह नगर Home Town
 16. क्या विद्यार्थी अनुसूचित जाति/जनजाति से है ?
Whether the student belongs to Scheduled Caste / Tribe

DECLARATION BY THE PARENTS

मैं एतद्वारा 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.

Date

Signature of Parents

FOR THE OFFICE USE ONLY

1. प्रमाणित किया जाता है कि मैंने आवेदन-पत्र और सम्बद्ध कागजातों की जांच कर ली है ।
Certified that I have checked the application form and the relevant papers are found in order.

Admission Incharge

2. सम्बद्ध कागजातों के निरीक्षणोपरांत एवम् शुल्क प्राप्तोपरांत कक्षा वर्ग में प्रवेश दे ।
Please admit to class section after
checking the relevant papers and realise the dues.

Date

PRINCIPAL

दाखिला दिया गया Admitted to Class Section

प्राप्त धन का विवरण

Details of amount received :

शुल्क रसीद संख्या

तिथि

निर्गत

Fee Receipt No.

Dated issued

प्रवेश शुल्क

शिक्षा शुल्क

Admission Fee

Tuition Fee

छात्र निधि

विज्ञान शुल्क

Pupils Fund

Science Fee

योग रु०

Total Rs.

कक्षा उपस्थिति पंजिका में नाम दर्ज किया गया ।

Name has been entered in the Class Attendance Register.

Class Teacher

प्रमाणित किया जाता है कि समस्त प्रविष्टियां छात्र पंजिका 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

खण्ड

है ।

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

Date

Office Incharge

FILE

Date

PRINCIPAL

CHECK LIST OF DOCUMENTS

Fresh

KV/Army TC

ADM Form No. :

Original TC No. :

Date of Birth Certificate :

Dated :

Residence Proof :

Duplicate Copy of TC :

Blood Group :

Movement Order :

Affidavit (if any) :

RO Verification (if any) :

Counter signed TC (V onwards) :

Service Certificate :

ANNEXURE – I

Self-Declaration Format

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,
_____ 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 will be cancelled and I will be liable to legal actions as
per guidelines of KVS and any benefit accrued by me or my ward shall be summarily cancelled.

Date:-

Place:

Signature of the Parent/Guardian

केन्द्रीय विद्यालय किमिन
KENDRIYA VIDYALAYA KIMIN



Documents and other requirements for admission:

The following scanned documents have to be sent for Admission in PDF format only to the email ID: admissionkvk2020@gmail.com.

Sr. No.	CLASS I
1	Duly Filled Admission Form and Self declaration Form signed by the parents.
3	A digital photograph or scanned photograph of the child.
4	A scan copy of the child's birth certificate.
5	Proof of residence of the child (any of these: Aadhaar Card, Voter ID, Passport, Electricity Bill, etc)
6	Distance declaration certificate (in the pro-forma provided)
7	Details of government certificate if applying under economically weak section.
8	Service certificate of parent who are regular Govt. employee (in the pro-forma provided).
9	For children applying under a service category in which transfers are to be taken into account, 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 (in the pro-forma provided).
10	For children applying under SC/ST/OBC (NCL)/EWS/BPL category, a certificate stating that the child belongs to the SC/ST/OBC (NCL)/EWS/BPL category (as applicable). The certificate in respect of either of the parents may be accepted initially for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 03 months from the date of admission.
11	For children applying under "Differently Abled" category, a certificate from the civil surgeon / rehabilitation Centre or any other competent authority.
12	For children applying under Single Girl Child category, an affidavit needs to be submitted (in the pro-forma provided).
13	Certificate/Report in proof of blood group of the child

Self Declaration for distance between school and residence

I father/mother of
bearing Application Submission Codedeclare
that the radial distance between school and our residence
iskm.

Date:.....

Signature of the parent

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 / केन्द्रीय रिज़र्व पुलिस बल / सीमा सुरक्षा बल / एन.एस.जी. / एस.पी.जी / सी.आई.एस.एफ. / केन्द्रीय 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

.....

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

.....

SINGLE GIRL CHILD

Rs. 100/- Stamp paper (Notary) Affidavit

I.....aged.....years, Indian
Inhabitant occupationResident of
..... is mother/father of
..... Date of Birth..... Submitting
my undertaking to the Head of the Institution in Class I Vide KVS Admission Guidelines
2020)

- 1) I hereby declare that Miss..... is the only girl child in my family (with no male/female sibling). I understand that it shall be my sole responsibility to inform you about any change in status of single girl child in the family immediately, if and when it occurs.
- 2) I am also aware that in case it is detected at any time that the affidavit sworn by me is false, appropriate action will be taken by the school authorities and KVS against me.

Signature of father

Signature of mother

Residential address with
Contact number:

Solemnly affirmed at
This.....day of.....20.....

BEFORE ME

Explained and Identified by me,

Advocate

स्थानांतरण संख्या प्रमाण पत्र / CERTIFICATE OF NUMBER OF TRANSFERS

मैं, नाम (रैंक / पदनाम) (कार्यालय), एतद द्वारा प्रमाणित करता / करती हूँ पिछले सात साल (31/3/2020) 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 31.03.2020) 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

प्रतिहस्ताक्षर / Countersignature

में, 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.