

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. Hard Coy (Print Out) of the Online Application Form
2. A colored Passport size photograph of the Child.
3. Birth Certificate issued by the competent authority showing date of birth
4. Self Declaration of submission of correct information and documents
5. Proof of Residence (Any of the proof issued by the government/government agency and in the name of either of the parents of the child – ***in case rented house a rent agreement and electricity bill of the house owner***). **Agreement will made in Rs. 50/- stamp paper.**
6. Self declaration about the distance of the residence from KV HINJILICUT (The format may be downloaded from the Vidyalaya [Website- https://hinjilicut.kvs.ac.in](https://hinjilicut.kvs.ac.in)).
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 one year.(The cut-off date is the date of admission)
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**).
10. Valid Handicapped Certificate issued by the competent authority – those claiming differently abled.
11. A Service Certificate showing the number of transfers during the preceding 7 years issued by the competent authority & Certificate from the DDO/Head of the Office showing the Pay particulars of the employee , the status of employment and nature of the establishment (Applicable only for Government employees) – should be in the prescribed format available in Vidyalaya website
12. For government employees – ID card issued by the employee/last month’s pay slip
13. 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.
14. Copy of Transfer Orders
15. For Single Girl Child (SGC) – An affidavit from the Executive Magistrate-cum-Tahasildar /ADM/Collector-cum-DM in the prescribed format available in Vidyalaya Website. (Not older than one year as on the date of admission). **Agreement will made in Rs. 100/- stamp paper.**
16. 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 6 are compulsory for all and Sl.No. 7 to 16 are for the cases where applicable.**
- b. **Different Formats are available in School Website under the head “ALL ANNOUNCEMENT” in PDF– may be downloaded for use.**

SELF DECLARATION

I _____ Father /Mother of Master/Miss
_____ age _____ years do hereby
declare that the information given in the admission form (documents enclosed) is true to
the best of my knowledge and belief and nothing has been concealed therein. If the
information given by me is false/ not true at any point of time, necessary action as per KVS
admission guidelines may be initiated against myself.

Date : _____

Signature of the Parent

Place : _____

Mobile No: _____

SELF DECLARATION OF DISTANCE BETWEEN SCHOOL & RESIDENCE

I _____ Father /Mother of Master/Miss
_____ age _____ years , bearing
Application Submission Code : _____ Present resident of
At _____ Po _____ PS _____
Dist _____ PIN _____ (Complete Address),do hereby declare that
the distance between Kendriya Vidyalaya Hinjilicut and my 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) in the name of my child/myself
within _____ months from the date of admission of my ward. If I fail to submit the
same ,the admission will be summarily cancelled.

Date : _____

Signature of the Parent

Place : _____

Mobile No: _____

SERVICE CERTIFICATE (CENTRAL / STATE GOVERNMENT)

I Sri/Smt./Ms. _____ (Name of the Employer/DDO),
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 Class _____ at Kendriya Vidyalaya Hinjilicut.

01	Name of the Child to be admitted (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	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	Recent Pay/Salary of the Employee with proper Split up	(i) Basic Pay : _____ (ii) Pay Level : _____ (iii) DA : _____ (iv) HRA : _____ (v) GPF/NPS/CPF No: _____ (vi) Any Other : _____
10	Whether the employee is drawing the consolidated pay	YES / NO
11	No. Of Transfers up to 31/03/2024 (Last 7 Years)	

Place: _____

Date: _____

Signature of the
Certifying Authority with Seal

Complete Address of the Office:

Office Round Seal _____

Tel No: _____

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 of the DDO) _____ (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)

VERIFICATION OF DOCUMENTS

PART-A (Details of the Child)

1. Name of the Child : _____
2. Class to which admission sought : _____
3. Session : 2024-25
4. Application Code : _____
5. Selected under the category of : RTE//DA Cat-I/Cat-II/ SC/ST/OBC(NCL) /Cat-III/Cat-IV/Cat-V/ SGC
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	Hard Copy (Print out) of the Online Application Form		
2	Birth Certificate		
3	Residence Proof(Electricity Bill/ municipality tax/gas connection / Rent Agreement of Rs. 50/- stamp paper)		
4	Self Declaration of submission of correct information and documents		
5	Self-declaration about distance		
6	Caste Certificate (SC/ST/OBC-NCL) –(Specify whether in the name of the child or parent in Remarks Column)		
7	Undertaking (If Caste Certificate in the name of the Parent)		
8	Income & Asset Certificate for Claiming Economically Weaker Sections (EWS)		
9	Handicapped Certificate (Specify % of disability and type of handicapped in Remarks Column)		
10	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column)		
11	Certificate from DDO/Head of the Office (ORIGINAL) (Specify in the Remarks column type of the employee as in column-7 of the certificate)		
12	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)		
13	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2024 in the remarks column)		
14	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
15	For Ex-Service Man Certificate of transfers counter signed by the Authority (Specify no. of transfers in Remarks Column)		
16	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column) (Rs. 100/- stamp paper)		
17	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
KV Hinjilicut

Counter Signed by the Principal
KV Hinjilicut

