

## **KENDRIYA VIDYALAYA PARADIP PORT**

### **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. Print out of the online application submission form.
3. Birth certificate issued by the competent authority.
4. Proof of residence of the child (Any of the proof issued by the government/government agency and in the name of the parent of the child) like Bank Passbook/Gas Connection Bill/Telephone Bill/Ration Card/Voter ID/ Aadhar Card etc.
5. Two Passport size photos of the child. (Name on back side)
6. Self-declaration about the distance of the residence from KV Paradip Port as filled in admission registration form for RTE cases only. (Format available in Vidyalaya website)
7. For children applying under SC/ST/OBC (NCL)/EWS/BPL/DA category, a certificate stating that the child belongs to the Scheduled Caste /Scheduled Tribe / EWS / OBC (Non-Creamy Layer) / EWS / BPL/DA category (as applicable), issued by the competent authority in concerned State Government / Union Government.
8. Service Certificate for state govt. and central govt. employee. (Format available in Vidyalaya website)
9. For government employees – ID card issued by the employer and last month's salary slip.
10. 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. (Format available in Vidyalaya website)
11. A certificate of retirement for retired uniformed Defence employees, ID Proof/Discharge Book.
12. For Ex-Service Man – Transfer details countersigned by the Zilla Sainik Board or any competent authority (Format available in Vidyalaya website), copy of the ID of ex-Service man.
13. For Children of Contractual Employee (Directly hired) Paradip Port Authority, relevant documents will be submitted.
14. For retired employees of Paradip Port Authority, a Certificate from the HOD. (Format available in Vidyalaya website)
15. For children applying under the Single Girl Child category, an affidavit needs to be submitted. (Format available in Vidyalaya website)
16. Clinical proof of Blood Group with RH factor of the child.
17. Undertaking of submission of correct information and documents

## VERIFICATION 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. Registration No. : \_\_\_\_\_
5. Selected under the category of : RTE/Unreserved/SC/ST/OBC(NCL)/CWSN/EWS
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		
4	Two Pass Port size Photos of the child		
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 and date of Issue)		
7	Undertaking with application Slip (If Caste Certificate in the name of the Parent)		
8	EWS (date of issue of the certificate in Remarks Column)		
9	BPL Card (Specify BPL Card no. in Remarks Column)		
10	Handicapped Certificate (Specify % of disability and type of handicapped in Remarks Column)		
11	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc. in Remarks Column)		
12	Certificate from DDO/Head of the Office (ORIGINAL) (Specify in the Remarks column type of the employee as in column-7 of the certificate)		
13	Employee ID card & Last month's pay slip (Specify Employee Code in Remarks Column)		
14	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2018 in the remarks column)		
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 (Specify no. of transfers in Remarks Column)		
17	For Paradip Port Authority Employee, Service Certificate from the Head of the Department (HOD) in Original, copy of Medical Card, ID proof and Pension Book in case of Retired Employee.		
18	Undertaking of submission of correct information and documents		
19	Blood Group Proof		
20	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 &amp; design. :

I/C Admission

Counter Signed by the Principal

**UNDERTAKING**  
**(Furnishing Information and submission of documents)**

I \_\_\_\_\_ (Name of the Parent) do hereby declare that all the information provided by me at the time of applying for admission in to Class-I for the session 2024-25 in Kendriya Vidyalaya Paradip Port in respect of my Son/Daughter \_\_\_\_\_ (name of the Child) which are in the print out of the online admission form submitted by me are true and correct to the best of my knowledge and belief. I also undertake that the entire documents submitted by me at the time of admission are authentic and correct. If at any time any of the information and/or documents submitted by me is found to be incorrect/false, the admission of my Son/Daughter will be cancelled forthwith and I shall be liable for legal action accordingly.

**Submitted to:**

The Principal

Kendriya Vidyalaya Paradip Port

Name of the Child for whom admission is sought : \_\_\_\_\_

Class for which Admission is sought :

Application Submission Code : \_\_\_\_\_

Selected under the Category of :

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Parent

Name : \_\_\_\_\_

Mobile No : \_\_\_\_\_

# केन्द्रीय विद्यालय Kendriya Vidyalaya

## प्रवेश के लिए प्रार्थनापत्र APPLICATION FOR ADMISSION

- क्रम सं० Sr.No. ....
- विद्यार्थी का पूरा नाम Name of Student .....
  - ईस्वी संवत् में जन्म-तिथि (अंको में)  
Date of Birth (in figures) .....
  - आयु (प्रसंगाधीन वर्ष की 1 अप्रैल को) वर्ष माह दिन  
Age (as on 1st April of the Year) Year..... Month..... Days.....
  - राष्ट्रीयता Nationality .....
  - 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) मूल वेतन सम्बद्ध वर्ष की 1 अप्रैल को  
Basic pay as on 1st April of the year .....
  - (vi) प्रसंगाधीन वर्ष के 31 मार्च तक पिछले  
7 वर्षों में हुए स्थानान्तरणों की संख्या  
No. of transfers during last 7 years .....
  - (vii) माता-पिता की श्रेणी Category of parent .....
  - स्थानीय अभिभावक का पता (यदि हो)  
Name & address of local guardian (if any) .....
  - अन्तिम विद्यालय जहां पढ़ा हो  
Name & Address of the school last attended with class .....
  - क्या यह केन्द्रीय विद्यालय था या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था  
Whether it was a Kendriya Vidyalaya, Recognised/Unrecognised School .....
  - विगत परीक्षा परिणाम Result of last examination.....  
अंकों का प्रतिशत Percentage of marks .....
  - जिस कक्षा में प्रवेश चाहिए Class to which admission is sought .....
  - लिये जाने वाले प्रस्तावित विषय  
Subject proposed to offer .....
  - क्या स्थानान्तरण प्रमाण-पत्र संलग्न है ? हां/नहीं  
Whether the transfer certificate is attached ? Yes..... No .....
  - स्थानान्तरण प्रमाण-पत्र की संख्या व तिथि  
No. & Date of transfer certificate .....
  - मातृ भाषा Mother tongue ..... गृह नगर Home Town .....
  - क्या विद्यार्थी अनुसूचित जाति/जनजाति से है ?  
Whether the student belongs to Scheduled Caste/Tribe .....

P.T.O.

## DECLARATION BY THE PARENTS

मैं एतद्द्वारा 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 प्राप्तापरांत 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

Fee Receipt No. ....

प्रवेश शुल्क

Admission Fee .....

छात्र निधि

Pupils Fund .....

योग रूप

Total Rs. ....

तिथि

Dated .....

निर्गत

issued

शिक्षा शुल्क

Tuition Fee .....

विज्ञान शुल्क

Science Fee .....

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

The S.R. No. of the student is ..... खण्ड ..... है।

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 : .....

## **SELF DECLARATION (only for RTE Cases)**

### **(Distance between residence and School)**

I \_\_\_\_\_ (Name of the Parent) do hereby declare that my present residential address which is given below is situated at a distance of \_\_\_\_\_ km/s from Kendriya Vidyalaya Paradip Port.

**Present Residential Address** :

.....  
 .....

Name of the Child for whom admission is sought : \_\_\_\_\_

Class for which Admission is sought : I (Class One)

Application Submission Code : \_\_\_\_\_

Selected under the Category of (Pl. Mark Tick) : RTE/SC/ST/OBC (NCL)/DA/EWS

Place : \_\_\_\_\_

Signature of the Parent

Date : \_\_\_\_\_

Name : \_\_\_\_\_

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) issued by the competent authority in the name of my child \_\_\_\_\_ (Name of the Child) within 03 (Three) months from the date of admission. If I fail to submit the same in the name of my child within this period then I shall have no objection if admission of my Son/Daughter is cancelled.

Submitted to:

The Principal

Kendriya Vidyalaya Paradip Port

Name of the Child for whom admission is sought : \_\_\_\_\_

Class for which Admission is sought : I (Class One)

Application Submission Code : \_\_\_\_\_

Selected under the Category of (Pl. Mark Tick) : RTE/SC/ST/OBC (NCL)/DA/General/SGC/EWS

Place : \_\_\_\_\_

Signature of the Parent

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Mobile No : \_\_\_\_\_

- Copy of application slip for certificate applied in the name of child is attached- Yes/No

**SERVICE CERTIFICATE  
(CENTRAL GOVERNMENT)**

Certified that Sri/Smt. \_\_\_\_\_ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of \_\_\_\_\_ in this office/Ministry/under the Ministry of \_\_\_\_\_ government of India. He/She is an employee of Defence Service/CRPF/BSF/NSG/SPG/CISF/Central Govt./Central Govt. Autonomous body/Central govt. PSU fully financed/partially financed by the Central Govt. His/her services are non-transferable / transferable anywhere in India.

**Complete Address and telephone No. of the Office**

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Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Head of the Office  
(with Name, Designation and Office Stamp)

**SERVICE CERTIFICATE  
(STATE GOVERNMENT)**

Certified that Sri/Smt. \_\_\_\_\_ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of \_\_\_\_\_ in this office /Ministry /under the Ministry of \_\_\_\_\_ government of \_\_\_\_\_. He/She is an employee of State Govt. / State Govt. Autonomous body/State Govt. PSU fully financed by the State Govt./partially financed by the state Govt. His/her services are non-transferable / transferable anywhere in \_\_\_\_\_.

**Complete Address and telephone No. of the Office**

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Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Head of the Office  
(with Name, Designation and Office Stamp)

**CERTIFICATE FROM THE DDO/COMPETENT AUTHORITY**

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 Kendriya Vidyalaya Paradip Port.

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 (Should be written clearly)	
08	This office/organization is <b>Central Government/Central Government Autonomous body/PSU fully or partially financed by Govt. of India/State Government/ State Government Autonomous Body/ PSU fully or partially finance by the state govt.</b> (Should be written clearly)	
09	Recent Pay/Salary of the Employee with proper Split up	(i) Basic Pay : _____ (ii) Grade Pay / Level : _____ (iii) DA : _____ (iv) HRA : _____ (v) Any Other _____ (vi) Any Other : _____
10	Whether the employee is drawing the consolidated pay	YES / NO

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Certifying Authority with Seal

Office Seal

Complete Address of the Office:

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**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 31.03.2023) 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:

Sl. No	Transferred		Stay in the place from where transferred		Distance (in KM)	Period of Stay (in month)	Transfer Order No.	Rank/Designation at the time of transfer
	From (Place)	To (Place)	Duration from (Date)	Duration to (Date)				

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

Signature of the Parent

**COUNTER SIGNATURE**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (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)