

KVS Admission Instruction

A. General Instructions

The following instructions pertain to online registration and application for admission (during Feb-March 2018) to Std 1 for the academic year 2018-2019.

Parents are advised to familiarize themselves with KVS admission rules, regulations and guidelines as available at <http://www.kvsangathan.nic.in/AdmissionGuideLine.aspx>

1. Only registrations and applications for admission to Std I during Feb-Mar 2018, and for the academic year 2018-2019, can be made through this portal.
2. Mere registration and submission of the application form DOES NOT confer a right to admission to any child. Admissions will be offered by each individual Vidyalaya, depending on available seats and as per KVS guidelines (<http://www.kvsangathan.nic.in/AdmissionGuideLine.aspx>) after examining all application details. Parents are requested to check the results/shortlists of admissions with the individual Vidyalayas on the date announced by KVS/individual Vidyalayas for declaration of admission results.
3. For admission application under 'Special Provisions' as detailed in KVS guidelines (<http://www.kvsangathan.nic.in/AdmissionGuideLine.aspx>), except under the Single Girl Child category, parents are required to submit the online application form through the portal, and then contact the Principal of the concerned Vidyalaya directly (not through the admission portal), citing the unique enrolment id assigned by the portal and along with all documentary evidence required (hard copies) for applying under 'Special Provisions'.
4. For admission application under the Single Girl Child category, parents are required to submit the online application form and also upload all necessary documents/affidavits as required in the portal, just like any other admission application. There is no need to contact the Principal of the Vidyalayas (to which the child is seeking admission) directly in this case.
5. All fields marked with a red * are mandatory, and must be filled in.
6. The first name, middle name and last name of the child seeking admission, as well as his/her date of birth, a valid email address and a valid mobile number for contacting (if necessary) and a declaration of whether the child is seeking admission under the "Differently Abled" category must be provided at the time of registration. These details cannot be subsequently changed in the application form. So parents are advised to enter these details exactly, and as per documentary evidence (like birth certificate) available with them.
7. After successful registration, an applicant must log in to the application form submission portal to fill out the application form and submit it. Merely registering does not result in any application form being submitted to KVS.
8. Every successfully registered applicant will be assigned a unique enrolment id. This unique enrolment id along with the registered email address and date of birth of the child given at the time of registration (sign up) will be used to authenticate an applicant when logging in to the application form submission portal.
9. Only one application form can be filled in with a single enrolment id. However, a choice of upto three different Vidyalayas can be given in a single form. Parents who wish to apply to

- more than three Vidyalayas need to register separately for submitting application forms to additional Vidyalayas (beyond three). The same email address and date of birth can be used for two separate registrations in such cases -- however, the unique enrolment id assigned by the system will be different for each registration. If a Vidyalaya has two shifts, the same Vidyalaya will show as two separate Vidyalayas for shift 1 and shift 2 in the application form.
10. In the application form, a **“Save Application”** button has been provided to help applicants save the (possibly partially filled) data, and resume filling the application form at a later time. Thus, the entire application form need not be filled in one session. However, **by pressing the “Save Application” button, the form data is only saved for the applicant to continue filling the form in a later session. The form data is NOT submitted to KVS or to the respective Vidyalayas by pressing the “Save Application” button.**
 11. **In order to submit the application form data to KVS and to the Vidyalayas to which the child is applying for admission, it is NECESSARY to log in to the application form submission portal, fill out all required fields in different sections/tabs of the form, upload scans/images of all required documents, click on the check-box next to “I have read the above mentioned terms and conditions and I agree with them” (in the “Declaration and Submit” section/tab of the form), and then press the “Submit Your Application” button**
 12. Unless all mandatory fields have been filled in the form, and all mandatory documents uploaded, the portal will not allow an applicant to submit the application form by pressing the **“Submit Your Application”** button.
 13. Even after the **“Submit Your Application”** button has been pressed, changes can be made to the form at any time until the last date of application, as specified by KVS. This can be done by logging in to the application form submission portal using the unique enrolment id, email address given at the time of registration and date of birth provided at the time of registration. **However, any modifications made to the form will NOT be visible to KVS and to the Vidyalayas to which the child is seeking admission until the the check-box next to “I have read the above mentioned terms and conditions and I agree with them” is ticked and the “Submit Your Application” button in the “Declaration and Submit” tab is pressed again (as in Step 11 above).**
 14. The applicant can edit the application form data and save it by pressing **“Save Application”** at any time until the last date of submission of forms, as announced by KVS. **However, unless the “Submit Your Application” button is pressed in the “Declaration and Submit” tab after making edits (however small), the data will not be made available to KVS and to the Vidyalayas to which the child is seeking admission.**
 15. **Any edit (however small) made in an already submitted application form invalidates all earlier submissions made to KVS/individual Vidyalayas through the portal. Parents are therefore strongly advised to ensure that the “Submit Your Application” button in the “Declaration and Submit” tab of the form is pressed after they have made their final edits to the application form.**
 16. A list of documents needed for the admission application will be displayed in the “Upload Documents” tab of the application form.
 17. Parents are required to upload scans/pictures of all required documents to support the information given in the application. Only PDF and JPEG files can be uploaded for this purpose. Each scan/picture file to be uploaded must be of size at most 256KB. Parents are therefore advised to scan/take pictures of documents at an appropriate resolution so that all details are clearly visible, and the size of each file to be uploaded doesn't exceed 256KB. Some pro forma document samples have been made available through a link at the top of the online application form (after logging in).

18. Parents are advised to save (and preferably print) the unique enrollment id assigned after successful registration, and also the acknowledgement page shown after successfully submitting the application.
19. Instructions for filling up the form and all other relevant information are available on the KVS website.
20. Originals of all supporting documents uploaded while submitting the form must be presented to the concerned Vidyalaya at the time of admission, if admission is confirmed by a Vidyalaya.
21. For detail admission guideline login to website
<http://www.kvsangathan.nic.in/AdmissionGuideline.aspx>.

B. Instructions to fill the form:

The online admission application process includes the following steps.

1. Reading the instructions
2. First-time user registration (sign-up)
3. Login (sign-in) to the admission application portal
4. Filling in admission application form and uploading documents
5. Reviewing form, checking declaration and submitting form
6. Acknowledgement of submission

Each step is explained in detail in further sections.

1. Instructions

Once the portal is opened, the instructions for filling the form will be displayed. It is mandatory for each first-time user to read these instructions before registering and filling the form. Once a first time user reads and clicks on the declaration checkbox (certifying that the user has read and understood all the instructions) the **Proceed** button will be enabled. On pressing **Proceed** button, user will be directed to Sign up / sign in page.

2. Registration (sign-up) of first-time user

For the first time user, she/he needs to register/ sign up in the portal. To register / sign up, the following information of the child needs to be filled.

- i. **First name of child** : It is a mandatory field. The data entered here can not be modified after sign up.
- ii. **Middle name of child** : The data entered here can not be modified after sign up.
- iii. **Last name of child**: The data entered here can not be modified after sign up.

Parents are advised to enter the first, middle and last names of the child as in the birth certificate (or other admissible document certifying the name of the child)

- iv. **Date of birth of child**: It is a mandatory field.

Please enter as per birth certificate of your ward issued by competent authority.

Age as on : Kindly note that the minimum age for admission to Std 1 is 5 years and the maximum admissible age is 7 years as on 31 .3 .2018, with a 2 year relaxation in upper age limit of "Differently Abled" candidates. Thus, the allowed range of date of birth of a child seeking admission is: 1.04.2011 to 1.04.2013 for applications not in the "Differently Abled" category. The allowed range of date of birth of a child seeking admission in the "Differently Abled" category is 1.04.2009 to 1.04.2013.

If the entered date of birth does not live in above mentioned range, sign up/registration will not be allowed.

A scan/picture of Proof of Date of Birth must be uploaded while submitting the online application form. For Class I, certificate of proof of age must be in the form of a **birth certificate** issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation / extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. The original certificate of date of birth must be produced at the time of admission, if offered, and will be returned after verification.

- v. **Is the child differently-abled? :** It is a mandatory field. Please select Yes if applicable otherwise select No. This information cannot be modified after sign up.

A scan/picture of proof of disability can be uploaded (if applicable) when filling in the admission application form. Such a proof includes:

A certificate from the civil surgeon / rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable.

In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the Vidyalaya at a later time.

- vi. **Email address :** It is a mandatory field. Please enter a valid email address. This will be used for further communication by KVS/Vidyalayas, if required.
- vii. **Mobile number:** It is a mandatory field. Please enter valid mobile number. It will be used for further communication by KVS/Vidyalayas, if required.

IMPORTANT: Information entered in the above fields during registration will be displayed pre-filled in the admission application form, and can not be modified in the admission application form. Therefore, parents are advised to enter this information carefully. All information entered on the registration form

After entering correct details for registration, press the **Submit** button.

This will cause an acknowledgement page to be displayed, where a unique 17-digit enrolment ID will be displayed. Please save the enrolment ID and do not share this number with anybody. This enrolment ID will be used for logging in to the admission application portal to fill in and submit the application form.

Parents are advised to save and print the acknowledgement page containing the unique enrolment id, for future reference. Without this enrolment id, it is not possible to submit an admission application form.

For logging into the application form submission portal, please click on the “**Click here**” link at the bottom of the acknowledgement page after successfully registering. Alternatively, if registration has already been done before, one can go directly to the “Login” tab after reading the instructions.

3. Login (sign-in) to the admission application portal

To login to the admission application portal, the following information must be provided exactly as given during registration :

- i. Enrolment ID (generated after successful registration for the first time)
- ii. Email address entered while signing up
- iii. Date of birth of child

After entering all the above mentioned information correctly, the “Login” button can be pressed. On pressing the “Login” button, the online application form will open.

4. Filling in admission application form and uploading documents

The admission application form is divided into 5 sections, each organized and presented under a separate tab. The following are the different section/tab headings:

- a. Basic information,
- b. Parents details,
- c. Choice of schools,
- d. Upload documents,
- e. Declaration and submit

Each step is explained below in detail. Information can be saved in each step (refer to points 10, 11, 12, 13, 14, 15 under General Instructions to know how to save your application data, and how to submit it to KVS).

f. Basic information

Basic information related to the child seeking admission must be filled in this step.

- i. **Child's first name:** The data filled during signup will be displayed here. This field cannot be modified.
- ii. **Child's middle name :** The data filled during signup will be displayed here. This field cannot be modified.
- iii. **Child's last name:** The data filled during signup will be displayed here. This field cannot be modified.
- iv. **Date of birth of child:** The data filled during signup will be displayed here.

This field cannot be modified.

- v. **Gender:** Please select appropriate option Male/Female/Third Gender.
- vi. **Whether applying under Single Girl Child category:** If Gender of the child is selected as Female only then this field is enabled. The "Yes" option must be chosen only if this category is to be considered for admission of the child. If "Yes" is chosen, then an affidavit must be uploaded, and the child will be considered for admission according to KVS rules for Single Girl Child applications.

Specifically, admission under single girl child category in class I is subject to a maximum of two per section in class I. It includes twin girl children also.

- a. In case of twin girls , it will be treated as one admission .
- b. While drawing the lot (if necessary), name of both girls (twins) should be written on a single slip.
- c. In case of single girl child (including twin girl children), if number of applications are more than the number of allotted seats i.e. maximum of 02 per section in class I, the admission should be granted on the basis of priority category . If in one category more applications are made, all such applications should be taken together and the list of selected candidates should be prepared through draw of lots.

- vii. **Family income group:** Please select appropriate option from
 - a. Do not belong to low income group
 - b. Economically Weaker Section (EWS)
 - c. Below Poverty Line (BPL)

If option b. or c. is selected, then **enter following details of EWS/BPL certificate issued by competent authority.**

EWS/BPL Certificate Number

EWS/BPL Certificate Date of Issue

EWS/BPL Certificate Issuing Authority

- viii. **Differently abled category:** The option given during registration of first-time user will be displayed here. This field cannot be modified in the admission application form.

A scan/picture of proof of disability can be uploaded (if applicable) when filling in the admission application form. Such a proof includes: A certificate from the civil surgeon / rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be **handicapped**, wherever applicable.

In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the Vidyalaya at a later time.

- ix. **Caste Category:** Select appropriate field. If OBC(NCL)/SC/ST is selected, the admission for the child will be considered under **RTE**. For above mentioned caste categories, a scan/picture of caste certificate needs to be uploaded in the "Upload Documents" section.
- x. **Whether seeking admission under RTE category:** If Differently-abled category or SC/ST/OBC(NCL) category or EWS/BPL category is chosen for the child's application, the child will be automatically considered for admission under RTE.

For purposes of shortlisting in the RTE category, the following distance criteria will be applicable: Since Kendriya Vidyalayas are located at places with varied density of population, they have been categorised as follows for determining the limits of neighbourhood:-

- Major cities and Urban area (All District Hqrs. & Metros) - 5 kms. radius
- Places and areas other than included in 1 above.- 8 kms radius

Note :

- Proof of residence will have to be produced by all applicants. A scan/picture of it must be uploaded in the "Upload Documents" section of the online application form.
 - A scan/picture of self-declaration in writing from the parent about distance may also be accepted to this effect.
- xi. **Aadhar Number:** Fill 12 digit Aadhar number of the child, if available.
- xii. **Blood Group:** Select the blood group of the child, if available.

Press **Save Application** button available in top/bottom right corner before going to the next tab. Once the entered data is saved, you do not need to enter it again. **Please note that saving data does NOT mean that all of the saved data has been made available to KVS. After saving the data, modifications can subsequently be done.** Only after the admission application form is completely filled, the **Submit Your Application** button can be pressed in the "Declaration and Submit" section/tab. For more

information on how to save your application data and then finally submit it to KVS, please refer to points 10, 11, 12, 13, 14, 15 of the General Instructions.

g. Parent details

- i. **Mother's and Father's details:** It is mandatory to fill in the title, full name, nationality, residential address, country, state and city of residence, of at least one parent. **The application form cannot be submitted unless this information is filled in.**

IMPORTANT: If admission is being sought in a Vidyalaya under the service category of a particular parent, details of the corresponding parent must be filled in. In cases where admission is being sought in one Vidyalaya under the service category of one parent, and admission is being sought in another Vidyalaya under the service category of another parent, details of both parents must be filled in.

- . **Title:** Select appropriate field. This is a mandatory field.
- a. **Full Name:** Enter full name. This is a mandatory field.
- b. **Nationality:** Select appropriate field. This is a mandatory field.
- c. **Residential Address:** Enter current address. This is a mandatory field.
- d. **Country of Residence:** Select appropriate field. This is a mandatory field.
- e. **State of Residence:** Select appropriate field. This is a mandatory field.
- f. **City of Residence:** Enter name of city. This is a mandatory field.
- g. **Pincode of Residence:** Enter pincode of residence.
- h. **Telephone Number of Residence:** Enter phone number
- i. **Personal Mobile Number:** Enter mobile number
- j. **Personal Email Address:** Enter email address

If parent is working, then the following information may also be filled.

- k. **Occupation:** Enter Occupation
- l. **Organisation:** Enter name of your organization where you are working
- m. **Official Address :** Enter address of your organisation where you are working

Press **Save Application** button available in top/ bottom right corner before going to the next tab. Once the entered data is saved, you do not need to enter it again. **Please note that saving data does NOT mean that all of the saved data has been made available to KVS. After saving the data, modifications can subsequently be done.** Only after the admission application form is completely filled, the **Submit Your Application** button can be pressed in the "Declaration and Submit" section. For more information

on how to save your application data and then finally submit it to KVS, please refer to points 10, 11, 12, 13, 14, 15 of the General Instructions.

h. Choice of schools

In this tab, upto 3 choices for Kendriya Vidyalayas can be given. Thus, a parent can apply to upto 3 different Kendriya Vidyalayas using the same online application form. Vidyalaya-specific application details must be entered separately for each Vidyalaya. The basic information and parent details entered above will be shared with all Vidyalayas to which admission is being sought.

Please choose a tab labeled "Select School- 1" / "Select School- 2" / "Select School- 3" to enter Vidyalaya-specific details.

Each of the (upto three) Vidyalayas chosen in one application will consider the admission application of the child independently. Thus application to multiple Vidyalayas or the order in which the Vidyalayas are chosen in the application form DOES NOT affect the admission chances in any of the Vidyalayas applied to.

- i. **Choose State of School :** Select appropriate field. This is a mandatory field.
- ii. **Select School:** Select Vidyalaya in the chosen state.
- iii. **School Category:** Once the Vidyalaya is chosen, school category will automatically be displayed. There are four categories. The four categories are
 0. Kendriya Vidyalayas under Civil SECTOR
 1. Kendriya Vidyalayas under Defence SECTOR
 2. Kendriya Vidyalayas under Project SECTOR
 3. Kendriya Vidyalayas under IHL(Institute of Higher Learning) SECTOR

Each Vidyalaya falls under exactly one category.

- iv. **Region:** Once the Vidyalaya is chosen, the school region will also be automatically displayed.
- v. **Service Category:** Choose appropriate service category from priorities in admission as per KVS Admission Guidelines. Priorities shall be followed in granting admission on the basis of service category chosen.

Parents are strongly advised to carefully go through the priorities in admission given below and choose the highest priority category under which the admission application can be made to each of the Vidyalayas applied to. Note that the priority of service category for the same child can be different for father / mother / grandparent (only in case of Service Category 1 in IHL and Project sector schools) in different Vidyalayas. Parents are advised to determine the highest priority category applicable for their ward for each

Vidyalaya independently, and indicate this in the online application form.

As an example, suppose a child has a grandparent in an institution of higher learning (say an IIT), and suppose her mother is a Category 1 employee (as per KVS guidelines, see below) in the armed forces, and her father is a Category 1 employee (as per KVS guidelines, see below) in a public sector project (say ONGC). Suppose the child is applying for admission to Kendriya Vidyalayas in three different categories -- School 1 is in the Defence sector, School 2 is in the institution of higher learning where her grandparent works, and School 3 is in the project sector (say ONGC). In this case, the child's chances of admission are maximized if she applies under Category 1 for her mother in School 1, under Category 1 for her grandparent in School 2, and under Category 1 for her father in School 3. .

PRIORITIES IN ADMISSION

The following priorities shall be followed by KVS in granting admissions:-

Kendriya Vidyalayas under Civil/Defence SECTOR

1. **Category I** : 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. **Category II** : Children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertaking/Institute of Higher Learning of the Government of India.
3. **Category III** : Children of transferable and non-transferable State Government employees.
4. **Category IV** : Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.
5. **Category V** : Children from any other category including the children of foreign nationals who are located in India due to their work or for any personal reasons. The Children of Foreign Nationals would be considered only in case there are no Indian Nationals' waitlisted for admission.

Note : Preference in Admission to wards will be granted based on the number of transfers of the parents in the last 7 years.

A. Kendriya Vidyalayas under Public Sector Undertakings (Projects)/ Institutes of Higher Learning (IHL):

1. **Category I** : Children and grandchildren of employees of the Project Sector/Institutes of Higher Learning which are the sponsors of the Vidyalaya, children of Project employees & Post Graduate students who are working on long term research projects, children of regular Council of Wardens (COW) employees and children and grandchildren of retired employees.

Note: Preference in Admission will be given to children of serving employees, grand children of serving employees and children and grand children of retired employees in that order.

2. **Category II** : 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.
3. **Category III** : Children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertaking/Institute of Higher Learning of the Government of India.
4. **Category IV** : Children of transferable and non-transferable State Government employees.
5. **Category V** : Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.
6. **Category VI** : Children from any other category including the children of foreign nationals who are located in India due to their work or for any personal reasons. The Children of Foreign Nationals would be considered only in case there are no Indian Nationals' waitlisted for admission.

- vi. **Distance of school from residence (in Km)**: Enter distance of Vidyalaya from your residence. An undertaking from parents certifying the distance of Vidyalaya from residence needs to be uploaded in the "Upload Documents" section before submitting the online application form. This is a mandatory field that must be separately filled for each Vidyalaya applied to. The corresponding undertaking from the parent must also be separately uploaded in the "Upload Documents" section for each Vidyalaya applied to.
- vii. **Select parent/grandparent whose Service Category and Transfers are to be considered for Admission**: As explained in the example above (see point v above), the service category under which the application is being made can be different for different Vidyalayas. Please choose the service category of father/mother/grandparent carefully for each Vidyalaya. Note that the priority of service category can be different for father/mother/grandparent. You are advised to choose the highest applicable service category for the selected Vidyalaya as this can affect the priority of admission. If the

“Grandparent” option is not allowed for a Vidyalaya in a specific category, this option cannot be chosen in the online form.

- viii. **Whether selected parent/grandparent type has been transferred in last 7 years, as on date:** Select “Yes” or “No / Not Applicable” as appropriate. If this option does not apply for a particular service category chosen above, this will be pre-set to “No/Not Applicable” and cannot be changed.

Note: An employee would be treated as transferred only if he/she has been transferred by the competent authority from one place/urban agglomeration to another place/urban agglomeration which is at a distance of at least 20 kms and minimum period of stay at a place should be six months.

- ix. **Please fill the table with transfer details (during last 7 years as on 31-3-2018) :** Enter transfer details which are to be considered for admission. To add new row in a table, click on “Add Transfer Details”. To delete a row, click on “Delete” button.

All transfer details that do not meet the criteria of distance being at least 20 kms and minimum period of stay being at least 6 months will be automatically disqualified and not counted as eligible transfers for purposes of admission.

The same procedure as above can be used to fill in application details for 2 additional Vidyalayas by clicking on “Select School- 2” and “Select School- 3”.

Press **Save Application** button available in top / bottom right corner before going to the next tab. Once the entered data is saved, you do not need to enter again. **Please note that saving data does NOT mean that all of the saved data has been made available to KVS.** After saving the data, modifications can subsequently be done. Only after the admission application form is completely filled, the **Submit Your Application** button can be pressed in the “Declaration and Submit” section. For more information on how to save your application data and then finally submit it to KVS, please refer to points 10, 11, 12, 13, 14, 15 of the General Instructions.

- i. **Upload Documents**

Depending on the information filled in the previous sections of the online application form, a list of documents whose scans/images need to be uploaded will be displayed. All documents that must be mandatorily uploaded will be marked by a red star. Unless scans/pictures of these documents are uploaded, the application form can not be submitted to KVS (it can of course be saved and resumed in a future session).

Only .jpeg or .pdf files can be uploaded. Each file can be maximum of 256 KB in size. Listed below are details of documents that are needed according to KVS admission guidelines.

Sample pro-forma document templates are provided for some of the documents for convenience of applicants. Click on “[Click here to download pro-forma of documents](#)” to access these.

Originals of all uploaded documents must be provided to the Vidyalaya for verification if a child is admitted to a Vidyalaya.

Information regarding DOCUMENTS REQUIRED

- For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation / extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel. A scan/picture of this certificate must be uploaded on the online admission portal. The original certificate of date of birth should be produced before the Vidyalaya after admission is confirmed. This will be returned to the parent after verification by the Vidyalaya.
- For grandchildren of PSU (project sector)/ IHL employees a proof of relationship of either of the child's parents with PSU (project sector)/ IHL employees would be needed. This document can be uploaded under "Any other supporting documents" type , if applicable.
- For children applying under SC/ST/OBC (NCL)/EWS/BPL category, a certificate that the child belongs to the Scheduled Caste /Scheduled Tribe / EWS / OBC (Non-Creamy Layer) / BPL wherever applicable, issued by the competent authority in concerned State Government / Union Government. 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.
- For children applying under “Differently Abled” category, a certificate from the civil surgeon / rehabilitation centre or any other competent authority defined by the Government of India O.M. No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the Vidyalaya.
- 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.
- A certificate of retirement for uniformed Defence employees.
- Proof of Residence

- Passport size photo of Child

Note

- ix. Mere registration and submission of an admission application form does confer a right to admission to any Kendriya Vidyalaya.
- x. Incomplete application forms shall be rejected. In case vacancies remain after all complete and submitted applications have been duly considered, the Principal of a Vidyalaya may allow completion of the form later at her/his discretion.
- xi. Admission secured on the basis of any wrong/forged certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.
- xii. When a child is registered for admission in class I in a Kendriya Vidyalaya and before declaration of the selection list, his/her parent is transferred to another station, the child should be deemed to have been registered for admission in the Kendriya Vidyalaya at the station of posting even if the last date of registration at that place has expired. The registration form in original is to be transferred to the Kendriya Vidyalaya at the new place of posting and a copy of the same must be retained in the Vidyalaya where the child was initially registered.
- xiii. 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 of the corresponding Vidyalaya.

The proforma for various declarations/affidavits to be provided by parents are given on the portal and can be accessed by clicking on “**Click here to download pro-forma of documents**”

Press **Save Application** button available in top / bottom right corner before going to the next tab. Once the entered data is saved, you do not need to enter again. **Please note that Saving data does NOT mean that all of the saved data has been made available to KVS.** After saving the data, modifications can subsequently be done. Only after the admission application form is completely filled, the **Submit Your Application** button can be pressed in the “Declaration and Submit” section. For more information on how to save your application data and then finally submit it to KVS, please refer to points 10, 11, 12, 13, 14, 15 of the General Instructions.

j. Declaration and submit

After filling the form and uploading required documents, please read the declaration and accept the declaration by clicking on the check-box next to “I have read the above mentioned terms and conditions and I agree with it”.. Before pressing the Submit button, you can view the information filled in the form by clicking on “Preview” button. After checking the information that has been filled in, you can either make changes by clicking on the concerned tab or press the Submit Your Application. Once the Submit Your Application

button is pressed, details entered in the online application form will be submitted to KVS and to the Vidyalayas applied to.

Even after the form has been submitted, changes can be made at any time until the last date of application, as specified by KVS. This can be done by logging in to the application form submission portal using the unique enrolment id, email address provided at the time of registration and date of birth provided at the time of registration. However, any modifications made to the form will NOT be visible to KVS and to the Vidyalayas to which the child is seeking admission until the the check-box next to "I have read the above mentioned terms and conditions and I agree with it" is ticked and the "Submit Your Application" button in the "Declaration and Submit" tab is pressed again.

Parents are strongly advised to ensure that they click the Submit Your Application button after having entered all details in the online application form.

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