

## **INSTRUCTIONS FOR CLASS I ADMISSION 2023-24**

Parents are requested to read the instructions very carefully and follow them:

1. Only names appearing in the shortlist published in the school website will be called for the purpose of admission. So parents are requested to check the shortlisted candidates and come to the school only when the name is there.
2. Only a limited number of shortlisted candidates will be admitted on a particular day. For this coupons will be distributed at the gate on first come first serve basis to avoid crowding.
3. Parents will bring **all documents (mentioned below) in original for verification.**
4. **One set of SELF-ATTESTED printed/ Photostat copy of all documents** for enclosing with the admission form.
5. Please bring glue, stapler, pen paper and other necessary items with you to avoid sharing of items.
6. Please staple / Pin all the documents as asked (as per the checklist given below) prior to reaching the Vidyalaya to avoid loss of time.
7. All entries in the Admission form should be clearly written in capital letter.
8. Covid appropriate behavior like wearing face mask, maintaining social distancing, etc. while entering the campus needs to be ensured.

### **LIST OF THE DOCUMENTS REQUIRED AT THE TIME OF ADMISSION**

1. REGISTRATION FORM (Application form submitted during registration in OLA Portal)).
2. ORIGINAL SERVICE CERTIFICATE OF PARENT (CATEGORY I TO IV).

If parents have claimed transfers, then Transfer orders photocopy is required.

If No transfers are there, then it should be marked NIL and signed by parent.

3. BIRTH CERTIFICATE OF CHILD.
4. ONE PASSPORT SIZE COLOUR PHOTOGRAPH – To be pasted on the Registration form.
5. RESIDENTIAL PROOF- ELECTRICITY BILL / PASSPORT / BANK PASSBOOK / AADHAR CARD WITH COMPLETE ADDRESS.

If parent is staying on rent, then copy of rent agreement is to be submitted.

6. CASTE CERTIFICATE IN NAME OF CHILD IF APPLICABLE – For SC/ST/OBC students.

7. DISTANCE CERTIFICATE (Only for RTE). Blank form is available on website.

8. DISABILITY CERTIFICATE (If applicable)

9. BLOOD GROUP OF CHILD – Photocopy

10. AFFIDAVIT FOR SINGLE GIRL CHILD (RS. 100 STAMP PAPER FROM FIRST CLASS MAGISTRATE) AADHAR Card of the child.

All photocopies should be self-attested with date by parent.

**NOTE:**

Name on the Provisional shortlist do not entitle admission. Admission will be granted only after verification of documents as per KVS Admission Guidelines.