

**KENDRIYA VIDYALAYA INS, CHILKA**  
**ADMISSION NOTICE**  
**FOR CLASS-XI COMMERCE(SESSION 2023-24)**

Admissions of the provisionally selected candidates will be done at the Vidyalaya as per the details given below.

The admission is subject to production and verification of the original certificates/documents to the Admission Department.

Sr. No.	Student Name	Class	Name of the Father	Time Slot & Date
1	RUDRA PRASAD JENA	XI COM	MAHENDRA KUMAR JENA	06.06.2023 (10.30 A.M to 12.30 P.M)
2	SRIYA BISWAL	XI COM	SANTOSH BISWAL	
3	PRATIKHYA PRIYADARSHINI PAL	XI COM	PRADIP KUMAR PAL	

**DOCUMENTS REQUIRED (ORIGINAL) AT THE TIME OF ADMISSION:**

1. Filled in Registration Form.
2. Filled in Admission Form (Copy enclosed)
3. Transfer Certificate (TC) in original and Mark sheet of AISSE-2023 duly attested by the Principal of the concerned school.
4. Caste Certificate: (Caste certificate must be in the name of the candidate , the caste certificate in the name of the parent may be considered, but it has to be submitted in the name of the child within 3 months of admission)
5. Residence Proof :- House agreement with electricity bill of the owner /Voter Id. / LPG connection / Telephone Bill/Residential Certificate (any two)
6. Service Certificate: - In case of service person, Service Certificate and transfer details should be submitted in the format uploaded in the KVS website / given in the online portal for admission duly signed by the DDO.
7. Transfer Certificate indicating details of transfer of parents in last 07 years
8. Certificate from the Employer
9. Aadhar Card
10. Any other documents as required under Admission Guidelines in support of any claims made.

Please visit KVS website (<https://kvsangathan.nic.in/>) for further details.

**Mere registration/selection will not confer a right to admission. Admission secured on the basis of any wrong certificate shall be cancelled / rejected automatically and no appeal shall be entertained.**

Admission I/C



**Principal**

प्रधान / Principal  
केन्द्रीय विद्यालय / Kendriya Vidyalaya  
वा.पी.पो. चिल्का (ओडिसा) / INS C  
PIN-752037

# 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 (अंको में)  
Date of Birth (in figures) .....
  3. आयु (प्रसंगाधीन वर्ष की 1 अप्रैल को) वर्ष माह दिन  
Age (as on 1st April of the Year) Year..... Month..... Days.....
  4. राष्ट्रियता Nationality .....
  5. 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 .....
  6. स्थानीय अभिभावक का पता (यदि हो)  
Name & address of local guardian (if any) .....
  7. अन्तिम विद्यालय जहां पढ़ा हो  
Name & Address of the school last attended with class .....
  8. क्या यह केन्द्रीय विद्यालय था या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था  
Whether it was a Kendriya Vidyalaya, Recognised/Unrecognised School .....
  9. विगत परीक्षा परिणाम Result of last examination.....  
अंकों का प्रतिशत Percentage of marks .....
  10. जिस कक्षा में प्रवेश चाहिए Class to which admission is sought .....
  11. लिये जाने वाले प्रस्तावित विषय  
Subject proposed to offer .....
  12. क्या स्थानान्तरण प्रमाण-पत्र संलग्न है ? हां/नहीं  
Whether the transfer certificate is attached ? Yes..... No .....
  13. स्थानान्तरण प्रमाण-पत्र की संख्या व तिथि  
No. & Date of transfer certificate .....
  14. मातृ भाषा Mother tongue ..... गृह नगर Home Town .....
  15. क्या विद्यार्थी अनुसूचित जाति/जनजाति से है ?  
Whether the student belongs to Scheduled Caste/Tribe .....

P.T.O.

## 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 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

तिथि

निर्गत

Fee Receipt No. ....

Dated ..... issued

प्रवेश शुल्क

शिक्षा शुल्क

Admission Fee .....

Tuition Fee .....

छात्र निधि

विज्ञान शुल्क

Pupils Fund .....

Science Fee .....

योग रू०

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 : .....

# 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

.....

## स्थानांतरण संख्या प्रमाण पत्र / CERTIFICATE OF NUMBER OF TRANSFERS

मैं, ..... नाम ..... (रैंक / पदनाम) ..... (कार्यालय ), एतद द्वारा प्रमाणित करता / करती हूँ पिछले सात साल(31/3/2023) 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 31.03.2023) 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.

# 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

.....

**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**

\_\_\_\_\_

\_\_\_\_\_

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

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

**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 31.03.2021) I have been transferred \_\_\_\_\_ times (In figures & in words) from one station to another. ***(If the distance between the previous place and the present place of posting 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 the transfers are given as under:

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.

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)



**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 INS CHILKA .

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: \_\_\_\_\_

## DIED IN HARNESS CERTIFICATE

प्रमाणित किया जाता है कि कुमार / कुमारी..... स्वर्गीय श्री / श्रीमती ..... के पुत्र /पुत्री हैं जो ..... (कार्यालय / विभाग) में नियमित रूप से सेवारत थे / थीं और उनका देहावसान सेवाकाल की अवधि में दिनांक .....को हो गया था।

Certified that Master/Miss ..... Is the son.daughter of Late Sr./Smt. .... Who was regular employee of ..... ( Office/Department) and he/she died in harness ( while in service) on .....(date).

कार्यालय अध्यक्ष के हस्ताक्षर  
(नाम, पद और कार्यालय की मोहर सहित )  
Signature oh Head of the Office  
(With Name, Designation and Office Stamp)

स्थान/Place.....

दिनांक/Date.....

कार्यालय का पूर्ण पता औरदूरभाष संख्या/ Complete address and Telephone No. of office

.....

## Self Declaration for distance between school and residence

I ..... father/mother of .....  
bearing Application Submission Code .....declare  
that the radial distance between school and our residence  
is .....km.

Date:.....

Signature of the parent

# SINGLE GIRL CHILD

Rs. 100/- Stamp paper ( Notary) Affidavit

I.....aged.....years, Indian  
Inhabitant occupation .....Resident of  
..... is mother/father of  
..... Date of Birth..... Submitting  
my undertaking to the Head of the Institution in Class I Vide KVS Admission Guidelines  
2021)

- 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

**ANNEXURE – I**  
**Self-Declaration Format**

I \_\_\_\_\_, Father/Mother of Master/Miss \_\_\_\_\_

age \_\_\_\_\_ years, resident of \_\_\_\_\_ (complete address),

do hereby declare that the information given 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 has be dimmed cancelled and will liable to punishment as per guidelines

of KVS and the benefit accrued by me or my ward shall be summarily cancelled.

Date:-

Place:-

Signature of the Parent/Guardian

## **VERIFICATION OF DOCUMENTS**

### **PART-A (Details of the Child)**

1. Name of the Child : \_\_\_\_\_
2. Class to which admission sought : \_\_\_\_\_
3. Session : 2023-24
4. Registration No. : \_\_\_\_\_
5. Selected under the category of : RTE /UNRESERVED / SC / ST/ OBC (NCL) /DA
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	Self-declaration about distance		
5	Caste Certificate (SC/ST/OBC-NCL) –(Specify whether in the name of the child or parent in Remarks Column)		
6	Undertaking (If Caste Certificate in the name of the Parent)		
7	Income Certificate for Claiming EWS (Specify the amount of Annual income and date of issue of the certificate in Remarks Column)		
8	BPL Card (Specify BPL Card no. in Remarks Column)		
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 31.03.2021 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)		
17	Undertaking of submission of correct information and documents		
18	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**

**Verifying Officer -3**

Remarks:

Signature:

Name & design. :

I/C Admission

Counter Signed by the Principal