

PM SHRI KENDRIYA VIDYALAYA NO.2 GOLCONDA

DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-I, SESSION 2025-26

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 Copy (Print Out) of the Online Application Form:** Paste the Colour Passport size photo of the child on it and bring one more passport size photo to paste on Admission form.
2. **Birth Certificate** issued by the competent authority showing date of birth (Keep the Original for verification & attach a photocopy)
3. **Proof of Residence:** Electricity bill/Telephone bill/gas connection or gas delivery receipt/Aadhar Card/bank Pass Book /Quarter Allotment order copy (if residing in govt. allotted quarter) etc. in which the address is mentioned (This should be in the name of either of the parents). If residing in Rented House – Rent agreement along with electricity bill of the house owner.
4. **Self-declaration about Submission of documents**, the distance of the residence from PM SHRI KV No.2 GOLCONDA & Undertaking for Caste Certificate – where applicable (The format may be downloaded from the Vidyalaya Website).
5. **Certificate of Proof of Blood Group**
6. **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 10 days from the date of admission.
7. **OBC (Non-Creamy Layer) Certificate** issued by the competent authority – should not be older than three year. It should be issued on or after 01.04.2022
8. Those claiming Economically Weaker Section should submit valid documents i.e. “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) : It should be issued during the current Financial Year i.e. on or after 01.04.2025 , Certificate issued after 01.04.2024 will be accepted initially , however the fresh one issued after 01.04.2025 will be submitted by the parent within One month of admission.

9. Those claiming **Below Poverty Line** should submit the following documents: BPL Card, if available in the name of the parent of the child, but lapsed as on date, this can be countersigned by the competent authority.

10. Valid **Handicapped Certificate** issued by the competent authority – those claiming differently abled.

11. **A Service Certificate** (By Government Employees) showing the number of transfers during the preceding 7 years issued by the competent authority- ORIGINAL (Those claimed Service Category 1/2/3/4) – Format may be downloaded from the 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. **Aadhar Card** (Child, Father, Mother)

SELF DECLARATION

(Submission of Documents & Information)

I _____ Father/Mother of
Master/Miss _____ Age _____ Years ,Resident of _____

_____ (complete Address) ,do here by declare that the information given in admission form of the admission in PM SHRI Kendriya Vidyalaya No.2 Golconda and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed there in. I am well aware of the fact that if the information given by me proved false/not true at any point of time, admission has to be deemed cancelled and I will liable to punishment as per guidelines of KVS and the benefit accrued by me or my ward will be summarily cancelled.

Date : _____

Signature of the parent : _____

Place : _____

Mobile No : _____

SELF DECLARATION

(Distance from School to Residence) – For Candidates selected under RTE

I _____ Father/Mother of Master/Miss
_____ age _____ Years ,bearing Application Number
_____ Residence Address as mentioned in the Registration form _____

_____ (Complete Address as mentioned in the on line Registration form),do hereby declare that the distance between PM SHRI Kendriya Vidyalaya No.2 Golconda and the above mentioned residence is _____KM.

Date : _____

Signature of the parent : _____

Place : _____

Mobile No : _____

UNDERTAKING

(Submission of SC/ST/OBC Certificate)

I _____ (Name of 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 Child) within 10 days from the date of admission of my ward in PM SHRI Kendriya Vidyalaya No.2 Golconda .If I fail to submit the same in the name of my child within this period the admission of my ward will be summarily cancelled.

Date : _____

Signature of the parent : _____

Place : _____

Mobile No : _____

स्थानांतरण संख्या प्रमाण पत्र / CERTIFICATE OF NUMBER OF TRANSFERES

मैं.....नाम.....(रैंक/पदनाम).....(कार्यालय), एतद द्वारा प्रमाणित करता/करती/ हूँ कि पिछले सात साल (01.04.2018 से अब तक) मैं 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 that during the past 7 years (from 01.04.2018 onward) 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/U nit	ठहरने की अवधि /Period of Stay (in month s)	स्थान तक/ Transferr ed Office/ Unit and Place	दूरी (किमी)/Distanc e between the two Office (in km)	स्थानांतरण आदेश संख्या/Transf er Order No.

मैं जनता/जानती हूँ कि यदि उपरोक्त तथ्य गलत पाए गए तो मेरा बच्चा केन्द्रीय विद्यालय में प्रवेश के लिए अयोग्य हो जाएगा।

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**

मैं.....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:

1. 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.

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

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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

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