

**KENDRIYA VIDYALAYA No.3 BHUBANESWAR**

**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. 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. Filled in Format for Entry in UBI Portal – Format is available in Vidyalaya Website for download & use
3. Hard Coy (Print Out) of the Online Application Form: Paste the Colour Passport size photo of the child on it.
4. Birth Certificate issued by the competent authority showing date of birth (Keep the Original for verification & attach a photocopy)
5. 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.
6. Self-declaration about Submission of documents, the distance of the residence from KV No.3 Bhubaneswar & Undertaking for Caste Certificate – where applicable (The format may be downloaded from the Vidyalaya Website).
7. Certificate of Proof of Blood Group
8. 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 03 months from the date of admission.
9. 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
10. Those claiming **Economically Weaker Section** should submit valid documents i.e. Valid **“ 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 01.04.2024 ,
11. Those claiming **Below Poverty Line** should submit the following documents:
  - (a) BPL Card, if available in the name of the parent of the child, but lapsed as on date, this can be countersigned by the BDO of the locality of rural areas/Executive Officer of NAC of Municipality areas to validate the card along with Low Income Certificate/ EWS Certificate/Labour Card  
**OR**
  - (b) PHH Ration Card (New) + Low Income Certificate/ EWS Certificate/Labour Card  
**OR**
  - (c) Antodaya Anna Yojana Card + Low Income Certificate/ EWS Certificate/MGNREGP Job Card/Labour Card  
**AND**An Affidavit to the effect that as on date the Parent and his family belongs to BPL Category and Low-Income Group
12. Valid Handicapped Certificate issued by the competent authority – those claiming differently abled.
13. 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
14. Certificate from the employer showing the Pay particulars of the employee, the status of employment and nature of the establishment - **ORIGINAL**(Applicable only for Government employees – Those claimed Service Category: 1/2/3/4) – should be in the prescribed format available in Vidyalaya website
15. For government employees – ID card issued by the employee/last month’s pay slip
16. 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.
17. Copy of Transfer Orders
18. Aadhar Card (Child, Father, Mother)
19. Any other documents as required by the admission committee as per the demand of the situation

NOTE:

- a. The documents from Sl. No. 1 to 7 are compulsory for all and Sl.No. 8 to 20 are for the cases where applicable.
- b. Different Formats are available in School Website under the head “ADMISSION FORMATS” in Pdf – may be downloaded for use.

PRINCIPAL

**CHECK LIST OF DOCUMENTS**

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

1. Name of the Child : \_\_\_\_\_
2. Class to which admission sought : I (Class One)
3. Session : 2025-26
4. Application Submission Code : \_\_\_\_\_
5. Selected under the category of : RTE/Cat-I/Cat-II/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	Filled in Application Form for Admission (Page: 1 & 2 to be printed on both sides of a single paper)		
2	Filled in Format for Entry in UBI Portal		
3	Hard Copy (Print out) of the Online Application Form		
4	Birth Certificate (Both Original & a Photocopy)		
5	Residence Proof (Mention the type in Remark column)		
6	Self Declaration of submission of correct information and documents, Distance from School to Residence		
7	Certificate of Proof of Blood Group		
8	Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column)		
9	Undertaking (If recent Caste Certificate in the name of the Parent)		
10	Income & Asset Certificate for Claiming Economically Weaker Sections		
11	BPL Card/ Proof of claiming BPL (Write Names of documents in Remark Column)		
12	Handicapped Certificate (Specify % of disability and type of disability in Remarks Column)		
13	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column)		
14	Certificate from the employer – in prescribed format available in Vidyalaya Website (ORIGINAL)		
15	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)		
16	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2025 in the remarks column)		
17	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
18	For Ex-Service Man Certificate of transfers counter signed by the Authority (ORIGINAL) - (Specify no. of transfers in Remarks Column)		
19	Aadhar Card (Child, Father, Mother)		
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 & design. :

I/C Admission

Counter Signed by the Principal

**APPLICATION FOR ADMISSION**

Admission No. \_\_\_\_\_, \_\_\_\_\_ / Date of Admission: \_\_\_\_\_

Sl.No.	Particulars	Information
1	Name of the Student	
2	Date of Birth	
3	Age (As on 01.04.2025)	Year _____ Month _____ Days _____
4	Nationality	
5	<b>Details of Parent</b>	
i	Mother's Name	
ii	Father's Name	
iii	Mother's Occupation (with designation)	
iv	Father's Occupation (with designation)	
v	Name of Office and Full Address with Telephone Number (Father/Mother)	
vi	Full Residential Address with Telephone Number	
vii	Permanent House Address	
viii	Pay as on 01.04.2025	Basic Pay:Rs. _____ Total EmolumentsRs. _____
ix	Number of transfers during last 7 years as on 31.03.2025	
xx	Admission Category of Parent (I/II/III/IV/V)	
6	Name & Address of Local Guardian (if any & Applicable)	
7	Name and address of the school last attended with class	
8	Whether it was Kendriya Vidyalaya/Recognized/Unrecognized School	
9	Result of Last Examination & Percentage of Marks	
10	Class to which admission is sought	
11	Subject proposed to offer	
12	Whether the transfer certificate is attached (Yes/No)	
13	No. & Date of transfer certificate	
14	Mother tongue & Home Town	Mother tongue: _____, Home Town: _____
15	Whether the student belongs to Schedule Caste/Schedule Tribe/OBC/General	

**WhatsApp No. (For Online Class) :**

**DECLARATION BY THE PARENT**

I hereby declare that the above information furnished by me are correct to the best of my knowledge. I shall abide by the rules of the Vidyalaya.

Date: \_\_\_\_\_  
Signature of Parents

\_\_\_\_\_

\_\_\_\_\_



Mother Name	
New Admission	<b>Yes</b>
Class	
Section	
Admission Category (I/II/III/IV/V)	
Date of Birth (DD/MM/YYYY)	
Gender (Boy/Girl/Third Gender)	
Physically Disabled (Yes/No)	
Category (General/SC/ST/OBC-NCL)	
Minority	
BPL (Yes/No)	
Mobile Number	
Email	
Blood Group	
Aadhar No.	
PEN NO (if any)of student	
Tc from previous school	
Select for Payment: Q1(Apr-Jun)/ Q2(Jul-Sep)/Q3(Oct-Dec)/Q4(Jan-Mar)	
Eligible for Reimbursement (Yes/No)	
Admission Under RTE (Yes/No)	
Exemption under Sibling (Yes/No)	
Single Girl Child (Yes/No)	
KVS Employees Children (Yes/No)	
Emergency Assistance (Yes/No)	<b>No</b>
Court Case (Yes/No)	<b>No</b>
Exemption under Article 123-124 (NA/Full)	<b>NA</b>
Children of Armed/Para Forces whose parents killed/disabled during hostilities, operation Meghdoot and Vijay	<b>No</b>
Children of Armed/Para Forces whose parents killed/declared missing or disabled during any counter insurgency operations in India or Abroad	<b>No</b>
<b>Unique Students ID</b> (To be entered by the Class Teacher after entry)	

Signature:

1. Parent

2. I/c Admission

3. Class Teacher

## **SELF DECLARATION** **(Submission of Documents & Information)**

I \_\_\_\_\_ Father /Mother of Master/Miss  
\_\_\_\_\_ age \_\_\_\_\_ years , resident of

\_\_\_\_\_ (Complete Address) , do hereby declare that the information given in admission form of the admission in Kendriya Vidyalaya No.3 Bhubaneswar 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 to be deemed cancelled and I will be liable to punishment as per guidelines of KVS and the benefit accrued by me or my ward will be summarily cancelled.

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

Signature of the Parent  
Mobile No : \_\_\_\_\_

**SELF DECLARATION**  
**(Distance from School to Residence) – For Candidates Selected under RTE**

I \_\_\_\_\_ Father /Mother of Master/Miss  
\_\_\_\_\_ age \_\_\_\_\_ years , bearing Application  
Submission Code : \_\_\_\_\_ Residence address as  
mentioned in the Registration Form \_\_\_\_\_

\_\_\_\_\_ (Complete Address as mentioned in the Online Registration Form) , do hereby declare that the distance between Kendriya Vidyalaya No.3 Bhubaneswar and the above mentioned residence is \_\_\_\_\_ km .

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

Signature of the Parent  
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 of my ward in Kendriya Vidyalaya No.3 Bhubaneswar. 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 : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature of the Parent  
Mobile 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**

\_\_\_\_\_

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

Signature of Head of the Office

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

(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 31.03.2025) 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:

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

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.

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: \_\_\_\_\_

Signature of Head of the Office

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

(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**

\_\_\_\_\_  
\_\_\_\_\_

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 31.03.2025) 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:

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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 EMPLOYER**

**(Regarding Status of Employment & identification of Admission Category in KVS)**

I Sri/Smt./Ms. \_\_\_\_\_ (Name of the Employer) , 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



01	Name of the Child for whom admission is sought (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	Status of Employment (Whether Permanent/ Regular/ Temporary/Contractual/ Part Time/ Adhoc/Daily Wage Basis/Casual -To be written clearly)	
08	This office/organization is <b>Central Government</b> / <i>Central Government Autonomous body</i> / <b>PSU fully or partially financed by Govt. of India</b> /State Government/ <b>Sate Government Autonomous Body</b> / PSU fully or partially finance by the state govt. (To be written clearly)	
09	Whether the employee is to be considered as an employee of Central Government/ <i>Central Government Autonomous body</i> /PSU fully or partially financed by Govt. of India/State Government/ Sate Government Autonomous Body/ PSU fully or partially finance by the state govt. (Any one of the above to be written clearly)	
10	<p><b>Please write any one of the following which is applicable i.r.o. the child for whom admission is sought</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India.</li> <li>3. Children of transferable and non-transferable State Government employees.</li> <li>4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments.</li> <li>5. Children from any other category</li> </ol>	
11	Recent Pay/Salary of the Employee with proper Split up	(i) Pay Level : _____ (ii) Pay : _____ (iii) DA : _____ (iv) HRA : _____ (v) Any Other _____ (vi) Any Other : _____ (vii) Total : _____
12	Whether the employee is drawing the consolidated pay	YES / NO

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

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

Signature of the Certifying Authority with Seal

Complete Address of the Office:

\_\_\_\_\_

\_\_\_\_\_

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