

## Registration (in offline mode) for Class-I ST candidates only

**Filling of left over vacant reserved seats, in case adequate number of candidates registered online are not available.**

As per the instructions issued in the KVS Admission Guidelines, offline registration will be conducted only for ST candidates seeking admission to Class I. It is hereby informed that if an adequate number of candidates registered online are not available for admission under the reserved ST category, a special offline registration process will be initiated to fill the reserved seats.

**For the information of all concerned, due to an insufficient number of applications received under the reserved ST category, offline registration will be conducted for Class I only. The details of the registration process are as follows:**

1. Registration opened on : 30.04.2026 (9:00AM)
2. Registration will be closed on : 06.05.2026 (12:30 PM)
3. Registration form submission : 9:00a.m. to 12:30 p.m.(at the Vidyalaya Office /Help Desk)
4. Eligibility Age Criteria :

Class	6 years but less than 08 years of age (as on 31 <sup>st</sup> March. 2026)* *(Child born on 1st April should also be considered)
Class-I	ST candidates only

5. Documents required to be submitted for Registration:

- a. Filled in Application form (As Annexure A). [ Print One Sided for the Registration Form]
- b. Self-Attested copy of the Date of Birth (DOB) Certificate of the child issued by the competent authority. Original to be submitted at the time of admission for verification.
- c. Self-Attested copy of the certificate issued by competent authority for SC/ST/PH or DA/OBC (*Non-creamy layer* certificates should have been issued *on or after 01.04.2024*) /EWS\*/BPL\* (if any) in the name of the parent.
- d. Two recent passport-size photographs of child.
- e. Proof of residence (Voter ID/Bank Passbook/Gas Connection/recent Telephone or Electric Bill etc.)
- f. For Central/State Govt. employees, a copy of the Service certificate of the parents issued by competent authority in the prescribed format (As Annexure B/C), recent paid slip (pay slip) of last 2 Months, front page of the service book duly attested by DDO, which can be sent for verification (if required). Further, to supplement the claim, a copy of the appointment Order/Regular Order/NPS statement /any other formats (if required) duly attested by DDO may be required for the proof of the service/service category.
- g. For Ex-service man, a copy of the discharge book/ PPO/ Ex-service man identity card issued by Zilla Sainik Board where residential address is clearly mentioned can be submitted.
- h. In case of the Govt. employees the details of transfers during the last 7 years (**01 Apr 2019 onwards**) are duly signed by the competent authority in the prescribed format (As Annexure D)
- i. Self-attested copy of the Aadhaar Card of the Child.
- j. Clinical proof of Blood Group with RH Factor.
- k. For Differently Abled candidates, a copy of the Disabled/PH Certificate issued by the competent authority. Original to be produced for verification.
- l. Self-attested copy of the Aadhaar Card of the Child.
- m. UDISE PEN (Permanent Education Number) and APAAR ID (if available)

6. The Admissions to the above classes will be made as per KVS Admission guidelines 2026-27.

For detailed information, please visit our website: <https://nayagarh.kvs.ac.in/admission-details/>

**If necessary, contact Vidyalaya Helpdesk**

**Annexure A****REGISTRATION FORM FOR ADMISSION IN "PM SHRI KV NAYAGARH" SESSION: 2026-27**

\*\*\* यहां दर्ज की गई जानकारी को सबमिट करने के बाद संशोधित नहीं किया जा सकता।

\*\*\* Information entered here cannot be modified after submitting. \*Always refer KVS Admission Guideline: 2026-27.

(For Office use only)

Reg. No: \_\_\_\_\_ Class: \_\_\_\_\_ Adm. Cat: \_\_\_\_\_ No. Transfer: \_\_\_\_\_

Gen/ SC/ST/OBC: \_\_\_\_\_ EWS/BPL: \_\_\_\_\_ PH: \_\_\_\_\_

A recent passport size photograph to be attached

WhatsApp No. of the Parent:  
(Must be replied within 48 hours for verification of the registration form)

1.	Class Applied :							
2.	पूरा नाम /Full Name :							
3.	जन्मतिथि /Date of Birth (in figure) :							
4.	जन्मतिथि /Date of Birth (in words) :							
5.	आयु/Age as on 01.04.2026:	<table border="1"><thead><tr><th>Years</th><th>Months</th><th>Days</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>	Years	Months	Days			
Years	Months	Days						
6.	लिंग /Gender (Male /Female/Third Gender):	Single Girl Child (Y/N): _____						
7.	परिवार का आय / वर्ग-Family Income Group (EWS*/BPL*) :							
8.	दिव्यांग /Differently Abled (Yes/No) :							
9.	जाति वर्ग /Caste Category : (SC/ST/OBC (NCL) /GEN)							
10.	बच्चे का आधार क्रमांक यदि उपलब्ध है / Aadhar Number (if available) :	UDISE PEN (if any)* : _____ APAR ID(if any)*: _____						
11.	रक्त समूह /Blood Group :	धर्म / Religion : _____						

Details of Parents		Mother's Details	Father's Details
12.	पूरा नाम /Full Name :		
13.	राष्ट्रीयता /Nationality :		
14.	घर का पता / Residential Address :		
15.	विद्यालय से दूरी (में .मी.कि) /Distance from KV (in KM) :		
16.	व्यक्तिगत मोबाइल नंबर / Personal Mobile Number :*		
17.	व्यवसाय /Occupation :		
18.	संस्था का नाम /Organisation :		
19.	कार्यालय का पता /Official Address:		

20	व्यक्तिगत ईमेल पता /Per. Email : Father : Mother:	
21.	अभिभावक मे पिता दादा / मां / दादी का चुनाव करे जिनकी / सेवा श्रेणी एवं स्थानांतरण के आधार पर प्रवेश का निर्णयSelect the parent whose Service Category and Transfers are to be considered for Admission :	<input type="checkbox"/> Father <input type="checkbox"/> Mother
22.	सेवा श्रेणी Service Category of the parent: (1 /2 /3 /4 /5). 1- Central Govt./ Ex- Servicemen* 2. Central Govt. Auto./PSU* 3. State Govt.* 4. State Govt. Auto.* 5. Private / Others	*Refer KVS Admission Guideline 2026-27.
23.	यदि चयनित माता दादी का पिछले-दादा / पिता-7 वर्षों में स्थानांतरण हुआ है? / Whether parent has been transferred in last 7 years from 01 Apr 2019 onwards:	<input type="checkbox"/> YES <input type="checkbox"/> NO
24.	If Yes, Number of transfers in Last 7 years. Duly signed Annexure C is to be attached in such case.	
25.	मूल बेतन /Annual income :	

\* Subject to Verification of the Documents as per the KVS Admission Guideline / Circulars:

मैं घोषित करता हूँ कि मैंने केवीएस प्रवेश दिशानिर्देशों 2026 - 27 को पढ़ा और समझा है। मेरे द्वारा पंजीकरण फॉर्म में प्रदान की गई सभी जानकारी मेरे ज्ञान और विश्वास के लिए सचची, पूर्ण और सही है। मैं यह भी घोषित करता हूँ कि बाद में यदि कोई दस्तावेज या जानकारी अमान्य / असत्य / गलत पाई जाती है, तो मेरे वार्ड का प्रवेश केंद्रीय विद्यालय प्राधिकरण द्वारा बिना कोई कारण बताए रद्द कर दिया जाएगा और केंद्रीय विद्यालय में प्रवेश के नियमों, विनियमन और प्रक्रियाओं का पालन करने के लिए सहमत होगा। प्रवेश के समय मूल दस्तावेजों को स्कूलों में प्रस्तुत किया जाना आवश्यक है, यदि पेशकश की जाती है।

I hereby declare that I have read and understood the KVS admission guidelines 2026-27. All information provided by me in the registration form are true, complete and correct to the best of my knowledge and belief. I also declare that later if any documents or information being found invalid/untrue/incorrect, the admission of my ward will be cancelled by the Kendriya Vidyalaya Authority without assigning any reasons thereof and agree to abide by the rules, regulation and procedures of admission in Kendriya Vidyalaya. The original documents are required to be presented to the schools at the time of admission, if offered.

दिनांक /Date: \_\_\_\_\_

माता / अभिभावक का हस्ताक्षर / पिता /Signature of the Father / Mother / Guardian

पूरा नाम /Full Name : \_\_\_\_\_

संलग्न दस्तावेजों की सूची /List of Documents to be attached/ Check List (by Office only):

1.	Registration Form [as Annexure-A]	
2.	Date of Birth Certificate (Self Attested)	
3.	Photograph	
4.	Service certificate/Ex-Serviceman [as Annexure-B]/ Appointment Letter (if Govt. Servant)	
5.	Copy of recent pay slip / Appointment Order* and the front page of service book (if Govt. Servant) *** Must be Certified/Attested by DDO	
6.	Transfer Format by the competent authority [Annexure-C] (if Govt. Servant)	
7.	Proof of certificate in case of SC/ST/OBC (Non Creamy Layer )	
8.	EWS*/BPL* (with name of the Father)	
9.	PH / DA Certificate	
10.	Residence Proof	
11.	ID Proofs/Aadhaar of Parents and Child* (*if any) / UID/PEN /APAR ID (if any)*	

#### ACKNOWLEDGEMENT

S. No. \_\_\_\_\_ पंजीकरण संख्या / REGD NO. \_\_\_\_\_

I Received an application from Shri/Smt. \_\_\_\_\_  
for registration of her /his son/daughter \_\_\_\_\_ for  
admission to class \_\_\_\_\_ .

तिथि/Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_:

Office / Admission I/c

**Service Certificate (State Govt.)**

Certified that Shri/Smt.....  
Designation ..... is working as a **regular employee** in the office/  
Ministry of...../Autonomous Body/PSU fully  
financed/partially financed (.....% percentage of Govt. share) by the State Government  
and his/ her services are non-transferable/ transferable anywhere in the State.

**Complete address and telephone number of the office:**

.....  
.....  
.....

**Telephone No. of office:** .....

**Signature of Head of the Office/DDO**

Name: .....

Date: ..... Designation: .....

Place: ..... Contact No:.....

*(Office Stamp)*

**Note\*:**

- 1. Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

## Service Certificate (Central Govt.)

Certified that Shri/Smt .....  
(Designation) ..... is working as **regular employee** in the office  
/Ministry of ..... He/She is a regular employee  
of Defence Service/ITBP/ CRPF/ BSF/ NSG/ SPG/ CISF/ SSB/ Assam Rifles/ DRDO/  
Central Government/AIS/Autonomous Body/ Public Sector Undertaking fully financed/  
partially financed (.....% percentage of Govt. share) by Central Government and his/  
her services are non-transferable/ transferable anywhere in India.

**Complete address and telephone number of the office:**

.....  
.....  
.....

**Telephone No. of office:** .....

**Signature of Head of the Office/DDO**

Name: .....

Date: ..... Designation: .....

Place: ..... Contact No:.....

*(Office Stamp)*

**Note\*:** Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

## CERTIFICATE OF NUMBER OF TRANSFERS

I, ..... (name) ..... (Rank/ designation) is a **Permanent employee** of .....  
 ..... (complete office address). The Transfer details of the employee during the past 7 years (from 01.04.2019 onwards) as per the service records is furnished as under:

**Note: An employee would be treated as transferred only if he/she has been transferred (during the past 7 years) by the competent authority from one place to another place which is at a distance of at least 20 kms and minimum period of stay at a place should be 6 months (180 days).**

S. No.	Place of Posting (Transfer From)	Dates of Stay		Period of stay in Months	Transferred to: (Place)	Distance between two Places (KM)	Office Order No.
		From (dd-mm-yyyy)	To (dd-mm-yyyy)				
1							
2							
3							
4							
5							
6							
7							
8							
9							

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

### Signature of Head of the Office/DDO

Name: .....

Date: ..... Designation: .....

Place: ..... Contact No:.....

(Office Stamp)

**Note\*:** 1. Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

**SELF-DECLARATION FORMAT**

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 Nayagarh** 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 will be deemed cancelled and I will be liable to legal action as per guidelines of KVS and any benefit accrued to me or my ward shall be **summarily** cancelled.

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

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

**Signature of the Parent / Guardian**

-----  
**Self-Declaration Format for Documents Submission**

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

**(complete address) hereby declare that I will submit/verify all the following documents with original at the time of admission.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**If I will not be able submit/verify the documents with originals in due time/date, then the admission of my ward will be cancelled and will be liable for legal action as per the KVS admission and benefit accrued by me or my ward shall be summerly cancelled.**

Date: .....

Place: .....

**Signature of the Parent/Guardian**