

PM SHRI KENDRIYA VIDYALAYA OCF AVADI, CHENNAI-54
CHECKLIST FOR ADMISSION TO CLASS – I

S. No	Documents to be submitted	Validity of Documents
1	Birth certificate of Child	6 Years but less than 8 years of age(01.04.2018 to 01.04-2020)
2	Service Certificate	Current Year , Signed by HOD
3	Service Transfer (Last 7 years)	After 31/03/2019
4	SC / ST Certificate	Permanent Certificate in the name of the Child and from competent authority.
5	OBC Certificate (NCL), EWS / BPL	Validity, Current Year in the name of the Child from competent authority.
6	Disability Certificate (DA) / CWSN	Certificate from Civil Surgeon / rehabilitation centre defined by Govt. of India.
7	Residence Proof	Less than 5 Kms. (APPLYING FOR RTE) 1. Ration Card 2. Aadhar Card (Parent) 4. Gas connection. 5. Bank passbook first Page in the name of the parent only.

Order of Documents:

1. Online application copy.
2. DOB Certificate, Original & Xerox.
3. Service Certificate & Transfer details – Original
4. Community Certificate (SC / ST / OBC(NCL)) – Original & Xerox
5. EWS / BPL Certificate – Original & Xerox
6. Residence Proof – Original & Xerox
7. Photo (Passport size) in application,
8. Aadhar copy of child.

Note: The details given in DOB certificate of the child that is name, Parents name etc., will be taken as documentary evidence for School records. Any correction needed should be done before admission.



PM SHRI KENDRIYA VIDYALAYA OCF AVADI CHENNAI-54

ADMISSION TO CLASS - 1 (2026-2027)

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION:-

- 1) Proof of age (birth certificate) copy and original for verification.
- 2) Community certificate in the name of the child for SC/ST/OBC-NCL/EWS, copy and original for verification. (if applicable)
- 3) CWSN (differently abled) certificate to be produced from a civil surgeon or head of the rehabilitation centre. (if applicable)
- 4) Original service certificate with transfer details (if any) during preceding 7 years, duly signed and stamped by the head office bearing the name, designation and other relevant particulars in block letters copy of each transfer order needed, and copy of latest pay certificate and ID card
(for service persons **CAT 1 to CAT 4**)
- 5) Certificate of retirement for uniformed defence employees (copy of pension book), and proof of transfer
- 6) Proof of residence: Quarter allotment order copy for govt. Employees, ration card, aadhaar card, original gas bill, bank passbook first page.
- 7) Copy of aadhar card of the child
- 8) Copy of the online application form
- 9) Latest passport size photo of the child
- 10) VVN and admission fees Rs. 1525/-for first quarter (to be paid online)
- 11) Blood group of child (copy)