

PM SHRI KENDRIYA VIDYALAYA BURDWAN

GENERAL INSTRUCTIONS FOR

Admission in class-II onwards for the session 2025-26

1. Document Verification & Registration form submission schedule:

The submission of the documents will be allowed from 9AM to 1 PM from 02.04.2025 to 11.04.2025 in the school premises. Registration form and other relevant documents to be downloaded from Vidyalaya website <https://burdwan.kvs.ac.in/> only.

The following documents to be produced in Original & 1 set of Xerox copy (duly signed by the parent in all the documents) to be submitted at the time of Documents Verification for registration:-

I.	Registration form - duly filled with Signature of Parent - Paste one Photograph on Page 1 (Right hand top corner)
II.	Print of all 4 pages of Registration form downloaded from school website.
III.	Current Passport size photograph of the child (as uploaded)
IV.	Birth Registration certificate from competent Authority (as uploaded)
V.	Service certificate from the department where they are working of Priority Category I to IV (in prescribed Performa)
VI.	Certificate showing the number of Transfer in prescribed Performa (with transfer details showing the number of transfers during the preceding 7 years duly signed and stamped by the head of office bearing the name, designation and other relevant particulars in block letters, if applicable) with Movement Orders / transfer orders No. (In attached FORMAT TRANSFER CERTIFICATE) for Service Category I to IV, whenever applicable.
VII.	A certificate of retirement for uniformed Defense employees. (if applicable)
VIII.	Residential Proof certificate from competent authority in original - along with LPG Connection (Indane /Bharat/ HP) Document in name of Parent &one Latest Cash Memo OR Electric Bill in name of Parent OR Quarter Allotment Letter along with Quarter holding/retaining certificate as on 1 st April 2025 or later for the Priority Category I to IV.
IX.	A certificate that the child belongs to the Scheduled Caste/Scheduled Tribe/EWS/OBC (Non-Creamy Layer)/BPL wherever applicable, issued by the Competent Authority in concerned State Government/Union Government. The certificate(Previous year Issued / Renewed in case of OBC-NCL) in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available in the Name of child.
X.	Income certificate from the Employer (Priority Category I to IV) & Salary Slip/ Self declaration of Family Income for self-employed person, in original
XI.	Certificate of disability of the Child from the competent authority, (a certificate from the civil surgeon/rehabilitation center or any other competent authority defined by the Government of India O.M No. 36035/5/88/Estt.(sct) dated 4.5.1999 certifying the child to be Disabled, wherever applicable
XII.	Certificate of blood group of the child from competent authority.
XIII.	Aadhaar Card of Child & APAAR ID (If available)
XIV.	Print of last result of the candidate.
XV.	Self-Declaration duly signed by the Parent . Self declaration of distance to be submitted along with the print out of arial distance between home address and KV Burdwan school from google map.
XVI.	Distance Declaration (Vidyalaya to Residence) duly signed by the Parent .
XVII.	Write the WhatsApp No. in Page -1 of Admission Form for Online Communication.
XVIII.	The classes only where vacancies are there, the registration form will be accepted.
XIX.	Only Parent is allowed for submission.

2. The selection of candidates will be done through offline lottery. As per KVS admission guidelines 2025-26 PART – C, Para the offline lottery will be done according to the order of priority of the parents. The date of lottery will be notified later in the vidyalaya website.
3. **"Mere registration and submission of the application form DOSE NOT confer a right to admission to any child. Admission will be offered by individual Vidyalayas, depending on available seats and as per KVS guidelines after examining application details, eligibility and after originals of all required documents have been produced at the time of admission"**
4. Any other Information regarding Admission Proceedings would be intimated to Parents from time to time over Website, hence they are requested to keep visiting <https://burdwan.kvs.ac.in>
5. All admission will be as per KVS admission guidelines 2025.

PRINCIPAL
PM SHRI Kendriya Vidyalaya,
Burdwan,