

# केंद्रीय विद्यालय क्र. 3 वायु सेना स्थल चकेरी कानपुर

KENDRIYA VIDYALAYA NO. 3 AFS CHAKERI KANPUR

दिनांक 02-04-2025

## कक्षा 12 में केवल सेवा श्रेणी 1 एवं 2 के पंजीकरण एवं प्रवेश संबंधित सूचना

1. सूचित किया जाता है कि सत्र 2025-26 के लिये कक्षा 12 में केवल सेवा श्रेणी 1 एवं 2 की सीमित रिक्तियों में प्रवेश हेतु पंजीकरण फॉर्म विद्यालय से निशुल्क प्राप्त कर दिनांक 11-04-2025 तक प्रातः 10:00 बजे से अपराह्न 01:00 बजे तक जमा किए जा सकते हैं।
2. सभी प्रवेश केन्द्रीय विद्यालय संगठन द्वारा जारी प्रवेश दिशा-निर्देशिका 2025-26 एवं समय-समय पर जारी स्पष्टीकरणों एवं CBSE पत्रांक COORD/SO(Ptg)/LOC/2019 दिनांक 05-04-2019 के अनुसार ही किए जाएंगे।
3. कक्षा 12 में केवल सेवा श्रेणी 1 एवं 2 की सीमित रिक्तियों में प्रवेश हेतु अनंतिम सूची दिनांक 17-04-2025 को जारी की जाएगी।
4. सभी प्रवेश दिनांक 18-04-2025 से 21-04-2025 तक ही लिए जाएंगे। अंतिम तिथि 21-04-2025 के बाद प्रवेश देना संभव नहीं होगा।
5. कक्षा 12 में प्रवेश हेतु निम्नलिखित शर्तों को पूरा करना अनिवार्य है:-
  - a. बच्चा सीबीएसई से संबद्ध स्कूल में अध्ययनरत रहा हो।
  - b. कक्षा 12 में प्रवेश के लिए, कक्षा 11 की परीक्षा में कुल मिलाकर कम से कम 55% प्राप्तांक अनिवार्य हैं।
  - c. बच्चे को अन्यथा केवीएस प्रवेश दिशानिर्देशों के अनुसार पात्र होना चाहिए।
  - d. छात्र द्वारा चुने गए विषयों के संयोजन संबंधित केंद्रीय विद्यालय में उपलब्ध होना चाहिए।
6. पंजीकरण फॉर्म के साथ निम्न दस्तावेजों की प्रमाणित प्रति लगाना अनिवार्य है।
  - i. पिछली कक्षा 9/11 की अंकतालिका।
  - ii. पिछले विद्यालय से जारी स्थानांतरण प्रमाणपत्र।
  - iii. कक्षा 9/11 में सीबीएसई रेजिस्ट्रेशन की कॉपी।
  - iv. बच्चे का नाम सहित जन्म प्रमाणपत्र (नगर निगम के जन्म मृत्यु प्रमाणपत्र कार्यालय द्वारा जारी ऑनलाइन प्रमाणपत्र की कॉपी / सेवा पुस्तिका की प्रमाणित प्रति)
  - v. निवास प्रमाणपत्र (आधार कार्ड / मतदाता पहचान पत्र / फोन बिल / बिजली बिल / गैस कनेक्शन / ड्राइविंग लाइसेंस / तहसील द्वारा जारी निवास प्रमाणपत्र)
  - vi. बच्चे का जाति प्रमाणपत्र (ऑनलाइन कॉपी, यदि लागू हो)
  - vii. बच्चे की ब्लड ग्रुप रिपोर्ट
  - viii. बच्चे का आधार कार्ड
  - ix. अभिभावक का ईमेल एवं मोबाइल नंबर
  - x. सरकारी विभाग द्वारा जारी नवीनतम सर्विस प्रमाणपत्र एवं वेतन पर्ची, यदि लागू हो (डीडीओ के नाम, पद, हस्ताक्षर एवं फोन नं. के साथ)
  - xi. सरकारी विभाग द्वारा जारी कर्मचारी के स्थानांतरणों का विवरण, यदि लागू हो।
  - xii. विद्यालय से आवास की दूरी का प्रमाणपत्र
  - xiii. मुख्य चिकित्सा अधिकारी द्वारा जारी दिव्यांग (विकलांग) प्रमाणपत्र, यदि लागू हो
  - xiv. सरकार द्वारा जारी आय प्रमाणपत्र, यदि लागू हो
7. पंजीकरण फॉर्म एवं सभी प्रमाणपत्रों में बच्चे एवं उसके माता-पिता के नाम एवं अन्य विवरण में समानता होनी चाहिए अन्यथा प्रवेश देना संभव नहीं होगा।
8. एक बच्चे के लिए केवल एक ही फॉर्म भरे अन्यथा फॉर्म निरस्त माना जाएगा।
9. समय से फॉर्म न भरने अथवा उपस्थित न होने पर प्रवेश देना संभव नहीं होगा।

10. प्रवेश शुल्क रु. 25/- होगा।
11. प्रवेश हेतु अभिभावक को नियमानुसार निर्धारित शुल्क का भुगतान यूनियन बैंक ऑफ इंडिया में ऑनलाइन अथवा बैंक में निर्धारित तिथि तक जमा करना अनिवार्य है। अन्यथा प्रवेश स्वतः ही निरस्त माना जाएगा।
12. केन्द्रीय विद्यालय संगठन के पत्रांक F. 110240/04/2013/KVS/Budget दिनांक 19-03-2013 के प्रावधानों के अनुसार सेवा श्रेणी 1 एवं 2 के अंतर्गत आने वाले अभ्यर्थियों (सरकारी कर्मचारियों) को सामान्यतः किसी प्रकार की छूट देना संभव नहीं होगा। उक्त छूट प्राप्त करने हेतु सेवा श्रेणी 1 एवं 2 तक के आवेदक को अपने विभाग से बाल शिक्षा भत्ता की प्रतिपूर्ति का अधिकारी न होने का विभागीय डी.डी.ओ. द्वारा जारी प्रमाण पत्र प्रस्तुत करना होगा।
13. अधिक जानकारी के लिए कृपया केन्द्रीय विद्यालय संगठन की वेबसाइट <https://kvsangathan.nic.in> का अवलोकन करें अथवा विद्यालय में संपर्क करें।

प्राचार्य



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

COORD/SO(Ptg)/LOC/2019

05.4.2019

To,  
Hheads of all Institutions  
Affiliated to the CBSE

**Reg: Admission to Class X or Class XII on account of change of school**

**Madam/Sir,**

You are aware that the academic session for all classes is from April to March as per Affiliation Bye-laws. It has come to the notice of the Board that a number of students change school while studying in Class X or XII on the grounds of shifting of family, better education, distance, medical ground, etc. In order to ensure better adaptability to the academic environment of new school, students desirous of changing school may be advised to change school while studying in Class IX or in Class XI. All cases of admission shall be regulated by the relevant rules contained in the Examination Bye-laws.

However, to streamline the process of admission in Class X/XII, Standard Operating Procedures (SOPs) are as under:

CATEGORY OF DIRECT ADMISSIONS		FORMALITIES TO BE FULFILLED BY SCHOOL AT THE TIME OF SUBMISSION OF CASES OF DIRECT ADMISSIONS TO THE BOARD
01	<b>Shifting because of transfer of parent(s) from present place of posting to another (Students whose parent(s) are in service)</b>	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Copy of Transfer Order attested (in blue ink only) by the Office where parent(s) of student joined after transfer. (f) Local Residence Address as per office record to be issued by the Office where parent(s) of student joined after transfer.
02	<b>Shifting of family</b>	<b><u>Due to Shifting of Business</u></b> (a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Proof of old business address

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	<p>(f) Change in current account address in bank record</p> <p>(g) Proof of address change with tax authorities</p> <p>(h) Change in TAN Card with updated new address</p> <p>(i) Receipt of Property Tax/Rent Receipt.</p> <p><b><u>Due to Joining another organisation/establishment:</u></b></p> <p>(a) Request of the parent</p> <p>(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.</p> <p>(c) #Report Card of previous class.</p> <p>(d) *Transfer Certificate of previous school.</p> <p>(e) A copy of Appointment Letter attested (in blue ink only) by the organisation/establishment where parent(s) of student joined.</p> <p>(f) Local Residence Address as per office record to be issued by the organisation/establishment where parent(s) of student joined.</p> <p>(g) Undertaking of relationship, if student concerned has been residing alongwith his/her relatives from the date of provisional admission in new school.</p> <p>(h) Electricity Bill in respect of the premises of the relative, if he or she is house owner OR two Receipts of Rent, if on rent.</p> <p>(i) Any Identity proof of the relative, issued by Central/State Govt.</p> <p><b><u>Due to Purchase of House:</u></b></p> <p>(a) Request of the parent</p> <p>(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.</p> <p>(c) #Report Card of previous class.</p> <p>(d) *Transfer Certificate of previous school.</p> <p>(e) Sale Deed/Conveyance Deed/Gift Deed/Lease Deed/Allotment Letter etc. duly registered before the Registration Authority concerned of the State as per rules.</p> <p>(f) Relevant Documents of Bank/Loan Sanctioning Letter.</p> <p><b><u>Due to Rented House:</u></b></p> <p>(a) Request of the parent</p> <p>(b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI.</p> <p>(c) #Report Card of previous class.</p> <p>(d) *Transfer Certificate of previous school.</p> <p>(e) Initial Rent Agreement of previous rented house alongwith last Rent Receipt.</p>
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		(f) Registered Rent Agreement of new rented house. (g) Latest Rent Receipt of new rented House.
03	<b>Shifting to Hostel</b>	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Statement/Declaration of the parent(s) on shifting to hostel with evidences. (f) Certificate from the admitting school to the effect that hostel has been existing from ..... years (No. of years). (g) Fee Payment Receipts of hostel issued by school. (h) Proof of Hostel fee transaction i.e. Bank Statement showing debit (from parent's account & credit to the school's account) of both (Parent & School).
04	<b>Shifting from Hostel</b>	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Statement/Declaration of the parent(s) on shifting from hostel with evidences. (f) Fee payment receipts of hostel issued by previous school. (g) In the case of shifting from Hostel to Day Boarding-School, genuine reason with documentary evidences
05	<b>Re-admission due to Fail/not appeared in Exams/ Improvement /Compartment</b>	<u><b>Re-admission in same school :</b></u> (a) Request of the parent (b) Old Roll Number (Admit Card) and copy of Marks-statement(s), whichever applicable.  <u><b>Re-admission in other school :</b></u> (a) Request of the parent (b) Old Roll Number (Admit Card) and copy of Marks-statement(s), whichever applicable. (c) Reasons to change the school with documentary evidences.
06	<b>Better Education</b>	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Following information from both the schools i.e. Admitting and Leaving –

		(i) Result of last five years of Board's Examinations (ii) Qualifications & Teaching Experience of Teachers teaching Class-X/XII of the subjects opted by the student (as the case may be).
07	<b>Long Distance</b>	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Undertaking by parents about the distance (In Kms.) of old as well as new school from the residence. (f) Justification to be given by parent of student to change school at this stage.
08	<b>Medical Ground</b>	(a) Request of the parent (b) Registration Card/ Registration Number of CBSE of CLASS-IX/XI. (c) #Report Card of previous class. (d) *Transfer Certificate of previous school. (e) Undertaking by parents about the distance (In Kms.) of old as well as new school from the residence. (f) Medical Certificate of Government Hospital.

May please note:-

- 1 All the documents of the previous school should be attested by the Principal of the previous school.
- 2 All other documents should be duly attested by the Principal of the admitting school.
- 3 \* Report Card of previous class clearly mentioning '**Qualified / Passed**' (on having obtained minimum 33% marks in all five main subjects) duly attested by the Principal of school.
- 4 \*(i) In case issued from a CBSE affiliated school, directions as given in Circular No. CBSE/T.C.Uploading/2018 dated 01.10.2018 be complied (CBSE's schools should not send TC to CBSE for verification/countersignature).  
(ii) In case issued by school recognized by another Board, it should be duly countersigned by the Educational Authorities of the Board concerned.
- 5 Schools will send all the requests for Class-X and Class-XII in one go in the enclosed format. No second request shall be entertained.
- 6 Non-refundable processing fee as mentioned below be remitted in the form of Demand Draft in favour of Secretary, CBSE payable at the place of the concerned Regional Office and sent alongwith the request:-

CATEGORY OF DIRECT ADMISSIONS- S.No 1	Rs.1000/- per student
CATEGORY OF DIRECT ADMISSIONS- S.No 2 to 8	Rs.5000/- per student

All schools are directed to read, understand and comply the SOPs in toto. School will ensure that all the documents as per requirement are obtained from the

student/parent concerned and provided to the concerned Regional Office. To match the activities of admission with the schedule of submission of List of Candidates following schedule be followed strictly: -

S.No.	ACTIVITY	SCHEDULE
1.	Direct admission of students in Class X/XII	Upto 15 <sup>th</sup> July, of the academic session
2.	Schools to compile all such admissions cases in tabular form (separately for Class X and XII) supported with documents as mentioned above.	To be sent to concerned Regional Office so as to reach within 07 days of Activity at Sl.No.01 i.e. 21 <sup>st</sup> July, 2019.
3	Regional Office will also communicate deficiency, if any, to the schools	Within one month from the date of receipt i.e. latest by 20 <sup>th</sup> August, 2019.
4	Schools will communicate fulfilment of deficiency to the Regional Office	Within 07 days from the date of activity at Sl.No.03 i.e. 27 <sup>th</sup> August, 2019.
5	Last date for according approvals by CBSE	15 <sup>th</sup> September, 2019 as the last date for submission of LOC with normal fee(without late fee) is 30.09.2019.
6	a) In case of direct admissions after 15 <sup>th</sup> July based on transfer of parent who is a government employee. b) In case of direct admission within 07 days of declaration of 1 <sup>st</sup> chance Compartment result by the CBSE.	To be sent to concerned Regional Office so as to reach within 07 days of Admission

Yours faithfully,

(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS

## (Proforma for forwarding Direct Admission cases by School)

Subject : Direct Admission cases during the academic session 20\_\_\_\_ - 20\_\_\_\_

1. School No. : \_\_\_\_\_  
 2. School Name : \_\_\_\_\_

3. Details of Direct Admission Cases (Class X / XII): -

Sl. No.	Name of Candidate(s)	Date of Admission (Should be properly mentioned in Admission form also)	Whether Class – IX <sup>th</sup> / XI <sup>th</sup> Pass or Failure	Old School name and address	Name of the Board migrating from	Reason for Transfer	Subject change, if any		List of documents attached (As per circular)
							From	To	
1.									
2.									
3.									

4.

	Class IX	Class XI
No. of candidates in current year		

5.

	Class X	Class XII
Present Strength		
No of request(s) received for admission in current session		
No of candidates registered in previous year		
No of candidates appeared in previous year		
Total no. of section		
a. Total No. of Sections allowed by the CBSE		
b. Total no. of Sections existing		
c. No. of subjects approved by CBSE		

6. Class wise total strength in the school

Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII	Class VIII

7. Total Rooms available in the school : \_\_\_\_\_

8. Total Land Area of the school (Sqmters) : \_\_\_\_\_

9. Subject wise Teachers

TGT			PGT					
Sl. No.	Subject	No. of Teachers	Sl. No.	Subject	No. of Teachers	Sl. No.	Subject	No. of Teachers
1.			1.			7.		
2.			2.			8.		
3.			3.			9.		
4.			4.			10.		
5.			5.			11.		
6.			6.			12.		

10. Students Strength Class-wise and Section-wise

IX		X		XI		XII	
Sections	Total no. of Students	Sections	Total no. of Students	Sections	Total no. of Students	Sections	Total no. of Students
A		A		A		A	
B		B		B		B	
C		C		C		C	
D		D		D		D	
E		E		E		E	
F		F		F		F	
G		G		G		G	
H		H		H		H	
I		I		I		I	

It is certified that in respect of above mentioned candidate(s) proposed by the school for direct admission in Class X / XII:-

- All the enclosed documents have been personally checked and verified by the undersigned in each case.
- Affiliation status of the previous school has been checked and found correct.
- The case(s) are fulfilling the clause 6, 7.3/7.5, 8 & 12 of the Examination Bye-Laws.
- Number of candidate(s) sponsored by the school for the ensuing exam are within the limit prescribed by the Affiliation Unit.
- Students are not from any unaffiliated school and they are regularly attending the classes.

In case, if the above information is found false or incorrect at any time, CBSE may take necessary action against the candidate(s) including cancellation of their admission and may initiate disaffiliation process against the school.

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

Signature : \_\_\_\_\_

Name of Principal : \_\_\_\_\_

School Name : \_\_\_\_\_

School No. : \_\_\_\_\_ Affiliation No. : \_\_\_\_\_

Seal : \_\_\_\_\_