

PM SHRI KENDRIYA VIDYALAYA NO.2, KHARAGPUR
NOTICE for New Admission, Session- (2026-27)

DATE: 25.03.2026

All parents, who have registered the name of their ward for admission in Class - **Balvatika-3** and **Class-I** (Session 2026-27) through online admission portal, are hereby informed that the following documents need to be kept ready for verification at the time of admission. **No further extension will be allowed at the time of Admission due to non submission of below mentioned documents.**

1. Online/Offline registration form along with passport size coloured photograph.
 2. Original and self-attested copy of birth certificate.
 3. Child's Transfer certificate with PEN / ~~APAR~~ ID from previous school from UDISE portal / Banglar Siksha portal, if applicable.
 4. Original copy of parent's service certificate / transfer documents and filled Certificate stating number of transfers (Format enclosed For cat I to IV), pay slip and i-card for govt. employee.
 5. Original, Attested / Self attested copy of Child's or Parents Digital Caste Certificate SC/ST & OBC NCL.
 6. OBC (NCL) certificate should be issued within 01 (one) financial year (up to 31.03.2026).
Revalidation digital OBC certificate in case of issued from west Bengal.
 7. **The Caste certificate must be in the name of the Child (if not available, please submit within 1 month).**
 8. Attested / Self attested copy of Residential Proof :- Electric Bill ,telephone bill, Gas connection Quarter Allotment order.
 9. Candidates selected under RTE will submit the Certificate declaring distance from home to school issued by the Ward Councillor / Chairman / Executive officer .
 10. Attested /Self attested copy of Blood Group certificate copy of child.
 11. Railway Employee should counter sign the service certificate / Transfer documents and fill up the Certificate of Number of Transfers from Sr. DPO / DPO / APO, S. E. Railway, KGP for open line and medical department , WPO or A P.O. for workshop staff , Sr. Div. Security Officer for RPF / Principal, Zonal Training Institute for RPF staff, Sr. DFM for accounts dept. employee. For Bank and LIC employee from Sr. Manager from concerned bank. For Postal employee, counter signed by Post master. For State Govt. employee, counter signed by concerned controlling officer (Gazetted rank). For BSNL employee, countersigned by SDO telephone.
 12. State Govt. Education Dept.(School teachers and others staff) Service Certificate countersigned by The following (For Primary School- SIS -Secondary and Sr. Secondary-ADIS / DIS)
 13. Other employees should get it counter signed from concerned Head of Dept.
 14. Defence personnel should give the service certificate from their C.O. about (a) not getting family accommodation / Posting at non-family areas or posted in Naxal affected areas (b) Birth certificate (c) Transfer record of seven years (d) The form should be signed by the C.O.
 15. Attested copy of current Ration Card /SPHH/PHH/RKSY-1 Antyodaya Card with validity or Active certificate and BPL clarification certificate from Concerned Food supply department along with Income Certificate ,EWS Certificate from Concerned State Govt. authority as per Format Attached (Annexure-C) in the Notice Board.
 16. Income Certificate from S.D.O. if the parent is below poverty line.
 17. Physically Handicapped certificate (at least 40%) from the civil surgeon/rehabilitation center or any other competent authority.
- Fees structure-VVN- Rs.1500, Admission fee-Rs.25= Total Rs.1525.00 (Online payment though debit/credit card)
Note:- Fee for RTE candidate is NIL (But the certificate of non reimbursement should be submitted from their concerned department except cat-I (Central govt. employee).

(Shanu Kumar Gupta)
I/C Admission



(Sangram Banerejee)
Principal
PM SHRI KV NO.2 (RLY),KGP

OBC-NCL Certificate Format**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES (NCL)* APPLYING FOR ADMISSION TO CENTRAL
EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF
INDIA**

This is to certify that Shri/Smt./Kum** _____ Son/
Daughter** of Shri/Smt.** _____ of Village/
Town** _____ District/Division** _____ in
the State/Union Territory _____ belongs to the
_____ community that is recognized as a backward class
under Government of India***, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated _____ ****

Shri/Smt./Kum. _____ and/or _____
his/her family ordinarily reside(s) in the _____ District/Division
of the _____ State/Union Territory. This is also to certify that
he/she does NOT belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel & Training O.M. No.
36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004
Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated
14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014, and
again further modified vide OM No. 36033/1/2013-Estt (Res) dtd. 13/09/2017.

District Magistrate /
Deputy Commissioner /
Any other Competent Authority

Dated:

Seal

* Visit <http://www.ncbc.nic.in> for latest guidelines and updates on the Central List of State-wise OBCs.

** Please delete the word(s) which are not applicable.

*** As listed in the Annexure (for FORM-OBC-NCL)

**** The authority issuing the certificate needs to mention the details of Resolution of
Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar' and
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides
 - (v) Certificate issued by any other authority will be rejected

Annexure-I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

G. Jeyaraman