



पीएम श्री केन्द्रीय विद्यालय आस्का
PM SHRI KENDRIYA VIDYALAYA ASKA
(An Autonomous Body under Ministry of Education, Govt. of India)
DHOBADI-PO-KUMBHARI-ASKA, GANJAM, ODISHA
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Website: www.aska.kvs.ac.in



के.वी.एस. स्कूल कोड / KVS School Code :2226, U-DISE No: 21190111201

सी.बी.एस.ई. स्कूल कोड / C.B.S.E. School Code : 19107, सी.बी.एस.ई. संबद्धता सं /C.B.S.E. Affiliation No.. : 1500054

ADMISSION NOTICE – 2025-26

DATE: 23/06/2025

Offline applications are invited from eligible candidates only for few vacant seats in the following classes of PM SHRI KV Aska for the session 2025-26. The registration forms are attached herewith and are also available in the vidyalaya website (www.aska.kvs.ac.in). Parents can take print out of the form and submit duly filled registration form along with self-attested copies of required documents in the school office in hard copy **between 10:00 a.m – 01:00 p.m on all working days on or before 26/06/2025 (1:00 p.m.)**.

Classes for which applications are invited:

Class II - (For SC/ST Candidates only)

Class V - (For SC/ST Candidates only)

Class VI - (For SC/ST Candidates only)

Class XII - (For Priority Category I & II Candidates only as per KVS admission Guidelines point no.9, page 7)

The admission is to be done as per KVS admission guidelines 2025-26. For eligibility criteria please go through the KVS admission Guidelines. The application form will be rejected if any incorrect/misleading information is provided in the form.

Date of Registration: 24/06/2025 to 26/06/2025 (On working days only)

Last Date for submission of application form: 26/06/2025 (1:00 p.m.)

Minimum & Maximum Age as on 31.03.2025 for Admission Session: 2025-26

Sl.No	Class	Age
1	II	7 years but less than 09 years of age
2	V	9 years but less than 11 years of age
3	VI	10 years but less than 12 years of age

(Balaram Mohanty)
Principal

शाखा/Principal
पीएम श्री केन्द्रीय विद्यालय आस्का
PM SHRI KV Aska



पीएम श्री केंद्रीय विद्यालय आस्का, गंजाम, ओडिशा
PM SHRI KENDRIYA VIDYALAYA ASKA, GANJAM, ODISHA
प्रवेश के लिए आवेदन पत्र/APPLICATION FOR ADMISSION

(For Office Use – Fill in “Red” ink)

प्रवेश संख्या/Admission No: प्रवेश की तिथि/Date of Admission: सत्र/Session: 2025-26
कक्षा/Class: Adm. Catg: जाति/Caste: Admission Quota:
Online/Offline Registration No/T.C.No: UBI ID:

(FILL ALL THE DETAILS IN CAPITAL LETTERS – Fill in “Blue/Black” ink)

बच्चे के नाम/Name of Candidate:

जन्म की तारीख/Date of Birth

			/				/				
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(In Figure DD/MM/YYYY):

शब्दों में/In words.. ..

आयु/Age as on 31.03.2025: साल/Years..... महीने/Months..... दिन/Days.....

पिता का नाम/Father's Name:

माता का नाम/Mother's Name:

(Parent's Signature)

(छात्र का अन्य विवरण/OTHER DETAILS OF STUDENT)

Blood Group: Sex: Caste: (Gen/SC/ST/OBC): SGC/EWS/PH:

Aadhar no.of Child: PEN No. of Child.....

Religion: Mother Tongue: Home Town: State:

(माता-पिता के अन्य विवरण/OTHER DETAILS OF PARENT)

विवरण/Details	माता का विवरण/Mother's details	पिता का विवरण/Father's details
पेसा/Occupation:		
वार्षिक आय/Annual Income (Rs.)		
मोबाइल/Mobile no:		
ई-मेल/E-mail ID:		
पता/Address for Communication/ Residential Address:		
स्थायी पता/Permanent Address:		
राष्ट्रियता/Nationality:		
No. of transfers during last 07 years (as on 31 ST March)		
Is any parent getting Reimbursement of Children Education fee from his/her employer?	(YES / NO)	
Name of Local Guardian with Contact No. (If any)		

प्रमाणपत्र:/Certificate: मैं प्रमाणित करता हूँ कि उपरोक्त सभी प्रविष्टियाँ सत्य हैं और मेरे पास मौजूद दस्तावेजी साक्ष्यों पर आधारित हैं। मैं समझता हूँ कि उपरोक्त विवरण स्कूल प्रवेश रजिस्टर में दर्ज किया जाना है और मेरे द्वारा प्रदान की गई किसी भी प्रकार की त्रुटि या गलत जानकारी के लिए मैं व्यक्तिगत रूप से जिम्मेदार रहूँगा। I certify that all the above entries are true and are based on documentary evidences with me. I understand that the above details are to be recorded in the school admission register and I will be personally responsible for any kind of error or wrong information provided by me.

(अभिभावक का हस्ताक्षर/Signature of Parent)

दिनांक/Date:

अभिभावक का नाम/Name of parent:

FOR OFFICE USE ONLY

प्रमाणित किया जाता है की मैंने आबेदन पत्र और संबन्धित कागजातों की जांच कर ली है ।

Certified that I have checked the application form and the relevant papers are found in order

प्रवेश प्रभारी/Admission In-Charge

संबन्धित कागजातों के जांच करने और बकाया राशि वसूलने के बाद (बच्चे का नाम) को कक्षा
..... सेक्शन..... में प्रवेश दें।

Please admit (Name of child)..... to class section
..... after checking the relevant papers and realize the due.

दिनांक/Date.....

प्राचार्य/Principal.....

दाखिल दिया गया / Admitted to Class..... Section..... UBI ID

प्राप्त धन का विवरण Details of Amount Received:

शुल्क रशीद संख्या/Fee Receipt No..... तिथि/Date.....

प्रवेश शुल्क/Admission Fee शिक्षा शुल्क/ Tuition Fee.....

विद्यालय विकास निधि/Vidyalaya Vikas Nidhi विज्ञान शुल्क/Science Fee.....

सांगणक शुल्क/Computer Fee

कुल/Total....

कक्षया उपस्थिती पंजिका में नाम दर्ज किया गया/ Name has been entered in the class attendance register.

कक्षया अध्यापक/Class Teacher

प्रमाण पत्र /Certificate

प्रमाणित किया जाता है की समस्त प्रविष्टियाँ छात्र पंजिका में दर्ज की गयी एबम शुल्क का भुगतान इस कार्यालय /
कक्षया अध्यापक के द्वारा प्रपट किया गया / Certified that the entries have been made in the scholars' register
and the dues have been realized by office/class teacher.

बिद्यार्थी की छात्र पंजिका संख्या/The S.R. No. of the student is खंड ../Volume No

फाइल /File

दिनांक/Date.....

कार्यालय प्रभारी / Office In-charge.....

प्राचार्य/Principal

SERVICE CERTIFICATE (for Central Govt. employees)

Certified that Shri/Smt. is working as regular employee in the Ministry/ Office of He/She is an employee of Defence Service / CRPF / BSF / NSG/SPG / CISF / Central Govt. / Autonomous Body / Public Sector Undertaking fully financed / partially finance by the Central Govt. and his / her services are non-transferable / transferable anywhere in India.

Date:.....

Signature. of the head of office

(With Date, Name , Designation and Office stamp)

Complete address and Telephone No of Office

SERVICE CERTIFICATE (for State Govt. employees)

Certified that Shri/Smt..... is working in the Ministry/ Office of He/ She is a regular employee of State Government transferable anywhere in the state.

Date:.....

Signature. of the head of office

(With Date, Name , Designation and Office stamp)

Complete address and Telephone No of Office

CERTIFICATE OF NUMBER OF TRANSFERS

(If the distance between the two office places involving transfer is at least 20 Kilometres and the minimum period of stay at a place is six months then only it will be counted as a transfer as per part A(2)(iii) of KVS Admission Guidelines).

I, Smt/Shri _____ (Name) _____ (rank/designation) of _____ (office), do hereby certify that during the past 7 years (**i.e from 01.04.2018 to 31.03.2025**), I have been transferred _____ times (in figure & in word) from one station to another. The details of which are given as under.

I know that if the above mentioned information is found incorrect, my child
(Name of child) will be disqualified for admission in Kendriya Vidyalaya.

Signature of the Parent

S . N	Office/Unit and Place	Date of Joining the Office/Unit	Date of Release from the Office/Unit	Period of stay (in Months)	Transferred Office/Unit and Place	Distance between the Two Office (in km)	Transfer Order No.
1							
2							
3							
4							
5							

COUNTER SIGNATURE

I _____ (Name) _____ (rank/designation) of _____ (unit/department) hereby certify that the particulars given above have been authenticated by the records held in the office and found to be correct.

(Signature of the Head of the Office with Office Stamp)

Contact number of the authority/office :

CERTIFICATE FROM THE DDO/COMPETENT AUTHORITY

I Sri/Smt./Ms. _____ (Name of the Employer/DDO)
, designation _____ working in the office of _____
department of _____, government of _____ do hereby certify the
following in respect of Sri/Smt./Ms. _____ (Name of the Employee)
whose son/daughter _____ (Name of the Child) is seeking admission
in PM SHRI Kendriya Vidyalaya Aska. The information furnished below is true and verified from the office/service
records of the employee.

01	Full name of the employee (in Block Letters)	
02	Designation of the employee	
03	Employee Code / Employee Identity No.	
04	Name of the office where the employee is presently posted	
05	Whether Permanent/Regular/Temporary/Contractual/ Part Time/ Adhoc /Daily Wage Basis/Casual (To be written clearly)	
06	This office/organization is Central Government/Central Government Autonomous body/PSU fully or partially financed by Govt. of India/State Government/ State Government Autonomous Body/ PSU fully or partially finance by the state govt. (To be written clearly)	
07	Recent Pay/Salary of the Employee with proper Split up	(i) Basic Pay : _____ (ii) Grade Pay / Level : _____ (iii) DA : _____ (iv) HRA : _____ (v) Any Other : _____ (vi) Any Other : _____
08	Whether the employee is drawing the consolidated pay	YES / NO

Place: _____

Date: _____

Signature of the Certifying Authority with Seal

Office Seal

Complete Address of the Office:

Office Telephone Number: _____

Office E-mail ID: _____

SELF DECLARATION

I _____ Father /Mother of Master/Miss
_____ age _____ years , resident of
_____ (Complete Address) , do
hereby declare that the information given in admission form and in the enclosed documents are 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 found to be false/ not true at any point of time, admission of my child will be cancelled and I will be
liable to legal actions as per guidelines of KVS and any benefit accrued by me or my ward will be summarily cancelled.

Date : _____
Place : _____

Signature of the Parent
Mobile No : _____

SELF DECLARATION (DISTANCE)

I _____ Father /Mother of Master/Miss
_____ age _____ years , bearing Application Submission Code :
_____ Present resident of
_____ (Complete
Address) , do hereby declare that the radial distance between Kendriya Vidyalaya Aska and our residence is
_____ kilometer.

Date : _____
Place : _____

Signature of the Parent
Mobile No : _____

UNDERTAKING

(Submission of SC/ST/OBC Certificate – If the certificate in the name of the child is not available at present)

I _____ (Name of the Parent) do hereby declare that I have applied
for caste certificate in the name of my child _____ and will submit the Caste
Certificate (SC/ST/OBC (Non Creamy Layer) issued by the competent authority in the name of my child within 03
(Three) months from the date of admission of my child in Kendriya Vidyalaya Aska. I am attaching a copy of application
submitted for issue of caste certificate in the name of my child. If I fail to submit the same in the name of my child
within this period the admission of my child will be summarily cancelled.

Date : _____
Place : _____

Signature of the Parent
Mobile No : _____

UNDERTAKING (DISCIPLINE)

I _____ father/Mother, of _____ who is being
admitted into Class: _____ during the session _____ do undertake that I and my child will abide by the rules &
regulations of the Vidyalaya. I will ensure punctuality, regular attendance of my child in the school and deposit of school fees in
time as per schedule. If my child remains absent for long period without any written information/application or the fees are not
deposited, I will be personally responsible for that and the admission of my child will be cancelled. Further I will guide my child to
be disciplined and not to create any untoward problem in the school. If any damage is caused by my child to the property of the
school, I will compensate for that or will abide by the decision taken by the school.

Signature: _____

Date: _____

Verification of documents for admission

Sl.No	Details	As submitted in online form	Status after verification
1	Name		
2	Application ID		
3	Date of Birth		
4	Caste Category		
5	Parent in whose name certificate is provided		
6	Service Category		
7	No.of Transfers		
8	Distance		

Check list of documents for verification

SL	Name of document	Submitted/Not Submitted
1	Print out of online registration form.	
2	Duly filled Admission form.	
3	Birth Certificate of Child.	
4	Passport size Photograph of Child.	
5	Aadhar Card of Child/ If not available then copy of application for Aadhar enrollment & Adhar Card of parents.	
6	Blood Group Certificate of Child.	
7	Caste Certificate of Child(SC/ST/OBC)/If not available in the name of child, then copy of application for certificate and certificate of Parent.	
8	Residence Proof. (House rent agreement along with the electricity bill of the owner/ Aadhar card/ Voter Id Card/ LPG connection/ Telephonic bill/ Residential Certificate/Quarter allotment order)	
9	Service Certificate & last month payslip of parents, Transfer orders.	
10	EWS/BPL Certificate of Parent (See point no.9 & 18 below)	
11	CWSN/PH Certificate of Child (In case of Differently abled Candidate)	
12	A certificate of retirement for uniformed defence employees.	

Declaration by parent

I certify that all the details provided above are correct. Further I understand that my child is provisionally selected for admission subject to verification of documents and if documents provided are not correct/sufficient to establish the correctness of above data, the application is to be treated as void and claim for admission will be forfeited.

(Full signature of Parent)

Remarks after verification

Documents verified and found to be Correct/Sufficient	
Documents verified and found to be incorrect/insufficient	
Accepted / Rejected	
If rejected, reasons	

(Signature of verifier)

(Counter Sign. of Principal)

Note:

- Any other documents as required by the admission committee as per the demand of the situation.