ADMISSION DOCUMENTS:

KENDRIYA VIDYALAYA TITLAGARH

DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-II TO VI, SESSION 2026-27

The following documents are to be submitted in original along with **self-attested** copies by the parents whose child will be selected and called for admission. Some of the original documents will be returned after verification.

1. Filled in Registration Form for Admission.
2. Birth Certificate issued by the competent authority showing date of birth (Keep the Original for verification & attach a photocopy)
3. Proof of Residence: Electricity bill/Telephone bill/gas connection or gas delivery receipt/Aadhar Card/Bank Pass Book /Quarter Allotment order copy (if residing in govt. allotted quarter) etc. in which the address is mentioned (This should be in the name of either of the parents). If residing in Rented House – Rent agreement along with electricity bill of the house owner.
4. Self-declaration about Submission of documents, the distance of the residence from KV Titlagarh & Undertaking for Caste Certificate – where applicable.
5. Certificate of Proof of Blood Group
6. Valid SC/ST/OBC-NCL Certificate issued by the competent authority (Certificate in the name of either of the parents may be accepted initially) – If it is in the name of the parent an undertaking should be submitted to submit the certificate in the name of the child within 03 months from the date of admission.
7. OBC (Non-Creamy Layer) Certificate issued by the competent authority – should not be older than three years. It should be issued on or after 01.04.2023
8. Those claiming **Economically Weaker Section** should submit valid documents i.e. Valid " **"Income& Asset Certificate to be produced by Economically Weaker Section"** issued by the competent authority (Income Certificate **will not be accepted in lieu of this) :** It should be issued during the current Financial Year i.e. on or after 01.04.2026 . (Certificate in the name of either of the parents may be accepted initially) – If it is in the name of the parent an undertaking should be submitted to submit the certificate in the name of the child within 03 months from the date of admission.
9. Those claiming **Below Poverty Line** should submit the following documents:

(a) BPL Card, if available in the name of the parent of the child, but lapsed as on date, this can be countersigned by the BDO of the locality of rural areas/Executive Officer of NAC of Municipality areas to validate the card along with Low Income Certificate/ EWS Certificate/Labour Card

OR

(b) PHH Ration Card (New) + Low Income Certificate/ EWS Certificate/Labour Card

OR

(c) Antodaya Anna Yojana Card + Low Income Certificate/ EWS Certificate/MGNREGP Job Card/Labour Card

AND

An Affidavit to the effect that as on date the Parent and his family belongs to BPL Category and Low-Income Group and all information provided about the above documents are correct.

10. Valid Disability Certificate issued by the competent authority certifying that she/he is a child with Special Needs (CwSN) – those claiming CwSN.
11. A Service Certificate (By Government Employees) showing the number of transfers during the preceding 7 years issued by the competent authority- **ORIGINAL** (Those claiming Service Category 1/2/3/4)
12. Certificate from the employer showing the Pay particulars of the employee, the status of employment and nature of the establishment - **ORIGINAL** (Applicable only for Government employees – Those claimed Service Category: 1/2/3/4)
13. For government employees – ID card issued by the employee/last month's pay slip
14. Copy of Transfer Orders
15. Aadhar Card (Child, Father, Mother)
16. Any other documents as required by the admission committee as per the demand of the situation

PRINCIPAL

CHECK LIST OF DOCUMENTS

PART-A (Details of the Child)

1. Name of the Child : _____
2. Class to which admission sought : _____
3. Session : 2026-27
4. Application Submission Code : _____
5. Selected under the category of : RTE/ CwSN/Cat-I/Cat-II/Cat-III/SC/ST/OBC(NCL)
6. Serial Number in the Selection List : _____

PART-B (Documents submission by the parent)

The self-attested copy (Except cases where original is mentioned) of the following documents are submitted by me.

Sl. No.	Name of the Document	Yes/ No	Remarks
1	Filled in Application Form		
2	Birth Certificate (Both Original & a Photocopy)		
3	Residence Proof (Mention the type in Remark column)		
4	Self-Declaration of submission of correct information and documents, Distance from School to Residence		
5	Certificate of Proof of Blood Group		
6	Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column		
7	Undertaking (If Caste Certificate in the name of the Parent)		
8	Income & Asset Certificate for Claiming Economically Weaker Sections		
9	BPL Card/ Proof of claiming BPL (Write Names of documents in Remark Column)		
10	CwSN Certificate (Specify % of disability and type of disability in Remarks Column)		
11	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc. in Remarks Column)		
12	Certificate from the employer – in prescribed format available in		
13	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)		
14	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2025 in the remarks column)		
15	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
16	Aadhar Card (Child, Father, Mother)		
17	Any Other		

Signature of the Parent with Date

PART-C (For the Verifying Officers)

All the documents mentioned above are submitted by the parent and verified by us from the original and found with the following Remarks. (Specify whether admission is approved or rejected in Remarks Column)

Verifying Officer -1 ***Verifying Officer-2***

Remarks:

Signature:
Name & design. :

I/C Admission Counter Signed by the Principal

SELF DECLARATION
(Submission of Documents & Information)

I _____, age_____ years, Father /Mother of Master/Miss _____,resident of _____ _____ (Complete Address) , do hereby declare that the information given in admission form of the admission in Kendriya VidyalayaTitlagarh and in the enclosed documents is 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 proved false/ not true at any point of time, admission has to be deemed cancelled and I will be liable to punishment as per guidelines of KVS and the benefit accrued by me or my ward will be summarily cancelled.

Date : _____ Signature of the Parent
Place : _____ Mobile No : _____

UNDERTAKING
(Submission of SC/ST/OBC/BPL/EWS Certificate)

I _____ (Name of the Parent) do hereby declare that I will submit the SC/ST/OBC- Non-Creamy Layer/BPL/EWS issued by the competent authority in the name of my child _____ (Name of the Child) within 03 (Three) months from the date of admission of my ward in Kendriya Vidyalaya Titlagarh. If I fail to submit the same in the name of my child within this period the admission of my ward will be summarily cancelled.

Date : _____ Signature of the Parent
Place : _____ Mobile No : _____

SERVICE CERTIFICATE
(CENTRAL GOVERNMENT)

Certified that Sri/Smt. _____ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of _____ in this office/Ministry/under the Ministry of _____ government of India. He/ She is an employee of Defence Service/CRPF/BSF/NSG/SPG/CISF/Central Govt./Central Govt. Autonomous body/Central govt. PSU fully financed/partially financed by the Central Govt. His/her services are non-transferable / transferable anywhere in India.

Complete Address and telephone No. of the Office (in Block Letters)

_____

_____

Place: _____ Signature of Head of the Office
Date: _____ (with Name, Designation and Office Stamp)

CERTIFICATE OF NUMBER OF TRANSFERS

I _____ (Name) _____ (rank /designation) of _____ (Name of the Office), do hereby certify that during the past 7 years (Up to 31.03.2025) I have been transferred _____ times (In figures & in words) from one station to another. ***(If the distance between the form and to place is at least 20 kms and the minimum period of stay is six months then only it will be considered as a transfer)***. The details of which are given as under***:***

I know that if the above-mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Office/Unit and Place	Date of Joining the Office/ Unit	Date of Release from the Office/Unit	Period of stay (in days)	Transferred Office/Unit and Place	Distance between the Two Office (in km)	Transfer Order No.

Signature of the Parent

COUNTER SIGNATURE

I , _____ (Name) _____ (Rank/Designation) of _____ (Name of the Office/Unit/Department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

Place: _____ Signature of Head of the Office
Date: _____ (with Name, Designation and Office Stamp)

SERVICE CERTIFICATE
(STATE GOVERNMENT)

Certified that Sri/Smt. _____ is working as a regular/permanent/temporary/contractual/part time/casual employee in the capacity of _____ in this office /Ministry /under the Ministry of _____ _____government of _____. He/ She is an employee of State Govt. / State Govt. Autonomous body/State Govt. PSU fully financed by the State Govt./partially financed by the state Govt. His/her services are non-transferable / transferable anywhere in _____.

Complete Address and telephone No. of the Office (In Block Letters)

_____

_____

Place: _____ Signature of Head of the Office
Date: _____ (with Name, Designation and Office Stamp)

CERTIFICATE OF NUMBER OF TRANSFERS

I _____ (Name) _____ (rank /designation) of _____ (Name of the Office), do hereby certify that during the past 7 years (Up to 31.03.2026) I have been transferred _____ times (In figures & in words) from one station to another. ***(If the distance between the form and to place is at least 20 kms and the minimum period of stay is six months then only it will be considered as a transfer)***. The details of which are given as under***:***

Office/Unit and Place	Date of Joining the Office/ Unit	Date of Release from the Office/Unit	Period of stay(in days)	Transferred Office/Unit and Place	Distance between the Two Office (in km)	Transfer Order No.

I know that if the above mentioned facts are found incorrect, my child will be disqualified for admission in Kendriya Vidyalaya.

Signature of the Parent

COUNTER SIGNATURE

I, _____ (Name) _____ (Rank/Designation) of _____ (Name of the Office/Unit/Department) hereby certify that the particulars given in above have been authenticated by the records held in the office and found correct.

Place: _____ Signature of Head of the Office
Date: _____ (with Name, Designation and Office Stamp)

CERTIFICATE FROM THE EMPLOYER

(Regarding Status of Employment & identification of Admission Category in KVS)

I Sri/Smt./Ms. _____ (Name of the Employer) , 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 Kendriya Vidyalaya Titlagarh.

01	Name of the Child for whom admission is sought (in Block Letters)	
02	Class in which admission is sought	
03	Full name of the employee (in Block Letters)	
04	Designation of the employee	
05	Employee Code / Employee Identity No.	
06	Name of the office where the employee is presently posted	
07	Status of Employment (Whether Permanent/ Regular/ Temporary/Contractual/ Part Time/ Adhoc/Daily Wage Basis/Casual -To be written clearly)	
08	This office/organization is **Central Government**/*Central Government Autonomous body*/**PSU fully or partially financed by Govt. of India**/State Government/ **Sate Government Autonomous Body**/ PSU fully or partially finance by the state govt. (To be written clearly)	
09	Whether the employee is to be considered as an employee of Central Government/*Central Government Autonomous body*/PSU fully or partially financed by Govt. of India/State Government/ Sate Government Autonomous Body/ PSU fully or partially finance by the state govt. (Any one of the above to be written clearly) ***Note: STATE GOVERNMENT EMPLOYEE: An employee who is regular (i.e. an employee working on that post sanctioned by the State Government in substantive capacity) and draws his emoluments from the Consolidated Fund of State***.	
10	**Please write any one of the following which is applicable i.r.o. the child for whom admission is sought** 1. Children of transferable and non-transferable Central government employees and children of ex- servicemen. 2. Children of transferable and non-transferable employees of Autonomous Bodies / Public Sector Undertaking/Institute of Higher Learning of the Government of India. 3. Children of transferable and non-transferable State Government employees. 4. Children of transferable and non-transferable employees of Autonomous Bodies/ Public Sector Undertakings/Institute of Higher Learning of the State Governments. 5. Children from any other category **i.e., all those not covered under any of the categories 1 to 4 listed above.**	
11	Recent Pay/Salary of the Employee with proper Split up	(i) Pay Level : _____ (ii) Pay : _____ (iii) DA : _____ (iv) HRA : _____ (v) Any Other _____ (vi) Any Other : _____ (vii) Total :
12	Whether the employee is drawing the consolidated pay	YES / NO

Place: _____
Date: _____

Signature of the Certifying Authority with Seal

Complete Address of the Office with Telephone Number