ISSUE OF FORMS AND REGISTRATION

The registration forms for admission to class I for the year 2016-17 will be available with effect from 08-02-2016 to 10-03-2016 between 10.00 am and 12 noon on all working days of the Vidyalaya. The registration form is free of cost and can also be downloaded from the School Websites. The registration starts on 08-02-2016 as per the schedule below.

**ADMISSION SCHEDULE**

<table>
<thead>
<tr>
<th>Issue of forms for class I</th>
<th>08-02-2016 (Monday) to 10-03-2016 (Thursday) (10.00 am to 12.00 noon)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration of forms for Class I</td>
<td>08-02-2016 to 10-03-2016 (10.00 am to 12.00 noon)</td>
</tr>
<tr>
<td>Last date of registration for Class I</td>
<td>10-03-2016 2.30 pm</td>
</tr>
<tr>
<td>Publication of list of registered Candidates (School Notice Board And Vidyalaya Website)</td>
<td>14-03-2016 10.00 am</td>
</tr>
<tr>
<td>Draw of lot for RTE candidates and Other categories</td>
<td>15-03-2016 10.00 am</td>
</tr>
<tr>
<td>Declaration of selected list for class I</td>
<td>18-03-2016 3.00 pm</td>
</tr>
<tr>
<td>Admission to class I</td>
<td>19-03-2016 9.00 am</td>
</tr>
</tbody>
</table>

Note: Issue and registration forms for classes II to IX from 04-04-2016 to 18-04-2016 (Monday) Publication of List of Classes II to IX 25-04-2016

**ISSUE AND REGISTRATION OF FORMS ON WORKING DAYS ONLY.**

1. A Child must be 5 years old as on 31st March in the academic year in which admission is sought for Class I. DOB of the child should be in between 01-04-2009 - 01-04-2011

2. Attested copy of certificate of proof of age in the form of a birth certificate issued by the authority competent to register births should be attached with the application form.

3. Attested copy of certificate that the child belongs to the Scheduled Caste/Scheduled Tribe/EWS/OBC (non creamy layer)/BPL/Differently abled, wherever applicable, issued by the competent authority in concerned State Government/Union Government (attested copy). Candidates belong to this category and if their permanent residence is within 5km from this vidyalaya will be considered for RTE admissions. However the declared distance will be verified from the concerned authorities of Kerala State Government.
4. A certificate from the civil surgeon/rehabilitation centre 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 handicapped, wherever applicable.

5. A service certificate showing the number of transfers during the preceding 7 years duly signed and stamped by the head of office bearing the name, designation, Phone No. and other relevant particulars in block letters.

6. A certificate of retirement for Ex-servicemen (Attested copy)

7. A self declaration from the parent for distance may also be furnished as in the Performa given in the application form.

8. Address proof of the parent from the Taluk Office should be furnished at the time of the registration.

9. Parents of single girl child may obtain a Proforma from the vidyalaya and fill it as per the instructions given in it.

10. For more details logon to www.kvsangathan.nic.in, Admission guidelines.

11. Mere registration will not confer a right to admission.

12. Incomplete application forms shall normally be rejected.

13. Admission secured on the basis of any wrong certificate shall be cancelled By the Principal, for which no appeal against the Principal shall be entertained.

INSTRUCTIONS:

1. Do the registration sufficiently early in order to avoid last minute rush.

2. Employees who are seeking admission of their wards based on their priority category should approach the Kendriya Vidyalaya at their place of posting as mere residence certificate of a place will not yield eligibility for admission in Kendriya Vidyalayas.

3. Keep this Instruction sheet with you till the procedure of admission is over and most of the doubts that you may have, can be cleared by referring to this. Telephonic information regarding admissions will not be given by the office.

4. In case the name of your ward appears in the list of candidates selected and you are not interested to the offer due to any reason whatsoever, kindly inform the vidyalaya in writing before the admission date so that the seat can be offered to the next child in waiting without causing much anxiety to him/her.

5. Out station Central/State employees other than service personnel who are posted in field areas should seek admission for their wards in their respective place of posting.

6. Over writing/correction on the furnished data may lead to rejection of application.

7. Fully filled application with necessary enclosure will only be accepted/registered.

8. Candidates of SC/ST/EWS/BPL/OBC (Non Creamy layer) who fall under RTE Category should attend the draw on the mentioned date without fail. No further intimation will be given.

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