



## पीएम श्री केन्द्रीय विद्यालय, ब्रह्मपुर (ओडिशा)

पो: आम्बापुआ, ब्रह्मपुर, जिला-गंजाम, ओडिशा-760011

**PM SHRI KENDRIYA VIDYALAYA, BERHAMPUR (ODISHA)**

PO: AMBAPUA, BERHAMPUR, Dist. -GANJAM, ODISHA-760011

(An Autonomous Body Under Ministry of Education, Government of India)

Website: <https://berhampur.kvs.ac.in>, Email: [kvberhampur@kvberhampur.in](mailto:kvberhampur@kvberhampur.in)

KV Code: 1144, Stn.Code:91, CBSE School Code: 19098, Affiliation No: 1500001, UDISE: 21192502603, Estd.: 1967



आम्बापुआ  
केन्द्रीय विद्यालय ब्रह्मपुर

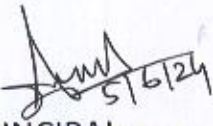
F. 150331/PMSHRIKV/BAM/2024-25/

Date-05.06.2024

### ADMISSION NOTICE

#### ADMISSION IN HUMANITIES STREAM 2024-25

A few seats are lying vacant in HUMANITIES STREAM for the 2024-25. Interested candidates may register themselves to take admission in humanities stream in our Vidyalaya. The admission will be done as per KVS Admission Guideline 2024-25. Candidates can download the registration form from the Vidyalaya website or can collect from the office from 06/06/2024 to 11/06/2024 between 10 AM to 12 Noon. Kindly submit the filled-up registration forms on or before 11/06/2024 along with necessary documents.

  
5/6/24

PRINCIPAL

प्राचार्य/Principal  
केन्द्रीय विद्यालय/Kendriya Vidyalaya  
Berhampur, Ganjam, Odisha  
Ph-760011



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## DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-XI SESSION 2024-25

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

1. Hard Coy (Print Out) of the Online Application Form: Paste the Colour Passport size photo of the child on it.
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 BERHAMPUR & Undertaking for Caste Certificate – where applicable (The format is enclosed below).
5. Certificate of Proof of Blood Group
6. Valid SC/ST/OBC-NCL Certificate issued by the competent authority (*Certificate in the name of the parent 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 01.04.2021
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 01.04.2024 , Certificate issued after 01.04.2023 will be accepted initially , however the fresh one issued after 01.04.2024 will be submitted by the parent within one month 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 (AAY) Card + Low Income Certificate/ EWS Certificate/MGNREGA 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
10. Valid Certificate of Physical Disability issued by the competent authority – *Only for those selected under Different Abled Category*
11. A Service Certificate (By Government Employees) showing the number of transfers during the preceding 7 years issued by the competent authority- **ORIGINAL** (Those claimed Service Category 1/2/3/4) – *Format Enclosed- Annexure - B & Annexure - C*
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) – *Format Enclosed- Annexure - D*
13. For government employees – ID card issued by the employee/last month's pay slip
14. For Ex-Service Man – Bonafide Certificate & Transfer details counter signed by the Zilla/Rajya Sainik Board or any competent authority, Copy of Discharge Book, Copy of PPO.
15. Copy of Transfer Orders. (*For Service Category Only*)
16. Aadhar Card (Child, Father, Mother)
17. 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 : 2024-25
4. Application Submission Code : \_\_\_\_\_
5. Selected under the category of : RTE/Cat-I/Cat-II/SC/ST/OBC(NCL)/DA
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 for Admission		
2	Filled in Format for Entry in UBI Portal		
3	Birth Certificate (Both Original & Photocopy)		
4	Residence Proof (Mention the type in Remark column)		
5	Self-Declaration of submission of correct information and documents, Distance from School to Residence		
6	Certificate of Proof of Blood Group		
7	Caste Certificate (SC/ST/OBC-NCL) – (Specify whether in the name of the child or parent in Remarks Column)		
8	Undertaking (If Caste Certificate in the name of the Parent)		
9	Income & Asset Certificate for Claiming Economically Weaker Sections		
10	BPL Card/ Proof of claiming BPL (Write Names of documents in Remark Column)		
11	Handicapped Certificate (Specify % of disability and type of disability in Remarks Column)		
12	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column) -Annexure-B & C		
13	Certificate from the employer – in prescribed format (ORIGINAL) Annexure - D		
14	Employee ID card/Last month's pay slip (Specify Employee Code in Remarks Column)		
15	Transfer Orders (Specify number of transfers in preceding 7 years in between 31.03.2017 to 31.03.2024 in remarks column)		
16	For Ex-Service Man ID proof/Discharge Book (Specify the date of discharge in Remarks Column)		
17	For Ex-Service Man Certificate of transfers counter signed by the Authority (ORIGINAL) - (Specify no. of transfers in Remarks Column)		
18	Aadhar Card (Child, Father, Mother)		
19	Filled in Format for Student's Identity Card		

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

## SERVICE CERTIFICATE (STATE GOVT.)

Certified that Shri/Smt ..... (Designation) ..... is working as a **regular employee** in the office /Department of ..... He/ She is a **regular employee** of **State Govt. /State Govt. Autonomous Body/ Public Sector undertaking fully financed by Govt.** and his/her services are **nontransferable/transferable** anywhere in the State.

Complete Address: .....

.....

Telephone No. of office: .....

Signature of Head of the Office/DDO

Name: .....

Date: .....

Designation: .....

Place: .....

Contact No: .....

*(Office Stamp)*

### Note\*:

Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

**Annexure B**

## SERVICE CERTIFICATE (CENTRAL GOVT.)

Certified that Shri/Smt ..... (Designation) ..... is working as a **regular employee** in the office /Ministry of ..... He/ She is a **regular employee** of **Defence/CRPF/BSF/NSG/SPG/CISF/Central Govt. /Central Govt. Autonomous Body/ Public Sector undertaking fully financed by Govt.** and his/her services are **nontransferable/transferable** anywhere in India.

Complete Address: .....

.....

Telephone No. of office: .....

Signature of Head of the Office/DDO

Name: .....

Date: .....

Designation: .....

Place: .....

Contact No: .....

*(Office Stamp)*

### Note\*:

Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.

## CERTIFICATE OF NUMBER OF TRANSFERS

I, ..... (name) ..... (Rank/ designation) is a **Permanent employee** of .....  
 ..... (complete office address). The Transfer details of the employee during the past 7 years (from 01.04.2017 onwards) as per the service records is furnished as under:

**Note:** An employee would be treated as transferred only if he/she has been transferred (during the past 7 years) by the competent authority from one place to another place which is at a distance of at least 20 kms and minimum period of stay at a place should be 6 months (180 days). Deputation may not be considered as Transfer.

SN.	Place of Posting (Transfer From)	Dates of Stay		Period of stay in Months	Transferred to: (Place)	Distance between two Places (KM)	Office Order No.
		From (dd-mm-yyyy)	To (dd-mm-yyyy)				
1							
2							
3							
4							
5							
6							
7							
8							
9							

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

**Signature of Head of the Office/DDO**

Name: .....

Date: ..... Designation: .....

Place: ..... Contact No:.....  
 .....

(Office Stamp)

**Note\*:** 1. Please strike out whichever is not applicable before the signature of the Head of the Office / DDO.  
 2. Admission secured on the basis of any wrong certificate/documents shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.

## CERTIFICATE FROM THE EMPLOYER

(Regarding Status of Employment &amp; 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 BERHAMPUR

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 <b>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)</b>	
09	Whether the employee is to be considered as an employee of Central Government/ <i>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)</i>	
10	<b>Please write any one of the following which is applicable i.r.o. the child for whom admission is sought</b> 1. Children of transferable and non-transferable Central government employees and children of ex- servicemen. This will also include children of Foreign National officials, who come on deputation or transfer to India on invitation by Govt. of India. 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	
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: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**DISTANCE DECLARATION BY THE PARENT**

I ..... Father/Mother of .....  
hereby declare that my son/daughter is residing in my own house/ rented house/ Guardian's residence as per  
the address mentioned below:

*(Name & Complete Postal Address of Residence with Phone no./Mobile no.s)*

.....  
.....

The distance of the above residence is ..... km from PM Shri Kendriya Vidyalaya Berhampur.

Date: .....

Signature of the Parent

**DISTANCE DECLARATION BY THE PARENT (FOR RTE\* APPLICANTS ONLY)**

I ..... Father/Mother of .....  
hereby declare that my son/daughter is residing in my own house/ rented house/ Guardian's residence as per  
the address mentioned below:

*(Name & Complete Postal Address of Residence with Phone no./Mobile no.s)*

.....  
.....  
.....

The distance of the above residence is ..... KM from Kendriya Vidyalaya Berhampur. I am  
fully aware that the distance of 5 KM is a mandatory criterion for admission under RTE, therefore I state  
that if the information about the distance is found to be wrong/incorrect, I will not claim the right to  
admission under RTE.

Date:.....

Signature of the Parent

**SELF-DECLARATION FORMAT**

I \_\_\_\_\_, Father / Mother of Master / Miss \_\_\_\_\_  
 \_\_\_\_\_ age \_\_\_\_\_ years, resident of \_\_\_\_\_

\_\_\_\_\_ (complete address), do hereby declare that the information given in admission form of the admission in **Kendriya Vidyalaya Berhampur** 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 will be deemed cancelled and I will be liable to legal action as per guidelines of KVS and any benefit accrued to me or my ward shall be **summarily** cancelled.

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

Place: \_\_\_\_\_

**Signature of the Parent / Guardian**

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**Self-Declaration Format for Documents Submission**

I \_\_\_\_\_, Father/Mother/of Master/Miss \_\_\_\_\_  
 age \_\_\_\_\_ years , resident of \_\_\_\_\_  
 \_\_\_\_\_ (COMPLETE ADDRESS) hereby declare that I  
 will submit/verify all the following documents in original by \_\_\_\_\_.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

If I am not be able to submit/verify the documents with originals in due time/date, then the admission of my ward will be cancelled and I will be liable for legal action as per the KVS admission and benefit accrued by me or my ward shall be summerly cancelled.

**Date:**

**Place:**

**Signature of the Parent/Guardian**