

# केन्द्रीय विद्यालय न.४ / KENDRIYA VIDYALAYA No.4



भुवनेश्वर/BHUBANESWAR

नीलाद्री विहार , शैलश्री विहार /At: -NEELADRI VIHAR, Po: - SAILASHREE VIHAR,  
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CBSE Affiliation No: 1500032



Date: 18.06.2021

## NOTICE

### **Reg: Admission of Provisionally Selected Candidates in Class-I for the session 2021-22**

The list of provisionally selected candidates for admission in to Class-I for the Session 2021-22 is enclosed as Annexure-II. This Provisional Selection List is prepared on the basis of the input/information provided by the parents in their online application for admission in to Class-I. At the time of document verification if any information found to be false or the parents are unable to submit the document in support of their claims their application will be rejected. For all those who can submit all the required documents and all information found to be correct their application will be approved. Only those whose application is approved will be provisionally admitted. Accordingly the Selected/shortlisted candidates are informed to submit documents mentioned in Annexure-A (Mode of Submission given below) 21.06.2021 onwards (During 9:00 AM to 4 PM ) as per different admission lists notice. Those fail to submit the documents on time will forfeit their claims.

Those candidates who will be provisionally admitted their List with Student Unique ID (UID) will be displayed on the Notice Board and School Website on 23<sup>rd</sup> June onwards. They have to pay the fee through online by visiting the website link: <https://epay.unionbankofindia.co.in/kvfee/default.aspx> or they can pay the fee directly by visiting the Union Bank of India , OMFED Square Bhubaneswar Branch or any other branch of UNION BANK OF INDIA by taking the Fee Challan from the Security Guard of the School. After paying the fee the receipts should be submitted to the concerned Class teacher through their WhatsApp (Number will be given at that time).

### **Mode of submitting documents by the selected candidates**

- All the required documents mentioned in Annexure-A should be arranged serially
- These documents should be put on an A4 Size envelope and sealed.
- This sealed envelope should be kept inside the Box kept for the same at the entrance gate of the School.
- **Please write the followings on the top of the envelope:**
  - Name of the Child
  - Name of the parent (Father/Mother)
  - Application Submission Code
  - Selection Category (RTE/DA/Category-I/SAQ)
  - Serial Number in the Selection List
  - WhatsApp Number (Which will be used for online Classes by CHILD)
  - Mobile number (For Communication with the parent)
  - E-Mail ID (The Challan for fee deposit will be sent – please give your own Mail Id , Do not give the Mail Id of the Cyber Café)

**Note:** List of Document to be submitted are mentioned in **Annexure-A**. Different Formats are also enclosed with this Notice which may be downloaded from our website

[www.no4bhubaneswar.kvs.ac.in](http://www.no4bhubaneswar.kvs.ac.in) and used.

**For any further query or difficulties in submitting the documents you are free to contact the Admission Help Desk at: 89846233936 ,9439089800 or 9861372600 (During 9 AM to 1 PM)**

I/C Admission

PRINCIPAL

**List of documents to be submitted by the candidates for Admission in to Class-I**

**Session: 2020-21**

1. Application form for Admission – Print on both sides and fill (Format enclosed)
2. Print out of the Registration Form/ **Application for admission in “KV No.4 BHUBANESWAR”** (The same was submitted online) , Please paste the Passport size photo of the child at the top of this Registration Form.
3. Copy of the Date of Birth Certificate – The same which was uploaded in your online Application.( Please keep the **ORIGINAL BIRTH CERTIFICATE** inside the envelope for verification – the same will be returned after one month)
4. Copy of the Handicapped Certificate (Those selected under DA and for others where applicable) – Please keep the **ORIGINAL** inside the envelope for verification
5. Copy of the Caste Certificate (SC/ST/OBC) where applicable. – Certificate in the name of the parent will be accepted initially, but the same in the name of the child should be submitted within three months of admission. An undertaking to this effect should be given (Format enclosed) – OBC Certificate should be issued on or after 01/01/2017. (**SEBC Certificate will not be accepted in lieu of OBC Certificate**).
6. Those claiming Single Girl Child (SGC) should submit the **ORIGINAL** affidavit done after March 2021 (Format enclosed)
7. Those claiming their Family income group as Economically Weaker Section (EWS) should submit the valid **“INCOME AND ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS”** issued by the competent authority during this Financial Year in the name of either of the parent/Child. (INCOME CERTIFICATE, Ration Card , BPL Card etc. **will not be accepted in lieu of this**). The **ORIGINAL** should be kept inside the envelop for verification and the same will be returned after one month.
8. Those claiming their Family income group as Below Poverty Line (BPL) should submit the valid **“BPL Card”** issued by the competent authority – This should be issued in the name of either of the parents and the name of the child should be mentioned as a member of the family and the same should be countersigned by the competent authority during this Financial Year. (INCOME CERTIFICATE, Ration Card etc. **will not be accepted in lieu of this**). The **ORIGINAL** should be kept inside the envelop for verification and the same will be returned after one month.
9. Copy of the Blood Group Certificate
10. Copy of the Proof of Residence – As indicated in your Application (Any Govt. approved residential address like Bank Pass Book, Gas Bill, Electricity Bill etc. in the name of either of the parent. In case of Rented House proper RENT Agreement and a copy of the Electricity Bill of the House Owner).
11. Service Certificate (**ORIGINAL**) issued by the competent authority with complete address and office Phone Number– For those who have mentioned their Service category as 1/2/3/4. Transfer Certificate counter signed by the competent authority (**ORIGINAL**) and copy of Transfer Orders (The entries should be as it is mentioned in the online application) - Where applicable (Format Enclosed). : Ex-Service Men should submit the copy of their discharge Book and PPO and the Transfer Certificate should be signed by the Rajya/Zilla Sainik Board or any authority competent to issue the same.
12. Certificate from the DDO/Competent Authority (**ORIGINAL**) stating the nature of employment and Pay details of the employee- For those who have mentioned their Service category as 1/2/3/4. (Format enclosed)
13. Service Id Card/Last month Pay Slip - For those who have mentioned their Service category as 1/2/3/4.
14. Filled in “Declaration of submission of Documents” , “Declaration of Distance “ Undertaking for Submission of SC/ST/OBC-NCL Certificate in the name of the Child” (Format Enclosed)
15. Copy of the Aadhar Card of the Child , Father , Mother (If available)
16. Any Other if applicable
17. Document Verification Form indicating the documents submitted (Format Enclosed).

**NOTE: All the photo copies of the documents should be self-attested i.e. signed (Full Signature) by the parent with date.**



केन्द्रीय विद्यालय  
Kendriya Vidyalaya No 4  
BHUBANESWAR

प्रवेश के लिए प्रार्थनापत्र  
APPLICATION FOR ADMISSION

क्रम सं० Sr.No. ....

1. विद्यार्थी का पूरा नाम Name of Student .....
2. ईस्वी संवत् में जन्म-तिथि (अंकों में)  
Date of Birth (in figures) .....
3. आयु (प्रसंगाधीन वर्ष की 1 अप्रैल को) वर्ष माह दिन  
Age (as on 1st April of the Year) Year ..... Month ..... Days .....
4. राष्ट्रीयता Nationality .....
5. माता-पिता का ब्यौरा : माता पिता  
Details of Parents : Mother ..... X ..... Father ..... X .....
- (i) पूरा नाम Full Name .....
- (ii) व्यवसाय Occupation .....
- (iii) कार्यालय का नाम, पूरा पता व दूरभाष संख्या  
Name of office and full address with Tel. No. ....
- (iv) पूर्ण आवासीय पता व दूरभाष संख्या mob -  
Full residential address with Tel. No. ....
- (v) मूल वेतन सम्बद्ध वर्ष की 1 अप्रैल को Email -  
Basic pay as on 1st April of the year .....
- (vi) प्रसंगाधीन वर्ष के 31 मार्च तक पिछले  
7 वर्षों में हुए स्थानान्तरणों की संख्या  
No. of transfers during last 7 years .....
- (vii) माता-पिता की श्रेणी Category of parent .....
6. स्थानीय अभिभावक का पता (यदि हो)  
Name & address of local guardian (if any) .....
7. अन्तिम विद्यालय जहां पढ़ा हो  
Name & address of the school last attended with class .....
8. क्या यह केन्द्रीय विद्यालय था या मान्यता प्राप्त/अमान्यता प्राप्त विद्यालय था  
Whether it was a Kendriya Vidyalaya, Recognised/Unrecognised School .....
9. विगत परीक्षा परिणाम Result of last examination .....
- अंकों का प्रतिशत Percentage of marks .....
10. जिस कक्षा में प्रवेश चाहिए Class to which admission is sought .....
11. लिये जाने वाले प्रस्तावित विषय  
Subject proposed to offer .....
12. क्या स्थानान्तरण प्रमाण-पत्र संलग्न है ? हां/नहीं  
Whether the transfer certificate is attached ? Yes ..... No .....
13. स्थानान्तरण प्रमाण-पत्र की संख्या व तिथि  
No. & Date of transfer certificate .....
14. मातृ भाषा Mother tongue ..... गृह नगर Home Town .....
15. क्या विद्यार्थी अनुसूचित जाति/जनजाति से है ?  
Whether the student belongs to Scheduled Caste / Tribe .....

Aadhar Card No of child \_\_\_\_\_

WhatsApp No for classes \_\_\_\_\_

Blood Group \_\_\_\_\_



## DECLARATION BY THE PARENTS

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा दी गई उपर्युक्त सूचना मेरी जानकारी में सत्य है ।  
I hereby declare that the above information furnished by me are correct to the best of my knowledge.  
मैं विद्यालय नियमों से प्रतिबद्ध रहूंगा/रहूंगी । I shall abide by the rules of the Vidyalaya.

Date .....

Signature of Parents

### FOR THE OFFICE USE ONLY

1. प्रमाणित किया जाता है कि मैंने आवेदन-पत्र और सम्बद्ध कागजातों की जांच कर ली है ।  
Certified that I have checked the application form and the relevant papers are found in order.

Admission Incharge

2. सम्बद्ध कागजातों के निरीक्षणोपरांत एवम् शुल्क प्राप्तोपरांत कक्षा ..... वर्ग ..... में प्रवेश दे ।  
Please admit ..... to class ..... section ..... after  
checking the relevant papers and realise the dues.

Date .....

PRINCIPAL

दाखिला दिया गया Admitted to Class ..... Section .....

प्राप्त धन का विवरण

Details of amount received :

शुल्क रसीद संख्या

तिथि

निर्गत

Fee Receipt No. ....

Dated ..... issued

प्रवेश शुल्क

शिक्षा शुल्क

Admission Fee .....

Tuition Fee .....

छात्र निधि

विज्ञान शुल्क

Pupils Fund .....

Science Fee .....

योग रु०

Total Rs. ....

कक्षा उपस्थिति पंजिका में नाम दर्ज किया गया ।

Name has been entered in the Class Attendance Register.

Class Teacher

प्रमाणित किया जाता है कि समस्त प्रविष्टियां छात्र पंजिका में दर्ज की गई एवम् शुल्क का भुगतान इस कार्यालय/कक्षा  
अध्यापक के द्वारा प्राप्त किया गया ।

Certified that all the entries have been made in the Scholar's register and the dues have been realised by  
Office / Class Teacher.

विद्यार्थी की छात्र पंजिका संख्या

खण्ड

है ।

The S.R. No. of the student is ..... Vol. ....

Date .....

Office Incharge

FILE

Date .....

PRINCIPAL

### CHECK LIST OF DOCUMENTS

Fresh

KV/Army TC

ADM Form No. : .....

Original TC No : .....

Date of Birth Certificate : .....

Dated : .....

Residence Proof : .....

Duplicate Copy of TC : .....

Blood Group : .....

Movement Order : .....

Affidavit (if any) : .....

RO Verification (if any) : .....

Counter signed TC (V onwards) : .....

Service Certificate : .....

# AFFIDAVIT FOR SINGLE GIRL CHILD

Rs. 100/- Stamp Paper (Notary) Affidavit

I \_\_\_\_\_ aged \_\_\_\_\_ years , Indian  
inhabitant occupation \_\_\_\_\_ Resident of  
\_\_\_\_\_  
\_\_\_\_\_ is  
mother/father of \_\_\_\_\_ Date of Birth  
\_\_\_\_\_ submitting my undertaking to the Head of the Institution for  
admission of my daughter \_\_\_\_\_ in Class-I (One)  
vide KVS Admission Guidelines 2020-21

1. I hereby declare that Miss \_\_\_\_\_ is the only girl child in my family (with no male/female sibling). I understand that it shall be my sole responsibility to inform you about any change in status of Single Girl Child in the family immediately, if and when it occurs.
2. I am also aware that in case it is detected at any time that the affidavit sworn by me is false, appropriate action will be taken by the school authorities and KVS against me.

Signature of Father

Signature of Mother

**Residential Address with Contact Number:**

Solemnly affirmed at: \_\_\_\_\_

This \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) of 2020 (Year)

**BEFORE ME**

Explained and Identified by me,

Advocate

**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 Kendriya Vidyalaya No.4 Bhubaneswar.

01	Name of the Child to be admitted (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	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/ State Government Autonomous Body/ PSU fully or partially finance by the state govt.</b> (To be written clearly)	
09	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 : _____
10	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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**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**

\_\_\_\_\_  
\_\_\_\_\_

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 31.03.2020) 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**

\_\_\_\_\_

\_\_\_\_\_

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 31.03.2020) 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)



## **SELF DECLARATION (About Submission of Documents)**

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 No.4 Bhubaneswar 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 provided false/ not true at any point of time, admission 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 (About 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 No.4 Bhubaneswar and our residence is \_\_\_\_\_ km .

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

Signature of the Parent  
Mobile No : \_\_\_\_\_

## **UNDERTAKING**

### ***(Submission of SC/ST/OBC Certificate)***

I \_\_\_\_\_ (Name of the Parent) do hereby declare that I will submit the Caste Certificate ((SC/ST/OBC (CL/Non Creamy Layer) 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 No.4 Bhubaneswar. 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 : \_\_\_\_\_  
Place : \_\_\_\_\_

Signature of the Parent  
Mobile No : \_\_\_\_\_

## **VERIFICATION OF DOCUMENTS**

### **PART-A (Details of the Child)**

1. Name of the Child : \_\_\_\_\_
2. Class to which admission sought : I (Class One)
3. Session : 2021-22
4. Application Submission Code : \_\_\_\_\_
5. Selected under the category of : RTE/Cat-I/Cat-II/SC/ST/OBC(NCL)/DA/SAQ
6. Serial Number in the Selection List : \_\_\_\_\_

### **PART-B (List of Documents submitted 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	Application form for Admission		
2	Hard Copy (Print out) of the Online Application Form		
3	Birth Certificate		
4	Handicapped Certificate (Specify % of disability and type of handicapped in Remarks Column)		
5	Caste Certificate (SC/ST/OBC-NCL) –(Specify whether in the name of the child or parent in Remarks Column)		
6	For Single Girl Child Affidavit (ORIGINAL) – (Specify the date of issue in Remarks Column)		
7	Income & Asset Certificate for Claiming Economically Weaker Sections (Please specify the date of issue in remark Column)		
8	BPL Card (Specify BPL Card no. in Remarks Column)		
9	Copy of Residence Proof (Specify Name of the Document in Remark Column)		
10	Service Certificate & Certificate showing no. of transfers (ORIGINAL) (Specify category of employee i.e. state govt./central govt. etc in Remarks Column) .		
11	Transfer Orders (Specify number of transfers in preceding 7 years as on 31.03.2020 in the remarks column)		
12	Certificate from DDO/Head of the Office (ORIGINAL) (Specify in the Remarks column type of the employee as in column-7 of the certificate)		
13	Service Id Card/Last month Pay Slip		
14	For Ex-Service Man copy of /Discharge Book and PPO (Specify the date of discharge in Remarks Column)		
15	For Ex-Service Man Certificate of transfers counter signed by the Authority (Specify no. of transfers in Remarks Column)		
16	Filled in “Declaration of submission of Documents” , “Declaration of Distance “ Undertaking for Submission of SC/ST/OBC-NCL Certificate in the name of the Child”		
17	Aadhar Card of the Child (Write the Aadhar Number in remark Column)		
18	Aadhar Card of Father(Write the Aadhar Number in remark Column)		
19	Aadhar Card of Mother(Write the Aadhar Number in remark Column)		
20	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