

GENERAL INSTRUCTIONS

1. FILL UP ALL THE FIELDS CAREFULLY
2. EMAIL ID FOR SUBMISSION OF ONLINE FORMS: kvgangtokadmission2020@gmail.com
3. SUBJECT OF THE EMAIL: **"ADMISSION FORM FOR CLASS..... FOR THE SESSION 2020-2021"**
4. LAST DATE FOR SUBMISSION OF ONLINE FORMS: **25-07-2020 BY 4 PM**
5. SCANNED COPIES OF SUPPORTING DOCUMENTS MUST BE ATTACHED IN THE EMAIL.
6. FILL CORRECT DATA ONLY
7. ATTACH VALID DOCUMENTS ONLY
8. **PROVIDE ACTIVE CONTACT NUMBER AND EMAIL ID**
9. ATTACH LATTEST PHOTOGRAPH OF THE CHILD

DOCUMENTS REQUIRED

1. **PROOF OF AGE:** For Class I, certificate of proof of age in the form of a birth certificate issued by the authority competent to register births. This will include certificates from Notified Area Council / Municipality / Municipal Corporation extract about the date of birth from records of Village Panchayat, Military Hospital and service records of Defence personnel.
2. **PROOF OF RESIDENCE:** Aadhar card/ Voter card/ Bank Passbook/ LPG Connection/ Residential Certificates from Local Administration, etc.
3. **CASTE CERTIFICATE:** A certificate that the child belongs to the Scheduled Caste/Scheduled Tribe/EWS/OBC (Non-Creamy Layer)/BPL wherever applicable, issued by the Competent Authority in concerned State Government/Union Government. The certificate in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 03 months from the date of admission.
4. **SERVICE CERTIFICATE:** 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 and other relevant particulars in block letters.
5. For grandchildren of Hon'ble Member of Parliament and PSU employees a proof of relationship of either of the child's parents with the Hon'ble Member of Parliament or PSU employees would be needed.
6. For grandchildren of KVS employee a proof of relationship of either of the child's parent with the KVS employee (serving or retired) would be required.
7. A certificate from the civil surgeon/rehabilitation center 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 is handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate.
8. Marksheet of last exam
9. Transfer Certificate **(At the time of Admission)**
10. Blood Group **(At the time of Admission)**

***Note: All documents should be self-attested**

Admission In charge

Principal