

KV Cossipore
Admission Documents for Balvatika Classes and Class 1

Session: 2023-2024

- Parents whose wards are provisionally selected for admission in Balvatika Classes 1 and 2 in KV Cossipore are hereby requested to report for admission positively by 19.04.2023
- **Parents of other provisionally waitlisted students are requested to follow the website for further intimation about the schedule of admission of their wards.**
- If parents do not report within 1-2 days of schedule the next candidate in the list/waiting-list will be called for admission.
- Printout of the online filled Google registration form from their email.
- Two Recent passport size photograph of candidate attached in the registration form .
- Original and Self attested Xerox copy of Birth certificate of candidate.
- Original and Self attested Xerox copy of SC/ST/OBC-NCL/EWS/BPL certificate from competitive authority of Candidate/Father
- **For RTE candidates selected under Balvatika 1 proforma for Self Declaration Distance Between School And Residence is mandatory**
- In case of **student is selected under RTE category** has to produce a certificate that there is no provision of reimbursement from his / her department(in case of working parents) regarding children education allowance if parent wants to avail RTE facilities
- Original and Self attested Xerox copy of Residential address (Anyone of Bank passbook/Electricity bill/Driving licence/Passport/Tenant agreement/ Gas connection bluebook etc.)
- **If admission is being sought on the basis of Service of parent** then in case of parents working under Category 1,2,3 and 4, a Service certificate of the parent in official letterhead duly signed and stamped by the head of office bearing the name, designation and other relevant particulars **in block letters** in proforma
- In case of **parents working under category 1,2,3 and 4 and if parent has filled in transfer details in admission form** then a service certificate showing the number of transfers during the presiding 7 years duly signed and stamp by the head of office bearing the name, designation and other relevant particulars **in block letters** along with transfer orders with transfer details in proforma.
- Latest original pay slips of last three months of parents of Category 1,2,3& 4 on the basis of which Admission is sought.
- No accommodation service certificate if parent is working in insurgency area.
- Differently abled certificates from Chief Medical Officer of government hospital clearly indicating type & percentage of disability.
- A certificate of retirement for uniformed defence employees or PPO paper
- A medical document containing blood group of the child.
- Original and Self attested Xerox copy of Aadhar Card of the child(not mandatory)

Note:

- Mere registration will not confirm a right to admission.
- Incomplete application forms shall normally be rejected.
- In case vacancies remain Principal may allow completion of the form letter at his or her discretion.
- Admission secured on the basis of any wrong certificate shall be cancelled by the Principal forthwith and no appeal against such action of the Principal shall be entertained.