

## **Instructions to fill online admission application forms in Kendriya Vidyalaya**

### **A. Details of Child:**

1. The Name should be written in capital letters (Case Sensitive).
2. **Gender:** Please select appropriate field Male/Female/Trans Gender.
3. **Category:** Gen/SC/ST- Select appropriate field.
4. **Differently abled** – Select Yes/No. (If yes, you have to submit a certificate issued from competent govt. authority at the time of admission).
5. **Date of Birth:** Please enter as per your birth certificate issued by Competent authority. A). **Age as on** : Kindly note that the minimum age for class I will be 5 years and maximum 7 years as on 31.03.2017.
6. **EWS (If applicable)**
7. **Blood Group:** Select appropriate field.

### **B. Family Details:**

8. **If Single Parent:** Divorcee /widow/widower/ legally separated.
9. **Nationality:** Select appropriate field.
10. **Occupation:** Select appropriate field.
11. **Name of Organization:** Kindly write name of your organization where you are working.
12. **Service Category:** Select appropriate field to ascertain your category.
13. **Residential Address:** Please furnish the residential address details including pin code.
14. **Telephone No:** Please mention landline no. with STD code, if available.

15. **Mob. No:** Please enter 10 digit mobile no.(Mandatory Any one Telephone/Mobile)
16. **Official Address:** Please furnish official address as per details including pin code.
17. **Email:** Please provide. (Mandatory).
18. **RTE - Distance from School:** Please mention the distance from school to residence in KMs. (Mandatory) on road. A correct declaration in this regard is expected, which is subjected for scrutiny accepting / rejecting the application.
19. Aadhaar card of the child (if applicable)
20. **Transfer Details:** Please note that the no. of transfers in the preceding 7 years should be mentioned as on 31.03.2017. Children born on 1st April 2012 will also be eligible for admission to Class I. Part A Para-2(iii)-Refer. (An employee would be treated as transferred only if he/she has been transferred by the competent authority from one place/urban agglomeration to another place/ urban agglomeration which is at a distance of **at least 20kms**. And minimum period of stay at place should be six months).

## **How to Apply**

Click the link below/ type the following address in the URL address bar in browser.

**<http://admission.kvs.gov.in/OLAKVS/olaSearchForKVAction.action>**

1. Select State – Tamilnadu
2. Click search
3. Select – KENDRIYA VIDYALAYA NO1 AFS TAMBARAM
4. Select Class I
5. Download instructions to fill form.
6. Read instructions carefully
7. Fill the application form which is displayed on the screen.
8. Click Submit.
9. A Permanent Registration Number and a login name will be given to you. Use these details next time you want to visit the site. You can visit the site to check for vacant seats or to view the admission status.
10. Acknowledgement will be generated on successful registration.  
Print  
acknowledgement for future reference. Note the Permanent Registration Number for future reference and attach the following documents and keep it ready.

### **Documents to be kept ready**

**At the time of admission if the name is in shortlisted list of candidates**

**For Category I, II, III & IV**

- a. Service certificate by the DDO/ Employer
- b. Transfer details certificate from the unit

- c. Non family accommodation certificate from the service unit (If Parent belongs to Army/Navy/ Air Force posted in field area/other areas).
- d. Address proof as per service book of their unit.
- e. Local Address proof
- f. Community Certificate – SC/ST/OBC
- g. Birth Certificate.

For Category V

- a. Address proof
- b. Birth certificate
- c. Community certificate (if applicable) -SC/ST/OBC

**EWS/BPL:** The latest certificate should be submitted duly issued by competent authority, at the time of admission. (The certificate should have been issued after 1st April 2016)

**Single Girl Child:** Single Girl child means the only child i.e. only child girl to the parents, with no other siblings. An affidavit to this effect has to be submitted to the Principal. Please note that the parent should have only girl child without having any other male or female child.