



PM SHRI Kendriya Vidyalaya Ordnance Factory, Dumdum

Admission Notice for Balvatika III : 2024-25

1. Admissions will be done through offline mode. Registration will commence at **10:00 am** on **01.04.2024 (Monday)** and will close at **05:00 pm** on **15.04.2024 (Monday)**.

2. **Age:**

Class	Minimum / Maximum Age as on 31 st March 2024
Balvatika-3	5 years but less than 6 years of age.

Note:

The maximum age limit can be relaxed by two years in case of Children with Special Needs (CWSN), by the Principal.

- Admission will be given as per priority category and reservation norms as mentioned in Admission Guidelines 2024-25.
- Admission will not be granted, if wrong and misleading information in the application form is found at the time of scrutiny by the KV.
- Contact Principal/Admission In-charge, only when called, in the given time slot.
- ADMISSION DEPT. HELPLINE NO. -**9830629277 (available from 8AM to 2:30 PM)**

INSTRUCTIONS TO SUBMIT REGISTRATION FORM SUCCESSFULLY

- Collect registration form from Vidyalaya reception or download and print the registration form available in school website. (<https://ofdumdum.kvs.ac.in/>)
- Fill up the details neatly, attach the required documents with the form and submit in the respective drop box at the Vidyalaya reception within the scheduled date.
- Avoid submission of tampered (physically damaged, incomplete information, overwriting, etc) registration forms or without complete documents which may lead to the cancellation of the cases.

REQUIRED DOCUMENTS:

- Birth certificate of the child.
- Caste certificate of the child.

(If not available, caste certificate of parents may be accepted initially for the purpose of admission. However, caste certificate of the child has to be submitted within a period of 03 months from the date of admission.)

3. Certificate from competent authority as per admission guideline 2024-25 in case of **Children with Special Needs**.
4. Address proof (recent electricity bill/ recent gas bill/ house agreement/ rent agreement/ first page of nationalized bank passbook)
5. 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.
6. A certificate of retirement for uniformed defence employees.
7. Declaration of parent for distance of residence from the Vidyalaya.
