

**KENDRIYA VIDYALAYA IIT CAMPUS CHENNAI**

**ADMISSION TO CLASS I ( 2016-17)**

**NOTE SHEET**

**Documents to be submitted :**

- **Date of Birth Certificate** issued by the Registrar of Birth and Death .
- **Proof of Residence.**( Any government issued certificate will be accepted as proof . The self declaration regarding distance will be taken for identifying candidates ( belonging to disadvantaged group ), eligible for lottery
- **Community Certificate** ( in case of Scheduled Caste(SC) / Scheduled Tribe(ST) or OBC (non-creamy layer)candidates only) issued by an officer not below the rank of Tashildar. (validity - within a year)
- **Disability certificate**, in case of candidates with disabilities , from the civil surgeon.
- **EWS – Income certificate** from Tahsildar as per Govt. GO.( valid )
- **SGC:** in case of Single Girl Child a self declaration signed by both the parents shall be accepted for Registration Affidavit from First Class Magistrate must be submitted at the time of Admission , if selected )
- A certificate of retirement for retired uniformed Defence employees (Parent only) attested by Director, Ex-servicemen Welfare Board.
- Grandchildren of Retired KVS employee -a proof of relationship should be submitted (Service record with family particulars)
- Children and Grand children of Serving KVS Employee-Letter from the Principal.
- Service certificate of Govt. & Public Sector Undertaking Name of the Officer signing in block letters ,phone No. of the Officer and seal as well as Office round seal

**Originals of the documents attached during registration should be submitted for verification at the time of admissions.**

**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.**

**If the candidate fails to take admission on the given date, he/she will forfeit their seat and admission will be given to the next in the waiting list. No communication will be entertained in this regard.**