



**List of documents to be submitted by the candidates for Admission**

1. Print out of the Application for admission in "KV No.3 Port Trust" (The same was submitted online). Please paste the Passport size photo of the child at the top of this Registration Form.
2. Copy of the Date of Birth Certificate – The same which was uploaded in your online Application. Please bring the ORIGINAL BIRTH CERTIFICATE – the same will be returned after verification.)
3. Copy of the Caste Certificate (SC/ST/OBC). – Certificate in the name of the parent will be accepted initially, but the same in the name of the child should be submitted within three months of admission. An undertaking to this effect should be given. – OBC (Non-Creamy Layer) Certificate should be issued on or after 01/01/2019.
4. Those claiming Single Girl Child (SGC) should submit the ORIGINAL affidavit done after March 2022.
5. Those claiming their Family income group as Economically Weaker Section (EWS) should submit the valid "INCOME CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS" issued by the competent authority during this Financial Year in the name of either of the parent/Child. (Ration Card, BPL Card etc. will not be accepted in lieu of this).
6. Those claiming their Family income group as Below Poverty Line (BPL) should submit the valid "BPL Card" issued by the competent authority – This should be issued in the name of either of the parents and the name of the child should be mentioned as a member of the family and the same should be countersigned by the competent authority during this Financial Year. (INCOME CERTIFICATE, Ration Card etc. will not be accepted in lieu of this).
7. Copy of the Blood Group Certificate
8. Copy of the Proof of Residence – As indicated in your Application (Any Govt. approved residential address like Bank Pass Book, Gas Bill, Electricity Bill etc. in the name of either of the parent. In case of Rented House proper RENT Agreement and a copy of the Electricity Bill of the House Owner).
9. Service Certificate (Certificate from the DDO/Competent Authority - ORIGINAL) with complete address and office Phone Number– For those who have mentioned their Service category as 1/2/3/4. (FOR GOVERNMENT EMPLOYEES)
10. Transfer Certificate counter signed by the competent authority (ORIGINAL) and copy of Transfer Orders (The entries should be as it is mentioned in the online application) - Where applicable (FOR GOVERNMENT EMPLOYEES)
11. Ex-Service Men should submit the copy of their discharge Book and PPO and the Transfer Certificate should be signed by the Rajya/Zilla Sainik Board or any authority competent to issue the same.
12. Filled in "Declaration of submission of Documents", "Declaration of Distance"
13. Copy of the Aadhar Card of the Child.

(FORMATS ARE AVAILABLE IN THE WEBSITE)

<https://no3cochin.kvs.ac.in/>

or

<https://www.librarykvpt.com/>

ADMISSION I/C

PRINCIPAL