

# Instructions

**Filling of registration form for Class 2 &3 and documents to be submitted at the time of admission:**

1) **Age Proof:** Birth certificate of child.

2) **Proof of residence in Lucknow:**

a) **In case of own house**, any one of the following documents must be submitted:

i) \*Electricity bill in the name of father/mother

ii) \*Gas connection copy in the name of father/mother

iii) \*Landline bill in the name of father/mother

iv) Bank pass book copy (not older than 3 months) in the name of father/mother

v) \*House papers in the name of father/mother

vi) Child's birth certificate bearing the same address

\*However, if these are in the name of grandfather/grandmother then a proof of relation (affidavit/ration card bearing names of all family members with relation etc.) must be submitted along with these.

b) **In case of rented house**, house rent agreement made before the date of registration and clearly stating the rent amount, on Rs. 100/- stamp paper along with proof of property in the name of landlord must be submitted.

c) However, the govt. employees need not submit the above documents. They can submit a certificate issued from their department mentioning their place of residence.

3) **No. of transfers:**

a) The no. of transfers from 01.04.2017 to 31.03.24 has to be mentioned.

b) The minimum distance between two places of transfer must be 20 kms.

c) The minimum stay at the place of transfer must be 6 months.

d) A certificate stating the no. of transfers from your department must be submitted in the prescribed format available on our website.

4) **Caste certificate:**

a) SC/ST/OBC-NCL/OBC-CL/EWS/BPL certificate in the name of child must be submitted.

b) OBC-NCL certificate only in prescribed format available on our website must be submitted.

5) **Service certificate:**

- a) Permanent Govt. employees (Cat I to IV) must submit original service certificate issued by their department in prescribed format available on our website.
  - b) Private Job employees/Contractual govt. employees will be treated in Cat V only and they need not submit any service certificate.
  - c) Retired defense employees must submit certificate of retirement/discharge book issued by their department.
- 6) **TC/ SLC of the child:** The school leaving certificate (SLC) or transfer certificate (TC) (either of class 2 passed or of class 3 studying) of the child issued by previous/current school.
- 7) **Report card of the child:** The report card of exam/test conducted by the previous school from April 2024 till now in class 2 & 3 (if applicable)
- 8) **PEN number:** The **Permanent Education Number (PEN)** of the child issued by the previous/current school.

\*\*All the sample document formats are available on our school website <https://amclucknow.kvs.ac.in>