



# Delhi Public School, Dwarka

## Registration for Admission to Pre-School (Class Nursery) Academic Session 2018-2019

### REGISTRATION FORM AND GUIDELINES FOR FILLING THE REGISTRATION FORM UNDER GENERAL CATEGORY (OPEN SEATS)

As per Directorate of Education Notification No. F/DE/15/(172)/PSB/2016/21112 dated 19/12/2017

Delhi Public School, Dwarka welcomes you to the Pre-School Admission process for the Academic Session 2018-2019

#### 1. General Information:

<b>Academic session</b>	<b>2018-2019</b>
<b>Class Name</b>	<b>Pre-School</b>
<b>Age Eligibility</b>	<b>3 Years + as on 31 March 2018</b>
<b>Number of Seats</b>	<b>Total Seats 200</b> <b>General Category (Open Seats)(50%) 100</b> <b>EWS/Disadvantaged group (25%) 50</b> <b>Management Quota (20%) 40</b> <b>Staff category (5%) 10 (supernumerary)</b>

2. The Online Registration form will be available on the school website [www.dpsdwarka.com](http://www.dpsdwarka.com) from **Wednesday, 27/12/2017** (06:00 a.m.) to **Wednesday, 17/01/2018** (8:00 p.m.).

You are advised to fill in only one form. Duplicate/Multiple registrations will be summarily rejected.

### 3. Admission Parameters for General Category (Open Seats) :

S. No.	Criteria	Specification	Points	Max. Points
1	<b>Neighbourhood</b>	<b>0-1 km</b> (by aerial distance between the school and residence of the applicant.)	40	<b>40</b>
		<b>1-3 kms</b>	30	<b>30</b>
		<b>3-6 kms</b>	20	<b>20</b>
		<b>Beyond 6 kms</b>	10	<b>10</b>
2.	<b>Sibling</b>	Real brother/ sister of applicant studying in DPS Dwarka during the academic session 2017-2018	<b>30</b>	<b>30</b>
3.	<b>Girl Child/ First Born</b>		05	<b>05</b>
4.	<b>Single Parent</b>	Offspring of Widow/ Widower, Legally Divorced parent only	05	<b>05</b>
5.	<b>Alumni</b>	Offspring of pass out students of Delhi Public Schools wholly owned by the DPS Society (i.e. of DPS Core Schools only)	Mother / Father : 10 points each	<b>20</b>
	<b>Total</b>			<b>100</b>

4. Final scores will be calculated automatically by the software.

5. List of all the registered applicants will be displayed on the school website on Thursday, 01/02/2018

6. List of all registered applicants in descending order of their claimed points will be displayed on Thursday, 08/02/2018

7. In case of registered applicants getting identical total points in the cut-off score, a limited use of the lottery system would be adopted, subject to availability of seats.

#### 8. Guidelines for Filling ONLINE Forms

- This is an electrometric registration form for Delhi Public School, Dwarka only. Please read the instructions carefully before filling in the form to avoid rejection of your form. All you need to do is to fill in the boxes with the required information.

- You may access the **Google map** for referring to the aerial distance between the school and your residence.

#### • Non-refundable Registration Fee

(a) Arrange Bank Draft of Rs. 25/- drawn in favour of DPS Dwarka

(b) Mention the details of Draft/Pay Order in the Registration Form.

(c) Quote the Registration No. on the reverse side of the Bank Draft

(d) Dispatch the Draft/Pay Order to DPS Dwarka, Sector – 3, Phase 1, Dwarka New Delhi 110078 by Registered/Speed Post.

- After completing the Registration form, click on the '**SUBMIT FORM**' button for final registration. A Registration Number will be generated. Take a print out as a proof and quote this Registration Number for all further correspondence with the school.
- Copy of the registration form will be sent to the Email Id of any of the parents as entered in the registration form. An SMS will also be sent to the number mentioned for 'communication purpose' in the registration form.
- **SMS Service:** On final submission of the registration form, an SMS will be sent to the mobile number entered for communication purposes. To register your mobile number for the same and to get SMS from the school, send the following SMS:

**Type Text in message box: Start 22600 and Send it to 5424245.**

Once the confirmation SMS is received your will start getting the messages from DPS Dwarka.

- **Please note that those who do not register or those who have DND service activated on their numbers will not receive any SMS from the school.**
- **Kindly Note:**
  - Incomplete forms will not be accepted by the system.
  - Only one registration form will be accepted for one applicant. More than one registration will lead to **DISQUALIFICATION**.
  - **ONCE THE REGISTRATION FORM IS SUBMITTED, NO CHANGES IN THE ENTRIES WILL BE ENTERTAINED THEREAFTER.**

### 9. Schedule of the Admission Process : General Category (Open Seats)

ACTIVITY	DAY & DATE
Commencement of Online Registration	Wednesday, 27/12/2017
Last date for Online Registration	Wednesday, 17/01/2018
Uploading details of children who applied to the school for admission under open seats	Thursday, 01/02/2018
Display of list of registered applicants with points as claimed by the applicant (as per point system)	Thursday, 08/02/2018
Verification of documents of shortlisted applicants and Draw of lots( if required )	Friday, 09/02/2018 to Tuesday, 13/02/2018
Display of first list of selected applicants (including Waiting List)	Thursday, 15/02/2018
Resolution of queries of parents, if any	Friday, 16/02/2018 to Tuesday,20/02/2018
Admission formalities	Wednesday, 21/02/2018 to Friday, 23/02/2018
Closure of admission process	Saturday, 31/03/2018
Pre-school timings during the academic session	07:30 am to 12:00 noon

10. Parents are requested to keep checking the school website on a regular basis for new updates.

11. **Documents required to be verified before Admission to Pre-School (2018-2019):**  
(Final admission is subject to the verification of the following documents in original. Photocopies will not be accepted).

- Original Birth Certificate of the child issued by Municipal Corporation or equivalent authority.
- Some indicative documents which can be submitted as proof of residence (any two proofs of the following)
  - i) Ration card issued in the name of Parents (Mother/Father having name of child)
  - ii) Domicile certificate of child or of his/her parents
  - iii) Voter-I Card (EPIC) of any of the parent
  - iv) Latest Electricity bill/MTNL bill/Water bill/Passport in the name of any of the parent or child.
  - v) Aadhar card/UID card issued in the name of any of the parent.
- Self Declaration of parents with regard to Girl Child or First Born child.
- Medical fitness certificate of the child issued by a Medical Officer.
- In case of sibling applicants, the school Identity Card /Fee Bill of the sibling studying in DPS Dwarka.
- Copy of AISSCE (Class XII) Board Pass certificate/ Marks Statement of the parent(s) for claim under Alumni Category.
- For claim under the Single Parent Category, please submit the following documents :-
  - i. Widow/Widower: Valid/Legal proof (Death Certificate) and undertaking of present Single Status.
  - ii. Legally Divorced: Divorce document/Decree along with proof of legal custody of child and undertaking of present Single Status.

**Please note that Self Attested photocopies of the above documents are to be submitted. No undertaking regarding the documents mentioned above will be accepted at the time of verification of documents.**

## **12. Fee Structure for Pre-School**

<b>Particulars</b>	<b>Proposed fee structure for Academic Session</b>
	<b>2018-2019</b>
<b>Admission Fee (for new admission only)</b>	200
<b>Management Fund (for new admission only)</b>	10000
Annual Charges	21400
Tuition Fee	82800
<b>Total Without Transportation per annum</b>	<b>114400</b>
<b>Transport fee Slab 1 per month</b>	<b>2200</b>
<b>Transport fee Slab 2 per month</b>	<b>2400</b>
<b>Transport fee Slab 3 per month</b>	<b>2600</b>
<b>Transport fee Slab 4 per month</b>	<b>3300</b>
<b>Note: Transport fee payable for 11 months</b>	

Please note that a stay had been imposed by H'ble High Court of Delhi on the proposed fee structure for 2017-18. The school did not increase fee for the academic session 2016-17 and 2017-18. The proposed fee structure for 2018-2019 is after 15% increase in the tuition fee of 2015-16. However, this will be applicable only after clearance by the competent authorities.

### **13. CERTIFICATE FROM THE PARENT**

1. I/we, hereby certify that the above information provided by me/us is correct .I/we understand that if the information is found to be incorrect or false at any point of time, my ward will be automatically debarred from the selection/ admission process and admission will be cancelled by the school without any correspondence in this regard.
2. I/we also understand that the application/ registration/ wait-listing does not guarantee admission to my ward. I/we accept the process of admission undertaken by the school and I/we will abide by the decision taken by the school authorities.
3. I/we undertake to submit all the required documents in original for verification by the school authorities and pay fees within the stipulated time period.

**Date: 26-12-2017**

**Principal**