

MATA JAI KAUR PUBLIC SCHOOL

ASHOK VIHAR, PHASE – III, DELHI – 110052

PHONE: 27221674: Website:www.mjkpsdelhi.com

INSTRUCTIONS FOR ADMISSION TO PRE-SCHOOL (NURSERY): 2022-23

- Please read the instructions / information given below carefully before filling up the form.
- Please retain the ACKNOWLEDGEMENT issued against the receipt of Registration Form for future reference.
- AVAILABILITY OF SEATS:**
 - Total no. of seats : 160
 - No. of seats under General Category : 120 (75%)
 - No. of seats under Staff Quota : 08 (5%)
 - No. of seats under Management Quota : 32 (20%)
- AGE:** Between 3 years to 4 years till 31.03.2022. Candidates born between 1st April 2018 and 31st March 2019
- ADMISSION SCHEDULE:**

Particulars	Date	Time
Availability of duly completed Registration forms (On School working days) via Offline – 8:00 a.m. to 3:00 p.m. on payment of Rs. 25/- Online – Payment mode online	Wednesday, 15/12/2021 to Friday, 07/01/2022	Offline-8:30a.m.–3:00 p.m. Online till 12 midnight
Last date of Submission of duly completed forms as extended by DOE	Friday, 21/01/2022	
Uploading details of children who have applied for admission under open seats on School Website & Display Board	Monday, 24/01/2022	02.30 p.m.
Uploading marks (as per point system) given to each of the children who applied for admission under open seats on School Website & Display Board	Friday, 28/01/2022	2:00 p.m.
Resolution of queries of parents, if any, (by written/email/verbal interaction) regarding allotment of points to their wards under open category.	Friday 28/01/2022 & Saturday 29/01/2022	Friday,28/01/2022- 2.30pm-3.30pm Saturday,29/01/2022- 9.00am- 2.00pm
Uploading of the list of eligible applicants for Draw of Lots on the school website	Monday, 31/01/2022	12 noon
Draw of lots for the General category (if required)	Tuesday, 1/02/ 2022	2.30pm
The date for displaying the first list of selected children (including Waiting List) along with marks allotted under points system)	Friday, 04/02/2022	9:00 a.m.
Resolution of queries of parents, if any, (by written/email/verbal interaction) regarding allotment of points to their wards for the first list	Saturday, 05/02/2022 to 12/02/2022	8:30 a.m. to 11:30 a.m.
The date for displaying the second list of selected children (including Waiting List) along with marks allotted under points system)	Monday, 21/02/2021	9.00 am
Resolution of queries of parents, if any, (by written/email/verbal interaction) regarding allotment of points to their wards in the second list)	22/02/2022 to 28/02/2022	8:30 a.m. to 11:30 a.m.
Subsequent list of admission, if any	Tuesday, 15 /03/2022	02:30 p.m.
Closure of admission process	Thursday, 31/03/2022	3:30 p.m.

6. CRITERIA / PARAMETERS (GENERAL CATEGORY)

SL NO.	DETAILS	POINTS		
1.	NEIGHBOURHOOD		55	
	CATEGORY	DISTANCE		POINTS
	A	0 – 06 Kms		55
	B	06 – 08 Kms		45
	C	MORE THAN 08 Kms		25
2.	SIKH COMMUNITY		15	
3.	SIBLING (For real brother / sister currently studying in MJKPS)		15	
4.	SCHOOL ALUMNI (For Father/Mother/Both)		15	

7. ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION FOR THE GRANT OF ADMISSION:

FOR GENERAL CATEGORY
<p>REGISTRATION SLIP ALONG WITH:</p> <p>A. Birth Certificate of the Child</p> <p>B. Aadhar Card of the Child</p> <p>C. Proof of Residence –</p> <ul style="list-style-type: none">• Ration Card issued in the name of parents (Mother/Father having name of the child)• Domicile Certificate of child or of his/her parents.• Voter I-Card (EPIC) of any of the parents.• Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.• Aadhar Card/UID Card issued in the name of any of the parents. <p>D. Proof of Sibling – Report Card/I-Card of the child studying in MJKPS.</p> <p>E. Proof of Alumni – X / XII CBSE Certificate</p> <p>F. Proof of being from Sikh community - Certificate issued for the child by the Delhi Sikh Gurdwara Management Committee, Gurdwara Rakab Ganj Sahib, New Delhi only.</p>

8. Please note that:

- 1) Registration Form found incomplete in any respect shall be rejected without any intimation. Registration of your child does not guarantee any right/claim for selection for grant of admission.
- 2) No UNDER-TAKING regarding the documents mentioned above shall be accepted at the time of verification of documents.
- 3) Any earlier request application submitted to the school for admission purpose in any class stands void.
- 4) For allocation of points in distance criteria, calculation of distance will be made ONLY as per Google map distance from the school main gate
- 5) **Attach/ Upload the self attested photocopies of the listed documents in PDF format along with the registration form at the time of offline/online submission.**
- 6) Bring original documents, three passport size photographs of the candidate and a joint photograph of the candidate with both the parents (5X6 c.m.) at the time of verification of documents
- 7) Any discrepancy, if noted, in the promulgated **LIST** (First / Second) to be brought to the notice of the Principal in email id mjkpsadmission@gmail.com within 48 hours (during school hours) of its publication, failing which no representation shall be entertained thereafter.

- 8) **SCHOOL BUS FACILITY IS NOT AVAILABLE FOR THE STUDENTS.**
- 9) For allocation of points the school's decision will be final & binding.