

# MATA JAI KAUR PUBLIC SCHOOL

ASHOK VIHAR, PHASE – III, DELHI – 110052

PHONE: 27244590/27221674: Website:www.mjksdelhi.com

## **INSTRUCTIONS FOR ADMISSION TO PRE-SCHOOL (NURSERY): 2019-20**

1. Please read the instructions / information given below carefully before filling up the form.
2. Please retain the ACKNOWLEDGEMENT issued against the receipt of Registration Form for future reference.
3. **AVAILABILITY OF SEATS:**
  - A. Total no. of seats : 160
  - B. No. of seats under General Category : 120 (75%)
  - C. No. of seats under Staff Quota : 08 (5%)
  - D. No. of seats under Management Quota : 32 (20%)
4. **AGE:** Between 3 years to 4 years till 31.03.2019. Candidates born between 1<sup>st</sup> April 2015 and 31<sup>st</sup> March 2016.
5. **ADMISSION SCHEDULE:**

Particulars	Date	Time
Distribution & Submission of duly completed Registration forms (Only on School working days)	15/12/2018 to 07/01/2019	8:30a.m.–1:00 p.m.
Last date of acceptance of duly filled Registration Forms	07/01/2019	3:00 p.m.
Uploading details of children who apply for admission under open seats.	21/01/2019	02.30 p.m.
Uploading marks (as per point system) given to each of the children who applied for admission under open seats	28/01/2019	2:00 p.m.
Display of First List of selected candidates for General category (including waiting list)	04/02/2019	2:00 p.m.
Resolution of queries of parents, if any, regarding allotment of points to their ward in the first list	05/02/2019 to 12/02/2019	8:30 a.m. to 11:30 a.m.
Draw of lots for General category (if needed)	13/02/2019	02:30 p.m.
Display of SECOND LIST (if any)	21/02/2019	2:00 p.m.
Resolution of queries for parents, if any regarding allotment of points to their ward in Second List	22/02/2019 to 28/02/2019	8:30 a.m. to 11:30 a.m.
Subsequent list of admission, if any	15/03/2019	02:30 p.m.
Admission formalities (On School working days)	05/02/2019 to 31/03/2019	09:00 a.m.-2:30 p.m.
Closure of admission process	31/03/2019	2:30 p.m.

**6. CRITERIA / PARAMETERS (GENERAL CATEGORY)**

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

**7. ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION FOR THE GRANT OF ADMISSION:****FOR GENERAL CATEGORY/MINORITY CATEGORY****REGISTRATION SLIP ALONG WITH:****A. Birth Certificate of the Child****B. Aadhar Card of the Child****C. Proof of Residence –**

- 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.

**D. Proof of Sibling –** Report Card/I-Card of the child studying in MJKPS.**E. Proof of Alumni –** X / XII CBSE Certificate along with MXSA Registration Card.**F. Proof of being from Sikh community –** Certificate issued for the child by Delhi Sikh Gurdwara Management Committee, Gurdwara Rakab Ganj Sahib, New Delhi only.**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 (by car) with school Main Gate No. 1 as the starting point.
- 5) **Attach the photocopies of the listed documents along with the registration form at the time of its 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 writing within 48 hours (during school hours) of its publication, failing which no representation shall be entertained thereafter.
- 8) All documents submitted must be self-attested, with date, by the parents.
- 9) **SCHOOL BUS FACILITY IS NOT AVAILABLE FOR THE STUDENTS.**
- 10) For allocation of points the school's decision will be final & binding.

