Admission Process 2022-23 for Pre School & Class I

Delhi Public School, Mathura Road welcomes you to the Admission process for the academic year **2022-2023.**

Apply online through the school website – www.dpsmathuraroad.org

General Category; Staff Category; Management Category

Note: Forms for EWS/ Disadvantaged Category will be available on the Directorate of Education website (www.edudel.nic.in)

I. Age criteria for registration (academic session 2022 -23)

a) Pre School – **Child born between 2-3-2018 and 30-4-2019**

b) Class I – **Child born between 2-3-2016 and 30-4-2017**

II. Break up of seats

PRE SCHOOL

S.No.	Category	Seats	Percentage
1	General	130	50%
2	Staff	13	5%
3	Management	52	20%
4	EWS/DG	65	25%
	Total	260	100%

CLASS 1

S.No.	Category	Seats	Percentage
1	General	22	50%
2	Staff	2	5%
3	Management	9	20%
4	EWS/DG	11	25%
	Total	44	100%

III. **The admission process is in accordance to the rules and guidelines issued by the Directorate of   Education.**

IV. Instructions to be followed while filling a registration form

a) Fill the registration form on the school website. **www.dpsmathuraroad.org**

  After filling and submitting the online registration form, a registration number is generated by the computer. This will be followed by an SMS detailing your login Id and password for future reference and use.

b) Take two **colour printouts** of the filled registration form. (one printout of the form to be submitted at the time of verification and the second printout to be kept for personal reference)

  In case a registration number is not generated for any reason on the filled form, it will be considered invalid.

c) **In case of an error while filling the online form** kindly intimate the admission team through an email at **admission@dpsmathuraroad.org** (Please do not fill another form)

  Helpline Numbers: 011- 43399200/249, 9810605858, 7827405492, 9871341010.

V. **No hard copy of the form is required to be submitted to the school unless shortlisted for verification.**

  Only one application form is to be submitted online for one child.

VI. **Admission in no way guarantees transport facility for the child.** Please note that the school transport will only be provided on the available route.

Admission Schedule

1.	Commencement of Admission process	**15th December 2021 (Wednesday)**
2.	Commencement of Online Registration for admission	**15th December 2021 (Wednesday)**
3.	Last date for availability and submission of filled Registration form (online)	**7th January 2022 (Friday)**
4.	Display of list of all registered applicants (General Category)	**21st January 2022 (Friday)**
5.	Display of list of all registered applicants with scores (General Category)	**28th January 2022 (Friday)**
6.	Display of **First List** of provisionally selected candidates (General Category)	**4th February 2022 (Friday)**
7.	Resolution of queries of parents, if any (by written application/ e-mail / verbal interaction) regarding allotment of points to their ward in the **First List**	**5th February 2022 (Saturday)** **till** **12th February 2022 (Saturday)**
6.	Display of list of candidates shortlisted for Draw of Lot (General Category)	**10th February 2022 (Thursday))**
8.	Draw of lot (if any) for Children under General Category Display of Result of Draw of Lots on website Schedule for verification of documents (of candidates shortlisted in the Draw of Lots)	**14th February 2022 (Monday)**
9.	Second list of provisionally selected applicants (Including waiting list) and schedule for submission of fee (General Category) if any.	**21st February 2022 (Monday)**
10.	Resolution of queries of parents, if any (by written application/e-mail/ verbal interaction) regarding allotment of points to their ward in the **Second List**	**22nd February 2022 (Tuesday) till** **28th February 2022 (Monday)**
11.	Third list of selected applicants and schedule for submission of fee (General Category) if any.	**15th March 2022 (Tuesday)**
12.	Closure of admission process	**31st March 2022 (Thursday)**

The following criteria have been adopted for the allocation of points for the academic session 2022 – 23 and will form the final score of your application.

PARAMETERS ADOPTED BY THE SCHOOL

S.No.	Criteria	Points Breakup (2022-23)
1	**Neighbourhood (aerial distance up to 12 kms as per Google maps)**	**70 (70/60)**
2	**Sibling studying in school**	**15**
3	**Parent Alumni (mother/father/both)**	**15**
	TOTAL POINTS	**100**

Breakup of points for distance criteria

Code A (0 – 10 k.m.) 70 POINTS

Code B (10.1 – 12 k.m.) 60 POINTS

Criterion Definition

I. **Neighbourhood:** Localities upto 12 km (aerial distance) will be considered only. Distance calculation will be done automatically by **Google maps** which is linked with the Registration Form. **Please note that Google Maps calculates the distance only from the drop-down option. If locality is typed manually, it may result in erroneous calculation of points.**

II. **Sibling:** A real brother or sister of the applicant who is on the school roll during the academic session 2021 - 22.

III. **Alumni:** Father/Mother or both who have passed class 10/12 from **Delhi Public School Mathura Road** or any other **core** school under the aegis of DPSS.

IV. **Staff Quota:** The wards of the employees of the school i.e. Delhi Public School Mathura Road. The unfilled seats of the staff quota shall spill over to the General Category.

V. **Tabulation of Final Score**
   a) The list of all applicants shortlisted for verification will be displayed according to the scores.
   b) In the event of many applicants getting identical final scores in the lowest eligible scores, a limited lottery system would be opted for within these applicants to select children for admission. **This option will arise only in case of availability of seats for admission.**
   c) Parents of shortlisted candidates will be called for verification of original documents and admission according to the given schedule.

VI. Final admission is subject to verification of the listed documents (in original). The school reserves the right to cancel the application of any candidate during verification due to wrong/incorrect information or incomplete submission of documents.

The school also reserves the right to cancel an admission at any stage for wrongly submitted/forged documents.

List of documents for verification
(All documents in original)

1. **Colour printout of online registration form.**
2. **Birth certificate** from the registrar of birth or equivalent authority**. Name of the child must be endorsed in the Birth Certificate duly countersigned by Registrar of Birth. Any spelling error in the name of the child/ parents shall not be entertained. The birth certificate has to be complete in all respects.**
3. **Proof of residential address**
   List of indicative documents which can be considered as proof of residence of parent/ child

   a) Registered Company Rent Lease

   or

   b) Registered Rent Lease Agreement (lease of property in the name of the parent along with Pan No. of the landlord with proof of transfer of rent in his/ her bank account for a minimum of last 6 months)

   or

   c) Registered Sales Deed of residential property in name of grandparent. (in case Registered Sales Deed is in the name of the grandparent it should be accompanied with the parent's voter ID or passport.

   or

   d) Passport of parent or applicant at the same address

   or

   e) Paid Electricity Bill/ Paid MTNL Telephone Bill of the last 6 months/ Water Bill/ Electoral Card/ Aadhar Card/ Domicile certificate / Ration Card of parents of the same address with proof of PNG gas bills.

4. In case of **sibling applicants**, fee receipt (of sibling of the year 2021 – 22) studying at DPS Mathura Road.
5. In case of **alumni** of **Delhi Public School Mathura Road** /any other **core** school under the aegis of DPSS (father/mother/both): School leaving certificate/Sr. Secondary/ Secondary Board Certificates.
6. In case of **Staff child**, the staff Identity Card/ Appointment letter.
7. Immunization / Vaccination record of the child.
8. In case of SC/ ST/ OBC candidates who have applied in the general category, a certificate from the office of the SDM. (required only for the purpose of record.)
9. **Self attested photocopies of all the above documents.**

List of original documents for the admission process

1. **Birth certificate** from the registrar of birth or equivalent authority. **Name of the child must be endorsed in the Birth Certificate duly countersigned by Registrar of Birth. Any spelling error in the name of the child/ parents shall not be entertained. The birth certificate has to be complete in all respects.**

2. **Proof of residential address** (same as copy submitted at the time of verification)
   List of indicative documents which can be considered as proof of residence of parent/child

   a) Registered Company Rent Lease

   or

   b) Registered Rent Lease Agreement (lease of property in the name of the parent along with Pan No. of the landlord with proof of transfer of rent in his/ her bank account for a minimum of last 6 months)

   or

   c) Registered Sales Deed of residential property in name of grandparent. (in case Registered Sales Deed is in the name of the grandparent it should be accompanied with the parent's voter ID or passport.

   or

   d) Passport of parent or applicant at the same address

   or

   e) Paid Electricity Bill/ Paid MTNL Telephone Bill of the last 6 months/ Water Bill/ Electoral Card/ Aadhar Card/ Domicile certificate / Ration Card of parents of the same address with proof of PNG gas bills.

3. In case of **sibling applicants**, the fee receipt (of sibling for the year 2021 – 22) studying at DPS Mathura Road.
4. In case of **alumni** of **Delhi Public School Mathura Road**/ any other **core** school under the aegis of DPSS (father/mother/both): School leaving certificate/Sr. Secondary/ Secondary Board Certificates.
5. In case of **Staff child**, the staff Identity Card/ Appointment letter.
6. Immunization / Vaccination record of the child.
   Medical Form duly filled and signed by the relevant authority. This form is important for completion of the Admission process.
7. In case of SC/ ST/ OBC candidates who have applied in the general category, a certificate from the office of the SDM, required only for the purpose of record.

   *Note: Fee structure for the year 2022-2023 shall be notified in due course of time.