

# MATA JAI KAUR PUBLIC SCHOOL

ASHOK VIHAR, PHASE – III, DELHI – 110052

PHONE: 43711013: Website:www.mjkpsdelhi.com

## PRE-SCHOOL (NURSERY) ADMISSION: 2025-26

### GENERAL INSTRUCTIONS: AS PER DOE GUIDELINES

#### 1. REGISTRATION

- Registration Forms for admission in Pre-School (Nursery) will be available on school's website from Thursday, November 28, 2024 to Friday, December 20, 2024.

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 CRITERIA

The age limit for the children to be admitted to Pre-school (Nursery) as on 31.03.2025 should be between 3 – 4 years. **Children born between April 1, 2021 and March 31, 2022 are eligible for registration.**

#### 5. 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>		

#### 6. ADMISSION SCHEDULE:

S.No.	Particulars	Date	Time
1	Availability & Submission of duly completed <b>ONLINE</b> Registration Forms through online payment of Rs. 25/-	28/11/2024 (Thursday) to 20/12/2024 (Friday)	The link will close at midnight of Friday, 20.12.2024
2	Availability & Submission of duly completed <b>OFFLINE</b> Registration Forms on payment of Rs,25/- (Only on School working days). Forms will be available at the school reception, Entry from Gate No. 1		8:30a.m.–1:00 p.m.
3	Uploading details of children who have applied for admission under open seats on School Website & Display Boards	03/01/2025 (Friday)	02.30 p.m.
4	Uploading marks (as per point system) given to each of the children who applied for admission under open seats on School Website & Display Boards	10/01/2025 (Friday)	2:30 p.m.
5	Uploading of the list of eligible applicants for Draw of Lots (if any) on the school website and Display Boards	10/01/2025 (Friday)	2:30 p.m.
6	Resolution of queries of parents, if any, (by written/email/verbal interaction) regarding allotment of points to their wards for the first list	13/01/2025 (Monday)	9:00 a.m. – 2:00 p.m.
7	Draw of lots for the General category (if required)	14/01/2025 (Tuesday)	2.30 p.m.

8	The date for displaying the <b>first list</b> of selected children (including Waiting List) (along with marks allotted under points system)	17/01/2025 (Friday)	9:00 a.m.
9	<b>Resolution of queries of parents</b> , if any, (by written/email/verbal interaction) regarding allotment of points to their wards for the first list	18/01/2025 (Saturday) to 27/01/2025 (Monday)	9:00 a.m. – 1:00 p.m.
10	The date for displaying the <b>second list (if any)</b> of selected children (including Waiting List) (along with marks allotted under points system)	03/02/2025 (Monday)	9.00 a.m.
11	Resolution of queries of parents, if any, (by written/email/verbal interaction) regarding allotment of points to their wards for the first list	05/02/2025 (Wednesday) to 11/02/2025 (Tuesday)	9:00 a.m. – 1:00 p.m.
12	Subsequent list of admission, if any	26/02/2025 (Wednesday)	02:30 p.m.
13	<b>Admission formalities</b> (on school working days)	17/01/2025 (Friday) to 14/03/2025 (Friday)	10:00 a.m. to 2:00 p.m.
14	<b>Closure of admission process</b>	14/03/2025 (Friday)	3:30 p.m.

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

<b>FOR GENERAL CATEGORY</b>	
<b><u>REGISTRATION SLIP ALONG WITH:</u></b>	
<p><b>A. Birth Certificate of the Child</b></p> <p><b>B. Aadhar Card of the Child, Father and/or Mother</b></p> <p><b>C. Proof of Residence –</b></p> <ul style="list-style-type: none"> <li>• Ration Card/Smart Card issued in the name of parents (Mother/Father having name of the child)</li> <li>• Domicile Certificate of child or of his/her parents.</li> <li>• Voter I-Card (EPIC) of any of the parents.</li> <li>• Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.</li> <li>• Aadhar Card/UID Card issued in the name of any of the parents.</li> </ul> <p><b>D. Proof of Sibling –</b> Report Card/I-Card of the child <b>studying in MJKPS.</b></p> <p><b>E. Proof of Alumni –</b> X / XII CBSE Certificate</p> <p><b>F. Proof of being from Sikh community -</b> Certificate issued for the child by the Delhi Sikh Gurdwara Management Committee, Gurudwara, Rakab Ganj Sahib, New Delhi only.</p>	
<b><u>DOCUMENTS REQUIRED FOR ADMISSION OF THE CHILD</u></b>	
<ul style="list-style-type: none"> <li>• Medical Fitness Certificate.</li> <li>• Three passport size photographs</li> <li>• Joint photograph of the candidate with both the parents (5X6 c.m.)</li> <li>• Two Passport size photographs of both the parents &amp; guardian (for I-card)</li> </ul>	

**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.
- 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) Any discrepancy, if noted, in the promulgated **LIST** (First / Second) to be brought to the notice of the Principal through an email at [mjkpsadmission@gmail.com](mailto:mjkpsadmission@gmail.com) within 48 hours (during school hours) of its publication, failing which no representation shall be entertained thereafter.
- 7) **SCHOOL BUS FACILITY NOT AVAILABLE.**
- 8) For allocation of points the school's decision will be final & binding.