



MATA JAI KAUR PUBLIC SCHOOL

ASHOK VIHAR, PHASE – III, DELHI – 110052

PHONE: 27221674: Website:www.mjksdelhi.com

INSTRUCTIONS FOR ADMISSION TO PRE-SCHOOL (NURSERY): 2023-24

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 31.03.2023. Candidates born between 1st April 2019 to 31st March 2020
5. **ADMISSION SCHEDULE:**

Particulars	Date	Time
Availability & Submission of duly completed Registration forms (On School working days) via Offline – 8:00 a.m. to 1:00 p.m. on payment of Rs. 25/- Online – Payment mode online	Thursday, 01/12/2022 to Friday, 23/12/2022	Offline-8:30a.m.–1:00 p.m. Online till 12 midnight (Friday, 23/12/2022)
Uploading details of children who have applied for admission under open seats on School Website & Display Board	Friday, 06/01/2023	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, 13/01/2023	2:30 p.m.
Uploading of the list of eligible applicants for Draw of Lots on the school website	Friday, 13/01/2023	2:30 p.m.
Resolution of queries of parents, if any, (by written/email/verbal interaction) regarding allotment of points to their wards under open category.	Monday, 16/01/2023 to Tuesday 17/01/2023	9.00 a.m. - 2.00 p.m.
Draw of lots for the General category (if required)	Wednesday, 18/01/2023	2.30 p.m.
The date for displaying the first list of selected children (including Waiting List) (along with marks allotted under points system)	Friday, 20/01/2023	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, 21/01/2023 - Monday, 30/01/2023	8:30 a.m. to 11:30 a.m.
The date for displaying the second list (if any) of selected children (including Waiting List) (along with marks allotted under points system)	Monday, 06/02/2023	9.00 a.m.
Resolution of queries of parents, if any, (by written/email/verbal interaction) regarding allotment of points to their wards in the second list)	Wednesday, 08/02/2023 to Tuesday, 14/02/2023	8:30 a.m. to 11:30 a.m.
Subsequent list of admission, if any	Wednesday, 1 March 2023	02:30 p.m.
Admission formalities (on school working days)	Friday, 20 January 2023 to Friday, 17 March 2023	9:00 a.m. to 2:00 p.m.
Closure of admission process	Friday, 17/03/2023	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/Smart 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, Gurudwara, 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.
- 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's email id mjkpsadmission@gmail.com within 48 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.