

MATA JAI KAUR PUBLIC SCHOOL

ASHOK VIHAR, PHASE – III, DELHI – 110052

PHONE: 43711013: Website:www.mjkpsdelhi.com

NURSERY (BALVATIKA – 1) ADMISSION: 2026-27

GENERAL INSTRUCTIONS: AS PER DOE GUIDELINES

1. REGISTRATION

- Registration Forms for admission in Nursery (Balvatika - 1) will be available on school's website from Thursday, December 04, 2025 to Saturday, December 27, 2025

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 Nursery (Balvatika – 1) as on 31.03.2026 should be between 3 – 4 years. Children born between April 1, 2022 and March 31, 2023 are eligible for registration.

5. CRITERIA / PARAMETERS (GENERAL CATEGORY)

SL NO. DETAILS (GENERAL CATEGORY)				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

6. ADMISSION SCHEDULE:

S.No.	Particulars	Date	Time
1	Availability & Submission of duly completed <u>ONLINE</u> Registration Forms through online payment of Rs. 25/-	04/12/2025 (Thursday) to 27/12/2025 (Saturday)	The link will close at midnight of Saturday, 27.12.2025
2	Availability & Submission of duly completed <u>OFFLINE</u> 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. to 1:00 p.m.
3	Uploading details of children who have applied for admission under open seats on School Website & Display Boards	09/01/2026 (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	16/01/2026 (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	16/01/2026 (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	17/01/2026 (Saturday) to 19/01/2026 (Monday)	9:00 a.m. to 2:00 p.m.

7	Draw of lots for the General category (if required)	20/01/2026 (Tuesday)	2.30 p.m.
8	The date for displaying the first list of selected children (including Waiting List) (along with marks allotted under points system)	23/01/2026 (Friday)	9:00 a.m.
9	Resolution of queries of parents , if any, (by written/email/verbal interaction) regarding allotment of points to their wards for the second list	24/01/2026 (Saturday) to 03/02/2026 (Tuesday)	9:00 a.m. to 1:00 p.m.
10	The date for displaying the second list (if any) of selected children (including Waiting List) (along with marks allotted under points system)	09/02/2026 (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 second list	10/02/2026 (Tuesday) to 16/02/2026 (Monday)	9:00 a.m. to 1:00 p.m.
12	Subsequent list of admission, if any	05/03/2026 (Thursday)	02:30 p.m.
13	Admission formalities (on school working days)	23/01/2026 (Friday) to 19/03/2026 (Thursday)	10:00 a.m. to 2:00 p.m.
14	Closure of admission process	19/03/2026 (Thursday)	3:30 p.m.

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

FOR GENERAL CATEGORY

REGISTRATION SLIP ALONG WITH:

A. Birth Certificate of the Child

B. Aadhar Card of the Child, Father and/or Mother

C. Proof of Residence –

- 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.

D. Proof of Sibling – Report Card/I-Card of the child **studying in MJKPS.**

E. Proof of Alumni – X / XII CBSE Certificate

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.

DOCUMENTS REQUIRED FOR ADMISSION OF THE CHILD

- Medical Fitness Certificate.
- Three passport size photographs
- Joint photograph of the candidate with both the parents (5X6 c.m.)
- Two Passport size photographs of both the parents & guardian (for I-card)

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 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 linked with the school ERP Software.
- 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 school@mjkpsdelhi.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.