



SALWAN PUBLIC SCHOOL MAYUR VIHAR
ADMISSION PROCESS- CLASS NURSERY
Academic Session 2024-2025

GUIDELINES FOR FILLING THE REGISTRATION FORM UNDER GENERAL CATEGORY (OPEN SEATS) FOR ADMISSION TO CLASS NURSERY

Reference Directorate of Education, Government of NCT of Delhi, and Private School Branch Circular No.F.DE.15 (172)/PSB/2016/8873-8882 dated 18.10.2023

The process of Nursery admission at Salwan Public School, Mayur Vihar will commence for the Academic Session 2024-2025 on Thursday, 23 November 2023.

1. Information and guidelines pertaining to the admission process are appended below:

- (i) **Age Eligibility:** Children born between 01.04.2020 and 31.03.2021 (03 years to less than 04 years as on 31.03.2024)

**In consonance with DoE circular, age relaxation for admission of up to 30 days may be granted at the level of head of school in the minimum and upper age limit for these classes. The parents may request for the same through email/ manual application.

- (ii) **Seats Available For Admission:**

	No. of Seats	Remarks
Open seats under General Category	65	81 seats under General Category
Management Quota (20% of General Category seats)	16	
EWS/DG Group/CWSN Category	27	
Total number of seats for admission in Nursery	108	

2. Registration:

Option 1: Online Registration:

The Online Registration Form will be available on the school's website www.spsmayurvihar.com from Thursday, 23 November 2023 to Friday, 15 December 2023. Registration fee of Rs. 25/- will be paid online.

Option 2 : Offline Registration:

Hard Copy of Registration Form will be available at Gate No. 1 of the school and also can be downloaded from school's website from Thursday, 23 November 2023 to Friday, 15 December 2023 on the payment of Rs. 25/-. Last day of submission of offline filled forms with all required documents at the school office is 15 December 2023.

3. Admission Parameters for Open seats under General Category:

S.No.	Criteria	Specifications	Points
1	Neighbourhood (By aerial distance between the school and residence of the applicant.)	<ul style="list-style-type: none">Upto 8 KmsBeyond 8 Kms, where school transport is available.Beyond 8 Kms, without school transport	70 60 40
2	First Born Child/Girl Child	-	15
3	School Alumni	<ul style="list-style-type: none">Offspring of pass out students of schools under the aegis of Salwan Education Trust.	15

Total	100
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4. Admission shall be granted as per point system subject to verification of documents of applicants. In case the number of applicants with the same points exceeds the number of seats available, a limited lottery system will be adopted.

***Points will be displayed on school website and DoE portal on Friday, 05 January 2024 for all registered applicants.**

5. Guidelines for Filling ONLINE Forms

- This is an electrometric registration form for Salwan Public School, Mayur Vihar only. Please read the instructions carefully, before filling the form.
- You may access the **Google map** for referring to the aerial distance between the school and your residence.
- **Online payment of Rs. 25/- towards the registration fee:** If your registration form is successfully uploaded, a payment link will be received on the Email Id(s) mentioned in the registration form. For online payment, following information will be required :

Registration Number

Name of the Child

Mobile Number

Email Id

Please save the transaction id of the payment for all future correspondence, including online registration fee payment (₹ 25/-).

- A Copy of the registration form will be sent to the mentioned Email Ids in the registration form. Take a print out as a proof and quote this Registration Number for all further correspondence with the school.
- Original documents are to be produced at the time of verification. The date and time of verification will be intimated by email from school. Kindly show the online payment's transaction ID.
- Incomplete forms will not be accepted by the software.

6. General Instructions (OFFLINE & ONLINE)

- Only one registration form will be accepted for one applicant, either online or offline. Each form will bear a unique Registration Number.
- An OTP will be sent on your Email Id while filling the registration form online. Kindly ensure that you have an access to that mail id.
- Keep the following documents handy while filling the form-
 - Child's photograph in (JPEG/JPG/PNG file of minimum 100 KB and maximum 500 KB)
 - Father's photograph (JPEG/JPG/PNG file of minimum 100 KB and maximum 500 KB)
 - Mother's photograph (JPEG/JPG/PNG file of minimum 100 KB and maximum 500 KB)
 - Birth certificate with name of the child issued by MCD or a competent authority. (PDF/JPEG/JPG file of maximum 1 MB)
 - **Residence proof** (copy of anyone of the following)- (PDF/JPEG/JPG file of maximum 1 MB)
 - Ration card/Smart Card issued in the name of parents (Mother/Father having name of child).
 - Domicile certificate of child or of his/her parents.
 - Voter I- Card (EPIC) of any of the parent
 - Electricity bill/MTNL, telephone bill/water bill/Passport in the name of any of the parents or child.
 - Aadhaar Card/UID card issued in the name of any of the parents.

- **First born child:** Affidavit on a non-judicial stamp paper of Rs.10/–, to be signed by both parents (Deponent 1, Deponent 2). – (JPEG/JPG/PNG file of minimum 100 KB and maximum 500 KB)
(Original copy to be submitted in original at the time of verification.)
 - **School alumni:** Class XII School leaving certificate/mark sheet of a school under the aegis of Salwan Education Trust. (PDF/JPEG/JPG file of minimum 100 KB and maximum 1 MB)
 - **Girl Child:** Birth certificate of the child.
- The particulars of the child are to be filled correctly. Please ensure that the name/date of birth of the child tallies with the birth certificate. No change, whatsoever, will be made after the registration.
 - Parents who have more than two children, need not apply, as the school adheres to two children norm.
 - The spelling of Father's name, Mother's name and Child's name should match with the documents submitted for registration. No change, whatsoever, shall be entertained subsequently.
 - Parents are requested to inform the school office if there is any change in the Email Id, mobile numbers, address or any other relevant information at the earliest as this will help the school for future communication
 - Submission of form does not guarantee admission. Final decision lies with school unequivocally.
 - The school does not accept any donation for admissions. Parents should beware of third parties making false claims of procuring admission and collecting money on behalf of the school. If they enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it. The school will appreciate to know if there is any such person so that proper legal action can be taken against them.

7. Schedule of the Admission Process: General Category (Open Seats)

ACTIVITY	DAY & DATE
Commencement of Online Registration	Thursday, 23-11-2023
Last date for Online Registration	Friday, 15-12-2023
Uploading details of children who applied to the school for admission under open seats.	Friday, 29-12-2023
Display of list of registered applicants with points as claimed by the applicant (as per point system).	Friday, 05-01-2024
Verification of documents of shortlisted applicants.	Wednesday, 29-11-2023 to Wednesday, 27-12-2023
Draw of lots(if required)	Will be intimated through registered E-mail
Display of first list of selected applicants (including Waiting List).	Friday, 12-01-2024
Resolution of queries of parents, if any	Saturday, 13-01-2024 to Monday, 22-01-2024
Admission formalities.	Tuesday, 23-01-2024 and Wednesday, 24-01-2024

Display of Second List of children, if any (Including waiting List).	Monday, 29-01-2024
Closure of admission process.	Friday, 08-03-2024

8. Parents are requested to keep checking the school website/registered Email/messages on a regular basis for any updates.
9. **Documents required to be verified at the time of Admission to Class Nursery (2024-2025):** (Final admission is subject to verification of the following documents in original. Photocopies will not be accepted).

S.No.	Document	Requirement Details
1.	Date of Birth	Original Birth Certificate of the child issued by Municipal Corporation or equivalent authority
2.	Neighbourhood	Some indicative documents as per DoE guidelines, which can be submitted as proof of residence include (any one proof): ** <ul style="list-style-type: none"> ▪ Ration card/Smart Card issued in the name of parents (Mother/Father having name of child). ▪ Domicile certificate of child or of his/her parents. ▪ Voter I- Card (EPIC) of any of the parent ▪ Electricity bill/MTNL, telephone bill/water bill/Passport in the name of any of the parents or child. ▪ Aadhaar Card/UID card issued in the name of any of the parents. Areas covered by School Transport are given below.
3.	Alumni	Original copy of Class XII School Leaving Certificate/Mark sheet of the school under the aegis of Salwan Education Trust. Schools under aegis of Salwan Education Trust are: <ul style="list-style-type: none"> • GD SPS • SPS Rajendra Nagar • Salwan Boys School • Salwan Girls School • SPS Mayur Vihar • SPS Gurugram • SPS Tronica City
4.	First Born Child Girl child	Original 'FIRST BORN CHILD' self-attested Affidavit on Non-Judicial Stamp Paper of Rs. 10 (to be uploaded/submitted) for online/offline respectively. Sample of Declaration is attached below. Birth certificate indicating the gender of the child.
5.	Medical fitness certificate	Medical Fitness Certificate of the child must be issued by a registered Medical Officer, to be submitted at the time of admission.

*** Areas covered by School Transport:**

The School transport facility is available at the following locations:

- I. AGCR Enclave

- II. Anand Vihar
- III. Pratap Nagar, Mayur Vihar Phase-1
- IV. Gazipur
- V. Mahila College, Vivek Vihar
- VI. Gurudwara East Vinod Nagar
- VII. I.P. Extention
- VIII. Dharamshila Hospital
- IX. Karkardooma, Red Light
- X. Jagriti Enclave
- XI. Jhilmil Colony
- XII. Khichripur
- XIII. Radha Swami Satsang, Mayur Vihar Phase-2
- XIV. Pocket 1 Mayur Vihar Phase-I
- XV. Pocket 2 Mayur Vihar Phase-I
- XVI. Pocket 3 Mayur Vihar Phase-I
- XVII. Pocket-4 Mayur Vihar Phase-I
- XVIII. Gurdwara, Mayur Vihar Phase-2
- XIX. New Ashok Nagar, Metro Station
- XX. Vasundhara Enclave
- XXI. Pocket A, Mayur Vihar Phase-II
- XXII. Pocket B, Mayur Vihar Phase-II
- XXIII. Pocket C, Mayur Vihar Phase-II
- XXIV. Pocket D, Mayur Vihar Phase-II
- XXV. Pocket E, Mayur Vihar Phase-II
- XXVI. Pocket F, Mayur Vihar Phase-II
- XXVII. Ramprastha
- XXVIII. Delhi Police Society, Mayur Vihar Phase-1

**** ● School may provide transport facility, subject to availability of seats. School reserves the right to cancel/ amend any route, at any time.**

**** ● If any document other than those mentioned above are submitted as proof of residence, then an additional document in the name of either of the parents must also be produced to support the claim.**

** ● The School also reserves the right of Home visit, if required.

SAMPLE DECLARATION -FIRST BORN CHILD (Refer to sub point 4 of Point 9)

I, _____, aged _____ years, s/o d/o w/o _____, r/o _____, do hereby declare and state as follows:

1. That I am the (father/mother/guardian) of the applicant _____ (child's name), whose application is being submitted for admission to Salwan Public School, Mayur Vihar, Delhi -96 for Academic Session 2024-25.
2. That _____ (child's name) is my first born/only child and I have no other child/children.
3. I have read and understood the contents of this declaration, which has been drafted by me / under my instructions and I say that the contents thereof are true and correct to my knowledge.
4. I do not have more than 2 children. (Besides the two children, I have no other child). In case I have a third child, hereafter the school shall be within its right to strike out the name of my child, whose admission I am seeking, from the rolls of the school.

DEPONENT 1

DEPONENT 2

Verification:

Verified at Delhi/Ghaziabad/Noida _____ on _____ day of _____ 2023, that the contents of the above declaration are true and correct to my knowledge, that no part of it is false and nothing material has been concealed therefrom.

DEPONENT 1

DEPONENT 2

10. Please note that Self Attested photocopies of the above documents are to be submitted. No undertaking regarding the documents mentioned above will be accepted at the time of verification of documents.

For any queries related to admission to Class Nursery, Kindly contact through

**Email: nurseryadmission2024@spsmayurvihar.com
spsmayurvihar@salwanschools.com**

or

Phone No.: 8130307680, 011-46612484

Date: 17-11-2023

Principal