



Admission Process 2024-25 for Pre-School & Class I

Delhi Public School, Mathura Road welcomes you to the Admission process for the academic year **2024-2025**.

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

OPEN SEATS - General Category; Staff Category; Management Category

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

I. Age criteria for registration (academic session 2024 -25)

- a) Pre School – Child born between **2-3-2020** and **30-4-2021**
- b) Class I – Child born between **2-3-2018** and **30-4-2019**

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/CWSN	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/CWSN	11	25%
	Total	44	100%

III. The admission process is in accordance with 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
- B. After filling and submitting the online registration form, a registration number is auto-generated. You will receive an **Email and SMS** as an acknowledgment with the registration number for reference.
- C. **NO FEE to be paid at the time of online registration.**
- D. Take two **colour printouts** of the filled registration form. (One printout of the form is to be submitted at the time of verification and the second printout is to be kept for personal reference)
- E. **In case a registration number is not generated for any reason on the filled form, it will be considered INVALID.**
- F. **In case of an error while filling the online form** kindly inform the admission team through an email at admission@dpsmathuraroad.org (Please do not fill another form)

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

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	23rd November 2023 (Thursday)
2.	Commencement of Online Registration for Admission	23rd November 2023 (Thursday)
3.	Last date for availability and submission of filled Registration form (online)	15th December 2023 (Friday)
4.	Display of list of all registered applicants (Open Seats)	29th December 2023 (Friday)

5.	Display of list of all registered applicants with scores (Open Seats)	5th January 2024 (Friday)
6.	Display of First List of applicants shortlisted for provisional admission (General Category) Subject to verification of documents & List of candidates for the Waiting List (Subject to the draw of lots to be held on 18th January 2024) - If any	12th January 2024 (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	13th January 2024 (Saturday) till 22nd January 2024 (Monday)
8.	Display of list of candidates shortlisted for the draw of lots 1 & 2 (General Category) – If any	17th January 2024 (Wednesday)
9.	* Draw of lots 1 & 2 for children under the General Category- If any * Display of the result of the draw of lots on the website by 5 p.m.	18th January 2024 (Thursday)
10.	Draw of lots 3 for children under the General Category - If any	24th January 2024 (Wednesday)
11.	Display of Second List of applicants shortlisted for provisional admission (General Category) Subject to verification of documents & List of candidates for the waiting list	29th January 2024 (Monday)
12.	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	31st January 2024 (Wednesday) till 6th February 2024 (Tuesday)
13.	Third list of selected applicants and schedule for submission of fee (General Category) if any	21st February 2024 (Wednesday)
14.	Closure of the admission process	8th March 2024 (Friday)

The following criteria have been adopted for the allocation of points for the academic session 2024 – 25 and will constitute the final score of your application.

❖ **PARAMETERS ADOPTED BY THE SCHOOL**

S.No.	Criteria	Points Breakup (2024-25)
1	Neighbourhood (aerial distance up to 12 km 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 up to 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 the 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 2023 - 24.
- 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 school employees, 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 for wrongly submitted/forged documents at any stage.

❖ LIST OF DOCUMENTS REQUIRED FOR VERIFICATION

(All documents in original and self-attested photocopies of the same.)

1.	Colour printout of the online registration form.
2.	Original Birth certificate from the registrar of birth or equivalent authority. <ul style="list-style-type: none">• The name of the child must be endorsed in the Birth Certificate duly countersigned by the Registrar of Birth.• Any spelling error in the name of the child/ parents shall not be accepted.
3.	Proof of residential address List of indicative documents that can be considered as proof of residence of parent/ child. (Any 2 documents listed from points a to f) : Note: The name of the parent on the registration form should match that on the address proof being submitted. a) * Registered Company Rent Lease or * 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 the last 6 months) or * Registered Sales Deed of residential property in a grandparent's name. (in case the Registered Sales Deed is in the name of the grandparent it should be accompanied by the parent's voter ID or passport of the same address. b) Valid Passport in the name of either parent or applicant at the same address. c) Voter Identity card d) Aadhar card (* Registration/Acknowledgment slip of the Aadhar card will not be accepted) e) Paid Electricity Bill/ Paid MTNL Telephone Bill / Water Bill in the name of any of the parents (of the last 6 months.) f) Ration Card/ Smart Card issued in the name of either parent (having the name of child) at the same address with proof of PNG/IGL gas bills.

4.	In the case of SIBLING applicants - Fee receipt / RFID card (of the sibling for the academic session 2023 – 24) studying at DPS Mathura Road must be submitted.
5.	In the case of ALUMNI of Delhi Public School Mathura Road / any other core school under the aegis of DPSS (father/mother/both) issued by CBSE (any of the following must be submitted): <ul style="list-style-type: none"> • School leaving certificate • Senior Secondary Board Certificates (12th) • Secondary Board Certificates (10th)
6.	In the case of a STAFF CHILD (any of the following must be submitted): <ul style="list-style-type: none"> • The staff Identity Card • Appointment letter • Confirmation letter
7.	Immunization / Vaccination record of the child.
8.	In the 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.)

❖ LIST OF DOCUMENTS REQUIRED FOR THE ADMISSION PROCESS

(All documents in original)

****DEMAND DRAFT/BANKER'S CHEQUE of Rs. 75,000/- in the name of DELHI PUBLIC SCHOOL MATHURA ROAD**

1.	Original Birth certificate from the registrar of birth or equivalent authority. <ul style="list-style-type: none"> • The name of the child must be endorsed in the Birth Certificate duly countersigned by the Registrar of Birth. • Any spelling error in the name of the child/ parents shall not be accepted.
2.	Proof of residential address Please ensure that you bring the same documents that were verified and submitted during the document verification process: as listed from points (a) to (f) <p style="text-align: center;">a) * Registered Company Rent Lease</p> <p style="text-align: center;">or</p> <p style="text-align: center;">* 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 the last 6 months)</p>

	<p style="text-align: center;">or</p> <p>* Registered Sales Deed of residential property in a grandparent's name. (in case the Registered Sales Deed is in the name of the grandparent it should be accompanied by the parent's voter ID or passport of the same address.</p> <p>b) Valid Passport in the name of either parent or applicant at the same address.</p> <p>c) Voter Identity card</p> <p>d) Aadhar card (* Registration/Acknowledgment slip of the Aadhar card will not be accepted)</p> <p>e) Paid Electricity Bill/ Paid MTNL Telephone Bill / Water Bill in the name of any of the parents (of the last 6 months.)</p> <p>f) Ration Card/ Smart Card issued in the name of either parent (having the name of child) at the same address with proof of PNG/IGL gas bills.</p>
3.	In the case of SIBLING applicants - Fee receipt / RFID card (of the sibling for the academic session 2023 – 24) studying at DPS Mathura Road must be submitted.
4.	In the case of ALUMNI of Delhi Public School Mathura Road /any other core school under the aegis of DPSS (father/mother/both) issued by CBSE (any of the following must be submitted): <ul style="list-style-type: none"> • School leaving certificate • Senior Secondary Board Certificates (12th) • Secondary Board Certificates (10th)
5.	In the case of a STAFF CHILD (any of the following must be submitted): <ul style="list-style-type: none"> • The staff Identity Card • Appointment letter • Confirmation letter
6.	Immunization /Vaccination record of the child. School Medical Form duly filled and signed by the relevant authority.
7.	In the 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 2024-2025 shall be notified in due course of time.