



Admission Process 2021-22 for Class VI

Delhi Public School, Mathura Road welcomes you to the Admission process for the academic year **2021-2022**.

<u>CLASS</u>	<u>OPEN SEATS</u>	<u>EWS</u>	<u>MQ</u>	<u>STAFF</u>
VI	8	3	3	1

GUIDELINES AND PROCEDURE FOR FILLING THE ONLINE REGISTRATION FORM

I. Eligibility criteria for registration (Academic Session 2021-2022).

a) **Class VI** - Children who complete 10 years by **31st March 2021 (Born on or before 31-3-2011)**.

II. Before filling the form please refer to the detailed instructions given below :

a) Fill the Online registration form.

b) Take three coloured printouts of the filled registration form.

c) A list of short listed candidates for verification and admission, draw of lot in case any, for all categories will be displayed on the school website on the dates specified below. **You will be required to bring a printout of the filled form, original documents and attested photocopies of the required documents on the day of verification.**

d) **On the day of admission, original documents and a Demand draft will be required for completion of admission formalities.**

e) **Please keep a copy / printout of the filled form for your record.**

III. Instructions for the Economically Weaker Section and Disadvantaged Group will be displayed in the DOE website – through draw of lot.

➤ IMPORTANT INFORMATION :-

- 1) **The admission process has been carefully designed to provide equal opportunity to all and to maintain the transparency in the Admission process. Every year, we have more applicants than number of seats available. Therefore, if a candidate is unable to secure a seat, it is in no way a reflection of his/her calibre.**
- 2) After filling up the online form along with **unique number** generated by the computer, click on the submit button and take a print out of the form. Kindly take three **coloured** print outs of the filled registration form, one of which needs to be submitted and the others can serve as a record with self.
- 3) **Any form without unique number will be invalid.**
- 4) You are advised to fill in **only one** online form. **In case of an error while filling the online form**, kindly intimate the admission team through an email at admissionVI@dpsmathuraroad.org.

No changes shall be entertained after 16 February, 2021 (Friday).

ADMISSION SCHEDULE

Commencement of Online Registration for Admission (Open Seats)	09.02.2021 (Tuesday)
Last Date for availability and submission of filled registration form online (Open Seats)	16.02.2021 (Tuesday)
Display of list of all registered applicants as applied by parents (Open Seats)	18.02.2021 (Thursday) (after 12:00 noon)
Display of all registered applicants (with scores Open Seats)	23.02.2021 (Tuesday)
List & Schedule of applicants shortlisted provisionally for verification of documents (Open Seats)	26.02.2021 (Friday)
Display of First List of provisionally selected candidates for admission with schedule (Open Seats)	01.03.2021 (Monday)
List of candidates for Draw of Lot and for Waiting List, if any (Open Seats)	04.03.2021 (Thursday)
Draw of Lot (if any) for children under Open Seats & Schedule for verification of documents and subsequent admission of applicants in Draw of Lot (if any)	08.03.2021 (Monday)
2nd list of selected applicants and schedule for submission of fees (Open Seats)	12.03.2021 (Friday)
Closure of admission process	12.03.2021 (Friday)

NOTE:

In case the number of applicants with the same score exceeds the number of seats available, a limited lottery will be held and admission shall be granted subject to verification of documents of applicants successful in the lottery.

- **The following criterion has been adopted for the allocation of points that will form the final score of your application.**

PARAMETERS ADOPTED BY THE SCHOOL

S.No.	Criteria and point wise weightage	Points Breakup (2021-22)
1	Neighbourhood (aerial distance up to 12Kms.)	70 (70/60/50)
2	Sibling (DPS Mathura Road)	15
3	Parent Alumni of core school (mother / father / both)	15
	TOTAL POINTS	100

BREAKUP OF POINTS FOR DISTANCE CRITERIA:

Code A (0 – 7k.m.) 70 POINTS
 Code B (7.1 – 10k.m.) 60 POINTS
 Code C (10.1 – 12k.m.) 50 POINTS
 Total points generated are 100.

➤ **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 locality is typed manually, it may result in erroneous calculation of points.**
 - ii. **Sibling:** A real brother or sister of the applicant who is / was a student of DPS Mathura Road (Self attested photocopy of Identity card for the session 2020-21/2019-20 or the school leaving certificate to be submitted). **Third sibling will not be given any points.**
 - iii. **Alumni:** Father/Mother or both who have passed class 10/12 from DPS, Mathura Road New Delhi 110003 (indicated in the form) under the aegis of Delhi Public School society.
 - iv. **Staff Quota:** The wards (shall include grand children also) of the staff/employees of the DPS, Mathura Road New Delhi 110003/ D.P.S.S. The unfilled seats of the staff quota shall spill over to open seats.
 - v. **Tabulation of Final Score :**
 - a) The list of all applicants shortlisted for verification will be displayed in alphabetical order. 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.
 - b) Parents of shortlisted candidates will be called for verification of original documents and admission as per schedule given.
- **Final admission is subject to verification of the listed documents (in original).**
 - **The school reserves the right to cancel the applications of any candidate at any stage due to wrong/incorrect information or incomplete submission of documents.**
 - **Admission in no way guarantees transport facility for the child.**

[LIST OF DOCUMENTS REQUIRED AT THE TIME OF ADMISSION](#)

1. Coloured copy of duly **FILLED** online registration form.
2. Transfer Certificate in original.
3. Proof of residential address.
4. List of indicative documents which can be considered as proof of residence of parent/ child:
 - a) Registered Company Rent Lease

or
 - b) Registered Rent Lease Deed (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 last 6 months)

or
 - c) Registered Sales Deed of residential property in name of parent/ grandparent. (in case Registered Sales Deed is in the name of the grandparent it should be accompanied with the parent's voter ID or passport.

or
 - d) Passport of parent or applicant at the same address

or
 - e) Paid Electricity Bill/ Paid MTNL Telephone Bill of the last 6 months/ Water Bill/ Electoral Card/ Aadhar Card/ Domicile certificate / Ration Card of parents of the same address with proof of PNG gas bills.
5. In case of **sibling applicants**, the identity card/fee receipt (of sibling of the year 2020-21) studying in DPS Mathura Road.
6. In case of **alumni** of Delhi Public School Mathura Road New Delhi (father/mother/both): School leaving certificate / Sr. Secondary/ Secondary Board Certificates.
7. Original report card of Classes IV and V to be brought.
8. Immunization / Vaccination record of the child.
Kindly print the Medical Form given below and get it duly filled and signed by the relevant authority (Part-II & III). This form is important for completion of Admission procedure.
9. In case of SC/ STC/ OBC Category, a certificate from the office of the SDM.
10. Self-attested copies of all the abovementioned documents
11. A Demand Draft of ₹.65,000/- in favour of Delhi Public School, Mathura Road, New Delhi.

Important Note:-

The required documents should be complete in all respects. In case, the documents are not complete at the time of verification, admission shall not be granted on conditions of submitting documents on a later date.

DISCLAIMER:

The school reserves all rights with respect to accepting or rejecting any application form. The final decision on admitting a student solely rests with the school management and no claims will be entertained in this regard. Further any effort on behalf of applicant to influence any D.P.S. staff or Management directly or indirectly will lead to outright rejection of the application and strict penal action. Submission of form online will be treated as acceptance of all terms and conditions laid down by the School Authority.

[For Online Registration Click Here](#)