



DELHI PUBLIC SCHOOL

MATHURA ROAD, NEW DELHI

CBSE Aff. No. – 2730015 SCHOOL CODE - 25239

Admission Process 2026-27 for Pre-School 1, Pre-School 2 & Class 1

Delhi Public School, Mathura Road welcomes you to the admission process for the academic year 2026-2027.

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 2026 -27) .

(With a 30 day relaxation period on both sides vide DOE Circular No. F.D.E.15 (172)/PSB/2016/9179-9188, 22/11/2025, point (iv) h.)

- a) **Pre-School 1:**
Child born between 2-3-2022 and 30-4-2023 (both days inclusive.)
- b) **Pre-School 2:**
Child born between 2-3-2021 and 30-4-2022 (both days inclusive.)
- c) **Class 1:**
Child born between 2-3-2020 and 30-4-2021 (both days inclusive.)

II. Break up of seats

PRE-SCHOOL 1

S.No.	Category	Seats	Percentage
1	General	75	50%
2	Staff	7	5%
3	Management	30	20%
4	EWS/DG/CWSN	38	25%
	Total	150	100%

PRE-SCHOOL 2

S.No.	Category	Seats	Percentage
1	General	75	50%
2	Staff	7	5%
3	Management	30	20%
4	EWS/DG/CWSN	38	25%
	Total	150	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.

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.

ADMISSION SCHEDULE

1.	Uploading the criteria and their points in the module of the Department at the link mentioned in point no. 7	28.11.2025 (Friday)
2.	Commencement of admission process and availability of forms (ONLINE)	04.12.2025 (Thursday)
3.	Last date of submission of application form (ONLINE)	27.12.2025 (Saturday)
4.	Uploading details of children who applied to the school for admission under Open Seats	09.01.2026 (Friday)
5.	Uploading marks (as per points system) given to each of the children who applied for admission under open seats	16.01.2026 (Friday)
6.	The date for displaying the FIRST LIST of selected children (including Waiting List) (along with marks allotted -under points system)	23.01.2026 (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	24.01.2026 (Saturday) to 03.02.2026 (Tuesday)
8.	The date for displaying the SECOND LIST of selected children (if any) (including Waiting list) (along with marks allotted under points system)	09.02.2026 (Monday)
9.	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	10.02.2026 (Tuesday) to 16.02.2026 (Monday)
10.	Subsequent list of admission, if any	05.03.2026 (Thursday)
11.	Closure of the admission process	19.03.2026 (Thursday)

PLEASE NOTE:

- Applicants will receive the schedule for the verification process (date, time, and venue) via SMS and email on the registered mobile number and email ID provided in the form.
- Details and schedule for the General Category Draw of Lots (if required) will be posted on the [school website](#). Applicants will also be notified about this through SMS and email on their registered contact details.
- **Criteria for Twins:** In the case of twins, a form must be filled for each child separately. In a situation of draw of lots, the names of both will be considered in a single chit. In case one of the twin is selected in the draw of lots, the other twin automatically gets admitted / waitlisted.

The following criteria have been adopted for the allocation of points for the academic session 2026 – 27 and will constitute the final score of your application.

❖ PARAMETERS ADOPTED BY THE SCHOOL

S.No.	Criteria	Points Breakup (2026-27)
1	Neighbourhood (aerial distance up to 15 km as per Google Maps)	50 (50/40)
2	Sibling studying in school	25
3	Parent Alumni (mother/father/both)	25
	TOTAL POINTS	100

Breakup of points for distance criteria

Code A (0 – 12 k.m.) - 50 POINTS

Code B (12.1 – 15 k.m.) - 40 POINTS

❖ CRITERION DEFINITION

- I. **Neighbourhood:** Localities up to 15 km (aerial distance) will be considered only. Distance calculation will be done automatically by **Google Maps** which is linked with the Registration Form.
- II. **Sibling:** A real brother or sister of the applicant who is on the school roll during the academic session 2025 - 26.
- 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. Any unfilled seats in the staff quota will be transferred 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/registration** 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.	<p>Original Birth certificate from the registrar of birth or equivalent authority.</p> <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.	<p><u>Proof of residential address</u> 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.</p> <p style="padding-left: 40px;">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.</p> <p style="padding-left: 40px;">b) Valid Passport in the name of either parent or applicant at the same address. c) Voter Identity card (EPIC) of any of the parent d) Aadhar card/UID card issued in the name of any of the parent (* 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.</p>
4.	In the case of <u>SIBLING</u> applicants - Fee receipt / RFID card (of the sibling for the academic session 2025 – 26) studying at DPS Mathura Road must be submitted.
5.	In the case of <u>ALUMNI</u> 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 <u>STAFF CHILD</u> (any of the following must be submitted): <ul style="list-style-type: none"> • The staff Identity Card

	<ul style="list-style-type: none"> • 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. 90,000/- in the name of
'DELHI PUBLIC SCHOOL MATHURA ROAD'**

1.	<p>Original Birth certificate from the registrar of birth or equivalent authority.</p> <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.	<p><u>Proof of residential address</u> *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> <p>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.</p> <p>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.</p>
4.	In the case of <u>SIBLING</u> applicants - Fee receipt / RFID card (of the sibling for the academic session 2025 – 26) studying at DPS Mathura Road must be submitted.
5.	In the case of <u>ALUMNI</u> 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 <u>STAFF CHILD</u> (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. School Medical Form duly filled and signed by the relevant authority.

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.)
----	---

***Note:** Fee structure for the year 2026-2027 shall be notified in due course of time.