



**DELHI PUBLIC SCHOOL, DWARKA**

**Registration for Admission to Pre-School and Pre-Primary  
Academic Session 2021-2022**

**GUIDELINES FOR FILLING THE REGISTRATION FORM UNDER GENERAL  
CATEGORY (OPEN SEATS)**

**As per Directorate of Education Notification No. F/DE/15/(172)/PSB/2016/654-  
664 Dated 09-02-2021**

Delhi Public School, Dwarka welcomes you to Pre-School and Pre-Primary Admission process for the Academic Session 2021-2022

**1. General Information:**

**a. Admission to Class Pre-School 2021-2022:**

(i) **Age Eligibility:** Children born between 01/04/2017 and 31/03/2018 (03 years to less than 04 years as on 31-03-2021)

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

<b>General category</b>	<b>120</b>
<b>EWS/DG Category</b>	<b>60</b>
<b>Management Quota</b>	<b>48</b>
<b>Staff Children Quota</b>	<b>12</b>
<b>Total seats</b>	<b>240</b>

**b. Admission to Class Pre-Primary 2021-2022:**

(i) **Age Eligibility:** Children born between 01/04/2016 and 31/03/2017 (04 years to less than 05 years as on 31-03-2021)

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

<b>General category</b>	<b>20</b>
<b>EWS/DG Category</b>	<b>10</b>
<b>Management Quota</b>	<b>08</b>
<b>Staff Children Quota</b>	<b>02</b>
<b>Total seats</b>	<b>40</b>

2. The Online Registration form will be available on the school website [www.dpsdwarka.com](http://www.dpsdwarka.com) from Thursday, 18-02-2021 to Thursday, 04-03-2021. You are advised to fill in only one form.

3. **Admission Parameters for General Category (Open Seats):**

S. No.	Criteria	Specification	Points	Max. Points
1	<b>Neighbourhood</b> (By aerial distance between the school and residence of the applicant.)	<b>0-3 km</b>	45	<b>45</b>
		<b>3.1- 6 km</b>	40	40
2.		<b>Beyond 6 kms</b>	35	35
5.	<b>Sibling</b>	Real brother/ sister of applicant studying in DPS Dwarka during the academic session 2020-2021	35	<b>35</b>
	<b>Alumni</b>	Offspring of pass out students of Delhi Public Schools wholly owned by the DPS Society (i.e. of DPS Core Schools only)	Mother / Father: 10 points each	<b>20</b>
	<b>Total</b>			<b>100</b>

4. Final scores will be calculated automatically by the software.

5. List of all the registered applicants will be displayed on the school website on Tuesday, 09-03-2021.

6. List of all registered applicants in descending order of their claimed points will be displayed on Monday, 15-03-2021.

7. In case of registered applicants getting identical total points in the cut-off score, a limited use of the lottery system would be adopted, subject to availability of seats.

8. **Guidelines for Filling ONLINE Forms**

- Select the appropriate class for admission (PRE-SCHOOL / PRE-PRIMARY)
- This is an electrometric registration form for Delhi Public School, Dwarka only. Please read the instructions carefully before filling in the form to avoid rejection of your form. All you need to do is to fill in the boxes with the required information.
- You may access the **Google map** for referring to the aerial distance between the school and your residence.

- **Non-refundable Registration Fee**

- (a) Arrange Bank Draft of Rs. 25/- drawn in favour of DPS Dwarka
- (b) Mention the details of Draft/Pay Order in the Registration Form.
- (c) Quote the Registration No. on the reverse side of the Bank Draft
- (d) Dispatch the Draft/Pay Order to DPS Dwarka, Sector – 3, Phase 1, Dwarka New Delhi 110078 by Registered/Speed Post.

- After completing the Registration form, click on the '**SUBMIT FORM**' button for final registration. A Registration Number will be generated. Take a print out as a proof and quote this Registration Number for all further correspondence with the school.
- Copy of the registration form will be sent to the Email Id of any of the parents as entered in the registration form. An SMS will also be sent to the number mentioned for 'communication purpose' in the registration form.
- **SMS Service:** On final submission of the registration form, an SMS will be sent to the mobile number entered for communication purposes. To register your mobile number for the same and to get SMS from the school, send the following SMS:

**Type Text in message box: Start 22600 and Send it to 5424245.**

Once the confirmation SMS is received your will start getting the messages from DPS Dwarka.

- **Please note that those who do not register or those who have DND service activated on their numbers will not receive any SMS from the school.**
- **Kindly Note:**
  - Incomplete forms will not be accepted by the system.
  - Only one registration form will be accepted for one applicant.
  - **ONCE THE REGISTRATION FORM IS SUBMITTED, NO CHANGES IN THE ENTRIES WILL BE ENTERTAINED THEREAFTER.**

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

ACTIVITY	DAY & DATE
Commencement of Online Registration	Thursday, 18-02-2021
Last date for Online Registration	Thursday, 04-03-2021
Uploading details of children who applied to the school for admission under open seats.	Tuesday, 09-03-2021
Display of list of registered applicants with points as claimed by the applicant (as per point system).	Monday, 15-03-2021
Verification of documents of shortlisted applicants.	Tuesday, 16-03-2021
Draw of lots (if required).	Wednesday, 17-03-2021
Verification after Draw of Lots (If required).	Thursday, 18-03-2021 & Friday, 19-03-2021
Display of first list of selected applicants (including Waiting List).	Saturday, 20-03-2021
Resolution of queries of parents, if any	Monday, 22-03-2021 & Tuesday, 23-03-2021
Admission formalities.	Wednesday, 24-03-2021 & Thursday, 25-03-2021
Displaying of <b>Second List</b> of children (if any) (Including waiting List).	Thursday, 25-03-2021
Closure of admission process.	Wednesday, 31-03-2021

10. Parents are requested to keep checking the school website on a regular basis for new updates.

11. **Documents required to be verified before Admission to Pre-School and Pre-Primary (2021-2022):** (Final admission is subject to the verification of the following documents in original. Photocopies will not be accepted).

- Original Birth Certificate of the child issued by Municipal Corporation or equivalent authority.
- Some indicative documents which can be submitted as proof of residence (any two proofs of the following) **The School also reserves the right of Home visit, if required**
  - i) Ration card/Smart Card issued in the name of Parents (Mother/Father having name of child)
  - ii) Domicile certificate of child or of his/her parents.
  - iii) Voter-I Card (EPIC) of any of the parent.
  - iv) Latest Electricity bill/MTNL bill/Water bill/Passport in the name of any of the parent or child.
  - v) Aadhar card/UID card issued in the name of any of the parent.
- Medical fitness certificate of the child issued by a Medical Officer.

- In case of sibling applicants, the school RFID/ Identity Card /Fee Bill of the sibling studying in DPS Dwarka.
- Copy of AISSCE (Class XII) Board Pass certificate/ Marks Statement of the parent(s) for claim under Alumni Category.

**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.**

**12. Fee Structure:**

**Fee structure for the year 2021-2022 will be notified in due course of time.**

**CERTIFICATE FROM THE PARENT**

1. I/we, hereby certify that the above information provided by me/us is correct. I/we understand that if the information is found to be incorrect or false at any point of time, my ward will be automatically debarred from the selection/ admission process and admission will be cancelled by the school without any correspondence in this regard.
2. I/we also understand that the application/ registration/ wait-listing does not guarantee admission to my ward. I/we accept the process of admission undertaken by the school and I/we will abide by the decision taken by the school authorities.
3. I/we undertake to submit all the required documents in original for verification by the school authorities and pay fees within the stipulated time period.

**Date: 17-02-2021**

**Principal**