DELHI PUBLIC SCHOOL, BHILAI (C.G.)

(Under the aegis of the Delhi Public School Society, Delhi)

ONLINE REGISTRATION PROCESS FOR ADMISSION TO CLASS IX (SESSION 2021-22)

PARENTS ARE REQUESTED TO GO THROUGH THE FOLLOWING INSTRUCTIONS CAREFULLY:

1. Online Registration for class IX will start on **25 January 2021 and end on 30 January 2021**.

2. **Students with the following grade/percentage (Aggregate score will be calculated on the basis of six main subjects i.e. English, Hindi, Maths, Science, Social Science and Sanskrit/any other third language) will be registered for admission to class IX:**
   9.5 CGPA / minimum 90% aggregate score in class VII Annual Examination.

3. **IT IS MANDATORY FOR ALL THE PARENTS TO HAVE A VALID E-MAIL ID AND MOBILE NUMBER IN ORDER TO RECEIVE CONFIRMATION THROUGH MAIL/SMS OF ONLINE REGISTRATION.**

4. The following personal details of the candidate and that of his/her parents (father and mother) in the Online Registration for class IX must match with the class VII annual marksheet:
   - (a) Name of the candidate
   - (b) Date of birth of the candidate
   - (c) Name of the parents (father and mother) of the candidate

   However, please follow the instructions below while filling-in the name of the child, father's name and mother's name:
   - (a) Expanded name of the child / father / mother must be given. No abbreviations / Nick name / Name through which they are known in the family are not allowed.
   - (b) The name of the child / father / mother is required to be similar in the Govt. documents like Aadhar / Passport / Pan Card etc.
   - (c) Further, in the event of selection of the child for admission in class IX after the admission test and interview, then the name of the child / father's name / mother's name must be in expanded form (no abbreviations are allowed) in mark sheet and transfer certificate of class VIII of their previous school.

5. **The tentative schedule of Written Test & Interview is given below:**
   (a) Written Test: Saturday, 13 February 2021 (8:00 a.m. onwards)
   (b) Interview: Outstation candidates on Sunday, 14 February 2021 (9:00 a.m. onwards)
   Local candidates on Monday, 15 February 2021 (9:00 a.m. onwards

6. **Please ensure that the entries in the Online Registration form are error free. Parents (both father and mother and in case of single parent either father or mother, as the case may be) must sign and paste the photographs at the designated places on the printout of the Online Registration form. THE PRINTOUT OF THE ONLINE REGISTRATION FORM WILL NOT BE ACCEPTED WITHOUT THE SIGNATURES AND PHOTOGRAPHS.**

7. Those candidates who qualify for admission after the written test and interview will be required to submit the Transfer Certificate at the time of admission. The name of the candidate, his/her date of birth and name of the parents (father and mother) that of the candidate in the transfer certificate must match with the names and date of birth on the Online Registration form of class IX.

8. **The following documents are required to be submitted along with the print out of the filled-in Online Registration form:**

(a) **Photocopy (duly attested by either of the parents) of the final result of the class VII.**

(b) In case of BSP candidate, **ORIGINAL BSP SERVICE CERTIFICATE**.

(c) **ORIGINAL MARKSHEET OF THE LAST EXAM I.E. FINAL RESULT OF CLASS VII (DULY SIGNED BY THE RESPECTIVE SCHOOL PRINCIPAL ALONG WITH THE SEAL) TO BE BROUGHT FOR VERIFICATION AT THE TIME OF SUBMISSION OF THE DULY FILLED-IN ONLINE REGISTRATION FORM.**

(d) The auto generated admit card needs to be printed and brought along with the hard copy of the online registration form, so that it may be duly stamped and signed by the school authorities, after which it will be returned. A coloured passport size photograph must be duly affixed on the space provided in the admit card. The candidate must bring this admit card while coming for the written test on **13 February 2021**.

(e) **If available,** photocopy of the Aadhar Card and the first page of the Savings Bank Account Passbook (both are of the candidate).

NOTE: **THOSE WHO DO NOT BRING THE PHOTOCOPY AND THE ORIGINAL MARKSHEET (FINAL RESULT) OF CLASS VII (DULY SIGNED BY THE RESPECTIVE SCHOOL PRINCIPAL ALONG WITH THE SEAL) AT THE TIME OF SUBMISSION OF THE PRINTOUT OF THE ONLINE REGISTRATION FORM OF CLASS IX, THEIR ONLINE REGISTRATION FORMS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

9. Please ensure that your ward has a valid Aadhar Card and Savings Bank Account (either single or joint). If s/he doesn't have Aadhar Card and Savings Bank Account, you are required to initiate the process to obtain the same so that at the time of admission a photocopy of the Aadhar Card and the first page of the Savings Bank Account Passbook are made available to us.

10. **IN ORDER TO MAINTAIN UNIFORMITY, PLEASE ENSURE THAT THE FINAL PRINT-OUT OF THE ONLINE REGISTRATION FORM IS TAKEN ON AN A4 SIZE PAPER ONLY. IN CASE YOUR PAPER SETTINGS IN YOUR PRINTER IS IN LETTER SIZE, PLEASE CHANGE THE SAME TO A4 SIZE. THE FINAL PRINT OF THE ONLINE REGISTRATION FORM IS EXPECTED TO BE IN THREE PAGES ONLY.**

11. **THE PARENTS/GUARDIANS ARE EXPECTED TO SUBMIT THE PRINTOUT OF THE ONLINE REGISTRATION FORM ALONG WITH THE REQUIRED DOCUMENTS WITHIN THREE WORKING DAYS FROM THE DATE OF ONLINE REGISTRATION (EXCLUDING THE DATE OF ONLINE REGISTRATION) AND THE TIMINGS FOR SUBMISSION IS BETWEEN 8:00 A.M. AND 11:00 A.M. FROM 27 JANUARY TO 03 FEBRUARY 2021 (EXCEPT 31 JANUARY 2021).**

12. Either of the parents (father or mother) only will be allowed on the school campus to submit the Online Registration Form in order to avoid congestion. **PLEASE DO NOT BRING CHILDREN WITH YOU**.

13. The Registration fee (including the cost of Prospectus) given below can be paid by Banker's Cheque/Demand Draft drawn in favour of Principal, DPS Bhilai payable at Bhilai (can be paid in cash also at the school office):

    BSP : Rs. 600/-   **NBSP : Rs. 1000/-**

14. For any further queries related to class IX Online Registration, parents can mail us @ **admissiondpsb@gmail.com.**

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