

## ONLINE REGISTRATION PROCESS FOR ADMISSION TO CLASS NURSERY (SESSION 2021-'22)

## PARENTS ARE REQUESTED TO GO THROUGH THE FOLLOWING INSTRUCTIONS CAREFULLY:

- 1. Online Registration for class Nursery will start on 25 January 2021 and end on 30 January 2021.
- 2. Children born between <u>01 April 2016 and 31 March 2017</u> only are eligible for Online Registration to class Nursery.
- 3. The name of the child and that of the parents (father and mother) in the Online Registration form must match the names written in the Birth Certificate of the child. 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 in the online registration form is required to be similar as in the Govt. documents like Date of Birth Certificate / Aadhar / Passport / Pan Card etc.
- 4. IT IS MANDATORY FOR ALL THE PARENTS TO HAVE A VALID E-MAIL ID AND MOBILE NUMBER IN ORDER TO RECEIVE COMMUNICATION THROUGH MAIL/SMS OF ONLINE REGISTRATION.
- 5. The following documents are required to be submitted along with the print out of the filled-in Online Registration form:
  - (a) A Photocopy of the Birth Certificate of the candidate issued by Registrar of Births & Deaths (duly attested by either of the parents).
  - (b) In case of sibling candidate: photocopy of the latest fee receipt of the sibling.
  - (c) In case of alumni of DPS Bhilai: photocopy of the AISSCE Pass Certificate.
  - (d) In case of BSP candidate: Original BSP Service Certificate.
  - (e) <u>If available</u>, photocopy of the Aadhar Card and the first page of the Savings Bank Account Passbook (both are of the candidate).
  - All the above documents (except BSP Service Certificate) will be verified with the original at the time of issuance of Admission Order.
- 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) 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. 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.

8. THE SCHEDULE FOR SUBMISSION OF THE PRINTOUT OF THE ONLINE REGISTRATION FORM AT THE RISALI SCHOOL OFFICE IS GIVEN BELOW. THE SCHEDULE HAS BEEN DRAFTED TO AVOID ANY INCONVENIENCE TO THE PARENTS. HENCE, THEY ARE REQUESTED TO FOLLOW THE SAME METICULOUSLY:

| Date                                   | Regn. Nos.           | Timings              |
|--|----------------------|----------------------|
|  | N/21/001 to N/21/045 | 8:00 to 9:00 a.m.    |
| 27.01.2021                             | N/21/046 to N/21/090 | 9:00 to 10:00 a.m.   |
|  | N/21/091 to N/21/105 | 10:00 to 11:00 a.m.  |
| 21/21/122                              |                      |                      |
|  | N/21/106 to N/21/150 | 8:00 to 9:00 a.m.    |
| 28.01.2021                             | N/21/151 to N/21/195 | 9:00 to 10:00 a.m.   |
|  | N/21/196 to N/21/210 | 10:00 to 11:00 a.m.  |
|  | N/21/211 to N/21/255 | 8:00 to 9:00 a.m.    |
| 29.01.2021                             | N/21/256 to N/21/290 | 9:00 to 10:00 a.m.   |
| 29.01.2021                             |                      |                      |
|  | N/21/291 to N/21/315 | 10:00 to 11:00 a.m.  |
| 30.01.2021                             | N/21/316 to N/21/360 | 8:00 to 9:00 a.m.    |
|  | N/21/361 to N/21/405 | 9:00 to 10:00 a.m.   |
|  | N/21/406 to N/21/420 | 10:00 to 11:00 a.m.  |
| N/21/421 to N/21/465 8:00 to 9:00 a.m. |                      |                      |
| 04 00 0004                             |                      | 8:00 to 9:00 a.m.    |
| 01.02.2021                             | N/21/466 to N/21/510 | 9:00 to 10:00 a.m.   |
|  | N/21/511 to N/21/525 | 10:00 to 11:00 a.m.  |
|  | N/21/526 to N/21/570 | 8:00 to 9:00 a.m.    |
| 02 02 2024                             |                      |                      |
| 02.02.2021                             | N/21/561 to N/21/615 | 9:00 to 10:00 a.m.   |
|  | N/21/616 to N/21/630 | 10:00 to 11:00 a.m.  |
| 03.02.2021                             | N/21/631 Onwards     | 8:00 to 11:00 a.m.   |
| 00.02.2021                             | 14, 21, 001 011 010  | 5.55 to 11.55 d.iii. |

THOSE WHO FAIL TO SUBMIT THE PRINT OUT OF THE ONLINE REGISTRATION FORM ON THE SPECIFIED DATE AND TIME AS PER THE SCHEDULE MENTIONED ABOVE, WILL BE ALLOWED TO SUBMIT THE SAME ONLY ON 03 FEBRUARY 2021 BETWEEN 8:00 AND 11:00 A.M.

- 9. 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**.
- 10. The Registration fee (including the cost of Prospectus) mentioned 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/-

11. For any further queries related to Nursery Online Registration, the parents can mail us @ admissiondpsb@gmail.com.

\* \* \* \* \*