DELHI PUBLIC SCHOOL

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

RISALI SECTOR, BHILAI (C.G.) 490 006

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CLASS KG-1 ONLINE REGISTRATION FOR 2025-26
(20-25 January 2025)

We welcome you to the **KG-1** Admission process for the Session 2025-26.

The process of admission to class **KG-1** will comprise the following:

General Instructions:

1. The admission process has been carefully designed to provide equal opportunity to all and to maintain transparency in the admission process.

2. Children born from **April 01, 2020** to **March 31, 2021** only are eligible for registration for the academic session 2025-26.

3. 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.

4. The following personal details of the candidate and that of their parents (father and mother) in the Online Registration for class KG-1 must match with the birth certificate of the candidate:
   (a) Name of the candidate
   (b) Date of birth of the candidate
   (c) Name of the parents (father and mother as per their Official/Govt. record) of the candidate.
   However, please follow the instructions below while filling-in the name of the candidate, father's name and mother's name:
   (A) NAME OF THE CANDIDATE -   AS PER THE BIRTH CERTIFICATE
        (NO CHANGE WILL BE ACCEPTED IN FUTURE)
   (B) FATHER'S NAME - AS PER THE BIRTH CERTIFICATE OF THE CANDIDATE
   (C) MOTHER'S NAME - AS PER THE BIRTH CERTIFICATE OF THE CANDIDATE

   However, if the name of the father and mother is not properly mentioned in the birth certificate of the candidate and to avoid future corrections, it is suggested that the exact name of the father and mother to be mentioned in the online registration form as per their (father and mother) educational certificate(s) / service id / aadhaar / passport / pan card etc. In that event, a copy of the self-attested proof required to be submitted.

5. (a) Candidates applying under the Alumni category are eligible only for that category.
   (b) 40% cap for sibling (Real brother / sister studying in DPS Bhilai)
   (c) 50% cap for Girl child

6. In case of twins, the following modalities will be followed:

   Both Boys & Girls   : Draw will be taken once. However, if any one child is selected, then both the children will be considered for admission.

   If it is a Boy and a Girl : Draw will be taken once. **The parent has to exercise the option in which category they would like to consider their children for draw of lots at the time of submission of hardcopy of the online registration form.** However, if any one child is selected, then both the children will be considered for admission.

7. The parents/guardians are required to upload (image files) the following while online registration:
   (a) Photographs (no selfie) of the candidate, father and mother
   (b) Birth Certificate of the candidate issued by Registrar of Births & Deaths (duly attested by either of the parents).
   (c) In case of sibling candidate: latest fee receipt of the sibling.
   (d) In case of alumni of DPS Bhilai: AISSCE (class XII) Pass Certificate.
   (e) Any one of the identity proof (Aadhaar card / Pancard / Passport / Driving License/ Election ID or any other valid ID) of both the parents.
   (f) In case of BSP candidate: BSP Service Certificate.
   (g) Caste certificate in case of SC/ST/OBC (if available)
   (h) Signatures of both the parents.
   (i) If available, Aadhaar Card and the first page of the Savings Bank Account Passbook (both of the child).
   All the above documents (except BSP Service Certificate) will be verified with the original at the time of issuance of Admission Order.

8. Along with the print out of the filled-in Online Registration form, the following documents are required to be submitted which you have attached while online registration:
   (a) Birth Certificate (photocopy) of the candidate issued by Registrar of Births & Deaths (duly attested by either of the parents).
   (b) In case of BSP candidate, ORIGINAL BSP SERVICE CERTIFICATE.
   (c) In case of sibling candidate: latest fee receipt of the sibling.
   (d) In case of alumni of DPS Bhilai: AISSCE (class XII) Pass Certificate.
   (e) Caste certificate in case of SC/ST/OBC **(if available)**
   (f) Any one of the identify proof (Aadhaar card / Pancard / Passport / Driving License / Election ID or any other valid ID) of both the parents.
   (g) If available, Aadhaar Card and the first page of the Savings Bank Account Passbook (both of the candidate).

9. **Please ensure that the entries in the online registration form are error free.**

10. In order to maintain uniformity, please ensure that the final print-out of the online registration form is taken on a4 size paper only. In case your paper settings in your printer are in letter size, please change the same to A4 size.

11. 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
21.01.2025	KG-1/25/001 to KG-1/25/035	8:00 to 9:00 a.m.
	KG-1/25/036 to KG-1/25/070	9:00 to 10:00 a.m.
	KG-1/25/071 to KG-1/25/105	10:00 to 11:00 a.m.
22.01.2025	KG-1/25/106 to KG-1/25/140	8:00 to 9:00 a.m.
	KG-1/25/141 to KG-1/25/175	9:00 to 10:00 a.m.
	KG-1/25/176 to KG-1/25/210	10:00 to 11:00 a.m.

Date	Regn. Nos.	Timings
23.01.2025	KG-1/25/211 to KG-1/25/255	8:00 to 9:00 a.m.
	KG-1/25/256 to KG-1/25/280	9:00 to 10:00 a.m.
	KG-1/25/281 to KG-1/25/315	10:00 to 11:00 a.m.
24.01.2025	KG-1/25/316 to KG-1/25/350	8:00 to 9:00 a.m.
	KG-1/25/351 to KG-1/25/385	9:00 to 10:00 a.m.
	KG-1/25/386 to KG-1/25/420	10:00 to 11:00 a.m.
25 & 27.01.2025	KG-1/25/421 onwards	8:00 to 9:00 a.m.

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 25 & 27 January 2025 between 8:00 and 9:00 a.m.

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 overcrowding. Please do not bring children with you.

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

    BSP: Rs. 800/-   **NBSP: Rs. 1200/-**

14. **Proposed schedule for the KG-1 admission process for 2025-26:**

Online Registration	**20-25 January 2025**
Submission of Forms	**21-25 & 27 January 2025**
Scrutiny of Forms	**22 January to 10 February 2025**
Display of list of candidates for Draw of Lots on the School Website	**13 February 2025 (06:00 p.m.)***
Draw of Lots at A.V. Hall, DPS, Junior Wing	**15 February 2025 (10:00 a.m. onwards)***
Intimation thro' email to the selected candidates	**21 February 2025 (06:00 p.m.)***
Verification of Original Birth Certificate/AISSCE Pass Certificate/Fee receipt (in case of sibling) and issue of admission order	**25 & 27 February 2025***
Payment of fees and completion of Admission formalities	**28 February to 05 March 2025***
Opening of the School	**Tuesday, 01 April 2025**
* Subject to change	