

HOW TO FILLUP THE ONLINE ADMISSION FORM

- ⇒ Go to the website of DAV Public School CDA, Cuttack (www.davcda.org) and click **Admission 2020-21** menu. Then select the option **Admission into LKG** for **Notice and Information**. Select the option **Online Admission** and click **Apply Online** to apply.
- ⇒ Or Select **Click to Apply for admission into LKG** on the **NOTICE BOARD** section of the school website.
- To view the admission notice click on **Notice_2020-21**.
 - To know how to fill up the online form click on **Instruction**.
 - To fill up the form click on **Apply Online**.
- ⇒ If, you are a new user, then click on **New user? Register here**
- ⇒ It will take you to a Registration form. Enter the **Applicant's Name, Mobile Number & Date of Birth** (An OTP will be sent to the given mobile number for verification. So keep the mobile with you when filling the form), date of birth (The date of birth will be the password for further login), **Class** and **Category** you want to apply for.
- ⇒ Enter the **4-digit** OTP sent to your registered mobile number and press done.
- ⇒ This will take you to the admission form. Enter the following details as mentioned:
- 1. Personal Information**
- a. Name of the Applicant:
- First Name:** Write the first name of the applicant
- Middle Name:** Write the middle name of the applicant
- Last Name:** Write the last name of the applicant
- b. **Gender:** Select the gender of the applicant
- c. **Nationality:** Select the nationality of the applicant
- d. **Date of Birth:** Mention the date of birth
- e. **Age as on 01.04.2020:** This will be auto generated
- f. **Cast:** Select the caste of the applicant
- g. **Blood Group:** Select the Blood Group of the applicant
- h. **Mother Tongue:** Write the mother tongue of the applicant
- i. **Whether belong to minority community:** Select yes if the applicant belong to a minority community and select the minority category from the dropdown menu.
- j. **Chronic/Serious illness, if any:** Select yes if the applicant have any chronic or serious illness mention the same.
- k. **Is the applicant a single girl child of the parents?:** Select **Yes** or **No**
- l. **Mode of transport for attending the school:** Select the Mode of transport for attending the school.
- m. **Aadhaar Card:** Mention the availability of the applicant's AadhaarCard. If available, mention the

Aadhaar Card number.

n. Mention the admission number, name, class and section of the real brother or sister studying the school.

2. Detailed information of the parents: Mention the Name, Qualification, Occupation, Designation, Nature of duties, Place of work, Annual income, Contact number, Mobile number, Email id and Aadhaar Number of both parents.

3. Contact information:

a. Present address:

Mention the plot or house number, Locality, Post, District, State and PIN CODE of the present address.

b. Permanent address:

Select the option if the permanent address is seen as the present address. If not, Mention the plot or house number, Locality, Post, District, State and PIN CODE of the permanent address.

4. Select the category the applicant want to apply in.

Document Uploading:* (Max size 300 Kb in jpg format)

a. Upload the photograph of the child with the parents as per prescribed format.(Group photo)



Height 5cm. X Width 7cm.

b. Upload the birth certificate of the child.

c. Upload the father's signature.

d. Upload the mother's signature.

***Upload all the documents in the mentioned size and format.**

*If you apply through the alumnus/alumna category, then mention the name and year of passing AISSE/AISSCE

* If you apply through the staff category, then mention the name of the staff, Name of the School

5. Read the declaration and select if you accept the terms and conditions. And click the submit button.

This will take you to the payment page. You will have to pay Rs1000/- (Rupees one thousand only) for the admission form which is non- refundable. You can pay the fee online by using debit card/ credit card/ net banking.

After the payment is successfully made, you'll be given a success message and be moved to the filled form with the transaction id and date of payment mentioned in it.

Finally You will print the Confirmation Page of the same; else you will click on "Print Form" on the left side of the form page.

NB.: Take a printed hard copy of the Registration Form in A4 size paper (submitted online) and do the signature by both of the parents in specified place and submit in the school office along with photocopy of the Birth Certificate and Aadhaar Card on all working days up to 04.01.2020 till 3.00 p.m.

For any further queries, please contact the school in between 11.30 AM to 2.00 PM on all working days.

Help Desk No: 0671-2503443