

INFORMATION REGARDING PRE-SCHOOL REGISTRATION (GENERAL CATEGORY) 2016-17

Age Criteria	Children born between 1.04.2012 and 31.03.2013 are eligible (Both dates inclusive)
Registration & Submission Dates	1 st January, 2016 to 22nd January, 2016 (Working Days Only)
Submission Timings	1 st January, 2016 to 22nd January, 2016 (Working Days Only) upto 12:30 p.m. 22nd January, 2016 upto 3:00 p.m.
Submission of duly filled forms at	Fee Counter (Near Gate No-3)
Documents Required At the time of Physical Submission	Self Attested Copy of Date of Birth Certificate
Display of List of Shortlisted Candidates on Website (In alphabetical order)	27th , January, 2016 at 3:00 p.m
Document Verification of Shortlisted Candidates (General Category)	1 st February, 2016 to 4th February, 2016 (working days only)
Display of List of Selected Candidates	15 th February, 2016

Parents are required to feed the data regarding their ward online and click the button for “Submit” to generate the hardcopy of the form and the computer generated Registration Number. Parents should take two printouts of the form- one should be submitted along with Rs. 25/- in cash as Registration Charges and self attested photocopy of Date of Birth Certificate at the school Fee Counter. Parents are required to retain the other printout for their own reference.

PLEASE NOTE:- INCOMPLETE FORMS OR WRONGLY FILLED FORMS WILL BE AUTOMATICALLY

REJECTED.

ONLINE SUBMITTED FORM CAN BE REPRINTED FROM SCHOOL'S WEBSITE USING YOUR REGISTERED LOGIN ID.

Parents are required to carry ORIGINALS and ONE SET OF PHOTOCOPIES of below mentioned documents AT THE TIME OF VERIFICATION OF DOCUMENTS

- Date of Birth Certificate of child issued from Municipal Corporation/Registrar of Birth
- Proof of residence: Copy of Ration Card/Voter I-Card/Passport/Lease Deed /Latest Electricity Bill/Latest MTNL Bill/Driving License
- Proof of Sibling: Copy of latest fee slip of sibling studying in Hans Raj Model School.
- Proof of Alumni: School Leaving/Passing Certificate of Sec/Sr. Sec. Examination only.
- Affidavit for First Born Child.
- Proof of Army/Airforce/Navy/Martyrs.