



**SALWAN JUNIOR SCHOOL
A-BLOCK NARAINA VIHAR
Admission Process- Class Nursery
Academic Session 2024-2025**

**GUIDELINES FOR FILLING THE REGISTRATION FORM UNDER
GENERAL CATEGORY (OPEN SEATS)**

**Reference Directorate of Education, (Private School Branch)Government of
NCT of Delhi, Circular No.F.DE.15 (172)/PSB/2016/8873-8882 dated 18.10.2023**

The process of Nursery admission at Salwan Junior School, Naraina will commence for the Academic Session 2024-2025 on Thursday, 23rd November 2023.

1. Information and guidelines pertaining to the admission process are appended below:

(i) **Age Eligibility:** Children born between 01.04.2020 and 31.03.2021 (03 years to less than 04 years as on 31.03.2024)

****As per DOE circular, age relaxation for admission of upto 30 days may be granted at the level of the head of school in the minimum and upper age limit for these classes. The parents may request for the same through email/ manual application. For Sample Template – Refer to Annexure C.**

(ii) **Seats Available For Admission:**

	Percentage (%) of seats	No. of seats
Open seats under General Category	75%	60
EWS/DG/ CWSN Category	25%	20
Total number of seats for admission in Nursery		80

Note: Management Quota Seats of 20% as authorised are part of 60 seats and the same will be utilised against vacancies arising on withdrawal of students after the First List.

2. Registration:

(i) Online Registration:

The Online Registration Form will be available on the school's website www.salwanjuniorschool.com from Thursday, 23rd November 2023 to Friday, 15th December 2023.

(ii) Offline Registration:

Hard Copy of Registration Form will be available at the school reception office. from Thursday, 23rd November 2023 to Friday 15th December 2023 between **8:30 am to 3:30 pm on all working days** on payment of Rs. 25/-. Last day of submission of hard copy of form is **15th December 2023**.

3. Admission Parameters/Point System for Open seats under General Category:

S.No.	Criteria	Number of Points
a.	Neighbourhood	65
	a) Upto 5 Kms - 65 Points and The areas specified in the form on which the school is provisionally providing school transport facility.	
	b) From 5.1 to 8 Kms - 50 Points	
	c) From 8.1 Kms & Above- 25 Points	
b.	First Born Child*/ Girl Child * Affidavit on a non-judicial stamp paper of Rs.10/–, to be signed by both parents (in the format provided by the school).	25
c.	School Alumni (Father / Mother) (Passed Class V from Salwan Junior School Naraina / have passed out Class XII from any school under the aegis of Salwan Education Trust).	10
	Total	100

4. Admission shall be granted as per point system (subject to verification of documents of applicants). In case the number of applicants with the same points exceeds the number of seats available, then a draw of lots will be conducted to determine the order of applications.

**Scores will be calculated automatically by the software in case of online applications/ manually for all applications submitted as hard copies.*

5. **Guidelines for Filling ONLINE Forms**

- i. This is an online registration form for Salwan Junior School, Naraina Vihar only. Please read the instructions carefully, before filling the form.
- ii. You may access the **Google map** for referring to the aerial distance between the school and your residence.
- iii. **Online payment of Rs. 25/- towards the registration fee:** Once you have successfully submitted the registration form, you will receive a payment link on the registered email ids. You need to then make a payment of Rs. 25/- to complete the registration of your ward.
- iv. For online payment, following information will be required:
Registration Number
Name of the Child
Mobile Number
Email Id
- v. Please save the transaction ID of the payment for all future correspondence, including online registration fee payment (₹ 25/-).
- vi. A Copy of the registration form will be sent to the email -ids mentioned in the registration form. Take a printout as a proof and quote this Registration Number for all further correspondence with the school.
- vii. Original documents are to be produced at the time of verification. The date and time of verification of documents will be intimated through email by the school. Kindly show the payment receipt of registration fee at the time of verification.
- viii. Incomplete forms will not be accepted by the software.
- ix. The Registration will be considered incomplete if the payment of Rs. 25/- is not made.

6. **General Instructions (OFFLINE & ONLINE)**

Only one registration form will be accepted for one applicant either online or offline. Each form will bear a unique Registration Number.

(i) Keep the following documents handy while filling the form-

- Child's photograph in (JPEG/JPG/PNG file of maximum 500 KB)
- Father's photograph (JPEG/JPG/PNG file of maximum 500 KB)
- Mother's photograph ((JPEG/JPG/PNG file of maximum 500 KB)
- Birth certificate with name of the child issued by MCD or a competent authority
- **Residence proof** (anyone of the following)
 - a) Ration card/Smart Card issued in the name of parents (Mother/Father having name of child).
 - b) Domicile certificate of child or of his/her parents.
 - c) Voter I- Card (EPIC) of any of the parent
 - d) Electricity bill/MTNL, telephone bill/water bill/Passport in the name of any of the parents or child.
 - e) Aadhaar Card/UID card issued in the name of any of the parents.
- **First born child:** Affidavit on a non-judicial stamp paper of Rs.10/–, to be signed by both parents (Deponent 1, Deponent 2). (To be submitted in original at the time of verification) (**Refer Annexure A**)
- **School alumni:** Copy of class V marksheet of Salwan Junior School, Naraina /class XII School leaving certificate/mark sheet obtained from any school under the aegis of Salwan Education Trust.
- **Girl Child:** Birth Certificate of the child.

(ii) The particulars of the child are to be filled correctly. Please ensure that the name/date of birth of the child tallies with the birth certificate. No change, whatsoever, will be made after the registration.

(iii) Parents who have more than two children, need not apply, as the school adheres to two children norm.

(iv) The spelling of Father's name, Mother's name and Child's name should match with the documents submitted for registration. No change, whatsoever, shall be entertained subsequently.

(v) Parents are requested to inform the school office if there is any change in the email id, mobile numbers, address, or any other relevant information at the earliest as this will help the school for future communication.

(vi) Submission of form does not guarantee admission. Final decision lies with school unequivocally.

(vii) The school does not accept any donation for admissions. Parents should beware of third parties making false claims of procuring admission and collecting money on behalf of the school. If they enter any transaction with such parties,

they will be doing so at their own risk and the school shall not be responsible for it. The school will appreciate to know if there is any such persons / third parties so that proper legal action can be taken against them.

7. **Schedule of the Admission Process: General Category (Open Seats)**

ACTIVITY	DAY & DATE
Commencement of Online Registration	Thursday, 23-11-2023
Last date for Online Registration	Friday, 15-12-2023
Uploading details of children who applied to the school for admission under open seats.	Friday, 29-12-2023
Display of list of registered applicants with points (as per point system) applied for admission under open seats.	Friday, 05-01-2024
Verification of documents.	Wednesday, 29-11-2023 to Wednesday, 27-12-2023 <i>Specific dates will be intimated to the parents through email.</i>
Draw of lots (if required)	The date for draw of lots (if applicable) will be intimated to the parents through email and on the school website.
Display of the First list of selected candidates (including the Waiting List).	Friday, 12-01-2024
Resolution of queries of parents, if any	Saturday, 13-01-2024 to Monday, 22-01-2024
Display of the Second List of selected candidates , if any (including the Waiting List).	Monday, 29-01-2024
Resolution of queries of parents, if any	Wednesday, 31-01-2024 to Tuesday, 06-02-2024
Subsequent list of admission, if any	Wednesday, 21-02-2024
Closure of admission process.	Friday, 08-03-2024

8. Parents are requested to keep checking the school website/registered Email/Phone messages on a regular basis for new updates.

9. **Documents required to be verified before Admission to Class Nursery (2024-2025):** (Final admission is subject to verification of the following documents in original. Photocopies will not be accepted).

S.No.	Document	Requirement Details
a.	Date of Birth	Original Birth Certificate of the child issued by MCD or a competent authority
b.	Neighbourhood	Some indicative documents as per DoE guidelines, which can be submitted as proof of residence include (any one proof): <ul style="list-style-type: none"> • Ration card/Smart Card issued in the name of parents (Mother/Father having name of child). • Domicile certificate of child or of his/her parents. • Voter I- Card (EPIC) of any of the parent • Electricity bill/MTNL, telephone bill/water bill/Passport in the name of any of the parents or child. • Aadhaar Card/UID card issued in the name of any of the parents. <p>For areas of school transport refer Annexure B.</p>
c.	Alumni	Copy of class V marksheet of Salwan Junior School, Naraina /class XII School leaving certificate/mark sheet obtained from any school under the aegis of Salwan Education Trust.
d.	First Born Child Girl child	'FIRST BORN CHILD' self-attested Affidavit on Non-Judicial Stamp Paper of Rs. 10/- (to be uploaded/submitted) for online/offline respectively. Format attached. (Refer Annexure A) Birth certificate of the child.
e.	Medical fitness certificate	Medical Fitness Certificate of the child issued by a registered Medical Officer, to be submitted at the time of admission.

10. Please note that Self Attested photocopies of the above documents are to be submitted. No undertaking regarding the documents mentioned above will be accepted at the time of verification of documents.

Date: 20-11-2023

Head of the School

Annexure A
SAMPLE DECLARATION -FIRST BORN CHILD
(Refer to sub point 4 of Point 9)

I, _____, aged _____ years, s/o d/o w/o
_____, r/o _____,

do hereby declare and state as follows:

1. That I am the (father/mother/guardian) of the applicant _____ (child's name), whose application is being submitted for admission to Salwan Junior School, Naraina Vihar, New Delhi-110028 for Academic Session 2024- 2025.
2. **(In case of first born child)** That _____ (child's name) is my first born/only child and I have no other child/children.

OR

(In case there is an elder or younger sibling) My elder / younger child _____, is _____ years of age.

3. I have read and understood the contents of this declaration, which has been drafted by me / under my instructions and I say that the contents thereof are true and correct to my knowledge.
4. I do not have more than 2 children (besides the two children, I have no other child). In case I have a third child, hereafter the school shall be within its right to strike out the name of my child, whose admission I am seeking, from the rolls of the school.

DEPONENT 1

DEPONENT 2

Verification:

Verified at New Delhi on _____ day of _____ 2023/2024, that the contents of the above declaration are true and correct to my knowledge, that no part of it is false and nothing material has been concealed therefrom.

DEPONENT 1

DEPONENT 2

Annexure B

***Areas on which the school is provisionally providing school transport facility.**

<ul style="list-style-type: none">• Naraina Vihar, Block A, C, G, H, I And Payal Cinema PVR• Naraina Village• Hari Nagar (Swarg Ashram)• Janak Park (Near Deen Dayal Hospital)• Metal Forgings (Maya Puri)• Cambridge Foundation• Rajouri Garden• Najafgarh Road, (Vishal Cinema)• Tagore Garden• Titar Pur• Raja Garden• Ramesh Nagar	<ul style="list-style-type: none">• Kirti Nagar• Bali Nagar• Inder Puri Subhash Nagar• Maya Enclave• Mansarover Garden• Saraswati Garden• Vishnu Garden• Anand Vihar (Jail Road)• Meenakshi Garden• Shivaji Enclave• Toda Pur• Tilak Nagar• Janakpuri	<ul style="list-style-type: none">• Janakpuri (Check Post)• Lajwanti Garden• Sagar Pur Mahavir Nagar• Paschim Puri• Pankha Road• District Centre, (Janak Puri)• Nangal Rai• Dasghara• Pusa Institute• Patel Nagar• New Moti Nagar (Acharya Bhikshu Hospital)• DLf (Moti Nagar)• Punjabi Bagh
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School may provide transport facility, subject to availability of seats. School reserves the right to cancel/ amend any route, at any time.

Annexure C

To,

The Principal
Salwan Junior School,
A- Block, Naraina Vihar,
New Delhi-110028

Sir / Madam,

Sub: Age relaxation request for admission in Class at the age of years,months anddays as on 31.03.2024.

With due respect, I,....., father/mother/guardian of(born on/...../.....), request you to kindly grant age relaxation for admission of my child/ward to.....for the academic year 2024-25.

I, hereby declare that I am applying for the age relaxation for admission of my ward on my own discretion, and I will be solely responsible for any difficulty in case the child may face, in order to this age over/ below admission.

I request you to kindly consider my application and do the needful.

Thanking you,

Yours faithfully,