

**HAMDARD PUBLIC SCHOOL****OKHLA BRANCH****Unaided Minority Institution**

E-120/6, SHAHEEN BAGH, JAMIA NAGAR, OKHLA, NEW DELHI- 110025 Ph: 29948235

Admission procedure for Pre-School (Nursery)Session 2019-20

www.hamdardpublicschool.edu.in

hpsokhla@gmail.com

**Number of seats available for Pre-School (Nursery)**

(i) Total number of seats	200
(ii) Minority Category (Muslims)	40% of total number of seats
(iii) Number of seats for General Category (other communities)	10% of total number of seats
(iv) Sibling Quota	15% of total number of seats
(v) Alumni Quota	05% of total number of seats
(vi) Staff Quota	05% of total number of seats
(vii) Girls' Quota	05% of total number of seats
(viii) Number of seats for Management quota	20% of total number of seats

**Admission Criteria : Neighbourhood upto 8 K.M. (100 points. Draw for all quotas)****Date and time for completing admission procedure**

Uploading of criteria and their points in the module of the Department at the link mentioned at point No7	14/12/2018
Distribution and submission of Registration forms for Pre-School (Nursery)	From 15/12/2018 to 07/01/2019 from 10.00 a.m. to 1:00 p.m. from School's reception on all working days.
Last date of submitting the duly filled up Registration form	07/01/2019 10:00 a.m to 01:00 p.m. <b>(No form will be accepted afterwards)</b>
Uploading and display details of children who apply for admission under open seats	21/01/2019 Time 5:00 p.m <a href="http://www.hamdardpublicschool.in">www.hamdardpublicschool.in</a>
Uploading of marks (as per point system ) given to each of the children who applied for admission under open seats	28/01/2019 <a href="http://www.hamdardpublicschool.in">www.hamdardpublicschool.in</a> Time 5:00 p.m
Date of draw of lots for Minority Category, General Category, Sibling, Alumni and Girls' quota	02/02/2019..., 10:00 a.m (HPS-Talimabad)
The date for displaying the first list of selected children including waiting list. (along with marks allotted under point system)	04/02/2019 at 5 p.m. <a href="http://www.hamdardpublicschool.in">www.hamdardpublicschool.in</a>
Resolution of queries of parents, if any by written/email/verbal/interaction) regarding allotment of the points to their ward in the 1 <sup>st</sup> list.	05/02/2019 to 12/02/2019 10:00 a.m. to 01:00 p.m.
Admission form for the selected candidates in the first list can be collected from the reception of the school to complete the admission formalities	14/02/2019 To 18/02/2019 between 10:00 a.m. and 02:00 p.m. (on all working days)
The date for displaying the second list (if any) (including Waiting List) (along with marks allotted under point system)	21/02/2019 <a href="http://www.hamdardpublicschool.in">www.hamdardpublicschool.in</a> Time- 5 p.m
Resolution of queries of parents, if any by written/email/verbal/interaction) regarding allotment of the points to their ward in the 2 <sup>nd</sup> list.	22/02/2019 to 28/02/2019 10:00 a.m. to 02:00 p.m.
Admission form for the selected candidates in the second list can be collected from the reception of the school to complete the admission formalities	05.03.2019 To 08.03.2019 between 10:00 a.m. and 01:00 p.m. (on all working days)
Subsequent list of admission if any	15/03/2019
Closure of Admission	31.03.2019

**Instructions**

1. After depositing the fees for admission, if the child is withdrawn within one month from the date of admission, his registration charges, admission fee and tuition fee for one month will be retained by the School and all the other charges shall be refunded. In case withdrawal is after one month of admission (even before the class starts) no amount would be refunded.
2. Do not submit any original document. Only attested photocopies of the following documents to be submitted along with the registration form:
  - (i) Date of birth certificate from the Municipal Corporation. Affidavit will NOT be accepted.
  - (ii) Residential Address proof:
    - (a) Ration 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's ID card of any of the parents is a MUST
    - (d) Electricity Bill/MTNL Telephone Bill/Water Bill /Passport in the name of any of the parents or child
    - (e) Aadhaar card/Unique Identity Card issued in the name of any of the parents. (Copy of any of these would be accepted)
3. Original documents to be submitted at the time of admission for verification.
4. If at any stage, any document or information given at the time of admission is found wrong/incorrect, the admission of the child will stand cancelled.
5. In case of litigation, legal jurisdiction is restricted to courts of Delhi.
6. New Session will commence on 5<sup>th</sup> April 2019. In case of any change in date, the same will be notified on School's notice board/website.
7. The child should complete 3 years and he/she should be less than 4 years as on March 31, 2019.