

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 2018-19

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	26.12.2017
Distribution and submission of Registration forms for Pre-School (Nursery)	From 27.12.2017 to 17.01.2018 from 10.00 a.m. to 2:00 p.m. from School's reception on all working days.
Last date of submitting the duly filled up Registration form	17.01.2018, 10:00 a.m. to 02:00 p.m. (No form will be accepted afterwards)
Uploading and display details of children who apply for admission under open seats	01.02.2018 Time 5:00 p.m www.hamdardpublicschool.in
Uploading and display of marks (as per point system) given to each of the children who applied for admission under open seats	8.02.2018 www.hamdardpublicschool.in Time 5:00 p.m
Date of draw of lots for Minority Category, General Category, Sibling, Alumni and Girls' quota	14.02.2018, 10:00 a.m (HPS-Talimabad)
The date for displaying the first list of selected children including waiting list.	15.02.2018 at 5 p.m. www.hamdardpublicschool.in
Resolution of queries of parents, if any, regarding allotment of the points to their ward in the 1 st list.	16.02.2018 to 20.02.2018 10:00 a.m. to 02:00 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	20.02.2018 To 23.02.2018 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)	28.02.2018 www.hamdardpublicschool.in Time- 5 p.m
Resolution of queries of parents, if any, regarding allotment of the points to their ward in the 2 nd list.	01.03.2018 to 07.03.2018 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	08.03.2018 To 24.03.2018 between 10:00 a.m. and 02:00 p.m. (on all working days)
Closure of Admission	31.03.2018

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 Municipal Corporation record. No affidavit will be accepted.
 - (ii) For SC/ST/OBC candidates: Supporting documents to be submitted.
 - (iii) Residential Address proof: Ration Card issued in the name of parents (Mother/Father having name of child). Domicile certificate of child or of his /her parents. Voter's ID card of any of the parents. Electricity Bill / MTNL Telephone Bill / Water Bill /Passport in the name of any of the parents or child. Aadhaar card/ Unique Identity Card of mother/father/child issued by Government of India / (Copy of any of these would be accepted)
 - (iv) Aadhaar card of the child.
3. Original documents to be submitted at the time of admission for verification.
4. If any document is found incomplete/missing or not submitted at a particular point, no point would be added for that.
5. At any stage if any document or information given at the time of admission is found wrong/incorrect, the admission of the child will stand cancelled.
6. In case of litigation, legal jurisdiction restricted to courts of Delhi.
7. New Session will commence on 6th April 2018. In case of any change in date, the same will be notified on School's notice board/website.
8. The child should complete 3 years as on March 31, 2018.