

# **Hamdard Primary School (Okhla)**

**E-120/6, Shaheen Bagh, Okhla, New Delhi 110025**

**Telephone No: 011-32920856**

## **Admission Procedure for Primary School (Okhla)**

### **Session 2012-13**

#### **Number of Seats available for Pre-School (Nursery)**

- (i) Pre-School (Nursery) = 250 Seats (Age group of 3+ years as on 31.3.2012)
- (ii) Number of seats in Pre-School for General Category = 137
- (iii) 20% of the total seats in Pre-School (50 seats) will be kept for Management quota.
- (iv) 25% of the total seats (63 seats) will be for EWS Category.

#### **Date and Time for Completing Admission Procedure**

Distribution of Registration forms for Pre-School (Nursery)	:	2-1-2012 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 (no form will be accepted afterwards)	:	16.1.2012 till 1:00 p.m.
List of all the students applied for Admission will be displayed on the School's notice board and on HPS website, according to the points obtained by them	:	1-2-2012 at 5:00 p.m.
in case of tie amongst the candidates, a draw will be taken out in presence of all the parents. Results of the draw (selected candidates and Waiting list) will be declared then & there.	:	On 4-2-2012 at 3:00 p.m. at Hamdard Public School, Talimabad.
Date of Draw of EWS (in case of number of applications exceeds)	:	2-2-2012 at 2:30 PM at Hamdard Primary School (Okhla)
Admission form for the selected candidates can be collected from Hamdard Primary School (Okhla)	:	3-2-2012 to 25-2-2012 between 10:00 a.m. and 1:00 p.m. (on all working days)
Fees for the selected candidates to be submitted: by demand draft drawn in favour of 'Hamdard Primary School (Okhla)' (in case fees are not deposited by 25 <sup>th</sup> February, 2012 seat would be given to the next candidate)	:	3-2-2012 to 25-2-2012 between 10:00 a.m. and 1:00 p.m. (on all working days)
Completion of Admission	:	25.2.2012
Closure of Admission	:	31.3.2012

P.T.O.

### **Admission Criteria**

(i)	Distance of 3 Km	=	20 points (beyond 3 km=05 points)
(ii)	Siblings	=	20 points
(iii)	Girl Child	=	5 points
(iv)	Child with Special needs	=	5 points
(v)	Alumni	=	10 points (5 each for father and mother)
(vi)	Single parent	=	10 points (proof to be attached)
(vii)	Transfer cases	=	10 points (proof be attached)

### **School Specific parameters**

(viii)	Religious minority (Muslims)	=	20 points
	Total	=	100 points

### **Kindly Note**

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 except security deposits would be refunded.
2. Do not submit any original document. Only photocopies of the following documents to be submitted along with the registration form:
  - (i) Date of birth certificate from Municipal Corporation or Village Panchayat Sewak signed by CO (if the child was born in village). No affidavit will be accepted.
  - (ii) For SC/ST/OBC candidates: Supporting documents to be submitted.
  - (iii) Residential Address proof: Ration Card / Passport / Voter's ID Card/Electricity Bill / MTNL Telephone Bill / Driving License / Water Bill / Domicile Certificate / Unique Identity Card of mother/father/child issued by Government of India / Bank Account of Nationalized Bank (Copy of any of these would be accepted)
  - (iv) Sibling: Latest fee slip or Report Card for the Session 2011-2012
  - (v) Child with special care: Attach relevant documents
  - (vi) Alumni: Class XII passing Certificate
3. For transfer cases, Transfer Orders of the parent to be attached (not before six months).
4. Original documents to be submitted at the time of admission for verification.
5. If any document is found incomplete/missing or not submitted at a particular point, no point would be added for that.
6. 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 with immediate effect.
7. In case of litigation legal jurisdiction restricted to courts of Delhi.
8. New Session will commence on 16<sup>th</sup> April 2012. In case of any change in date, the same will be notified in School's notice board/website.