

**ADMISSION SCHEDULE FOR SELECTED APPLICANTS (UNDER OPEN SEATS)**  
**FOR PRE SCHOOL FOR THE ACADEMIC SESSION 2018-19**

1. Presence of both parents is compulsory to complete the admission formalities.
2. Admission process will not be taken up in case of incomplete papers.
3. Both original & self-attested photocopies of the documents listed below will be required.
4. Kindly ensure to carry all the documents & photographs to avoid any inconvenience.
5. You are advised not to bring children along for quick and smooth process.
6. Admission shall be considered within the time frame as per the schedule given below.
7. Admission of the selected candidates in the First List would be considered only till Thursday Feb 22, 2018. Seats of students not reporting as per given time frame would be passed over to the candidates on the Wait List as per merit.

**DOCUMENTS REQUIRED AT THE TIME OF ADMISSION**

1. Date of Birth Certificate of the child
2. Aadhar Card of the child
3. Medical Fitness Certificate of the child
4. Fee Receipt or Student's identity Card in case of siblings (real)
5. First born child affidavit (if applicable)
6. Address proof (any two) of both parents from the listed documents.
  - i. Ration card issued in the name of parents (Mother/Father) with the name of the child.
  - ii. Domicile certificate of the child or of his/her parents.
  - iii. Voter I-Card (EPIC)
  - iv. Electricity bill/MTNL telephone bill/Water bill/Passport
  - v. Aadhaar card/UID card of the parents.
  - vi. Pan card
7. Photographs of the child & parents

**SCHEDULE FOR THE ADMISSION FORMALITIES**

MERIT No. as per the list	Date	Timings
1 to 8	Friday Feb 16, 2018	9:00 am to 9:50 am
9 to 16		10:00 am to 10:50 am
17 to 24		11:00 am to 11:50 am
25 to 32		12.30 pm to 1:20 pm
33 to 40	Saturday Feb 17, 2018	9:00 am to 9:50 am
41 to 48		10:00 am to 10:50 am
49 to 56		11:00 am to 11:50 am
57 to 64		12.30 pm to 1:20 pm
65 to 72	Monday Feb 19, 2018	9:00 am to 9:50 am
73 to 80		10:00 am to 10:50 am
81 to 88		11:00 am to 11:50 am
89 to 96		12.30 pm to 1:20 pm
97 to 104	Tuesday Feb 20, 2018	9:00 am to 9:50 am
105 to 107		10:00 am to 10:50 am