



**GD GOENKA PUBLIC SCHOOL,
SECTOR-9, ROHINI, DELHI - 110085**

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**INSTRUCTIONS & CRITERIA FOR ADMISSION TO ENTRY LEVEL CLASS
PRE-SCHOOL(NURSERY) SESSION: 2024-25
FOR GENERAL CATEGORY (OPEN SEATS)**

1. Age Criteria for Pre-School (Nursery) is as follows:

MINIMUM AGE	MAXIMUM AGE
03 Years as on 31 st March 2024	Less than four years as on 31 st March of the year on which the Admission is sought

2. The following schedule will be observed for Pre-School (Nursery) Admissions (2024-2025) for GD Goenka Public School, Sector-9, Rohini.

PARTICULARS	TIME SCHEDULE
Sale of forms (both Offline and Online).	23.11.2023 to 15.12.2023
Submission of forms (Online/Offline) (along with all documents mentioned):- Duly filled forms along with the required documents can be submitted personally at School Help Desk between 9:00 am to 11:00 am on all working days or can be submitted online till 15.12.2023.	23.11.2023 to 15.12.2023
Display of list of applicants.	29.12.2023 (Friday)
Display of list with scores (Please check the school notice board/ website for details).	05.01.2024 (Friday)
Display of first list of provisionally selected candidates (with the waitlisted candidates). The same will be displayed on the school website as well as on school notice board).	12.01.2024 (Friday) 6:00 am onwards
Verification of Documents/ Resolution of queries for the first list.	13.01.2024 to 22.01.2024
Payment of fees (on first cum first serve basis) (on working days).	12.01.2024 to 22.01.2024 8:30 am – 2:00 pm
Second list, if any.	29.01.2024 (Monday)
Resolution of queries for second list.	31.01.2024 to 06.02.2024
Closure of admission.	08.03.2024 (Friday)

Kindly Note :-

- ❖ Separate application forms should be filled for twins/triplets .
- ❖ List of short-listed candidates will be displayed as per the schedule.
- ❖ All relevant documents will be verified before the display of lists. The applicants shall produce the relevant documents in original at the time of verification along with a set of Self attested photocopies.
- ❖ Please ensure that the Birth Certificate carries the name of the child as entered in the Application Form.

Instructions for filling up the online form:

- Please read the instructions carefully before filling in the form to avoid rejection of your form. All you need to do is to fill in the boxes with the required information.
- It is important to fill the mandatory field (*)
- Please fill in each entry of the form.
- In case of sibling, please fill the correct admission number.
- Please check all the details and spellings before submitting.
- The form cannot be edited after the payment is made successfully.

Documents required:

- Birth Certificate issued by Municipal Corporation / equivalent authority.
- Latest Photographs of the Applicant, Father and Mother.
- Residence Proof (any one) - Ration Card /Smart Card issued in the name of parents (Mother/Father having name of the child), Domicile Certificate of child or of his/her parents, Voter Identity Card (EPIC) of any of the parents, Electricity Bill/ Landline Telephone Bill/ Water Bill/ Passport in the name of any of the parents or child, Aadhar Card / Unique Identity Card issued in the name of the parents.
- Proof of Sibling Copy of ID Card.
- Proof for Alumni - Copy of the performance card last school attended.

IMPORTANT:

- ❖ For filling the online form, the application shall be considered only after successful payment of **non-refundable registration fee**.
- ❖ Immediately after the payment, a Registration Number will be generated. The acknowledgement of the same will be sent to you through SMS on Your registration mobile number.

Kindly Note:

- ❖ If your transaction fails you will not receive an SMS. You are advised to try again.
- ❖ In case of any discrepancy of any form, kindly write an e-mail to admissions@gdgoenkarohini.edu.in
- ❖ Mails regarding this will not be entertained after 12 noon on Monday. 18 December 2023. Queries at any other e-mail Id will not be answered.
- ❖ Queries mailed to the e-mail id will be responded to within 3 working days.
- ❖ No change will be entertained by the school in the submitted form.
- ❖ Submission of a new form is possible. However, notification regarding the same should be sent through mail at admissions@gdgoenkarohini.edu.in (before 15 December 2023)

Application Procedure at a Glance

Step 1: Click on 'Agree' button and Submit the form for Online payment of Application Fee and successful registration.

[Note: Kindly ensure that you enter correct e-mail id and contact number during payment procedure so as to save payment details for future reference.]

Step 2: Generation of 'Registration Number' after successful payment.

Step 3: Note the Registration Number for future reference.