# GUIDELINES FOR FILLING THE ONLINE/OFFLINE REGISTRATION FORM ACADEMIC SESSION 2021-22

#### **ONLINE/ OFFLINE REGISTRATION PROCESS**

FOR UPLOADING DOCUMENTS/PHOTOS JPEG FILE SHOULD BE LESS THAN 20KB

INCOMPLETE FORMS WILL NOT BE ACCEPTED BY THE SYSTEM.

ONLY ONE REGISTRATION FORM WILL BE ACCEPTED FOR ONE APPLICANT. MORE THAN ONE REGISTRATION WILL LEAD TO DISQUALIFICATION.

ONCE THE REGISTRATION FORM IS SUBMITTED, NO CHANGES IN THE ENTRIES WILL BE ENTERTAINED THEREAFTER.

ACCEPTANCE OF REGISTRATION FORM IS NOT THE PROCESS OF ADMISSION IN THE SCHOOL

**REGISTRATION FORM FEE WILL NOT BE REFUNDABLE.** 

ENTRANCE TEST WILL BE CONDUCT FOR ALL THE CLASSES. INFORMATION REGARDING THE DATE AND TIME OF ENTRANCE EXAM WILL BE INFORMED YOU THROUGH PHONE CALL OR SMS.

ADMISSION TO THE CLASS WILL BE GIVEN ONLY ON THE BASIS OF MAXIMUM MARKS SCORED IN THE ENTRANCE EXAMINATION AND THE AVAILABILITY OF SEATS IN THE ELIGIBLE CLASS.

DOCUMENTS REQUIRED TO BE VERIFIED BEFORE ADMISSION TO SCHOOL WITH IN 2 DAYS OF ONLINE REGISTRATION.

| Class Nursery/LKG/UKG   | Class 1 to 9              | Class 11                                     |  |
|-------------------------|---------------------------|--|--|
| and                     |                           |  |  |
| <u>Compulsory</u>       | <u>Compulsory</u>         | Transfer Certificate and                     |  |
| Birth Certificate       | Previous Year Mark sheet  | Mark sheet of the                            |  |
| 3 Passport Size Photo   | (copy)                    | qualifying examination.                      |  |
|                         | Transfer Certificate      | Character and conduct                        |  |
|                         | (Original)                | certificate from the                         |  |
| <u>Optional</u>         | 3 Passport Size Photo     | previous school.                             |  |
| Aadhar                  | <u>Optional</u>           | <ul> <li>Two recent passport size</li> </ul> |  |
| Ration Card             | Aadhar                    | photographs.                                 |  |
| Caste certificate (if   | Ration Card               | <ul> <li>Copy of Aadhar Card</li> </ul>      |  |
| ST/SC/OBC)              | Caste certificate(if      | •Copy of Birth Certificate                   |  |
| BPL card (if belong the | ST/SC/OBC)                | •Copy of Student Bank                        |  |
| category)               | BPL card (if belong the   | account Pass book                            |  |
|                         | category)                 | Caste certificate(if                         |  |
|                         | Copy of Birth Certificate | ST/SC/OBC)                                   |  |
|                         | Copy of Student Bank      | BPL card (if belong the                      |  |
|                         | account Pass book         | category)                                    |  |

#### Documents (At the time of Admission)

### Seats availability of New admission -

| NUR          | Total 160 including Under RTE -40 |  |
|--------------|-----------------------------------|--|
| LKG          | 50                                |  |
| UKG          | Only Transfer cases [20]          |  |
| Class 1      | Only Transfer cases [50]          |  |
| Class 2 to 9 | Only Transfer cases               |  |
| Class 11     | 180                               |  |

### Age Criteria

| Nursery | 2.5 to 3.5 |
|---------|------------|
| LKG     | 4 to 4.5   |
| UKG     | 5 to 5.5   |
| Class 1 | 6 to 6.5   |

## **General Instructions**

- Admission to Vidya Jyoti School is restricted by certain government regulations and by condition of age, mental attitude, ability and conduct of the candidate. Applicants for admission will be interviewed, tested and admitted to the standard they are found fit, according to the seat available.
- Every candidate for admission must be introduced by the Parent / guardian who will be responsible for his/her conduct, progress in studies, discipline and payment of fees.
- The Principal reserves the right of refusing admission to a pupil. He also reserves the right of refusing continued studies of any pupil whose conduct is found not satisfactory or who is not benefiting by his stay and study in this school.
- As per the Government of India Right to Education Act, 25% of the seats are reserved for those candidates who claim admission through RTE.
- Parents will certify that all the information provided by them is correct. If the information is found to be incorrect or false, their ward shall be automatically debarred from the selection / admission process.
- Parents will understand that the application / registration / short listing does not guarantee admission to their ward.
- Parents will accept the process of admission undertaken by the school and abide by the decision taken by the school authorities.