



# JASPAL KAUR PUBLIC SCHOOL

'B' PASCHIMI. SHALIMAR BAGH, DELHI - 88

PHONE: 27476597, 9718478222

Website : [www.jkps.org](http://www.jkps.org), Email : admissions@jkps.org

PRE-SCHOOL (NURSERY) ADMISSION : 2025-26

## GENERAL INSTRUCTIONS : AS PER DOE GUIDELINES

### 1. REGISTRATION

- Registration Forms for admission in Pre-School (Nursery) will be available on school's website from **Thursday, November 28, 2024 to Friday, December 20, 2024**
- Kindly note that the registration can be done **ONLINE** through school's website [www.jkps.org](http://www.jkps.org)

### 2. AVAILABILITY OF SEATS:

- a) Total No. of Seats : 160  
b) No. of Seats under General Category : 120 (75%)  
c) No. of Seats under Staff Quota : 8 (5%)  
d) No. of Seats under Management Quota : 32 (20%)

### 3. AGE CRITERIA

The age limit for the children to be admitted to Pre-School (Nursery) as on 31.03.2025 is between 3-4 years. Children born between April 1, 2021 and March 31, 2022.

### 4. ADMISSION CRITERIA POINT WISE (GENERAL CATEGORY)

SL NO.	DETAILS	POINTS	
1.	<b>DISTANCE</b>	55	
	0-6 Km.		55
	6-8 Km.		45
	8 Km. and above.		25
2.	<b>SIKH COMMUNITY</b>	15	
3.	<b>SIBLING</b> (For real brother / sister currently studying in JKPS)	15	
4.	<b>SCHOOL ALUMNI</b> (For father/mother/both)	15	

### 5. ADMISSION SCHEDULE

SN.	Particulars	Date	Time
1.	Availability and submission of duly completed <b>ONLINE</b> registration forms through online payment of Rs. 25/-	28.11.2024 (Thursday) to 20.12.2024 (Friday)	The link will close at mid night of Friday, 20.12.2024
2.	Availability and submission of duly completed <b>OFFLINE</b> registration forms on payment of Rs. 25/- (Only on School working days) Forms will be available at the school reception, Entry from Gate No. 1		08:30 a.m.-1.00 p.m.
3.	Uploading details of children who apply for admission under open seats on School Website and Display Boards.	03.01.2025 (Friday)	2.30 p.m.
4.	Uploading marks (as per point system) given to each of the children who applied for admission under open seats on School Website and Display Boards.	10.01.2025 (Friday)	2.30 p.m.
5.	Uploading of the list of eligible applicants for draw of lots (if any) on the School Website and Display Boards.	10.01.2025 (Friday)	2.30 p.m.
6.	Resolution of queries of parents, if any regarding allotment of points to their ward.	10.01.25 (Friday) to 13.01.2025 (Monday)	9:00 a.m. - 2:00 p.m.
7.	Draw of lots for General category (if needed)	14.01.2025 (Tuesday)	02.30 p.m.
8.	Display of First List of selected candidates for General category (including waiting list)	17.01.2025 (Friday)	9.00 a.m.

9.	Resolution of queries of parents, if any regarding allotment of points to their ward in the First List.	18.01.2025 (Saturday) to 27.01.2025 (Monday)	8.30 a.m.–11.30 a.m.
10.	Display of Second List (if any)	03.02.2025 (Monday)	9:00 a.m.
11.	Resolution of queries of parents, if any regarding allotment of points to their ward in the Second List.	05.02.2025 (Wednesday) to 11.02.2025 (Tuesday)	8.30 a.m. to 11.30 a.m.
12.	Subsequent list of admission, if any	26.02.2025 (Wednesday)	2.30 p.m.
13.	Admission formalities (On School working days)	17.01.2025 (Friday) to 14.03.2025 (Friday)	10:00 a.m. to 2:00 p.m.
14.	Closure of admission process	14.03.2025 (Friday)	3: 30 p.m.

**6. ORIGINAL DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION FOR THE GRANT OF ADMISSION:**

**REGISTRATION SLIP ALONG WITH:**

**A. Birth Certificate of the Child**

**B. Aadhar Card of the Child**

**C. Proof of Residence –**

- 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 I-Card (EPIC) of any of the parents.
- Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
- Aadhar Card/UID Card issued in the name of any of the parents.

**D. Proof of Sibling –** Report Card/I-Card of the child studying in JKPS.

**E. Proof of Alumni –** X / XII CBSE (JKPS)

**F. Proof of being from Sikh community -** Certificate issued for the child by Delhi Sikh Gurdwara Management Committee, Gurdwara Rakab Ganj Sahib, New Delhi only.

**Documents Required for Admission of the Child.**

- Medical Fitness Certificate.
- Three Passport Size Photographs.
- Joint Photographs with child & both the parents. (5X6 c.m.)
- Two Passport size photographs of both the parents and guardian for I-Card.

**PLEASE NOTE THAT:**

- 1) Registration Form found incomplete in any respect shall be rejected without any intimation. Registration of your child does not guarantee any right/claim for selection for grant of admission.
- 2) Distance calculation will be done automatically by the Google Maps linked with the software.
- 3) No UNDER-TAKING regarding the documents mentioned above shall be accepted at the time of verification of documents.
- 4) Any earlier request application submitted to the school for admission purposes in any class stands void.
- 5) **Attach the self-attested photocopies of the listed documents in PDF format along with the registration form at the time of online submission.**
- 6) Bring original documents, three passport-size photographs of the candidate, and a joint photograph of the candidate with both the parents (5X6 c.m.) at the time of verification of documents.
- 7) Any discrepancy, if noted, in the promulgated LIST (First / Second) to be brought to the notice of the Principal through an email at [admissions@jkps.org](mailto:admissions@jkps.org) within 48 hours (during school hours) of its publication, failing which no representation shall be entertained thereafter.
- 8) SCHOOL BUS FACILITY IS NOT AVAILABLE FOR THE STUDENTS.
- 9) For allocation of points the school's decision will be final & binding.  
(Parents are required to bring all documents in original for verification)
- 10) If parents submit the form ONLINE, they don't need to submit it offline.