



DELHI PUBLIC SCHOOL, RANIPUR, HARIDWAR

NURSERY & PREP JUNIOR ADMISSION PROCESS 2023 – 2024

Online registration form for Class **Nursery (3 years to 4 years) & Prep Junior (4 years to 5 years)** for the session 2023 - 2024 will start from January 2, 2023 to January 20, 2023.

Kindly log on to www.dpshardwar.com, see on the home page link 'Online Registration for **Nursery & Prep Junior 2023-2024**' to fill the online Registration Form. **Note: As per new education policy only 3 years to 4 years old children will get admission in Nursery & 4 years to 5 years old children will get admission in Prep Junior for further details please check Admission rules on school portal.**

*** 5 Years of Foundation as per NEP.**

1. **Nursery:** 3 years to 4 years
2. **Prep-Jr :** 4 years to 5 years
3. **Foundational Year / Prep-Sr :** 5 years to 6 years
4. **Std 1st :** 6 years to 7 years
5. **Std 2nd :** 7 years to 8 years

Point System adopted by the school:

The following "Point System" (*subject to the true / certified / verified documents submitted by the applicant in support of points awarded*) will be followed:

S.No.	Criteria & Point-wise weightage	Points	Max. Points
1.	BHEL Employee Ward / Regular DPS Staff Ward	20	20
2.	Neighbourhood : Residence		40
	a) Whole BHEL Campus	40	
	b) PAC, Shivalik Nagar, Subhash Nagar, Tehri Visthapit Colony (Adjacent to Payal cinema)	36	
	c) Dheerwali, Neel Khudana, Kadach Mohalla, New Shivalik Nagar, Ramdham Colony.	32	
	d) Jagdish Nagar, Ambedkar Nagar, Sanjay Colony, Rawali Mehdood, Shyam Nagar, SIDCUL (Indralok, NRI City Antriksh), Vivek Vihar, Sharda Nagar, Shivlok, Nandpuri, Model Colony, Panchwati Colony, Prem Nagar, Govindpuri, Arya Nagar, Ranipur More, Khanna Nagar, Yogi Vihar, Ganga Nagri.	24	
	e) Rishikul, Gyanlok Colony, Ramnagar, Miyana Mohalla, Mayapur, Vishwa Kalyan, Shiv Nagar-2, Kankhal, Brahm Vihar Colony, Salempur Mehdood, Nirmala Chawoni, Sarva Priya Vihar Colony, Deep Ganga (Sidcul), Ind. Area Bahadrabad (Indian Oil Bottling Plant),	16	
	f) Haridwar Greens, Gurukul Kangri University, Birlaghat, Roshnabad, Raghunath Residency, Brahmpuri Jurs Country, Harilok Colony, Sitapur.	8	
	g) Other places - beyond 10 kms radius	Nil	
3.	Sibling (upto one child)	15	15
4.	Ward of Alumni / Ex-student of DPS Ranipur	15	15
5.	Girl Child / Single Parent	10	10
Total Points			100

GUIDELINES FOR FILLING THE ONLINE REGISTRATION FORM

Please note that the registration of your ward does not guarantee the admission, which is purely on the basis of points system and the number of seats available.

The following steps to be followed for **Online Registration**:

1. Log on to **www.dpshardwar.com**
 2. Parents are advised to read the **Guidelines for Nursery & Prep Junior Registration 2023-2024** thoroughly before filling the online Registration Form.
 3. Click on the link **Online Registration for Nursery & Prep Junior 2023-2024**. Registration Form will appear, Read it and fill it carefully and properly. **(Incomplete forms will not be accepted by the software).**
 4. **Fields marked in RED *(asterisk) are to be filled compulsory.** All the fields are mandatory, if any field is not applicable, then mark it as 'NA'.
 5. Parents are advised to **upload the latest colour photograph of the child.** The **size of the photograph** should not exceed **1 mb** and the **format** of the photograph should be **JPEG**.
 6. Parents are advised to **upload the scanned copy of the Original Date of Birth Certificate (It is mandatory).** Name of the child must be endorsed in the Birth Certificate duly countersigned by **Registrar of Birth & Death.**
 7. **Name of the Child mentioned in the Registration Form should be the same as in the Date of Birth Certificate.**
 8. Parents should fill their **own Email ID** in the form and not of any other person or of cyber cafe. **Email address of the parent is must and it will be used by school for future correspondence also.**
- IMPORTANT: BHEL employees are requested to give their personal Email-ID for communication and not official Email-ID of BHEL Haridwar.**
9. If the child has any **medical ailment or he/she is with special need (Dyslexic / Hearing Impairment/ Visual Impairment / Spastic / Autistic / Locomotor Disability),** it should be **mentioned in the Registration Form** and also in **Fitness Certificate issued by a registered doctor counter signed by the CMO of Government hospital.**
 10. **Sibling details :** If any real brother or sister is already studying in DPS Ranipur then fill Admission number (□□□□(year) / □□□□ (admission number)) eg. 2010/0256 By entering correct Admission No., the name of the sibling studying in DPS Ranipur will appear automatically and if it is not appearing, then check the filled Admission No.
 11. Once the form is completely filled, photograph and Birth Certificate are uploaded, then click on **'SAVE'** button.
 12. After saving the form, you will be directed for **online payment for processing charges of Rs. 1000.** After this the system will generate **'Registration Form No.'** and you will receive a **SMS & an Email in this regard.**
 13. Now **check your Email (entered in the form) for Registration Form & Receipt.** Please take a **print of Registration Form & Receipt on A4 sheets only.** **Parents are advised to print the form on one side only of the paper and not back to back.**

14. **Date of Submission of Registration Forms with required documents: Within 05 days of submission of online form.**
15. **The print out of the Registration Form is to be submitted to the student's section of the school with all the required documents in support of award of points along with the receipt of the online payment of *Processing Charges of Rs. 1000 within 05 days* of online submission of the form, **failing which your form will be rejected and will not be entertained afterwards at all.****
16. After submitting all documents along with the form, parents are requested to get **Acknowledgement slip** from school.
17. **Please note -No telephonic queries in this regard will be entertained by the school office.**
18. **It is important to clear that DPS Ranipur does not have a system of admission on donation basis.** School observes 100% transparency in its financial dealings. Suspected cases will not be considered for admission.
19. **The admission will be confirmed only after submission of School fee described for admission.**
20. **Eligible Age: Minimum age 3+ as on March 31, 2023 and not more than 4 years for Nursery & Minimum age 4+ as on March 31, 2023 and not more than 5 years for Prep-Junior (Children whose date of birth fall between **March 31, 2019 and March 31, 2020 (Nursery) & March 31, 2018 and March 31, 2019 (Prep-Junior)** only are eligible for registration for the academic session 2023 - 2024)**
21. **Document verification with parent & Child for Admission Formalities** – Documents verification by the school (for selected candidates only) : **Date will be declared with the list**
22. **Criteria Definition for Points:**
- a) **BHEL Employee Ward / Regular DPS Staff Ward:** Parents only should be the BHEL Employee / Regular DPS Staff. **EMB Staff will be treated as Non-BHEL staff.**
 - b) **Neighborhood:** The specification of distance in radius is as per school bus route.
 - c) **Sibling:** A real brother or sister of the applicant who is on the school roll during the academic session 2022–2023, not the cousins.
 - d) **Alumni:** Father/Mother or both parents of the applicant who have passed class X/XII from **Delhi Public School, Ranipur only.**
 - e) **Girl Child / Single Parent:** If the child is a girl or a parent is divorcee /widow /widower /separated.
23. **In case of tie (when two scores are same) preference will be given as under:**
- I Choice : BHEL & Sibling case
 - II Choice : BHEL
 - III Choice : Alumni & Sibling case
 - IV Choice : General Sibling case
 - V Choice : Draw of lots if all the above fail
24. **DOCUMENTS / AFFIDAVIT TO BE SUBMITTED WITH REGISTRATION FORM:**

All the parents are advised to be ready with the below mentioned documents to be submitted with the online registration forms:

- I). Photocopy of **Date of Birth certificate** issued by the **Registrar of Birth & Death / Municipal Corporation** or equivalent authority in original. **(First copy / Ink copy).** Parents are advised to upload the scanned copy of the original Birth Certificate (It is mandatory). Name of the child must be endorsed in the Birth Certificate duly countersigned by Registrar of Birth & Death.

- ii). Photocopy of **Caste category certificate** for OBC / SC / ST of child / father.
- iii). **In case of ward of Alumni of Delhi Public School Ranipur** (father/mother/both): Photocopies of School leaving certificates/Sr. Secondary/Secondary Board Certificates. Should have passed Class-X/XII from DPS Ranipur Haridwar.
- iv). **Proof of Child with special needs: Medical certificate** issued by a registered doctor countersigned by the CMO of government hospital.
- v). **Single parent:** Legal proof of single parent status.
- vi). **In case of 'Sibling' applicants**, photocopy of the identity cards (2022-23)/fee receipt of sibling studying in DPS Ranipur to be attached.
- vii). **Employer Certificate:** The format of Employer Certificate is attached here with guidelines; the same should be issued from the HR dept of the organization / company and should be duly countersigned by the competent authority with stamp. **I-Card of the Company will not be accepted as Employer Certificate.**
- viii). **Income Proof: For BHEL / Government/ Other Employees:** Certified copy of most recent monthly salary slip or photocopy of **recent income tax return** or annual **income certificate** stating income of the parents issued by the head of the organization / company.
- ix). **Proof of residential address:**
 - a) **Who live in their own house:** Aadhar Card / Bank Pass Book Copy / Passport / Registered Lease Deed / Paid Electricity Bill / Paid BSNL Telephone Bill / Voter ID Card.
 - b) **Who live in rented house: (Minimum time 6 month of present address)** An affidavit on stamp paper duly signed by the house owner along with **copy of the Electricity Bill & Aadhar Card** of House owner.
 - c) **Who live in BHEL quarters: Quarter Allotment Letter Copy (only for BHEL Employee).**
 - d) **Who live in BHEL quarters with their Parents:** Those who live in BHEL quarter with their parents (working in BHEL) and seeking the points for neighborhood for BHEL premises for Prep Junior & Nursery admission are supposed to submit an **affidavit from their parents** (means from Grandparent of the child) that his son/daughter is residing with them. **Quarter allotment letter** issued from BHEL Estate dept. is also to be submitted.
- School reserves the right to verify the residential address through home visits/ confirmation from their work place.**
- x). **Declaration from Parents on the Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary.**
 - a) Parents will certify that all the information provided by them is/are correct and they understand that if the information is/are found to be incorrect or false, their ward shall be automatically debarred from selection/admission process without any correspondence in this regard.
 - b) **Parents also understand that the application / registration / short listing does not guarantee for admission to their ward.**
 - c) Parents accept the process of admission undertaken by the school and they will abide by the decision taken by the school authorities.
- 25 **The School reserves all the right with respect to accepting or rejecting application forms. The final decision to admit a student solely rests with the School Management and no claims will be entertained in this regard.**
- 26. Submission of duly filled online form will be treated as acceptance of all terms and conditions laid down by the School Authority written on the form.

27. **DISCLAIMER:** The admission process has been carefully designed to provide equal opportunity to all and to maintain transparency in the admission process. The criteria have been kept in mind for the allocation of points that will lead to form the final score of your application.

**FOR BHEL PARENTS SEEKING ADMISSION OF THEIR WARDS
IN NURSERY & PREP JUNIOR FOR 2023 - 2024**

Please take a note: Those who wish to fill the form for Nursery & Prep Junior admission of their ward for the year 2023 - 2024 are not to approach the HR department of BHEL for seeking the proof of working in BHEL and also for BHEL Quarter allotment letters from Estate department of BHEL. Once the forms are submitted by the BHEL parents in school, school will send the consolidated list of BHEL ward for the verification of job status and BHEL residence proof to BHEL HR department

PRINCIPAL

AFFIDAVIT FOR RENTED ACCOMDATION

Sample only

- **This affidavit is to be submitted by only those parents who are living in rented accommodation** duly countersigned by the house owner
- This affidavit should be on a non-judicial stamp paper of the value of Rs. 10/- and should be duly attested by Notary Public.
- The applicant should have been residing at the given rented accommodation for minimum six months at the time of submission of the form.

AFFIDAVIT

I, S/o..... aged
R/O do, hereby, solemnly affirm and
and declare as under:

1. That I have applied to DPS Ranipur, Haridwar for admission of my son/daughter/ward namedin **Nursery /Prep Junior** Class for the session 2023-2024.
2. That I have been living at the above mentioned rented accommodation since.....
3. That the distance from my residence to DPS Ranipur, Haridwar is kms.

DEPONENT

VERIFICATION

Verification at Haridwar on this date i.e.that the content of my above affidavit is true and correct to my knowledge and that no material facts have been concealed therein.

DEPONENT

COUNTERSIGNED (HOUSE OWNER)

AFFIDAVIT FOR BHEL ACCOMDATION

Sample only

- **This affidavit is to be submitted by those parents who live in BHEL quarter with their parents (working in BHEL) and seeking the points for neighborhood for BHEL premises for Nursery / Prep-Junior admission.**
- This affidavit should be on a non-judicial stamp paper of the value of Rs. 10/- and should be duly attested by Notary Public.
- The applicant should have been residing at the given rented accommodation for minimum six months at the time of submission of the form.

AFFIDAVIT

I, S/o..... aged
R/O do, hereby, solemnly affirm and
declare as under:

1. That my son / daughter is residing with me in the above mentioned address.
2. My son/daughter has applied to DPS Ranipur, Haridwar for admission of his son/daughter/ward namedin **Nursery /Prep Junior** Class for the session 2023-2024
3. That my son/daughter is living at the above mentioned address with me since.....
4. That the distance from my residence to DPS Ranipur, Haridwar is kms.

DEPONENT

VERIFICATION

Verification at Haridwar on this date i.e.that the content of my above affidavit is true and correct to my knowledge and that no material facts have been concealed therein.

DEPONENT

AFFIDAVIT FOR FINAL DECLARATION BY PARENT

Sample only

- **This affidavit is to be submitted by all the parents for certifying that all the information provided by them is/are correct.**
- This affidavit should be on a non-judicial stamp paper of the value of Rs. 10/- and should be duly attested by Notary Public.

AFFIDAVIT

I, S/o..... aged
R/O do, hereby, solemnly affirm and
declare as under:

1. That I have applied to DPS Ranipur, Haridwar for admission of my son/daughter/ward namedin **Nursery /Prep Junior** Class for the session 2023-2024.
2. I accept the process of admission undertaken by the school and I will abide by the decision taken by the school authorities.
3. I declare that the documents submitted by me in support of award of points are true and correct.
4. I understand that the application / registration / short listing don't guarantee admission to my ward.
5. I also certify that all the information / documents provided by me in this affidavit are correct and I understand that if the information is/are found to be incorrect or false, my ward shall be automatically debarred from selection / admission process without any correspondence in this regard.

DEPONENT

VERIFICATION

Verification at Haridwar on this date i.e.that the content of my above affidavit is true and correct to my knowledge and that no material facts have been concealed therein.

DEPONENT

EMPLOYER'S CERTIFICATE

(For Non BHEL Employees)

Date: _____

Certified that Mr. / Mrs. _____ Staff

No./ Employee No.: _____ is a regular / confirmed employee of this organization and his/her particulars is mentioned below:

Name of the Employee : _____

Organization Name : _____

Employee's Designation : _____

Date of Joining : _____

Date of Birth : _____

This certificate is being issued for the purpose of admission process of his/her child named _____ in **Delhi Public School Ranipur, Haridwar** for the **session 2023-2024 in Nursery /Prep Junior Class.**

Signature of Verifying Authority : _____

Name of Verifying Authority : _____

Designation of Verifying Authority : _____

Seal with Date : _____

SAMPLE



DELHI PUBLIC SCHOOL RANIPUR, HARIDWAR
CBSE AFFILIATION NO. 3530008
SEC. III, BHEL, RANIPUR, HARIDWAR (UTTARAKHAND)
REGISTRATION FORM FOR PREP JUNIOR / NURSERY SESSION 2023 – 2024

Photo

Registration Number : DPSH2122

Date : 04-12-2020

DETAILS OF THE CHILD

Name of the child

ARYAN KUMAR

Please Note that child name should be same as in the Date of Birth Certificate. No changes afterward.

Gender

MALE

Date of Birth (In Figures)

22-02-2020

(In Words)

TWENTY TWO FEBRUARY TWO THOUSAND EIGHTEEN

Submission of Date of Birth Certificate issued only by Registrar Birth & Death of Municipal Corporation / Municipality at the time of admission is a must.

Age on 31st March, 2023

3 YEARS 1 MONTH 9 DAYS

Nationality of the Child

INDIAN

Religion

HINDUISM

Mother Tongue

HINDI

Home Town

HARIDWAR

Blood Group

B+

Aadhar Card No (if any)

XXXXXXXXX4123

Minority

NO

Caste Category

GENERAL

Specially abled (Divyangjan)

NA

Category

NON BHEL

Tuition Fee Category

NON BHEL

Transport category

NON BHEL BUS

If by bus, choose the Student picking point

RANIPUR MORE

If parent(s) is/are Ex-student of DPS Ranipur:

NO

If your ward is Girl Child

NO

Choose the category, If you are a Single parent

NA

If real brother / sister is studying in DPS Ranipur

YES

Admission No. of real brother/sister

2017/0000

Class & Section

I E

Name of Brother/Sister

MEHUL

If child has any medical problems (like diabetes etc), give details and submit the medical certificate for the same

NA

If child is allergic to any substance (like nuts etc.), give details and submit the medical certificate for the same

NA

Mobile No. for SMS

XXXXXXXXX90

Email

XYZ@GMAIL.COM

PARENTAL INFORMATION	
DETAILS OF THE FATHER	
Father's Name	SADHU RAM
Academic Qualifications	BA
Occupation	BUSINESS
Designation	OWNER
Name of Office & full Address	XYZ
Staff No. (in case father is BHEL employee)	NA
Gross Annual Income	130000
Residential Address	H.NO- STREET NO-1, MOH-..... HARIDWAR
Permanent Address	H.NO- STREET NO-1, MOH-..... HARIDWAR
Home Town	HARIDWAR
Phone Number	XXXXXXXXX20
Mobile Number (+91)	XXXXXXXXX20
Email	XYZ@GMAIL.COM
Father Aadhar No.	XXXXXXXXX4132
DETAILS OF THE MOTHER	
Mother's Name	RUBY
Academic Qualifications	BA
Occupation	HOUSE WIFE
Designation	NA
Name of Office & full Address	NA
Staff No. (in case mother is BHEL employee)	NA
Gross Annual Income	NA
Residential Address	H.NO- STREET NO-1, MOH-..... HARIDWAR
Permanent Address	H.NO- STREET NO-1, MOH-..... HARIDWAR
Home Town	HARIDWAR
Phone Number	XXXXXXXXX20
Mobile Number (+91)	XXXXXXXXX20
Email	XYZ@GMAIL.COM
Mother Aadhar No.	XXXXXXXXX4132
Are the parents not residing in Haridwar with the child	NO
DETAILS OF THE GUARDIAN	
Guardian's Name	
Relationship with the child	
Occupation	
Designation	
Name of Office & full Address	
Gross Annual Income	
Residential Address	
Permanent Address	
Phone Number	
Mobile Number (+91)	
Email	
CRITERIA & POINT-WISE WEIGHTAGE	
BHEL Employee / Regular DPS Staff Ward	NO
Neighbourhood: Residence	RANIPUR MORE
Sibling (upto one child)	YES
Ward of Alumni / Ex-student of DPS Ranipur	NO
Girl Child / Single Parent	NO
I hereby declare that the above information furnished by me is correct to the best of my knowledge and belief. I shall abide by the rules of the school.	

(FATHER)

(MOTHER)

(GUARDIAN)

SCHOOL COPY - DETAILS OF THE DOCUMENTS SUBMITTED

Student Name: XYZ		Registration No: DPSH2122	
CATEGORY	☐ DPS Staff Child	☐ BHEL	☒ Non BHEL

S.NO	Documents to be collected			Remarks
1	Registration Form	☒ YES	☐ NO	
2	School's copy of challan for processing charges	☒ YES	☐ NO	
3	Photocopy of date of birth certificate	☒ YES	☐ NO	
4	Caste category certificate	☐ YES	☒ NO	
5	Alumni proof	☐ YES	☒ NO	
6	Single parent proof	☐ YES	☒ NO	
7	Sibling proof	☒ YES	☐ NO	
8	Employer certificate (NON BHEL)	☒ YES	☐ NO	
9	Income certificate	☒ YES	☐ NO	
10	Address / residence proof (affidavit if rental accommodation)	☒ YES	☐ NO	
11	Affidavit by parents (mentioning that the above documents submitted are true and correct)	☒ YES	☐ NO	

I certify that the particulars given by me above are correct.

Date::

FATHER

MOTHER

GUARDIAN

Incharge Students Section (Name with Signature)

PARENT COPY - DETAILS OF THE DOCUMENTS SUBMITTED

Student Name : XYZ		Registration No: DPSH2122	
CATEGORY	☐ DPS Staff Child	☐ BHEL	☒ Non BHEL

S.NO	Documents to be collected			Remarks
1	Registration Form	☒ YES	☒ NO	
2	School's copy of challan for processing charges	☒ YES	☐ NO	
3	Photocopy of date of birth certificate	☒ YES	☐ NO	
4	Caste category certificate	☐ YES	☒ NO	
5	Alumni proof	☐ YES	☒ NO	
6	Single parent proof	☐ YES	☒ NO	
7	Sibling proof	☒ YES	☐ NO	
8	Employer certificate (NON BHEL)	☒ YES	☐ NO	
9	Income certificate	☒ YES	☐ NO	
10	Address / residence proof (affidavit if rental accommodation)	☒ YES	☐ NO	
11	Affidavit by parents (mentioning that the above documents submitted are true and correct)	☒ YES	☐ NO	

I certify that the particulars given by me above are correct.

Date::

FATHER

MOTHER

GUARDIAN

Incharge Students Section (Name with Signature)