As per the government notification number D.E.15(172)/PSB/2016/12684-12695 dated 09/01/2017
Following is the REVISED SCHEDULE
Parents seeking admission for their child should note the following:

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<td><strong>1.</strong></td>
<td>Issue of Registration forms (online)</td>
<td>Monday, 02.01.17 to Tuesday, 31.01.17</td>
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<td><strong>2.</strong></td>
<td>Submission of hard copy of online Registration Form and Bank Draft/online payment receipt (online submission without submission of hard copy and Registration fee will not be considered)</td>
<td>Monday, 02.01.17 to Monday 30.01.17 on all working days in Drop Box, next to the school gate, between 8:30 a.m. and 3:00 p.m. and on Tuesday, 31.01.17 up to 5:00 p.m.</td>
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| **3.** | (1) First display of list for verification of documents and admission.  
(2) List for Draw (if required) | Tuesday, 28.02.17 at 2:00 p.m. |
| **4.** | Resolution of queries of parents, if any | Wednesday, 01.03.17 – Saturday, 04.03.17 (between 9:00 a.m. and 1:00 p.m. only) |
| **5.** | Draw (if required) for those present. Further details can be checked on the school notice board/website | Tuesday, 07.03.17 at 2:30 a.m. (Gate will close at 2:20 p.m. sharp). |
| **6.** | Verification of documents and Admission. Kindly bring your “Acknowledgement Slip” with you. | Thursday, 02.03.17 - confirmed admissions Thursday, 09.03.17 & Saturday, 11.03.17 9:00 a.m. onwards |
| **7.** | Display of second list (if required) | Wednesday, 15.03.17 at 3:00 p.m. |
| **8.** | Verification of documents and Admission (Second list). Kindly bring your acknowledgement slip with you. | Saturday, 18.03.17 (9:00 a.m. onwards) |
| **9.** | New Session | Monday, 10th April 2017 |
Note: Parents along with the child should be present at the time for verification of documents.

General Information

1. Presentation Convent Senior Secondary School is an English Medium School for girls.
2. The following languages are taught in school: English (KG-XII), Hindi (KG-X) and Sanskrit (VI-X). There is no provision for any other language. Apply only if the same is acceptable to you.
3. This Registration form is for Pre-Primary class. Please do not fill it for any other class.
4. Girls born between 1st April 2012 and 31st March 2013 will be eligible for admission.
5. As a Christian Minority school, 50 points will be allotted to Christians.
6. 20% of the seats would be reserved for the school.

7. The Point System will be as follows:

   Total Points = 100

   a. Christian/Staff  50
   b. Distance (radius)  25
       0 – 10 kms  25 points
       10.1 kms and beyond  15 points
   c. Sibling  10
   e. Alumna  9
   f. In-Service Defence Personnel/Paramilitary forces/Police  6

   NOTE: In case of a tie, lottery system will be applied.

8. To avail points, documentary evidence in form of self-attested/attested photocopies will have to be attached with the printout of the Registration form.
   a. Christians should produce a Baptism Certificate of the child and a letter from the Parish Priest stating that they are practicing Christians and members of the Church. Staff members will have to attach a photocopy of their identity card. Maximum of 50 points will be given even if both parameters are applicable.
   b. For distance, please attach any one of the following as proof of your residence. No other proof will be acceptable.
       (b.i) Voter’s Identity Card  (ii) Your Telephone Bill/Mobile Bill for November 2016 or later  (iii) Your Electricity Bill for November 2016 or later  (iv) Aadhaar card
       (a.v) Passport issued in 2012 or later.  (vi) Ration card with parents and child’s name.
   c. For Sibling please attach your elder daughter’s last result/latest fee receipt/photocopy of identity card. These points will be given to those who have one daughter in school and have applied for admission for their second daughter. It is not meant for those who have two or more children studying in this school. No points will be given/admission will automatically stand cancelled if this information is found to be incorrect.
   e. For Alumna please attach proof of mother having studied in this school for at least two years along with proof to show change in name, if any.
f. In-Service Defence Personnel/Paramilitary forces/Police should attach a letter from the Senior Officer/photocopy of Identity Card. Maximum of 6 points will be given even if both are serving in Defence/Paramilitary/Police. These points are not meant for civilians serving in these departments.

9 Printout of the Registration form with all enclosures (as applicable) should be submitted through the “DROP BOX” kept in the school from Monday, 2nd January 2017 till Monday, 30th January 2017 between 8:30 a.m. and 3:00 p.m. on all working days and on Tuesday, 31st January 2017 up to 5:00 p.m. MERE ONLINE REGISTRATION WILL NOT BE CONSIDERED WITHOUT SUBMISSION OF THE HARD COPY AND THE REGISTRATION FEE. Please retain a copy of the Registration form and acknowledgment slip for your records.

10 Affidavits in place of Birth Certificates from the Municipal Corporation will not be accepted

11 All photocopies should either be Self attested or attested by a Gazette Officer. Please tick mark submitted photocopies in your Registration form.

12 Warning: At the time of scrutiny, if any variation is found between the details filled online and the submitted documentary evidence, the admission shall be denied and suitable action shall be initiated as per the law.

13 All selections are done and admissions are given on the basis of the information provided in the Registration form and the documents submitted along with it. If, at a later stage, this information is found to be incorrect, the admission of the child will be cancelled.

14 The school reserves the right to reject Registration forms that are incomplete and/or contains false information and/or the documents are forged. All documents submitted at any time will become the property of the school and will not be returned.

15 Information regarding Pre-Primary admissions will also be available on our website, www.pcsdelhi.in

16 The list of children selected for Admission as well as for the Draw (if any) will be displayed on the school notice board on Tuesday, 07.03.2017 at 5:00 p.m. Please do not make any enquiries before the above date. The list will also be available on our website.

17 The school will follow the government’s FEE REFUND POLICY in case of Withdrawal of admitted children.

18 Submission of the hard copy of the Registration Form along with the Registration fee would amount to your acceptance of the school’s policy and terms and conditions regarding admission to Pre-Primary class.

19 Parents of children short-listed for admission will be called for verification of documents. Kindly carry the original documents with you on the dates as displayed on the school notice board. Request for change of date will not be entertained.

**List of Attested documents/photocopies (as applicable) to be attached with the Registration form**

a. Christians should attach a Baptism Certificate of the child AND a Letter from the Parish Priest stating that they are registered and practising members of the Church. Staff members should enclose a photocopy of their identity card
b. Address proof, (any one of the six) as mentioned above
c. Elder Daughter’s last result/latest fee receipt/photocopy of identity card
d. Alumna to attach proof of having studied for a minimum of two years in this school along with a copy of proof (for change in name, if any)
e. Proof of In-Service Defence Personnel/Paramilitary force/Police
f. Birth Certificate from the Municipal Corporation
IMPORTANT:

- Hard copy of the Registration form without signatures will be rejected.
- **No undertaking** for Verification of documents at a later date will be entertained.

**OUTER LIMIT BOUNDARIES**

(For the purpose of allotting points only. It has no bearing on school bus routes)

Up to 10 km radius

**North:** Mukandpur, Udyog Nagar, Sahipur, DESU colony, Shalimar Bagh

**West:** Vashudha Enclave, Sandesh Vihar, Samrat Enclave, Anandvas, Punjabi Bagh Stadium, Sudarshan Park, Ramesh Nagar, Mansarovar garden, Naraina Vihar

**South:** Dhaula Kuan Enclave, Sardar Patel Marg (up to Dhaula Kuan Crossing) Chanakyapuri (up to Rail Transport Museum), Lakshmi Bai Nagar, INA Market, South Extension Pt. I Lajpat Nagar (up to Kasturba Niketan) Hari Nagar-Ashram, Kalindi

**East:** Delhi-U.P. Border

**Note:** The outer limit boundaries are for the allotment of points only and have no bearing on school bus routes. To know more about the school bus routes, kindly check the same on our school website.