

RAMAKRISHNA SARADA MISSION NIVEDITA VIDYAMANDIR, HAUZ KHAS

PLAYGROUP, NURSERY, KG, CLASS-1
FOR THE SESSION 2025 - 2026

Registration & Admission Process - General Category (Open Seats)

Registration for EWS/DG/ Children with disability will be online on the DOE website as and when the dates are announced by the Directorate of Education.

MOST IMPORTANT

- Kindly read all the instructions **very carefully** before proceeding with the Online Registration. Any change/correction/alteration in the information provided by you in the Online Form after submission will not be entertained under any circumstance.
- Email and Mobile No., which is in frequent use, should be provided in the Registration Form.
- The school will not be held responsible if the call made by the school goes unanswered and the email is not checked by the parents.

Sno	Description		
1	Total number of seats		
Class Nursery			
SNo	Various Categories*	Total	No. of seats
i	EWS / Disadvantaged Group Category (22%), CWSN (3%)	25%	10
ii	General Category (Open Seats)	60%	24
iii	Staff Quota - Staff Child	5%	02
iv	Management Quota	10%	04
	Total number of seats		40
Class 1			
SNo	Various Categories*	Total	No. of seats
i	EWS / Disadvantaged Group Category (22%), CWSN (3%)	25%	10
ii	General Category (Open Seats)	60%	24
iii	Staff Quota - Staff Child	5%	2
iv	Management Quota	10%	4
	Total Number of seats		40
*Subject to change as per directions from the appropriate authorities			

2 Parameters / Criteria For General Category (Open Seats)

SNo	Parameters / Criteria - General Category	POINTS															
i	Neighbourhood (Localities specified in the aerial map from the respective school)	50															
	<table border="1"> <thead> <tr> <th>Area</th> <th>Distance (Aerial)</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Less than or equal to 6 KM</td> <td>50</td> </tr> <tr> <td>B</td> <td>More than 6 and Less than or equal to 9 KM</td> <td>40</td> </tr> <tr> <td>C</td> <td>More than 9 and Less than or equal to 12 KM</td> <td>30</td> </tr> <tr> <td>D</td> <td>More than 12 KM</td> <td>20</td> </tr> </tbody> </table>	Area	Distance (Aerial)	Points	A	Less than or equal to 6 KM	50	B	More than 6 and Less than or equal to 9 KM	40	C	More than 9 and Less than or equal to 12 KM	30	D	More than 12 KM	20	
Area	Distance (Aerial)	Points															
A	Less than or equal to 6 KM	50															
B	More than 6 and Less than or equal to 9 KM	40															
C	More than 9 and Less than or equal to 12 KM	30															
D	More than 12 KM	20															
ii	Sibling (Only Real brother / sister currently studying in RAMAKRISHNA SARADA MISSION NIVEDITA VIDYAMANDIR)	20															
iii	Girl Child	20															
iv	Parent (Father / Mother) Alumni of School	10															
	TOTAL	100															

3 AGE CRITERIA

For Pre School / Nursery

3 years by 31st March 2025 vide DOE Order NO. F.DE.15(172)/PSB/2016/6455-6464 dated 11.11.2024 point 19 (iv) a

- Less than 04 years as on 31st March 2025 vide DOE order NO. F.DE.15(172)/PSB/2016/6455-6464 dated 11.11.2024 point 16 (iv) b
- With a 30 day relaxation period on both sides vide DOE order NO. F.DE.15(172)/PSB/2016/6455-6464 dated 11.11.2024 point 16 (iv) c
(Born between 02-March-2021 and 30-April-2022 both days inclusive)

For Class I

- 5 years by 31st March 2025 Vide DOE Order NO. F.DE.15(172)/PSB/2016/6455-6464 dated 11.11.2024 point 19 (iv) a
- Less than 06 years as on 31st March 2025 vide DOE order NO. F.DE.15(172)/PSB/2016/6455-6464 dated 11.11.2024 point 16 (iv) b
- With a 30 day relaxation period on both sides vide DOE order NO. F.DE.15(172)/PSB/2016/6455-6464 dated 11.11.2024 point 16 (iv) c
(Born between 02-March-2019 and 30-April-2020 both days inclusive)

4 **Registration**

Registration Form for the General Category (Open Seats) will be available only through the Online mode on the school website (www.niveditavidyamandir.in). Printed Registration Form for physical submission is not available/required.

Important:

- **Online Registration Fee: Rs. 25 per registration (non refundable).**
- Registration will only be considered complete after the payment of registration fee and completion of the form with all relevant documents uploaded.
- All communication with the school will essentially require the mention of the Registration Number.
- There is NO NEED for physical submission of the hard copy/printout of the registration Acknowledgement Slip/Registration Confirmation Email.
- Duplicate registration will automatically amount to the cancellation of any one of the registrations of the applicant.

All areas shown from AERIAL radii of the respective school will apply for applicants under the General Category. If you are a resident of an area lying within 12 KM radius

Please note that the areas in the drop down are within the aerial radius of 12 KM only.

6 **Essential Documents Required**

The applicants shall submit a set of SELF-ATTESTED (to be attested in school in front of the school representative only) photocopies of the documents listed below, and produce the relevant original documents for the verification of the same as and when required by the school (Refer point 7 iii). Kindly note these are not required at the time of online registration.

i FOR ALL APPLICANTS
Birth Certificate issued by the Municipal Corporation with the correct **NAME** (must be the same as filled in the registration form) of the child mentioned on the certificate.

ii FOR ALL APPLICANTS
Proof of residence (Minimum 2 out of the following)

- Aadhar Card / Unique Identity Card in the name of any of the parents.
- Electricity Bill / MTNL Telephone Bill / Water Bill / Passport in the name of any of the parents or child.
- Voter Identity Card / EPIC of any of the parents.
- Domicile certificate of child or his / her parents.
- Ration card / Smart Card issued in the name of parents (mother / father having the name of the child.)

iii FOR SIBLING - A copy of the latest Fee Deposit Receipt of the sibling for the Academic Session 2024-2025 must be submitted.

iv FOR ALUMNI - A copy of the pass certificate / marks sheet issued by school is required.

NOTE: Only the documents, which are mentioned above in point 6 (i) to 6 (iv) will be accepted. Notarised Documents will not be accepted. Registration / Acknowledgement slip of the Aadhar Card / any other such documents will not be accepted.

LETTER OF UNDERTAKING

- Admission to the school is subject to verification of the documents listed above, and submission of a letter of undertaking, self-attested by both the parents in front of the school admission verification team. The undertaking would require a clear certification from the parents that the information provided is correct and that the documents submitted are true copies of the original.
- This undertaking will also imply that the parents accept the decision of the school to cancel the registration / admission as final and binding, if at any given time any information or document submitted is found to be **wrong / fake / false / incorrect**.
- Both the above-mentioned criteria will be strictly followed. Kindly note the admission schedule and list of documents to be submitted very carefully.

7 Steps involved in the Admission Process for GENERAL CATEGORY:

STEP	DESCRIPTION
i	<p>At the first instance, the names of the ‘SHORT-LISTED’ will be informed through email/Telephonic call as per the schedule mentioned in point 8. The ‘GENERAL CATEGORY LIST FOR DRAW OF LOTS’</p> <p>NOTE: Criteria for Twins: In the case of twins, if one is selected the other twin will get sibling points. In a situation of draw of lots, the names of both will be considered in a single chit. In case one of the twins is selected in the draw of lots, the other twin automatically gets admitted / waitlisted as per the schedule mentioned in point 8.</p>
ii	<p>Please note -</p> <ul style="list-style-type: none"> • All the correspondence will only be through email. The email(s) will be sent on the email id(s) given in the registration form. Check that your email ID is correctly mentioned. The school will not be held responsible for bounced emails. Check your email frequently and be alert. No SMS or telephonic call will be made by the school. No request for change of date and time will be entertained. • Both parents must be present in the school for verification of documents. They must carry the original documents and a photocopy of the above-listed documents and self-attest them in the presence of the school admission verification team. The parents will also be required to sign an undertaking. • In case, the parents of the applicant do not report for the verification of documents on the assigned date and time, their application will stand cancelled without any further intimation from the school.
iii	<p>FIRST LIST - The First List of PROVISIONALLY SELECTED CHILDREN will be informed further completion of formalities i.e. filling up of the Admission Form, submission of true copies, verification of original certificates, medical formalities and fee deposit.</p>
iv	<p>SECOND LIST - After assessing the vacancies, the Second List (if any) of PROVISIONALLY SELECTED CHILDREN will be declared as per schedule. Accordingly, the positions of the waitlisted children under the GENERAL CATEGORY LIST will move up. In case of any further vacancies, subsequent list(s) will be declared.</p>
vi	<p>All admissions will close on 14th March 2025.</p>

8 General Category - Important Schedule

Schedule as per DOE Circular NO. F.DE.15 (172)/PSB/2016/6455-6464 dated 11.11.2024

S.N	Particulars	Time Schedule
1	Uploading the criteria and their points in the module of the Department at the link - www.edudel.nic.in and on the school website	25th Nov 2024 (Monday)
2	Commencement of admission process (Online Registration link will get active from the admission section at https:// www.niveditavidyamandir.in for General Category - Open Seats)	28th Nov 2024 (Thursday)
3	Last date of submission of application forms in schools	20th Dec 2024 (Friday)
4	Uploading details of children who applied to the school for admission under Open Seats	3rd Jan 2025 (Friday)
5	Uploading marks (as per points system) given to each of the children who applied for admission under open seats	10th Jan 2025 (Friday)
6	The date for displaying the first list of selected children (including Waiting List) (along with marks allotted under points system)	17th Jan 2025 (Friday)
7	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards for the first list.	18th -27th Jan 2025
8	The date for displaying the second list of selected children (if any) (including Waiting list) (along with marks allotted under points system)	3rd Feb 2025 (Monday)
9	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list.	5th Feb - 11th Feb 2025
10	Subsequent list of admission, if any	26th Feb 2025 (Wednesday)
11	Closure of admission process	14th Mar 2025 (Friday)