



SALWAN PUBLIC SCHOOL MAYUR VIHAR
ADMISSION PROCESS- CLASS NURSERY
Academic Session: 2025-2026

GUIDELINES FOR FILLING THE REGISTRATION FORM UNDER GENERAL CATEGORY (OPEN SEATS) FOR ADMISSION TO CLASS NURSERY

Reference Directorate of Education, Government of NCT of Delhi, and Private School Branch Circular No.F.DE.15 (172)/PSB/2016/6455-6464 dated 11.11.2024

The process of Nursery admission at Salwan Public School, Mayur Vihar has commenced for the Academic Session 2025-2026 on **Monday, 25 November 2024**.

1. Information and guidelines pertaining to the admission process are appended below:

- (i) **Age Eligibility:** Children born between 01.04.2021 and 31.03.2022 (03 years to less than 04 years as on 31.03.2025)

**In consonance with DoE circular, age relaxation for admission of up to 30 days may be granted at the level of head of school in the minimum and upper age limit for these classes. The parents may request for the same through email/ manual application.

- (ii) **Seats Available for Admission:**

	No. of Seats	Remarks
Open seats under General Category	65	81 seats under General Category
Management Quota (20% of General Category seats)	16	
EWS/DG Group/CWSN Category	27	
Total number of seats for admission in Nursery	108	

2. Registration:

Option 1: Online Registration:

The Online Registration Form will be available on the school's website www.spsmayurvihar.com from Thursday, 28 November 2024 to Friday, 20 December 2024. Registration fee of Rs. 25/- will be paid online.

Option 2: Offline Registration:

Hard Copy of Registration Form will be available at Gate No. 1 of the school and also can be downloaded from school's website from **Thursday, 28 November 2024 to Friday, 20 December 2024** on the payment of Rs. 25/-. Last day of submission of offline filled forms with all required documents at the school office is 20 December 2024.

3. Admission Parameters for Open seats under General Category:

S.No.	Criteria	Specifications	Points
1	Neighbourhood (By aerial distance between the school and residence of the applicant.)	<ul style="list-style-type: none">Upto 8 Kms OR Beyond 8 Kms, where school transport is available.Beyond 8 Kms, without school transport.	65
2	First Born Child/Girl Child	<ul style="list-style-type: none">Points will be allotted to either of the two categories. In case, a Girl Child applicant is also a First Born, she will get points for only one category and not for both.	15

3	School Alumni	Children of Parents who have completed their schooling till Class XII, from any of the schools under the aegis of Salwan Education Trust.	10
4.	Recognition/Achievement in the field of Research	Children whose parents have achieved any of the following recognitions: <ul style="list-style-type: none"> • Published original research work in any field. • Published a book. 	5
5.	Recognition/Achievement in the field of Sports/Culture	Children whose parents have received international, national, or state-level recognition or achievements in any of the following areas: <ul style="list-style-type: none"> • Sports, Theatre, Art, Literature, Dance, Music, Environmental Conservation, or Rural/State development initiatives. (Note: Recognitions must be acknowledged by the Government of India, GNCT of Delhi, other state governments, or bodies recognised or registered with them.)	5
Total			100

4. Admission shall be granted as per point system subject to verification of documents of applicants. In case the number of applicants with the same points exceeds the number of seats available, a limited lottery system will be adopted.

***Points will be displayed on school website and DoE portal on Friday, 10 January 2025 for all registered applicants.**

5. Guidelines for Filling ONLINE Forms

- This is an electrometric registration form for Salwan Public School, Mayur Vihar only. Please read the instructions carefully, before filling the form.
- An Application number will be generated till the applicant completes all levels of the registration form before online payment is done.
- **Online payment of Rs. 25/- towards the registration fee:** A payment link will be received on the registered Email Id(s) mentioned in the registration form. Following information will be required for online payment:
 - ❖ **Application Number**
 - ❖ **Primary Mobile Number**
- Once the payment of Rs. 25/- is made towards the registration fee, a **Registration Number will be sent on the registered email ID.** Kindly save the registration number and transaction id of payment for future correspondence.
- A Copy of the registration form will be sent to the mentioned Email Ids in the registration form. Take a print out as a proof and quote this Registration Number for all further correspondence with the school.
- Original documents are to be produced at the time of verification. The date and time of verification will be intimated by email from school. Kindly show the online payment's transaction ID.
- Incomplete forms will not be accepted by the software.

6. General Instructions (OFFLINE & ONLINE)

- Only one registration form will be accepted for one applicant, either online or offline. Each form will bear a unique Registration Number.

- Keep the following documents handy while filling the form-
 - Child's photograph in *(JPEG/JPG/PNG file of maximum 5 MB)*
 - Father's photograph *(JPEG/JPG/PNG file of maximum 5 MB)*
 - Mother's photograph *(JPEG/JPG/PNG file of maximum 5 MB)*
 - Birth certificate with name of the child issued by MCD or a competent authority. *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
 - **Proof of Residence** (copy of anyone of the following)- *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
 - Ration card/Smart Card issued in the name of parents (Mother/Father having name of child).
 - Domicile certificate of child or of his/her parents.
 - Voter I- Card (EPIC) of any of the parent
 - Electricity bill/MTNL, telephone bill/water bill/Passport in the name of any of the parents or child.
 - Aadhaar Card/UID card issued in the name of any of the parents.
 - **First born child:** Affidavit on a non-judicial stamp paper of Rs.10/-, to be signed by both parents (Deponent 1, Deponent 2). – *(PDF/JPEG/JPG/PNG file of maximum 5 MB)* (Original copy to be submitted in original at the time of verification.)
 - **Recognition/Achievement in the field of Research:**
 - Self-Attested copy of published original research work in any field *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
 - ISBN/ISSN number of published book/journal
 - Cover page of the book *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
 - **Recognition/Achievement in the field of Sports/Culture:**
 - Self-attested copy of certificate received at international, national, or state-level for achievements in any of the following areas: *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
Sports, Theatre, Art, Literature, Dance, Music, Environmental Conservation, or Rural/State development initiatives.
(Note: Recognitions must be acknowledged by the Government of India, GNCT of Delhi, other state governments, or bodies recognised or registered with them.)
 - **School alumni:** Class XII School leaving certificate/mark sheet of a school under the aegis of Salwan Education Trust. *(PDF/JPEG/JPG/PNG file of maximum 5 MB)*
 - **Girl Child:** Birth Certificate of the child.
- Twin Siblings, if the first child gets selected the second child will automatically be eligible for admission.
- The particulars of the child are to be filled correctly. Please ensure that the name/date of birth of the child tallies with the birth certificate. No change, whatsoever, will be made after the registration.
- Parents who have more than two children, need not apply, as the school adheres to two children norm.
- The spelling of Father's name, Mother's name and Child's name should match with the documents submitted for registration. No change, whatsoever, shall be entertained subsequently.
- Parents are requested to inform the school office if there is any change in the Email Id, mobile numbers, address or any other relevant information at the earliest as this will help the school for future communication
- Submission of form does not guarantee admission. Final decision lies with school unequivocally.

- The school does not accept any donation for admissions. Parents should beware of third parties making false claims of procuring admission and collecting money on behalf of the school. If they enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it. The school will appreciate to know if there is any such person so that proper legal action can be taken against them.

7. Schedule of the Admission Process: General Category (Open Seats)

PARTICULARS	DAY & DATE
Commencement of Online Registration	Thursday, 28-11-2024
Last date for Online Registration	Friday, 20-12-2024
Uploading details of children who applied to the school for admission under open seats.	Friday, 03-01-2025
Display of list of registered applicants with points as claimed by the applicant (as per point system).	Friday, 10-01-2025
Verification of documents of applicants.	Wednesday, 04-12-2024 to Saturday, 28-12-2024
Draw of lots(if required)	Will be intimated through registered E-mail
Display of first list of selected applicants (including Waiting List).	Friday, 17-01-2025
Resolution of queries of parents, if any	Saturday, 18-01-2025 to Monday, 27-01-2025 (Appointment will be confirmed by the school)
Display of Second List of children, if any (Including waiting List).	Monday, 03-02-2025
Resolution of queries of parents, if any	Wednesday, 05-02-2025 To Tuesday, 11-02-2025 (Appointment will be confirmed by the school)
Subsequent list of admission, if any	Wednesday, 26-02-2025
Closure of admission process.	Friday, 14-03-2025

8. Parents are requested to keep checking the school website/registered Email/messages on a regular basis for any updates.
9. **Documents required to be verified at the time of Admission to Class Nursery (2025-2026):** Final admission is subject to verification of the following documents in original. Photocopies will not be accepted.

S.No.	Document	Requirement Details
1.	Date of Birth	Original Birth Certificate of the child issued by Municipal Corporation or equivalent authority
2.	Neighbourhood	Some indicative documents as per DoE guidelines, which can be submitted as proof of residence include (any one proof):

		<ul style="list-style-type: none"> ▪ Ration card/Smart Card issued in the name of parents (Mother/Father having name of child). ▪ Domicile certificate of child or of his/her parents. ▪ Voter I- Card (EPIC) of any of the parent ▪ Electricity bill/MTNL, telephone bill/water bill/Passport in the name of any of the parents or child. ▪ Aadhaar Card/UID card issued in the name of any of the parents. <p>Areas covered by School Transport are given below.</p>
3.	Alumni	<p>Original copy of Class XII School Leaving Certificate/Mark sheet of the school under the aegis of Salwan Education Trust.</p> <p>Schools under aegis of Salwan Education Trust are:</p> <ul style="list-style-type: none"> • GDSPS • SPS Rajendra Nagar • Salwan Boys School • Salwan Girls School • SPS Mayur Vihar • SPS Gurugram • SPS Tronica City
4.	First Born Child Girl child	<p>Original 'FIRST BORN CHILD' self-attested Affidavit on Non-Judicial Stamp Paper of Rs. 10 (to be uploaded/submitted) for online/offline respectively.</p> <p>Sample of Declaration is attached below.</p> <p>Birth certificate indicating the gender of the child.</p>
5.	Recognition/Achievement in the field of Research	<p>In Case of Research: Self-Attested copy of the published original research work in any field</p> <p>In case of Published Book:</p> <ul style="list-style-type: none"> • ISBN number of the published book. • Cover page of the book
6.	Recognition/Achievement in the field of Sports/Culture	<p>Self-attested copy of certificate received at international, national, or state-level for achievements in any of the following areas:</p> <ul style="list-style-type: none"> • Sports, Theatre, Art, Literature, Dance, Music, Environmental Conservation, or Rural/State development initiatives. <p>(Note: Recognitions must be acknowledged by the Government of India, GNCT of Delhi, other state governments, or bodies recognised or registered with them.)</p>

AREAS COVERED BY SCHOOL TRANSPORT

S.No.	ROUTE NAME	STOP NAME
1	VASUNDHRA	NAVAL APARTMENT
		EAST END APARTMENT
		GOVIND APARTMENT
		PUNEET APARTMENT
		SMART APARTMENT
		MAHESH APARTMENT
		PARVATIA APARTMENT
		DELUXE APARTMENT
		LIAH APARTMENT
		DOCTOR APARTMENT
		MANAVSTHALI APARTMENT
		NEW DELHI APARTMENT
		ANIKANT APARTMENT
		SREENIKETAN APARTMENT
2	M V PHASE- II	GURUDWARA KHICHRI PUR
		SATSANG GHAR MV - II
		MANAVSTHALI APARTMENT
		METRO STATION MV- II
		GURUDWARA MV-II
		POCKET A MV - II
		CANARA BANK MV - II
		POCKET B MV - II
		POCKET C MV - II
		POCKET D MV - II
3	I.P. EXTN PATPARGANJ	VIDHI APARTMENT
		POORVANCHAL APARTMENT
		INDRAPRASTHA APARTMENT
		SILVER OAK APARTMENT
		SAGAR SADAN APARTMENT
		HIMVARSHA APARTMENT
		SHIVALIK APARTMENT
		VANDANA APARTMENT
		TECHONOLOGY APARTMENT
		RAS VIHAR APARTMENT
		SHUBHAM APARTMENT
		PARIVAR APARTMENT
		BHARAT APARTMENT
4	ANAND VIHAR	JAGRITI APARTMENT
		KARKARDOOMA VILLAGE
		AGCR ENCLAVE
		KARKARDOOMA COURT
		JHILMIL COLONY
		MAHILA COLLEGE

		VIVEK VIHAR CHOWK
		RAMPRASTHA
		EM GHAZIPUR
		GHAZIPUR
5	I.P. EXTN - II	ARYA NAGAR
		JAI LAXMI APARTMENT
		AMARPALI APARTMENT BALCO MARKET
		MILAN APARTMENT
		AAKRITI APARTMENT
		MAURYA APARTMENT
		MADHU VIHAR
		SARASWATI APARTMENT
		NAVKRANTI APARTMENT
		SHAYADRI APARTMENT
		MITHILA APARTMENT
		MAITRI APARTMENT
		CHANDAR VIHAR APARTMENT
		PRINCE APARTMENT
		NAVNITI APARTMENT
		KARISHMA APARTMENT
		BATLA APARTMENT
6	MAYUR VIHAR PHASE-1	GURUDWARA SAHIB KOTLA
		KOTLA T POINT
		M V - I POCKET -1
		M V - I POCKET -2
		GANGA MARKET
		M V - I KUKRETI HOSPITAL
		TELEPHONE EXCHANGE
		M V - I POCKET - 4
		OLD AGRASEN COLLEGE
		ACHARYA NIKETAN
		SUPREME SOCIETY
		AHLCON SCHOOL
		DELHI POLICE SOCIETY
		SAI MANDIR CHILLA
		VASUNDHARA
		DHARAMSHILA HOSPITAL
		DOCTOR APARTMENT
7	LAXMI NAGAR GEETA COLONY	SARASWATI KUNJ
		I.P. EXTN MANGLAM
		EKTA GARDEN
		GANESH NAGAR
		PANDAV NAGAR
		KHUREJI KHAS SUBJI MANDI

	BABA DERA GURUDWARA
	13 BLOCK GEETA COLONY
	TAJ ENCLAVE
	RAMESH PARK LAXMI NAGAR
	SCHOOL BLOCK SHAKARPUR
	NIRMAN VIHAR

** ● School may provide transport facility, subject to availability of seats. School reserves the right to cancel/ amend any route, at any time.

** ● If any document other than those mentioned above are submitted as proof of residence, then an additional document in the name of either of the parents must also be produced to support the claim.

** ● The School also reserves the right of Home visit, if required.

SAMPLE DECLARATION -FIRST BORN CHILD (Refer to sub point 4 of Point 9)

(Self-attested Affidavit to be endorsed on Rs.10/- Non Judicial Stamp Paper)

I/We, _____ & _____ (Parent's name/Guardian's name) _____ r/o, hereby declare and state as follows:

1. That I/We the (Parent/Guardian) of _____ (child's name), whose application is being submitted for admission to Salwan Public School, Mayur Vihar, Delhi -96 for Academic Session 2025-2026.
2. That _____ (child's name) is my/our first born/only child. I /we have no other elder child/children.
3. I/we have read and understood the contents of this declaration, which has been drafted by self, and that the contents thereof are true and correct to my/our knowledge.
4. I/we do not have more than 2 children. (besides the two children, I/we have no other child). In case, it is found I/We have a third child, hereafter the school shall be within its right to strike out the name of my/our child, whose admission I/We are seeking, from the rolls of the school.

DEPONENT 1

Name: _____
Relation with Child: _____

DEPONENT 2

Name: _____
Relation with Child: _____

Verification:

Verified at Delhi/Ghaziabad/Noida _____ on _____ day of _____ 2024, that the contents of the above declaration are true and correct to my/our knowledge, that no part of it is false and nothing material has been concealed therefrom.

DEPONENT 1

Name: _____
Relation with Child: _____

DEPONENT 2

Name: _____

10. Please note that Self Attested photocopies of the above documents are to be submitted. No undertaking regarding the documents mentioned above will be accepted at the time of verification of documents.

For any queries related to admission to Class Nursery, Kindly contact through

Email: admission@spsmayurvihar.com or spsmayurvihar@salwanschools.com

Phone No.: 8130307680, 011-46612484, 35007670

Date: 28-11-2024

Principal