



ACADEMIC SESSION 2025-26

Pre- School (Nursery) Admissions under General Category

SCHEDULE

Uploading the Criteria and their points in the module of Department	Monday, 25/11/2024
Commencement of admission process and availability of forms (online only through school website www.thesrijanschool.com)	Thursday, 28/11/2024
Last date of submission of application forms in schools	Friday, 20/12/2024
Uploading details of children applied for admission under open seats	Friday, 03/01/2025
Uploading marks (as per point system) given to each of the children who applied for admission under open seats	Friday, 10/01/2025
Resolution of queries by parents, if any (by written/ email/verbal interaction) regarding allotment of points in first list	Monday, 13/01/2025 – Wednesday, 15/01/2025 9:00 a.m. to 12:00 noon
Uploading of details of the Draw of Lots on school website	Wednesday, 15/01/2025 By 5:00 p.m.
Draw of Lots	Thursday, 16/01/2025 At 10:00 a.m.
Display of First List of selected candidates alongwith marks allotted under point system (including Waiting List)	Friday, 17/01/2025 By 5:00 p.m.
Fee submission (First List)	Monday, 20/01/2025 – Monday, 27/01/2025 9:00 a.m. to 12:00 noon
Display of Second List (if any) of selected candidates alongwith marks allotted under point system (including Waiting List)	Monday, 03/02/2025 By 5:00 p.m.
Fee submission (Second List)	Tuesday, 04/02/2025 – Friday, 07/02/2025 9 a.m. – 12:00 noon
Resolution of queries by parents, if any (by written/ email/verbal interaction) regarding allotment of points in second list	Wednesday, 05/02/2025 – Tuesday, 11/02/2025 9:00 a.m. to 12:00 noon
Subsequent list of admission, if any	Wednesday, 26/02/2025
Closure of admission process	Friday, 14/03/2025

Vincent Ashish Moses
Principal

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NUMBER OF SEATS

	Total no. of Seats	180
A.	RTE (25%) -Economically Weaker Section/ Disadvantage Group (22%) -Child with disability (3%)	45
B.	Staff wards (5%)	9
C.	Management Quota (20%)	36
	Total (A+B+C)	90
	General Category	90

CRITERIA FOR ALLOTMENT OF POINTS

CRITERIA		POINTS
SIBLING		50
ALL ELIGIBLE CANDIDATES		50
TOTAL		100

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Fee Structure

ADMISSION FEE	(One Time)	200
ANNUAL CHARGES	(Per Annum)	49335
TUITION FEE	(Quarterly)	46011
DEVELOPMENT FEE (15% of Tuition Fee)	(Quarterly)	6903
TOTAL		1,02,449

- Please Note: Fee structure is liable to be revised as per prevailing rules.

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Important Information as per Directorate of Education, Govt. of NCT of Delhi circular No. F.DE.15(172)/PSB/2016/6455-6964 dated 11/11/2024.

**1. Age Limit for admission to Pre School (Nursery)-
Children born between 01st April 2021 to 31st March 2022**

- (a) Minimum age - shall be 03 years as on 31st March 2025
- (b) Upper age- Less than 04 years as on 31st March 2025
- (c) The age relaxation for admission upto 30 days may be granted in the minimum and upper age limit through a manual application given by parent alongwith registration form. Please note that relaxation shall be at the discretion of the school Principal.

2. Valid documents as proof of address:

- (a) Ration Card/ Smart Card issued in the name of parents (Mother/ Father having name of child)
- (b) Domicile certificate of child or of his/ her parents
- (c) Voter I-Card (EPIC) of any of the parents
- (d) Electricity bill/ MTNL telephone bill/ water bill/ passport in the name of any of the parents or child
- (e) Aadhaar card/ UID card issued in the name of any of the parents.
- (f) Registered Rent Agreement

- **Sibling** – Copy of last paid fee receipt of the student studying in The Srijan School should be submitted alongwith the form.
- There will be a draw of lots amongst the eligible candidates from the General Category. Details of the timings and dates for the draw of lots, will be announced at the school website. The actual conduct of draw of lots will be recorded on video.
- The Admission schedule to be followed will be in accordance with the guidelines of the Directorate of Education, Delhi.

AVAILABILITY AND SUBMISSION OF FORMS

- For admission to Pre-School (Nursery), the Registration Form is available online on school website www.thesrijanschool.com. Please follow the following steps:

Steps:

1. Log on to www.thesrijanschool.com
 2. Go to 'Admission Tab' on the Main Menu and click on Nursery Admission 2025-26
 3. Deposit Registration Fee of Rs.25/- through the scanner given.
 4. Be prepared with soft copy of documents as mentioned.
 5. Click "Continue to Admission Form"
 6. Fill up and click "Send Message".
- The Form can be filled and submitted **ONLINE ONLY** till **Friday, 20th December, 2024.**

Kindly Note:

- For any error due to technical problem, internet/ server issues school will not be liable.

- **Only One** form must be filled up for one child. Duplicate submission will be rejected.
- An incomplete form with unfilled mandatory fields or absence of relevant documents, may be **REJECTED**.

DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM:

1. Birth certificate issued by a competent authority
2. Proof of residence. Please attach **any one** of the following:
 - a. Ration Card/ Smart Card issued in the name of parents (Mother/ Father having name of Child).
 - b. Domicile certificate of child or of his/ her parents.
 - c. Voter ID Card (EPIC) of any other parents
 - d. Electricity bill/ MTNL bill/ Water bill/ Passport in the name of any of the parents or child.
 - e. Adhaar Card/ UID card issued in the name of any of the parents.
 - f. Registered Rent Agreement
3. Copy of Fee bill last paid of **sibling** studying in The Srijan School.

The admission process for EWS/DG category candidates/Children with Disability as defined in RPWD Act, 2016 (under section 12(i)(c) of RTE Act, 2009) shall be carried out as per the guidelines issued by the Government only.

Vincent Ashish Moses
Principal