

NEW GREEN FIELD SCHOOL SAKET NEW DELHI
Scheme for Admissions to Pre-school (Nursery) 2024-25

Registration for admission to Pre-school (Nursery) for academic session 2024-25 shall be **made online** for the convenience of the parents of the children seeking admission. Payment of rupees Twenty Five (Rs.25/-) as registration charges shall also have to be made while submitting the online Registration form.

The number of vacancies for the academic session 2024-25 are as under :

a).	Total number of seats	180
b).	Number of seats earmarked for students belonging to disadvantaged group and EWS Category etc.	45
c).	Management Quota seats	27
d).	Staff Quota seats	6
d).	Number of open seats available for General Category	102

Criteria for preparation of merit list (General Category) shall be based on points system. The points shall be awarded on the following basis :

PARAMETERS		POINTS
a).	*Neighborhood/ Distance factor	60
	0 – 08 Km	60
	8 Km onwards	50
b).	Sibling studying in school	20
c).	Parent Alumni of the school (class XII pass only)	5
d).	First born Male child/ Girl Child	15

If there is tie on points scored by the candidates, selection shall be made on the basis of draw of lots. **The date and time of draw of lots for general category shall be available on school website www.ngfssaket.com on 08.01.2024 and shall also be displayed at the school notice board.**

Information regarding nursery Registration (General Category) 2024-25

The Registration for admission to Nursery class for the Academic session 2024 - 25 shall be open from **23rd November 2023 to 15th December 2023**. Registration will be done online through school's website.

The minimum age for Nursery is **3 years as on 31.03.2024 i.e. born on or before 31.03.2021**. Upper age limit is 4 years as on 31.3.2024 (i.e. born between 01.04.2020 and 31.03.2021. Copy of online submitted form and other requisite documents shall be deposited by the parents of the wards only after selection on merit and on the basis of Draw of Lots.

- (a) The names of the children with details of points scored by each child who had applied in accordance with the scheme shall be available on the school Website by 29.12.2023.
- (b) To check the list of eligible candidates visit the school's website on 29.12.2023 after 4 p.m.
- (c) Draw of lots for preparation of first list shall be held on 12.01.2024 at 11.00 a.m.
- (d) First List of selected candidates as also the waiting list shall be displayed on the school's Website on 12.01.2024 at 4 p.m.
- (e) Written queries of the parents regarding allotment of points to their wards shall be resolved from 15.01.2024 to 22.01.2024 during 9.00 am to 12.30 pm. The parents may visit the school during specified time only.
- (f) Draw of lots for the second list if required shall be held on 29.01.2024 at 11.00 am in the school campus.
- (g) Second List shall be displayed on 29.01.2024 at 4 pm.
- (h) Written queries of the parents shall be resolved between 30.01.2024 to 06.02.2024 in respect of points for the second list. The parents may visit the school during specified time only.
- (i) Draw of lots for 3rd list (if required) shall be notified on 09.02.2024.
- (j) Third list of selected children shall be displayed on 09.02.2024 at 4 p.m.

PLEASE NOTE :

- Do not use Symbols like - / or ' or " or : or (etc. While filling the form online as these symbols cannot be accepted by the software.
- Fill up the form completely before taking a print out.
- Incomplete form/ documents shall stand rejected.

DOCUMENTS REQUIRED FOR VERIFICATION

Copies of Documents to be submitted alongwith hard copy of the form submitted online :

1. Birth Certificate (self attested copy)
 2. Photograph of the child (passport size).
 3. Proof of residence – ration card/ voter I-card / Adhaar Card/ Passport/ Domicile certificate/ Electricity bill/ MTNL bill/ Registered Rent Deed
 4. Aadhar Card of Parent is mandatory
 5. Proof of Sibling – latest fee slip.
 6. Proof of Alumni –Sr. Sec. Board Certificate. (self attested copy)
 7. Affidavit in support of First born male child .
- **Admission shall not be granted if the information given at the time of online registration is found to be incorrect.**

EWS and Disadvantaged group : Only children sponsored by the Directorate of Education are offered admission and this scheme of admission is not meant for this category.

* **Distance Chart** incorporating colonies covered is enclosed and shall be the basis for award of points on account of Neighborhood/Distance factor. The distance chart has been prepared with the information available on www.rome2rio.com and shall not be subject to challenge.

NEW GREEN FIELD SCHOOL SAKET NEW DELHI
SCHEDULE OF ADMISSION
NURSERY 2024-25

GENERAL CATEGORY

Uploading Criteria	:	20.11.2023
Online Registration	:	23.11.2023 to 15.12.2023
Last date of Submission of Registration form and payment of Registration Fee		15.12.2023 upto 1 p.m. only on 15.12.2023
List of validly registered Children To be updated on website	:	29.12.2023
Updating of points scored by Registered Children	:	05.01.2024
Draw of lots for preparation of first List and Wait list (if required)	:	12.01.2024 (at 11.00 a.m.)
Display of 1 st List of selected candidates And waiting list	:	12.01.2024 (after 4.00 p.m.)
Resolution of queries of parents made in writing	:	15.01.2024 to 22.01.2024
Display of Notice of draw for Second List (if required)	:	25.01.2024
Date of Draw for preparation of Second list (if required)	:	29.01.2024 (at 11.00 a.m.)
Display of 2 nd List (if required)	:	29.01.2024 (at 4 p.m.)
Resolution of queries of parents made in writing	:	30.01.2024 to 06.02.2024

Display of notice for Draw for Third list (if required)	:	09.02.2024 (at 3 p.m.)
Date of Draw for preparation of 3 rd list	:	12.02.2024 at 11 a.m.
Display of 3 rd list if draw held	:	12.02.2024 (at 4 p.m.)
Closure of Admission Process	:	08.03.2024

PRINCIPAL