



ADMISSION TO CLASS IX FOR THE ACADEMIC YEAR 2019–20

Admission Schedule

S No	Particulars	Time Schedule
1.	Uploading of criteria	14/05/2019
2.	Commencement of admission process and availability of application forms (online only)	14/05/2019
3.	Last date of submission of application forms	16/05/2019
4.	Uploading details of children who applied to the School for admission to class IX	17/05/2019
5.	list of candidates shortlisted for the Entrance Exam	17/05/2019
6.	Entrance Exam will be conducted on 20/05/2019 at 8:00am	20/05/2019
7.	List of qualifying candidates	21/05/2019
8.	List of Qualifying candidate will be called for Interactions with the student and parents as per Schedule allocated	
9.	displaying the list of selected candidates (Including waiting list)	

Admission Criteria

1. Marks obtained at class VIII will be used to Screen students for Entrance Test.
2. Marks obtained at Entrance exam conducted by Sanskriti School.
3. As per the orders of Hon'ble Supreme Court of India in SLP(C) 35077/2015 dated 21/01/2016, the four sub-Categories for eligibility in Government category are as follows:
 - All India Service Officers coming on transfer to Delhi on Central Deputation under the Central Staffing Scheme.
 - Indian Foreign Service Officers coming to Delhi to man the posts in the Ministry of External Affairs.
 - Other eligible Central Service Officers (Group A) on transfer to Delhi under the Central Staffing Scheme.
 - Officers from the Defence and other officers coming to Delhi on transfer.

Once the admission list is declared, concerned parents will be called for verification of ORIGINAL documents.

- a. Attested photocopy of Birth Certificate Issued by the Local Municipal Authority.
- b. Attested photocopy of proof of Identity - (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
- c. Attested photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill).
- d. Kindly submit Fitness Certificate of the student at the time of admission.

If any of the above required information / document is incorrect / altered, the school reserves the right to cancel admission at any time.



Sanskriti School

Dr. S. Radhakrishnan Marg
Chanakypuri, New Delhi -110021

Instructions to fill online registration form

1. The name of the applicant, father's name / mother's name, date of birth etc. should be spelt correctly in the form as it appears in the certificates. No corrections will be allowed later.
2. It is mandatory to fill all fields which are marked (*) in red. If any field is not applicable for you, please write NA (Not Applicable).
3. Photograph in JPG/JPEG format, not more than 20Kb should be uploaded.
4. Parents applying under Government Category are requested to upload **Transfer Order** issued by DOPT / Department, as applicable. They are also required to upload the **Joining Report** from the respective Department (a combined PDF file containing both Transfer order and joining report, not more than 5MB).
5. An incomplete registration form will automatically be rejected. Do not submit duplicate forms. Multiple registrations will be rejected.
6. If the applicant is selected for admission, parents will be required to submit documents as proof of residence and identity. Please note that only documents dated prior to date of submission of application will be accepted as proof. Parents will be required to produce the originals along with the copies at the time of verification.
 - a. Attested photocopy of proof of Identity - (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
 - b. Attested photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill).
 - c. Kindly submit Fitness Certificate of the student at the time of admission.
7. Please note that all seats under the Government category are as per the Supreme Court order - SLP(C) 35077/2015, **for officers coming to Delhi on transfer**. All applications in the government category will be verified strictly as per this norm and any application that does not qualify according to the documents provided, will be moved to the Non–Government category.
8. Change of Category – All requests for change of category will be at the discretion of the school or the approval of the Directorate of Education, on a case to case basis.
9. In case of a change in category, sibling points will only be awarded at the discretion of the school and / or approval from DOE if applicable, on a case to case basis.
10. **Please note that you are required to pay the Registration Fee of Rs. 25/- for a successful registration of the application.**
 - After completing the form, click on the “Submit” button. This will take you to payment gateway to make the online payment. If the payment is not made successfully, you may login again using the already registered link with your user ID & password.
11. After completing the form, click on 'Submit' button at the bottom of the page. You will receive an auto-generated Acknowledgement Receipt (as popup from the site) with a form number for further correspondence (Please enable popup for the site before final submission of form).
12. The registration form once submitted cannot be modified later.
13. As an acknowledgement of submission, you will receive an SMS with the form number for further correspondence.
14. Take a print out of the Acknowledgement Receipt. You will be required to quote the form number for all future correspondence with the School.
15. **Please note that successful submission of application and acknowledgment does not guarantee admission.**
16. If any of the required information / document is incorrect / altered, the school reserves the right to cancel admission at any time.

NOTE: FOR ANY TYPE OF ASSISTANCE REGARDING REGISTRATION YOU CAN CALL AT PARENT HELP DESK TEAM:01143193333 (EXTENSION : 5) FROM 08:00 AM- 06:15 PM OR WRITE A MAIL ON parentdesk@entab.in