



# DELHI PUBLIC SCHOOL, RANIPUR, HARIDWAR

## ***NURSERY ADMISSION PROCESS 2024 – 2025***

Online registration form for Class **Nursery** for the session 2024 - 2025 will start from January 10, 2024 to January 30, 2024.

Kindly log on to [www.dpshardwar.com](http://www.dpshardwar.com), see on the home page link 'Online Registration for **Nursery** 2024-2025' to fill the online Registration Form. **Note: As per new education policy only 3 to 4 years children will get admission in Nursery for further details, please check Admission rules on school portal.**

**\* 5 Years of Foundation as per NEP.**

1. **Nursery:** 3 to 4 Years
2. **Prep-Jr:** 4 to 5 Years
3. **Foundational Year / Prep-Sr:** 5 to 6 Years
4. **Std 1<sup>st</sup>:** 6 to 7 Years
5. **Std 2nd:** 7 to 8 Years

*Point System adopted by the school:*

The following "Point System" (subject to the true / certified / verified documents submitted by the applicant in support of points awarded) will be followed:

S.No.	Criteria & Point-wise weightage	Points	Max. Points
1.	<b><i>BHEL Employee Ward / Regular DPS Staff Ward</i></b>	20	<b>20</b>
2.	<b><i>Neighbourhood: Residence</i></b>		<b>40</b>
	a) Whole BHEL Campus	40	
	b) PAC, Shivalik Nagar, Subhash Nagar, Tehri Visthapit Colony (Adjacent to Payal cinema)	36	
	c) Dheerwali, Neel Khudana, Kadach Mohalla, New Shivalik Nagar, Ramdham Colony.	32	
	d) Jagdish Nagar, Ambedkar Nagar, Sanjay Colony, Rawali Mehdood, Shyam Nagar, SIDCUL (Indralok, NRI City Antriksh), Vivek Vihar, Sharda Nagar, Shivlok, Nandpuri, Model Colony, Panchwati Colony, Prem Nagar, Govindpuri, Arya Nagar, Ranipur More, Khanna Nagar, Yogi Vihar, Ganga Nagri.	24	
	e) Rishikul, Gyanlok Colony, Ramnagar, Miyana Mohalla, Mayapur, Vishwa Kalyan, Shiv Nagar-2, Kankhal, Brahm Vihar Colony, Salempur Mehdood, Nirmala Chawoni, Sarva Priya Vihar Colony, Deep Ganga (Sidcul), Ind. Area Bahadrabad (Indian Oil Botteling Plant), Jurs Country, Harilok Colony, Sitapur.	16	
	f) Haridwar Greens, Gurukul Kangri University, Brahmpuri, Birlaghat, Roshnabad, Har Ki Pauri, Raghunath Residency.	8	
	g) Other places - <b>beyond 10 kms radius</b>	Nil	
3.	<b><i>Sibling (upto one child)</i></b>	15	<b>15</b>
4.	<b><i>Ward of Alumni / Ex-student of DPS Ranipur</i></b>	15	<b>15</b>
5.	<b><i>Girl Child / Single Parent</i></b>	10	<b>10</b>
<b>Total Points</b>			<b>100</b>

## **GUIDELINES FOR FILLING THE ONLINE REGISTRATION FORM**

Please note that the registration of your ward does not guarantee the admission, which is purely on the basis of points system and the number of seats available.

The following steps to be followed for **Online Registration**:

1. Log on to **[www.dpshardwar.com](http://www.dpshardwar.com)**
2. Parents are **advised to read the Guidelines for Nursery Registration 2024-2025 thoroughly** before filling the online Registration Form.
3. Click on the link **Online Registration for Nursery 2024-2025. Registration Form** will appear, read it and fill it carefully and properly. **(Incomplete forms will not be accepted by the software).**
4. **Fields marked in RED \*(asterisk) are to be filled compulsory.** All the fields are mandatory, if any field is not applicable, then mark it as 'NA'.
5. Parents are advised to **upload the latest colour photograph of the child.** The **size of the photograph** should not exceed **1 mb** and the **format** of the photograph should be **JPEG**.
6. Parents are advised to **upload the scanned copy of the Original Date of Birth Certificate (It is mandatory).** Name of the child must be endorsed in the Birth Certificate duly countersigned by **Registrar of Birth & Death.**
7. **Name of the Child mentioned in the Registration Form should be the same as in the Date of Birth Certificate.**
8. Parents should fill their **own Email ID** in the form and not of any other person or of cyber cafe. **Email address of the parent is must and it will be used by school for future correspondence also.**  
  
**IMPORTANT: BHEL employees are requested to give their personal email-ID for communication and not official Email-ID of BHEL Haridwar.**
9. If the child has any **medical ailment or he/she is with special need (Dyslexic / Hearing Impairment/ Visual Impairment / Spastic / Autistic / Locomotor Disability),** it should be **mentioned in the Registration Form** and also in **Fitness Certificate issued by a registered doctor counter signed by the CMO of Government hospital.**
10. **Sibling details:** If any real brother or sister is already studying in DPS Ranipur then fill Admission number (□□□□(year) / □□□□ (admission number)) eg. 2010/0256 By entering correct Admission No., the name of the sibling studying in DPS Ranipur will appear automatically and if it is not appearing, then check the filled Admission No.
11. Once the form is completely filled, photograph and Birth Certificate are uploaded, then click on **'SAVE'** button.
12. After saving the form, you will be directed for **online payment for processing charges of Rs. 1000.** After this the system will generate **'Registration Form No.'** and you will receive an SMS & an **Email in this regard.**
13. Now **check your Email (entered in the form) for Registration Form & Receipt.** Please take a **print of Registration Form & Receipt on A4 sheets only. Parents are advised to print the form on one side only of the paper and not back-to-back.**

14. **The print out of the Registration Form is to be submitted to the student's section of the school with all the required documents in support of award of points along with the receipt of the online payment of *Processing Charges of Rs. 1000 within 05 days* of online submission of the form, **failing which your form will be rejected and will not be entertained afterwards at all.****
15. After submitting all documents along with the form, parents are requested to get **Acknowledgement slip** from school.
16. **Please note -No telephonic queries in this regard will be entertained by the school office.**
17. **It is important to clear that DPS Ranipur does not have a system of admission on donation basis.** School observes 100% transparency in its financial dealings. Suspected cases will not be considered for admission.
18. **The admission will be confirmed only after submission of School fee described for admission.**
19. **Eligible Age: Minimum age 3+ as on March 31, 2024 and not more than 4 years for Nursery (Children whose date of birth fall between **March 31, 2020 and March 31, 2021 (Nursery)** only are eligible for registration for the academic session **2024 – 2025**)**
20. **Date of Submission of Registration Forms : Within 05 days of submission of online form with required documents**
21. **Document verification with parent & Child for Admission Formalities – Documents verification by the school (for selected candidates only): Date will be declared with the list**
22. **Criteria Definition for Points:**
  - a) **BHEL Employee Ward / Regular DPS Staff Ward:** Parents only should be the BHEL Employee / Regular DPS Staff. **EMB Staff will be treated as non-BHEL staff.**
  - b) **Neighborhood:** The specification of distance in radius is as per school bus route.
  - c) **Sibling:** A real brother or sister of the applicant who is on the school roll during the academic session 2023–2024, not the cousins.
  - d) **Alumni:** Father/Mother or both parents of the applicant who have passed class X/XII from **Delhi Public School, Ranipur only.**
  - e) **Girl Child/Single Parent:** If the child is a girl or a parent is divorcee/widow/widower /separated.
23. **In case of tie (when two scores are same) preference will be given as under:**

I Choice	:	BHEL & Sibling case
II Choice	:	BHEL
III Choice	:	Alumni & Sibling case
IV Choice	:	General Sibling case
V Choice	:	Draw of lots if all the above fail
24. **DOCUMENTS / AFFIDAVIT TO BE SUBMITTED WITH REGISTRATION FORM:**

All the parents are advised to be ready with the below mentioned documents to be submitted with the online registration forms:

  - i). Photocopy of **Date of Birth certificate** issued by the **Registrar of Birth & Death / Municipal Corporation** or equivalent authority in original. **(First copy/Ink copy).** Parents are advised to upload the scanned copy of the original Birth Certificate ( mandatory). Name of the child must be endorsed in the Birth Certificate duly countersigned by Registrar of Birth & Death.
  - ii). Photocopy of **Caste category certificate** for OBC / SC / ST of child / father.

- iii). **In case of ward of Alumni of Delhi Public School Ranipur** (father/mother/both): Photocopies of School leaving certificates/Sr. Secondary/Secondary Board Certificates. Should have passed Class-X/XII from DPS Ranipur Haridwar.
  - iv). **Proof of Child with special needs: Medical certificate** issued by a registered doctor counter-signed by the CMO of government hospital.
  - v). **Single parent:** Legal proof of single parent status.
  - vi). **In case of 'Sibling' applicants**, photocopy of the identity cards (2023-24)/fee receipt of sibling studying in DPS Ranipur to be attached.
  - vii). **Employer Certificate:** The format of Employer Certificate is attached here with guidelines; the same should be issued from the HR dept of the organization / company and should be duly countersigned by the competent authority with stamp. **I-Card of the Company will not be accepted as Employer Certificate.**
  - viii). **Income Proof: For BHEL / Government/ Other Employees:** Certified copy of most recent monthly salary slip or photocopy of **recent income tax return** or annual **income certificate** stating income of the parents issued by the head of the organization / company.
  - ix). **Proof of residential address:**
    - a) **Who live in their own house:** Aadhar Card / Bank Pass Book Copy / Passport / Registered Lease Deed / Paid Electricity Bill / Paid BSNL Telephone Bill / Voter ID Card.
    - b) **Who live in rented house: (Minimum time 6 month of present address) An affidavit on stamp paper duly signed by the house owner along with copy of the Electricity Bill & Aadhar Card of House owner.**
    - c) **Who live in BHEL quarters: Quarter Allotment Letter Copy (only for BHEL Employee).**
    - d) **Who live in BHEL quarters with their Parents:** Those who live in BHEL quarter with their parents (working in BHEL) and seeking the points for neighborhood for BHEL premises for Prep Junior & Nursery admission are supposed to submit an **affidavit from their parents** (means from Grandparent of the child) that his son/daughter is residing with them. **Quarter allotment letter** issued from BHEL Estate dept. is also to be submitted.
- School reserves the right to verify the residential address through home visits/ confirmation from their work place.**
- x). **Declaration from Parents on the Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary.**
    - a) Parents will certify that all the information provided by them is/are correct and they understand that if the information is/are found to be incorrect or false, their ward shall be automatically debarred from selection/admission process without any correspondence in this regard.
    - b) **Parents also understand that the application / registration / short listing does not guarantee for admission to their ward.**
    - c) Parents accept the process of admission undertaken by the school and they will abide by the decision taken by the school authorities.
- 25 **The School reserves all the right with respect to accepting or rejecting application forms. The final decision to admit a student solely rests with the School Management and no claims will be entertained in this regard.**
26. Submission of duly filled online form will be treated as acceptance of all terms and conditions laid down by the School Authority written on the form.

27. **DISCLAIMER:** The admission process has been carefully designed to provide equal opportunity to all and to maintain transparency in the admission process. The criteria have been kept in mind for the allocation of points that will lead to form the final score of your application.

**FOR BHEL PARENTS SEEKING ADMISSION OF THEIR WARDS  
IN NURSERY FOR 2024 – 2025**

Please take a note: Those who wish to fill the form for Nursery admission of their ward for the year 2024 – 2025 are not to approach the HR department of BHEL for seeking the proof of working in BHEL and also for BHEL Quarter allotment letters from Estate department of BHEL. Once the forms are submitted by the BHEL parents in school, school will send the consolidated list of BHEL ward for the verification of job status and BHEL residence proof to BHEL HR department

PRINCIPAL

# AFFIDAVIT FOR RENTED ACCOMDATION

**\*Sample only\***

- **This affidavit is to be submitted by only those parents who are living in rented accommodation** duly countersigned by the house owner
- This affidavit should be on a non-judicial stamp paper of the value of Rs. 10/- and should be duly attested by Notary Public.
- The applicant should have been residing at the given rented accommodation for minimum six months at the time of submission of the form.

## **AFFIDAVIT**

I, ..... s/o ..... aged ..... R/O ..... do, hereby, solemnly affirm and declare as under:

1. That I have applied to DPS Ranipur, Haridwar for admission of my son/daughter/ward named ..... in **Nursery** Class for the session 2024-2025.
2. That I have been living at the above-mentioned rented accommodation since.....
3. That the distance from my residence to DPS Ranipur, Haridwar is ..... kms.

**DEPONENT**

## **VERIFICATION**

Verification at Haridwar on this date i.e. ....that the content of my above affidavit is true and correct to my knowledge and that no material facts have been concealed therein.

**DEPONENT**

**COUNTERSIGNED (HOUSE OWNER)**

# AFFIDAVIT FOR BHEL ACCOMDATION

**\*Sample only\***

- **This affidavit is to be submitted by those parents who live in BHEL quarter with their parents (working in BHEL) and seeking the points for neighborhood for BHEL premises for Nursery admission.**
- This affidavit should be on a non-judicial stamp paper of the value of Rs. 10/- and should be duly attested by Notary Public.
- The applicant should have been residing at the given rented accommodation for minimum six months at the time of submission of the form.

## **AFFIDAVIT**

I, ..... s/o ..... aged ..... R/O  
..... do, hereby, solemnly affirm and  
declare as under:

1. That my son / daughter ..... is residing with me in the above-mentioned address.
2. My son/daughter has applied to DPS Ranipur, Haridwar for admission of his son/daughter/ward named .....in **Nursery** Class for the session 2024-2025
3. That my son/daughter is living at the above-mentioned address with me since.....
4. That the distance from my residence to DPS Ranipur, Haridwar is ..... kms.

**DEPONENT**

## **VERIFICATION**

Verification at Haridwar on this date i.e. ....that the content of my above affidavit is true and correct to my knowledge and that no material facts have been concealed therein.

**DEPONENT**

**AFFIDAVIT FOR FINAL DECLARATION BY PARENT**

**\*Sample only\***

- **This affidavit is to be submitted by all the parents for certifying that all the information provided by them is/are correct.**
- This affidavit should be on a non-judicial stamp paper of the value of Rs. 10/- and should be duly attested by Notary Public.

**AFFIDAVIT**

I, ..... S/o..... aged ..... R/O  
..... do, hereby, solemnly affirm and declare  
as under:

1. That I have applied to DPS Ranipur, Haridwar for admission of my son/daughter/ward named .....in **Nursery** Class for the session 2024-2025.
2. I accept the process of admission undertaken by the school and I will abide by the decision taken by the school authorities.
3. I declare that the documents submitted by me in support of award of points are true and correct.
4. I understand that the application / registration / short listing doesn't guarantee admission to my ward.
5. I also certify that all the information / documents provided by me in this affidavit are correct and I understand that if the information is/are found to be incorrect or false, my ward shall be automatically debarred from selection / admission process without any correspondence in this regard.

**DEPONENT**

**VERIFICATION**

Verification at Haridwar on this date i.e. ....that the content of my above affidavit is true and correct to my knowledge and that no material facts have been concealed therein.

**DEPONENT**



# **EMLPOYER'S CERTIFICATE**

**(For Non BHEL Employees)**

Date: \_\_\_\_\_

Certified that Mr. / Mrs. \_\_\_\_\_ Staff

No./ Employee No.: \_\_\_\_\_ is a regular / confirmed employee of this organization and his/her particulars is mentioned below:

***Name of the Employee*** : \_\_\_\_\_

***Organization Name*** : \_\_\_\_\_

***Employee's Designation*** : \_\_\_\_\_

***Date of Joining*** : \_\_\_\_\_

***Date of Birth*** : \_\_\_\_\_

This certificate is being issued for the purpose of admission process of his/her child named \_\_\_\_\_ in **Delhi Public School Ranipur, Haridwar** for the session **2024-2025** in **Nursery Class**.


Signature of Verifying Authority : \_\_\_\_\_

Name of Verifying Authority : \_\_\_\_\_

Designation of Verifying Authority : \_\_\_\_\_

Seal with Date : \_\_\_\_\_

# SAMPLE

	<b>DELHI PUBLIC SCHOOL RANIPUR, HARIDWAR</b> CBSE AFFILIATION NO. 3530008 SEC. III, BHEL, RANIPUR, HARIDWAR (UTTARAKHAND) <b>REGISTRATION FORM FOR NURSERY SESSION 2024 – 2025</b>	Photo
Registration Number : DPSH2411		Date: 04-01-2025
<b>DETAILS OF THE CHILD</b>		
Name of the child	ARYAN KUMAR	
Please Note that child name should be same as in the Date of Birth Certificate. No changes afterward.		
Gender	MALE	
Date of Birth (In Figures)	22-02-2021	
(In Words)	TWENTY-TWO FEBRUARY TWO THOUSAND EIGHTEEN	
Submission of Date of Birth Certificate issued only by Registrar Birth & Death of Municipal Corporation / Municipality at the time of admission is a must.		
Age on 31st March, 2024	3 YEARS 1 MONTH 9 DAYS	
Nationality of the Child	INDIAN	
Religion	HINDUISM	
Mother Tongue	HINDI	
Home Town	HARIDWAR	
Blood Group	B+	
Aadhar Card No (if any)	XXXXXXXXX4123	
Minority	NO	
Caste Category	GENERAL	
Specially abled (Divyangjan)	NA	
Category	NON BHEL	
Tuition Fee Category	NON BHEL	
Transport category	NON BHEL BUS	
If by bus, choose the student picking point	RANIPUR MORE	
If parent(s) is/are Ex-student of DPS Ranipur:	NO	
If your ward is Girl Child	NO	
Choose the category, if you are a Single parent	NA	
If real brother / sister is studying in DPS Ranipur	YES	
Admission No. of real brother/sister	2017/0000	
Class & Section	I E	
Name of Brother/Sister	MEHUL	
If child has any medical problems (like diabetes etc.), give details and submit the medical certificate for the same	NA	
If child is allergic to any substance (like nuts etc.), give details and submit the medical certificate for the same	NA	
Mobile No. for SMS	XXXXXXXXX90	
Email	XYZ@GMAIL.COM	

**PARENTAL INFORMATION****DETAILS OF THE FATHER**

Father's Name	SADHU RAM
Academic Qualifications	BA
Occupation	BUSINESS
Designation	OWNER
Name of Office & full Address	XYZ
Staff No. (in case father is BHEL employee)	NA
Gross Annual Income	130000
Residential Address	H.NO- ..... STREET NO-1, MOH-..... HARIDWAR
Permanent Address	H.NO- ..... STREET NO-1, MOH-..... HARIDWAR
Home Town	HARIDWAR
Phone Number	XXXXXXXXXX20
Mobile Number (+91)	XXXXXXXXXX20
Email	XYZ@GMAIL.COM
Father Aadhar No.	XXXXXXXXXX4132

**DETAILS OF THE MOTHER**

Mother's Name	RUBY
Academic Qualifications	BA
Occupation	HOUSE WIFE
Designation	NA
Name of Office & full Address	NA
Staff No. (in case mother is BHEL employee)	NA
Gross Annual Income	NA
Residential Address	H.NO- ..... STREET NO-1, MOH-..... HARIDWAR
Permanent Address	H.NO- ..... STREET NO-1, MOH-..... HARIDWAR
Home Town	HARIDWAR
Phone Number	XXXXXXXXXX20
Mobile Number (+91)	XXXXXXXXXX20
Email	XYZ@GMAIL.COM
Mother Aadhar No.	XXXXXXXXXX4132
Are the parents not residing in Haridwar with the child	NO

**DETAILS OF THE GUARDIAN**

Guardian's Name	
Relationship with the child	
Occupation	
Designation	
Name of Office & full Address	
Gross Annual Income	
Residential Address	
Permanent Address	
Phone Number	
Mobile Number (+91)	
Email	

**CRITERIA & POINT-WISE WEIGHTAGE**

BHEL Employee / Regular DPS Staff Ward	NO
Neighbourhood: Residence	RANIPUR MORE
Sibling (up to one child)	YES
Ward of Alumni / Ex-student of DPS Ranipur	NO
Girl Child / Single Parent	NO

I hereby declare that the above information furnished by me is correct to the best of my knowledge and belief. I shall abide by the rules of the school.

(FATHER)

(MOTHER)

(GUARDIAN)

## SCHOOL COPY - DETAILS OF THE DOCUMENTS SUBMITTED

<b>Student Name: XYZ</b>		<b>Registration No: DPSH2122</b>	
<b>CATEGORY</b>	<input type="checkbox"/> DPS Staff Child	<input type="checkbox"/> BHEL	<input checked="" type="checkbox"/> Non BHEL

S.NO	Documents to be collected			Remarks
1	Registration Form	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
2	School's copy of challan for processing charges	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
3	Photocopy of date of birth certificate	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
4	Caste category certificate	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
5	Alumni proof	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
6	Single parent proof	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
7	Sibling proof	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
8	Employer certificate (NON BHEL)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
9	Income certificate	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
10	Address / residence proof (affidavit if rental accommodation)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
11	Affidavit by parents (mentioning that the above documents submitted are true and correct)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	

I certify that the particulars given by me above are correct.

Date:: .....

FATHER

MOTHER

GUARDIAN

Incharge Students Section (Name with Signature)

## PARENT COPY - DETAILS OF THE DOCUMENTS SUBMITTED

<b>Student Name : XYZ</b>		<b>Registration No: DPSH2122</b>	
<b>CATEGORY</b>	<input type="checkbox"/> DPS Staff Child	<input type="checkbox"/> BHEL	<input checked="" type="checkbox"/> Non BHEL

S.NO	Documents to be collected			Remarks
1	Registration Form	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
2	School's copy of challan for processing charges	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
3	Photocopy of date of birth certificate	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
4	Caste category certificate	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
5	Alumni proof	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
6	Single parent proof	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
7	Sibling proof	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
8	Employer certificate (NON BHEL)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
9	Income certificate	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
10	Address / residence proof (affidavit if rental accommodation)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
11	Affidavit by parents (mentioning that the above documents submitted are true and correct)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	

I certify that the particulars given by me above are correct.

Date:: .....

FATHER

MOTHER

GUARDIAN

Incharge Students Section (Name with Signature)