



Sanskriti School
Dr. S. Radhakrishnan Marg
Chanakyapuri, New Delhi -110021

ADMISSION TO CLASSES II & V FOR THE ACADEMIC YEAR 2022–2023

Admission Schedule

SNo	Particulars	Schedule
1	Uploading of Guidelines	21/01/2022
2	Commencement of admission process and availability of application forms (online only)	22/01/2022
3	Last date of submission of application forms	06/02/2022

Documents to be uploaded with the online form

For Non-Government Category (a combined PDF file containing following documents, not more than 5MB)

1. Academic Performance/Assessment report of Class I and IV (term-I) respectively
2. Birth Certificate of the child issued by the Local Municipal Authority
3. Proof of Sibling (copy of Last Paid Fee bill)

For Government Category (a combined PDF file containing following documents, not more than 5MB)

1. Academic Performance/Assessment report of Class I and IV (term-I) respectively.
2. Birth Certificate of the child issued by the Local Municipal Authority
3. Proof of Sibling (copy of Last Paid Fee bill)
4. Parents applying under Government Category are requested to upload (a) **Appointment Letter**, (b) **Transfer Order** issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip** or **certificate of current charge** from the respective Department.

Documents required for physical verification of claims/ declarations after admission is offered
(Please carry originals with self-attested photocopies)

1. Passport size photograph of the child.
2. Photocopy of Birth Certificate of the Child Issued by the Local Municipal Authority.
3. Photocopy of proof of Identity of Parents and Child - (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
4. Photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**Bill should not be older than the last three months but dated before the application**).
5. Proof of Sibling (copy of Last Paid Fee bill)
6. Parents applying under Government Category are requested to upload (a) **Appointment Letter**, (b) **Transfer Order** issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip** or **certificate of current charge** from the respective Department.

Please note:

1. That successful submission of application, acknowledgment, entrance test or the invitation for online interaction does not guarantee admission.
2. The category allocated will be on the basis of information provided by the applicants in the application form. Please note that the school reserves the right to reject the claim after inspecting and verifying documents.
3. The School reserves the right to cancel the application at any point of time, in case the school finds that wrong/incorrect/incomplete information has been provided by the applicant.
4. The decision of the School authorities will be final and binding in all respects.
5. Both parents are expected to attend the interaction session.



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Instructions to fill the 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 under Non-Government category are requested to upload a combined PDF file containing following documents, not more than 5MB)
 - a. Academic Performance/Assessment report of Class I and IV (term-I) respectively
 - b. Birth Certificate of the child issued by the Local Municipal Authority
 - c. Proof of Sibling (copy of Last Paid Fee bill)
 - d. Proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**Bill should not be older than the last three months but dated before the application**).
5. Parents applying under Government Category (a combined PDF file containing following documents, not more than 5MB)
 - a. Academic Performance/Assessment report of Class I and IV (term-I) respectively.
 - b. Birth Certificate of the child issued by the Local Municipal Authority
 - c. Proof of Sibling (copy of Last Paid Fee bill)
 - d. Parents applying under Government Category are requested to upload (a) **Appointment Letter**, (b) **Transfer Order** issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip or certificate of current charge** from the respective Department.
6. An incomplete registration form will automatically be rejected. Please note that in case the relevant document are not submitted or registration fee is not paid, the form will be considered as incomplete (Refer to point 10).
7. Do not submit duplicate forms. Multiple registrations will be rejected.
8. If the applicant is selected for admission, parents will be required to submit documents (given below) as proof of claims at application stage. Parents will be required to produce the originals along with the self-attested copies at the time of verification.
 - a. Photocopy of Birth Certificate Issued by the Local Municipal Authority.
 - b. Photocopy of proof of Identity of Parents- (Passport / Unique Identity Card (Aadhaar Card)/ Voter I – card).
 - c. Photocopy of proof of residence- (MTNL Bill / Domicile Certificate / Electricity Bill / Water Bill) (**Bill should not be older than the last three months but dated before the application**)
 - d. Photocopy of proof under Government Category (a) **Appointment Letter**, (b) **Transfer Order** issued by DOPT / Department, as applicable, (c) **Joining Report** and (d) **Last Pay Slip or certificate of current charge** from the respective Department.
9. Please apply under the correct category. Change of Category will not be entertained at the time of admission.
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 the 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 payment, click on 'Submit' button at the bottom of the page. The registration form once submitted cannot be modified later.
12. You will receive an auto-generated Acknowledgement Receipt (as pop-up from the site) with a registration number for further correspondence (Please enable pop-up for the site before final submission of the form).
13. As an acknowledgement of final submission, you will receive an SMS with the registration number for further correspondence. **Please note, only the receipt of the registration number confirms submission.**
14. Take a print out of the Acknowledgement Receipt. You will be required to quote the registration number for all future correspondence with the School. Please note that you will receive a registration number after paying the registration fee and the application is not complete before that.
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), 01126883335-8 OR WRITE AN E-MAIL ON parentdesk@entab.in and admission@sanskritischool.edu.in