

NEW GREEN FIELD SCHOOL SAKET NEW DELHI

Scheme for Admissions to Pre-school (Nursery) 2025-26

Registration for admission to Pre-school (Nursery) for academic session 2025-26 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 2025-26 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).	Girl Child/ First born Male 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 10.01.2025** and shall also be displayed at the school notice board.

Information regarding nursery Registration (General Category) 2025-26

The Registration for admission to Nursery class for the Academic session 2025 - 26 shall be open from **28th November 2024 to 20th December 2024**. Registration will be done online through school's website.

The minimum age for Nursery is **3 years as on 31.03.2025 i.e. born on or before 31.03.2022**. Upper age limit is 4 years as on 31.3.2025 (i.e. born between 01.04.2021 and 31.03.2022. 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.

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- (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 03.01.2025.
- (b) To check the list of eligible candidates visit the school's website on 10.01.2025 after 4 p.m.
- (c) Draw of lots for preparation of first list shall be held on 17.01.2025 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 17.01.2025 at 4 p.m.
- (e) Written queries of the parents regarding allotment of points to their wards shall be resolved from 18.01.2025 to 27.01.2025 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 03.02.2025 at 11.00 am in the school campus.
- (g) Second List shall be displayed on 03.02.2025 at 4 pm.
- (h) Written queries of the parents shall be resolved between 05.02.2025 to 11.02.2025 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 17.02.2025.
- (j) Third list of selected children shall be displayed on 17.02.2025 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

REGISTRATION FORM

REGISTRATION NO. _____
(For Office Use only)

Form No. _____

Fields marked with * are
mandatory

Class *

Name of the child*

Date of Birth *

Gender *

Religion *
(Tick one)

Caste *
(Tick one)

Parameters for Registration (Select option & respective value)

S.NO.	TYPE	OPTION	VALUE
1.	NEIGHBOURHOOD(DISTANCE)*	<input type="text" value="I / II"/>	<input type="text"/>
2.	SIBLING [Write admission no. of the sibling]	<input type="text"/>	<input type="text"/>
3.	ALUMNI PARENT [Write year of passing class XII]	<input type="text"/>	<input type="text"/>
4.	GIRL CHILD/FIRST BORN * MALE CHILD	<input type="text"/>	<input type="text"/>

* To be supported by Affidavit in case of male child

Residential Address

HOUSE NO. *

STATE *

ADDRESS *

PHONE 1 *

AREA *

PHONE 2 *

PIN CODE *

MOBILE *

Personal Information

FATHER'S PARTICULARS

NAME *

QUALIFICATION

OCCUPATION

FATHER'S OFFICE ADDRESS

ORGANISATION

ADDRESS

AREA

PHONE NO.

MOTHER'S PARTICULARS

NAME *

QUALIFICATION

OCCUPATION

MOTHER'S OFFICE ADDRESS

ORGANISATION

ADDRESS

AREA

PHONE NO.

UNDERTAKING

PHOTOGRAPH OF
CHILD

I _____ Father/mother of
_____ hereby declare that information
given by me is based on facts and authentic records. Admission of
my child may be cancelled if any information is found to be false /
untrue. Further state that I am in a position to pay the prescribed
fees and I will not ask for any fee concession .

SIGNATURE OF THE PARENT

Name of the Parent :

Dated :

NEW GREEN FIELD SCHOOL SAKET NEW DELHI
SCHEDULE OF ADMISSION
NURSERY 2025-26

GENERAL CATEGORY

Uploading Criteria	:	25.11.2024
Online Registration	:	28.11.2024 to 20.12.2024
Last date of Submission of Registration form and payment of Registration Fee		20.12.2024 upto 1 p.m. only on 20.12.2024
List of validly registered Children To be updated on website	:	03.01.2025
Updating of points scored by Registered Children	:	10.01.2025
Draw of lots for preparation of first List and Wait list (if required)	:	17.01.2025 (at 11.00 a.m.)
Display of 1 st List of selected candidates And waiting list	:	17.01.2025 (after 4.00 p.m.)
Resolution of queries of parents made in writing	:	18.01.2025 to 27.01.2025
Display of Notice of draw for Second List (if required)	:	31.01.2025
Date of Draw for preparation of Second list (if required)	:	03.02.2025 (at 11.00 a.m.)
Display of 2 nd List (if required)	:	03.02.2025 (at 4 p.m.)
Resolution of queries of parents made in writing	:	05.02.2025 to 11.02.2025

Display of notice for Draw for Third list (if required)	:	14.02.2025 (at 3 p.m.)
Date of Draw for preparation of 3 rd list	:	17.02.2025 at 11 a.m.
Display of 3 rd list if draw held	:	17.02.2025 (at 4 p.m.)
Closure of Admission Process	:	14.03.2025

PRINCIPAL