



Delhi Public School

Vasant Kunj, New Delhi

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Admission Schedule for Entry Level Class for Open Seats (2025-2026)

GENERAL INFORMATION

**As per Directorate of Education Notification No. F/DE/15(172)/PSB/2016/6455-6464,
dated 11/11/2024**

Subject to the final decision of competent Constitutional Authorities

Delhi Public School, Vasant Kunj welcomes you to the Admission process for the academic year 2025-2026.

Apply online through the school website - www.dpsvasantkunj.com

OPEN SEATS - General Category; Staff Category; Management Category

1. Age criteria for registration (academic session 2025 -26)

Pre School (Nursery) – Child born between 01-03-2021 and 30-04-2022

2. CLASS - PRE SCHOOL (NURSERY)

- Total no. of seats	240	
- Number of seats available under General Category	120	(50%)
- Number of seats available under Management Category	48	(20%)
- Number of seats available under Staff Category	12	(05%)
- Number of seats available under E.W.S & Disadvantaged Category	60	(25%)

3. The admission process is in accordance with the rules and guidelines issued by the Directorate of Education.

4. **Instructions to be followed while filling a registration form:**

- Fill the registration form on the school website. www.dpsvasantkunj.com
- After filling and submitting the online Registration form, a registration number is auto-generated. You will receive an Email and SMS as an acknowledgment with the registration number for reference.
- Distance calculation will be done automatically by **Google Maps** which is linked with the Registration form. Please note that Google Map calculates the distance only from the drop-down option. If the locality is typed manually, it may result in erroneous calculation of points.
- All necessary documents must be uploaded in pdf format and photograph in jpeg format only.

- Take two colour printouts of the filled registration form. (One printout of the form is to be submitted at the time of verification and the second printout is to be kept for personal reference)
- In case a registration number is not generated for any reason on the filled form, it will be considered INVALID.
- In case of an error while filling the online form kindly inform the admission team through an email at admissiondepartmentdpsvk@gmail.com (Please do not fill another form)
- School Contact no : 011-43261200 / 238.
- No Hard copy of the form is required to be submitted to the school unless shortlisted for verification.

ADMISSION SCHEDULE (2025-26)

S. No.	Particulars	Time Schedule
1	Uploading the criteria and their points in the module of the Department at the link	25 th November 2024 (Monday)
2	Commencement of admission process and availability of forms (online)	28 th November 2024 (Thursday)
3	Last date of submission of application form (online)	20 th December 2024 (Friday)
4	Uploading details of children who applied to the school for admission under Open Seats	03 rd January 2025 (Friday)
5	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	10 th January 2025 (Friday)
6	The date for displaying the First List of selected children (including Waiting List) (along with marks allotted under point system)	17 th January 2025 (Friday) till 5.00 P.M
7	Resolution of Queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the First List	18 th January 2025 (Saturday) to 27 th January 2025 (Monday)
8	The date for displaying the Second List of selected children (if any) (including Waiting List) (along with marks allotted under point system)	03 rd February 2025 (Monday) till 5.00 P.M
9	Resolution of Queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the Second List	05 th February 2025 (Wednesday) to 11 February 2025 (Tuesday)

10	Subsequent List of Admission, if any	26 th February 2025 (Wednesday)
11	Closure of Admission Process	14 th March 2025 (Friday)

PARAMETERS FOR OPEN SEATS
(other than EWS & Disadvantaged Group)

Pre School (Nursery) - 3 to 4 years as on 31-03-2025

(a) Neighbourhood : 40 points

Specification	Points
0 - 05 km (by aerial distance between the school and residence of the applicant.)	40 points
5.1 to 10 kms	30 points
10.1 - 15 kms	20 points
Beyond 15 kms	10 points

(b) Sibling : 30 points

30 points will be awarded in case of a real brother / sister currently studying at DPS Vasant Kunj only.

(c) School Alumni : 25 points

1. For parents who have passed Class X or XII from DPS (core school only) that is owned by the DPS Society.

Father = 05, Mother = 05 (Both = 10)

2. For parents who have passed Class X or XII from DPS Vasant Kunj.

Father / Mother = 25, Both = 25

(d) Single Parents : 05 points

Widow/ Widower / Legally Divorced parent only

Total = 100 points

Open Seats (other than EWS & Disadvantaged Group)

All documents listed below should be produced in original at the time of verification & scrutiny of registration forms.

a) Neighbourhood :

1. Ration card/Smart Card issued in the name of parents (Mother/Father having name of child).
2. Domicile Certificate of child or of his/her parents.
3. Voter I-Card (EPIC) of any of the parents.
4. Electricity bill/MTNL telephone bill/Water bill//Passport in the name of any of the parents or child.
5. Aadhaar card/UID card issued in the name of any of the parents.

Note : Any other document except the documents mentioned above shall not be accepted in the admission process.

1. **Sibling** : Identity Card (RFID) and Latest Fee Bill having parents name and the address of the sibling issued by the school office for 2024-25.
 2. **Alumni** : In case of **Alumni**, a copy of the **passing certificate of AISSCE** (Class X / XII) issued by CBSE.
 3. **Single Parent** : Valid legal proof of his / her single status or death certificate and undertaking of single status.
- b) Birth Certificate** issued by Municipal Corporation (**Original Certificate will be submitted in the school**).
- c) School reserve the rights for one month age relaxation as per the DOE's guidelines. Parents are requested to send an email on the official email for the same after the registration.**