

Guidance for Registration Process:

1. The requisite non-refundable registration and processing fee of Rs. _____ will have to be paid online using the online payment provision available on the website and the transaction ID has to be carefully entered into the slot provided for the same. PAYMENT OF ANY AMOUNT LESS THAN RS. _____ WILL ENTAIL SUMMARY REJECTION OF THE REGISTRATION FORM.
2. After completing the above, the registration form will get open for duly filling in.
3. The registration form will have to be filled in online, ensuring that all the mandatory fields are filled in properly.
4. It is mandatory to upload the passport size photographs of the father, the mother and the candidate, Aadhar Cards of both the Parents and the Birth Certificate issued by competent authority to verify the date of birth of the candidate, all in the .JPG format (less than 150kb).
5. At the end of the Registration Form, there is provision for Declaration at the bottom. Under the declaration, there is a slot for ticking to denote agreement with whatever mentioned in the Declaration. The slot must be ticked.
6. After thus completing the filling in of the registration form in every respect, the same may be submitted. In case the registration form is not completely filled in, the system will not accept the form.
7. Once the registration form is successfully submitted, an acknowledgement mentioning the registration number will get automatically generated and the same must be downloaded electronically.
8. The hard copy of the acknowledgment slip must be produced at the reception while coming to school for interaction with the Principal to take decision regarding admission.
9. The school office will inform telephonically regarding the time and the date of interaction with the Principal for making decision regarding admission
10. Both the parents along with the candidate must come to the school at the time and the date informed over telephone for interaction with the Principal. The decision made after interaction whether to admit the candidate or not in the class in which admission is sought, will be final and binding and no more lobbying in this connection will be entertained.
11. **MERE ONLINE REGISTRATION FOR GETTING ADMISSION DOES NOT GUARANTEE ADMISSION**
12. For any technical query regarding filling in of registration form online, online payment, etc. the school office may be contacted, the contact details are furnished below.

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