

MOUNT ST. MARY'S SCHOOL, 75, PARADE ROAD, DELHI CANTT.
NEW DELHI – 110 010

PREP ADMISSIONS 2021-2022

General Norms :

1. Children born between 1st April 2016 and 31st March 2017 will be eligible for admission to class Prep for the session 2021-2022.
2. Our school is situated on the defence land and according to the lease agreement, 70% seats are reserved for the children of the Defence Personnel & children of the civilians residing in the cantonment area.

After considering the defence quota, this being a minority status school, Catholics and Christians of our Zone will be given preference.

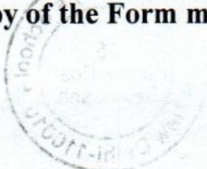
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 - i. Total number of seats in pre-primary class : 120
 - ii. Seats reserved for children of the defence personnel and civilians residing in the cantonment area. : 84 (70%)
 - iii. After considering the Defence Category, the remaining 30% seats will be divided as per the applicable guidelines. This being a Minority Institution, Catholics and Christians in the Zone will be given preference. The weightage is without prejudice to the school's constitutional right to give preference to the children from Christian Community. Only if there are any seats vacant after considering these two essential categories, the siblings, alumni and general categories will be considered.
4. **Registration Forms will be available online on our website www.msmschool.in → Online Prep Admission → Online Registration, from 18th February, 2021 to 04th March, 2021.**
5. **Registration Forms must be filled online and a hard copy of the same along with the supporting documents must be submitted in the school office.** Please follow all covid-19 precautions and maintain social distancing.

Kindly follow the below schedule for submission of the form for your convenience between 9:00 a.m. and 11:30 a.m.:-

25 th February, 2021	Defence Personnel
26 th February, 2021	Cantonment Residents
1 st March, 2021	Catholic & Christian Students of the zone to be covered by M.S.M.
2 nd March, 2021	Siblings (Cousins and relatives will not be eligible)
2 nd March, 2021	Alumni (atleast one parent should have passed out from M.S.M)
3 rd March, 2021	All Categories except General Category
4 th March, 2021	General Category

Please note:

- A. **Registration will not be complete without submission of the hard copy of the Registration Form in school along with supporting documents by at least one of the parent. Hard copy of the Form must be signed by both parents before submission.**



B. Registration forms will not be accepted after 4th March, 2021.

6. Photocopies of supporting documents have to be submitted along with the Registration Form. Original documents will have to be produced for verification purposes at the time of admission; if selected

- i. One latest passport sized photograph of the child for all categories (to be pasted on the form) in case you have not been able to upload it online.
- ii. Attested Copy of Date of Birth Certificate of the child issued by Municipal Corporation or concerned authorities for all categories and date of birth notary certificate.
- iii. Attested copy of the Baptism Certificate and a letter from the Parish Priest in case of Catholic and Christian candidates.
- iv. Copy of Aadhaar Card of the candidate for all the categories.
- v. Residential Proof: Photocopy of any of the following documents of both parents:
Voters I-Card / Aadhaar Card / Electricity Bill / MTNL Telephone Bill / Passport.

In case of Delhi Cantt. Civil Residents, apart from the above mentioned residence proofs, Voter I-Card / Aadhaar Card (of the address mentioned in the form, issued atleast three years prior) for both parents is mandatory and eligible proof for this category.

- vi. **In case of defence service, the following additional documents are essentially required:**
 - a. A service certificate from your office certifying your current place of posting along with posting and movement order.
 - b. If residing in government accommodation, photocopy of the allotment letter.
 - c. If residing in a private residence outside Delhi cantonment, attested photocopy of the latest Rent deed or any of the documents mentioned above (in Point v) of the same address as mentioned in the registration form.

****Please note, serving certificate will not be considered as proof of residence.**

- vii. Sibling Proof: Latest Report Card of the elder sibling studying at MSM.
- viii. Alumni - Class 12 Mark sheet / Pass Certificate issued by school along with copy of the T.C.
- ix. Parental Separation - Please attach copies of any court orders etc.
- x. In case of SC/ ST / Minority, please attach photocopy of the proof of the candidate's status.

7. Parents will be intimated of dates to come with original documents and get their Documents verified, only if necessary.
8. The first list of selected candidates along with the waiting list (if any) will be put up on the notice board on 20th March, 2021. The second list, if any, will be put up on the Notice Board on 25th March, 2021.
9. **The school reserves the right to reject application forms with incomplete or false information.**


PRINCIPAL

