

Selection and Admission

Entrance Examination / Interaction [Offline]

- 1 Both copies of the Admit Card are to be brought at the time of Admission Test / Interaction. The Parent's Card is to be retained by Parent / Guardian and is required to be produced to collect the child after the Admission Test / Interaction is over.
- 2 For admission to Nursery, KG-I and KG-II there are no written tests or interviews. Candidates are encouraged to interact freely with the teachers and are given various toys/ coloured pencils to play with. This test judges the mental development, physical ability and basic communication & comprehension skills. Parents' interaction will be held on the same day as of the child and both parents should be present.
- 3 There will be written tests for students seeking admission for Class - I onwards on the following subjects : English, Maths, G.K., Vernacular language(Bengali/ Hindi).. For class XI there will be written exam on the following subjects: English, Maths, Commerce or Science (physics, chemistry, biology) or History and Geography for approximately 3 hrs for offline examination. For online exams time constraints will not be applicable. For Class - 9, the students have to appear in all subjects based on Class - 8 ICSE Syllabus.

No admission test required for Class 11 internal students, Provisional admission will be granted to all registered students subject to submission of admission fee and required documents.

Admission Formalities and General information

1. The Result will be intimate to the parent through SMS and Email. The selection kit will be sent through email to the registered email id for the selected candidates only. Parents are requested to call school reception to know the result on result date if SMS not received.
2. The admission formalities will be intimated to the parents/ guardian of the selected candidates along with the fee payment slip through selection kit emailed to the registered email ID. The admission fees are to be deposited within the due date mentioned in the selection letter, fee slips.
3. The requisite documents mentioned in the selection letter along with the photocopy of the fee payment acknowledgement receipt to be submitted at the School Reception /City Office within the specified date for securing admission. Parent residing outstation can submit the documents through email to admissions@dpsmegacity.in.

Please refer to the list of documents mentioned below:

- a) Photocopy of fee payment slip / admission fee payment acknowledgment receipt.
- b) Undertaking form signed by both parent.
- c) Photocopy of birth certificate signed by either of the parent.
- d) Photocopy of Aadhar card of the students.

- e) Photocopy of ID proof of both parents (Aadhar Card / PAN Card / Driving License) signed by either of the parent.
- f) Medical Form (to be filled by parent).
- g) Duly filled Doctor's Certificate (to be filled by doctor).
- h) Student Admit card and Admission fee payment receipt generated from campuscare portal along with the documents (self-attested) mentioned below:
- i) For Single Parent -
 - On demise of parent – Death Certificate.
 - On separation / Divorce – Legal document from the court along with the details of child custody.
- j) For Name / DOB other than mentioned in the Birth Certificate / ID Proof:
 - AFFIDAVIT if either of the parent or child have their name changed or different from that of the birth certificate or ID proof.
- k) For Adoption
 - Adoption deed.
- l) Original Transfer certificate – to be submitted before beginning of the academic session.
- m) Photocopy of the Final Term Report card attested by parent – to be submitted before beginning of the academic session. Class 9 final term marksheet required for admission in Class 11.
- n) ECS Mandate Form.
- o) Transport Registration form (Optional).
- p) Photocopy of Passport & Visa attested by parent (for foreign / NRI Students).
- q) For Class XI only:
 - Photocopy of Board's Statement of Marks attested by parent.
 - Photocopy of Board's Pass Certificate attested by parent.
 - Original Migration Certificate (If migrated from board other than ICSE).

5. It is mandatory for all students (Class 2 onwards) to submit the Transfer Certificate and Final Term Mark sheet / Report Card from the last School attended before the beginning of the academic session. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended, nor will the student be placed in a class higher than that for which the Transfer Certificate shows him/ her to be qualified. **The admission will be treated as provisional till the date of submission of Final Term Mark sheet and Transfer Certificate from the present school. Mid Term TC will not qualify the child for next higher class.** Class XI students required to submit Pass Certificate issued by the Board/ Council. In case of change of board, student seeking admission in class XI, is required to submit migration certificate.

6. Fees once paid at the time of admission are not refundable even if the child does not attend school, in any case except the Security Deposit, in case of withdrawal. Security deposit (Refundable) will be refunded only when the admission fee paid in full and fees till the relevant quarter is paid and all dues to the school are cleared.

7. The School Management, acting through the managing council, reserves the right to have the final word in all matters relating to the admission procedure.

Please Note

1. Students will not be admitted to a particular class until they have been assessed. The School reserves the right to admit them, only to those classes for which they have been found fit. The TC and mark sheet from previous school should prove that the child qualifies for the class applied for.
2. Admission will only be granted on the basis of assessment for the class in which admission is sought.
3. Fee once paid cannot be transferred or refunded. Only security deposit amount is refundable, if all dues till the current quarter is cleared. Please refer to the Fees Structure section overleaf. Quarterly Education and Transport Fees to be paid through ECS only.
4. Admission does not guarantee transport facility. The School reserves the right to extend transport facility to the students on availability of seats and the stoppage requested. School's decision will be considered final.
5. Parents are requested to follow the guidelines and School's rules mentioned in the Almanac and should periodically check the same for information & instructions provided by the school from time to time.
6. Admission will be considered complete once all formalities are completed and Transfer Certificate, Previous Class Mark sheet are submitted to the school office within the stipulated date.
7. The following documents are required to be submitted later in order to complete the admission formalities (for class XI only):
 - i) Original Transfer Certificate.
 - ii) Original Character Certificate.
 - iii) Board's Marksheet (Photocopy).
 - iv) Pass Certificate (Photocopy).
 - v) Migration Certificate (in case of change in Board).

For the Challenged candidates

DPS encourages education for all the children. But as we are not equipped with special methodology for the challenged children, we humbly request the parent not to apply for the admission till we are equipped with such facility. If, in spite of the limitations, such children are incorporated into our system, the school cannot be held responsible in cases of their lack of adaptability, deficiencies in the art of comprehension, failure to meet the required academic standards and inevitable constraints in the path of holistic development.