



HOLY SPIRIT PRE-PRIMARY SCHOOL, RAJKOT

(Nirmala Convent School Campus)

Dr. Hedgewar Road, Rajkot – 360007

Dated: 14.12.2021

Availability of Forms: Nursery Class Online Registration Forms for the Session 2022-2023 will be available from 28th December 2021 at 10 am till 30th December 2021 at 11 pm.

Link for registration form will be available at : www.ncsrcampuscare.in

Important: Username/Password will be automatically generated only after complete submission of the online form and is not required before the submission. This username and password are required only to check your ward's selection status. It will not enable you to edit or make any changes in the form submitted.

Pre-requisites: Ensure that you have the following details before you start to fill the form.

- Recent photograph (passport size) of the applicant child (in Jpeg, Jpg format to be uploaded)
- Family photograph (postcard size) with the applicant child (in Jpeg, Jpg format to be uploaded)
- Size of the image of photographs should not be more than 20Kb
- Valid e-mail ID of parents
- Original Birth Certificate with name of the child printed on it and its clear Image (in Jpeg, Jpg format to be uploaded not more than 100Kb in size)

IMPORTANT INFORMATION REGARDING ADMISSION TO NURSERY SESSION 2022-23.

1. **Age:** The age of the child seeking admission to Nursery Class 2022-23 should be between 3 Years and 4 Years as on 01 June, 2022 (Born between 01.06.2018 – 31.05.2019 both dates included). If your child is **NOT** within the age limit specified. She will not be eligible for admission.
2. **Date of Birth Certificate:** The original Date of Birth Certificate issued by the Municipal Corporation along with a Photostat copy duly attested by a **Class A** gazetted officer must be submitted at the time of verification of the forms. The original certificate will be returned to the parents immediately after the verification. **(NOTE: No Notary attested copy will be accepted.)**

Note: The original document will be returned to the parents immediately after the verification.

3. **Name and other particulars:** Fill in the particulars of the child (i.e, name, parent's name, date of birth) correctly as per the birth certificate of the child. **The date of birth filled in the form must tally with the one written in the Date of Birth Certificate.** All names should be spelt correctly in capital letters as they will be required in all the legal papers and CBSE record of the candidate. **No change** whatsoever will be made after the admission to Nursery or any subsequent class **regarding the Date of Birth.**

While filling up the form fill only the specific data

For e.g.,	Name of the Student	: RIYA
	Father's Name	: KALPESH
	Mother's Name	: KOMAL
	Surname	: KAPOOR

IMPORTANT NOTE: An Affidavit duly notarized is to be submitted by the parents if the ward is selected. The affidavit should state.

- The **Date of Birth** certificate that we have submitted is correct and no change has been made in the Date of Birth to seek admission to this school.
- We will **not file any case** against the school to change the **Date of Birth** at any point after the child's admission in the school

4. Photographs to be uploaded:

- A recent passport size photograph (taken not more than a month before the date of application) of the applicant child with the **date of taking the photo printed below** on the photo has to be uploaded in the space provided for it.
- A family photograph (Showing the parents and the applicant child) has to be uploaded at the space provided for it.
(Kindly bring ONE copy of the same photographs at the time of verification of the documents.)

5. **Selection:** The Management of the School reserves all the right of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. The selection procedure is designed by the Committee and the Selection of the candidate is done by the Management.

6. **Rejection of forms:** Incomplete registration forms and forms providing incorrect information will automatically stand rejected.

7. **Caution:** The School does not accept any donation for admission. Parent should be aware of third parties collecting money on behalf of the school and making false claims of procuring admission. If the parents enter into any transactions with such parties, they will be doing so at their own risk and the school shall not be responsible for it.

8. **Regarding Inquiry:** No phone calls will be entertained regarding admissions. For any problem kindly contact at the Email ID: ncsrajkot@gmail.com only. Relevant queries will be replied within 3 working days.

9. **Acknowledgement Receipt:** Once the form for admission is filled and saved (Submitted Online), you will get an Acknowledgement Receipt with registration number. Note the registration number for any future correspondence.

Kindly print the Acknowledgement Receipt and bring it on the date and time of the verification of the documents, which will be informed to you from the school. **The presence of the child with both (father and mother) parents whom you have registered is mandatory on the date and time for the verification of the documents.** Please retain this slip with yourself to check your wards selection status. No selection list will be displayed in the school.

IMPORTANT:

- You are advised to fill in **ONLY ONE** online form. Duplicate forms shall be rejected.
- **The date and time for verification of documents will be intimated in the acknowledgement receipt and also through sms on registered mobile number. The date and time shall be adhered to and will not be postponed or anticipated on any account.**
- Requirements at the time of verification of documents:
 1. Father & Mother (both) along with the child.
 2. Printout of Registration form and acknowledgement Slip.
 3. Original birth certificate and a photocopy of birth certificate duly attested by a gazetted officer.
 4. **ONE** copy each of photograph of the child (passport size) and family photo (postcard size) both identical to the uploaded photos.
- Please note that the school does not provide any transportation. Kindly register only if you can arrange the Pickup and Drop facility yourself.
- Use proper computer setup with printer to register your child. Avoid using smartphone, tabs, iPad to register.
- **For any "Query Regarding the ONLINE APPLICATION FORM" you may please contact at Help Line Number 011-43193333 (ext. 5)**
- **The venue of verification will be at Nirmala Convent School Campus (New Building).**