



**MOUNT CARMEL PRE SCHOOL**  
(UNDER MOUNT CARMEL SCHOOL SOCIETY)  
**Anand Niketan, New Delhi-110021**

**REGISTRATION TO PRE-SCHOOL FOR THE ACADEMIC YEAR 2023-24**

Note: -For EDC registration please contact school reception.

1. Please read the instructions carefully before filling the form to avoid rejection.
2. The date of birth should be between 1st April 2019 to 31st March 2020 (both dates inclusive)
3. Children born between 1<sup>st</sup> March, 2019 to 31<sup>st</sup> March 2019 may apply with written request to Principal.  
Request may be emailed to [manager.an@mountcarmelschool.com](mailto:manager.an@mountcarmelschool.com).
4. Forms will be rejected without notification if:
  - Incomplete form
  - Multiple forms in same category.
  - Misspelt/wrong/incorrect/duplicate/incomplete.
5. The decision of the School authorities will be final and binding in all respects.
6. Admission will be confirmed subject to verification of required information /documents.
7. Distance to school will be calculated as per school bus routes upto a max. of 8 km. The areas /localities / colonies within the range of the school bus route are mentioned in the distance and area table.

**Seats for Admission in Pre School**

S.No.	Category	No. of Seats
1.	<b>Open Seats: 40</b> (General/ Sibling/ Alumni)	40
2.	<b>Reserved Seats: 40</b> (Christian/ Economically Deserving Candidates/ Staff)	40
<b>TOTAL</b>		<b>80</b>

**Admission Schedule (2023-24)**

S.No.	Particulars	Time Schedule
1	Uploading of criteria and their points	28.11.2022
2	Commencement of admission process and availability of application forms ( <b>online only</b> )	01.12.2022
3	Last date of submission of application forms	23.12.2022
4	Uploading details of children who applied to the school for admission under open seats	06.01.2023
5	Uploading marks (as per point System) claimed by each of the children who applied for admission under open seats	13.01.2023
6	The date for displaying the <b>First list</b> of selected candidates (Including waiting list) (along with marks allotted under point system)	20.01.2023
7	Resolution of queries of parents if any (regarding the first list) regarding allotment of points to their ward in the first list	21.01.2023- 30.01.2023
8	Closure of admission process	17.03.2023

## Admission Criteria

**Parameters for Open Seats: 40 seats (20 boys, 20 girls) Maximum Points :50**

Distance points will be calculated as per the table mentioned below: (General/ Sibling/ Alumni)		
Distance		Points
• 0-6 Km	20	20
• 6-8 Km	15	
• Above 8 Km	10	
Sibling studying in <b>MCS/ Alumni/ Special Grounds</b>		30
• Armed Forces		
• Paramilitary Forces		
• Medical Professional		
• Educationist (School/College/University)		
• Awardee (International/ National/ State)		

**Distance & Area table** (Distance calculated as per School bus routes)

Distance	Area	Points
0-6 km	Anand Niketan, Aradhna Enclave, Arjun Vihar, APS School, Babu Dham, Ber Sarai, Bhikaji Cama Place, Brar Square, Chanakya Puri, CBI Colony, Delhi Cantt., Greek Embassy, Jia Sarai, Jesus & Mary College, Kirbi Place, Malcha Marg, Mehram Nagar, Mohammed Pur, Moti Bagh, Munirka, Munirka Vihar, Munirka Village, Nanakpura, Nauroji Nagar, Netaji Nagar, Panchsheel Marg, R.K.Puram, Rail Museum, , Sardar Patel Marg, Safdarjung Enclave, Satya Marg, Satya Niketan, Shankar Vihar, Shanti Niketan, South Campus, Subroto Park, South Avenue/ Teen Murti, Vasant Enclave, Vasant Gaon, Vasant Vihar.	20
6-8 km	11 Murti, Ashoka Hotel, Arjun Nagar, Hauz Khas, Hauz Khas Enclave, IIT Campus, JNU, Kalu Sarai, Katwaria Sarai, Kidwai Nagar, Laxmi Bai Nagar, NCERT Campus, Qutub Enclave, Race Course Road, Safdarjung Development Area, Sarojini Nagar, Sarvodaya Enclave, Sri Aurbindo Marg, Sri Lanka Embassy, Vasant Kunj (Sec A, B & C)	15
Above 8 km	Other areas not included in this table	10

Once the admission list is declared, concerned parents will be called for verification of ORIGINAL documents.

- Attested photocopy of Birth Certificate issued by the Local Municipal Authority.
- Attested photocopy of any ONE as proof of residence- (MTNL Bill / Aadhaar Card /Electricity Bill / Water Bill/IGL Bill/ Voter ID/ Passport/ Valid Lease Rent Agreement)
- Photocopy of Pan Card.
- ID and Certificates supporting Special Grounds & Awards earned.

**If any of the above required information/ document is incorrect/ altered/ false or otherwise defective, the school reserves the right to cancel admission at any time.**

### **Instructions to fill online registration form**

1. The name of the applicant, father's name, mother's name, date of birth etc. should be filled correctly in the form as it appears in the certificates. No changes will be allowed later.
2. It is mandatory to fill all fields which are marked (\*). If any field is not applicable to you, please enter NA (Not Applicable).
3. Photograph in JPG format should be uploaded. (size 2 MB, passport size)
4. Birth Certificate in PDF format should be uploaded. (size 2 MB)
5. Residence Proof in PDF format should be uploaded. (size 2 MB)
6. If the applicant is selected for admission, parents will be required to submit documents as proof of residence and identity. Please note that documents dated minimum 3 months prior to date of submission of application will be accepted as proof. Parents will be required to produce the originals along with one set of copies at the time of verification.
7. **Please note that the payment of Registration Fee of Rs. 25/- is necessary for a successful registration of the application. (prospectus is optional)**
8. The registration process will be considered complete on receipt of registration number through SMS and Email sent from the school. Save the registration number for all future communication with the school.
9. The registration form once submitted cannot be modified later.