

**ST. MARY'S SR. SEC. SCHOOL, MAYUR VIHAR-III, DELHI-96**  
**KG ADMISSION 2024-2025**

St. Mary's Senior Secondary School is a Christian Minority Institution under the Delhi Catholic Archdiocese.

Age: 4+ as on 31.03.2024 (Born between 01.04.2019 and 31.03.2020)

Application form will be available on school website ([www.smsmayurvihar.org](http://www.smsmayurvihar.org)) from 23.11.2023 to 15.12.2023. Take a print out of the application form available on the school website on an A4 size white sheet of paper.

Mode of distribution : Online only

**Receipt of filled-in forms**

23<sup>rd</sup> November 2023 – 25<sup>th</sup> November 2023 between 08:30 a.m. -10:00 a.m.

28<sup>th</sup> November 2023 – 12<sup>th</sup> December 2023 between 08:30 a.m. -11:00 a.m. on all working days [Mon-Fri]

15<sup>th</sup> December 2023 between 08:30 a.m. – 11:00 a.m. [Last date of submission]

Kindly hand over the filled in forms along with Rs.25/- registration fee in the office to a responsible person only.

List of supporting documents (self-attested photocopies) to be submitted along with the form:

- 1) Computerised Birth Certificate of the child from the Municipality with the child's name printed on it. If computerised birth certificate is not attached, the application form will be rejected.
- 2) a) Aadhar Card of both the parents and child is compulsory.  
b) Voter ID Card of both the parents are compulsory.
- 3) Address Proof:
  - i) Aadhar Card and Voter ID
  - ii) Ration Card/Smart Card issued in the name of parents (Mother/Father having the name of child)
  - iii) Domicile certificate of child or of his/her parents.
  - iv) Recent Electricity Bill/MTNL telephone Bill/Water Bill or Passport in the name of any of the parents.  
(Rent deed will not be considered as proof of residence)
- 4) Christians:
  - (i) Baptism Certificate of both the parents and child
  - (ii) Membership Certificate from the Parish Priest
- 5) Alumni: BB No./Adm. No. of alumni parent and copy of Class X and XII certificate.

Note: Recent Passport Size Family Photograph (Father, Mother & children together in one photo with date printed on it) to be pasted in Application Form and Counter Foil.



[Sample Photo]

THE SCHOOL RESERVES THE RIGHT TO REJECT THE APPLICATION FORMS WITH INCOMPLETE OR FALSE INFORMATION.

PRINCIPAL



*Beena*

## ST. MARY'S SENIOR SECONDARY SCHOOL, DELHI-96

### Schedule for Draw & Admission to KG 2024-2025

Sl. No	Description	Date	Time
1	Commencement of availability of Application Forms for Admission on School Website (www.smsmayurvihar.org)	23 <sup>rd</sup> November 2023	
2	Submission of Forms Duly Filled in	23 <sup>rd</sup> – 25 <sup>th</sup> Nov 2023  28 <sup>th</sup> Nov – 12 <sup>th</sup> Dec 2023 & 15 <sup>th</sup> December 2023	8:30 a.m. to 10:00 a.m.  8:30 a.m. to 11:00 a.m. [Monday to Friday only] 8:30 a.m. to 11:00 a.m.
3	Last date for submission of filled in application form	15 <sup>th</sup> December 2023	8:30 a.m. to 11:00 a.m.
4	a) Display of 1 <sup>st</sup> Shortlist (along with marks allotted under point system) b) List for Draw, if required c) Resolution of Queries	12 <sup>th</sup> January 2024  12 <sup>th</sup> January 2024  13 <sup>th</sup> to 22 <sup>nd</sup> January 2024	4:00 p.m.  4:00 p.m.  8:00 a.m. to 10:00 a.m.
5	a) Display of 2 <sup>nd</sup> Shortlist & Waiting List b) Resolution of Queries	29 <sup>th</sup> January 2024  31 <sup>st</sup> January to 6 <sup>th</sup> February 2024	4:00 p.m.  8:00 a.m. to 10:00 a.m.

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*Beena*

# ST. MARY'S SR. SEC. SCHOOL MAYUR VIHAR PHASE- III

## K.G ADMISSION 2024-2025

St. Mary's Sr. Sec. School, Mayur Vihar-III, Delhi, is a Recognised Unaided Catholic Minority School, under the Management of Delhi Catholic Archdiocese. Provisions of RTE are not applicable to Minority Schools.

1. Total Seats 160 (Normally 80 seats for Girls and 80 seats for Boys)
2. Catholics and Christians (Christians of recognized church denominations) within the zone as per the Archdiocesan policy shall have the first preference in admission. **The remaining seats, if any, will be treated as Open/General Seats.**
3. Admission Criteria
  - i) Children born between 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020
  - ii) Point allocation on 100-point scale for Open/General seats:

SL NO.	LOCALITY	POINTS
1) (a)	Mayur Vihar-III: LIG Flats (Pkt A1 & A2), Mini MIG and SFS Flats (Pkt C & D)	30
(b)	Mayur Vihar-III: SFS Flats Pkt(A & B), LIG Flats Pkt A3, Janta Flats(Pkt B1 to B8, C1 & C2), MIG Flats (Pkt 1 to 6), Mix Housing Flats Near MIG New Kondli (Pkt C1), Jay Ambey Appt., G.D Colony, Police Colony Kondli (near Ruchika Petrol Pump)	20
2)	Staff child	40
3)	Alumni	10
4)	Sibling (Real Brother/Sister studying in St. Mary's School MV-3)	20

### Admission Schedule

1. Last date for registration & submission of form : 15<sup>th</sup> December 2023 (8.30 – 11.00 a.m.)
2. First shortlist & list of draw (if required) : 12<sup>th</sup> January 2024 (4:00 p.m.)
3. Second shortlist and waiting list (if required) : 29<sup>th</sup> January 2024 (4:00 p.m.)



**INSTRUCTIONS FOR ONLINE  
REGISTRATION FORM FOR K.G ADMISSION**

**2024 - 2025**

**NOTICE**

1. Parents are requested to go through the admission notice carefully and download the KG Registration form available online.
2. Take a print out of the registration form on an A4 size white paper and submit the filled in form at St. Mary's Sr. Sec. School, Mayur Vihar Phase-III, with a registration fee of Rs.25/-.
3. Date & Time for Submission of filled in forms: -  
23<sup>rd</sup> - 25<sup>th</sup> November 2023: from 8.30.a.m to 10.00.a.m.  
28<sup>th</sup> November-12<sup>th</sup> December 2023: [Mon-Fri]  
from 8.30 a.m. to 11.00 a.m.  
**[Last date of submission]**  
**15<sup>th</sup> December 2023 from 8.30 a.m. to 11.00 a.m.**
4. Any alteration on printed Registration form will not be accepted and will be treated as cancelled.

PRINCIPAL



*Beena*

**COUNTER FOIL FOR KG 2024-2025**

**Registration Number**

Name of the Child .....

S/o/ D/o.....

Recent Passport Size  
Family Photograph  
(Father, Mother & child/children  
together in one photo)

**Submission of filled in forms**

**23<sup>rd</sup> – 25<sup>th</sup> November 2023 from 8:30 a.m. – 10:00a.m.**

**28<sup>th</sup> November – 12<sup>th</sup> December 2023 from 8:30 a.m. – 11:00 a.m. On all working days [Mon-Fri]**

**15<sup>th</sup> December 2023 from 8:30 a.m. – 11:00 a.m. (Last date of submission)**

**Kindly bring Rs.25/- change**

Signature of Admission Incharge

# St. Mary's Sr. Sec. School

Mayur Vihar-3, New Delhi-110096

(Christian Minority Institution run by Delhi Catholic Archdiocese)

## ADMISSION FOR CLASS K.G 2024-2025

### APPLICATION FORM

Recent Passport Size  
Family Photograph  
(Father, Mother & children together in one  
photo)  
  
(Paste)

Passport Size Photo of  
the Candidate  
  
(Paste)

FOR OFFICE USE ONLY  
  
Registration No.  
K.G 2024-2025  
  
\_\_\_\_\_

**INSTRUCTIONS:** All the information to be filled in Block Letters. Please answer all questions completely and accurately as possible. Wherever applicable, please tick (✓) the box required that accurately reflects your answer. Incomplete and erroneous information shall lead to automatic disqualification.

1. Name of the child: .....

2. Gender Girl  Boy

3. Date of Birth:        
Day Month Year

4. Religion: a) Christian  Hindu  Sikh  Muslim  Others

b) Denomination (if Christian) .....

5. Father's Name: .....

6. Mother's Name: .....

7. Residential Address: .....

Tel. No. .... Mobile .....

8. Distance from St. Mary's School (in Kms.) .....

9. Sibling (Real Brother/Sister studying in St. Mary's School) if Yes, please provide the following information: Yes  No

Name	Admn. No.	Class & Sec

10. Alumni Parent's name and Admission No./BB No. ....

For office  
use only

11. **Father's Occupation/ Profession;**  
 a) Govt. /Private .....  
 b) Transferable/Nontransferable .....
11. **Office Address & Telephone No.:** .....
12. **Mother's Occupation /Profession;**  
 a) Govt. /Private .....  
 b) Transferable/Nontransferable .....
13. **Office Address & Telephone No.** .....
14. **Annual Income** .....
15. **No. of Children..... Boys..... Girls.....**

**DECLARATION BY THE PARENTS**

I .....(Name), Father/Mother of ..... (name of the child) hereby certify that the above information provided by me is correct and I understand that if the information is found to be incorrect or false or incomplete the ward shall be automatically debarred from selection / admission process without any correspondence in this regard. I also understand that the application / registration/ short listing does not guarantee admission to my ward. I accept the process of admission undertaken by the school which is a Christian Minority Institution and I will abide by the decision taken by the school authorities.

Date ..... [Signature of the Mother] [Signature of the Father]

The following documents (Self attested photocopies should be submitted) are to be attached along with application form. Please Note, Serial No.1, 2 & 3 is mandatory, if not attached the application form will be rejected.

1. Computerised Birth Certificate of the child from the Municipality with the child's name printed on it.
2. Aadhar Card of both the parents and child is compulsory.
3. Voter ID Card of both the parents is compulsory.
4. Domicile certificate of child or of his/her parents.
5. Aadhar Card, Voter ID, recent Electricity Bill/MTNL telephone Bill/Water Bill or Passport in the name of any of the parents.
6. For Alumni parents: BB No./Admission No. and copy of Class X and XII certificate.
7. Baptism certificate of the child and both the parent & Membership Certificate from Parish Priest (For Christians only)

**Rent deed will not be considered as proof of residence**

**Submission of filled in forms**

23<sup>rd</sup> – 25<sup>th</sup> November 2023 from 8:30 a.m. – 10:00a.m.

28<sup>th</sup> November 2023 – 12<sup>th</sup> December 2023 from 8:30 a.m. – 11:00 a.m. On all working days [Mon-Fri]

15<sup>th</sup> December 2023 from 8:30 a.m. – 11:00 a.m. [Last date of submission]