

GENERAL INSTRUCTIONS

ADMISSION PRIORITIES:

1. The priorities for admission subject to availability of seats will be as under:-

- (a) Children of serving Army personnel including DSC (Ex-Army), children of Army Widows and children of those TA personnel who have a minimum of 5 years embodied service.
- (b) Children of Ex-Army personnel retired/invalided out on medical grounds with pension, DSC personnel retired with pension from DSC.
- (c) Children of serving Air Force, Naval and Coast Guard personnel.
- (d) Children of retired Air Force, Naval and Coast Guard personnel.
- (e) Children of Ex-Army personnel who left Army with less than 10 years of service and not categorized as ESM.
- (f) Children of civilian paid out of defence estimates, CAPF, Assam Rifles, MES, GREFF, TA (when not embodied)
- (g) Grand children of serving/retired Army personnel.
- (h) Other children.

Note: Children under ser No (f), (g) and (h) will be considered as Civil children for the purpose of admission subject to availability of seats.

2. The above priorities of admission shall be suitably moderated to bring parity with the priorities of admission offered to wards of Army personnel by other services/organizations in their schools in the same station/location.

3. Age Limits for admission to classes:

S.No	Class	Age as on 31 March 2020
1	I	5 Years
2	II	6 Years
3	III	7 Years
4	IV	8 Years
5	V	9 Years
6	VI	10 Years
7	VII	11 Years
8	VIII	12 Years
9	IX	13 Years
10	X	14 Years

Documents to Be Submitted At the Time Of Registration For Admission.

1. Xerox copy of Birth Certificate issued by Municipality or an equivalent statutory authority.
2. Xerox copy of Service/Discharge Certificate (for All Serving/retired Personnel)
3. TC (original) from the previous school.
4. Xerox copy of Academic Report Card from the previous school.
5. Address proof – Aadhar/DL/Voter ID/ Passport.(any one document with valid address)
6. Passport size photograph of child.
7. Army wards studying in private schools instead of Army Public Schools will have to appear for Entrance test and will be admitted only after passing it, if failed the admission will be done in the class last studied depending upon the vacancy in the class.

Steps to fill in Online Application Form.

Registration

1. Candidate's Name - Please fill up First Name, Middle name and last name without using any special character, number and space. Here first name and last name is mandatory. If there is no last name please fill first name again as last name.
2. MOBILE NO -Fill up your 10 digits Mobile No here. Please remember and mention this mobile No in each and every correspondence with us. One mobile No can be used once in particular Class.
3. DATE OF BIRTH - Select date of birth from the date picker only which you can see after clicking on the date of birth box. (Once enter You Can't change DOB)
4. MAIL ID-Please fill up your mail id here.
5. SECURITY CODE - Enter the exact security code in the box provided below Security Code.
6. Click Submit button, You will be directed to profile entry page.

Application Form

1. You are at Profile PAGE.
2. Here all Star marked fields are mandatory. There are different sections in this page.
3. Fill up the required fields or choose the value from the drop downs.
4. While filling up address portion, please choose state from drop down before choosing district from drop down.
5. After filling up the information, read the declaration carefully, click on the check box by the side of declaration.
6. In Documents, Serving/retired people must select (Serving Certificate from OC/CO) or (Ex Serviceman Disch Book/PPO/ESM I Card) option before moving to next section.
7. Click save and next. It will take you to Document upload page.
8. Once you complete uploading documents click save & next and it will take you to payment page.
9. After successful payment submit the application form, if any modification you would like to do, then click Preview/ Modify button before click the submit button for final submit.
10. Please make sure that you have uploaded self photo, and other documents to prove DOB, Category and address.

After submission of the application form, take printout of your submitted application form. *Hard copy of the application form* should be *submitted* to the school office along with Xerox copy of the supporting documents. The child will have to appear for the Entrance Examination. Once short listed after Entrance Examination, the result will be put on the School website. For certificate verification you need to produce all original and Photostat copy of certificates, proof of residential address along with printed application.

Admission to Class-I will be subject to merit and interview of the student.

Last date for admission to Class -I civilian students is 15.03.2020.