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D.A. V. PUBLIC SCHOOL, PAKHOWAL ROAD, LUDHIANA

Instructions for Filling of Online Registration Form

Step 1: Know your ward's eligibility:

Parents are requested to ensure eligibility of their ward before applying online. Applications of candidates who do not fulfill eligibility criteria mentioned below will automatically stand cancelled.

Pre KG - 2 years and 6 months to 3 years 6 months as on 31.03.2020

(Child should be born between 30.09.2016 to 30.09.2017)

L KG - 3 years and 6 months to 4 years 6 months as on 31.03.2020

(Child should be born between 30.09.2015 to 30.09.2016)

Documents Required (scanned copies)

size of each document should not be more than 100kb

- 1) Passport size photograph of the child
- 2) Family photograph of the child
- 3) Date of birth certificate of the child
- 4) Adhaar card of the child (not mandatory)
- 5) Vaccination Record
- 6) Blood group certificate of the child
- 7) Certificate of SC/ST/OBC of the child (if applicable)
- 8) Certificate of Economically Weaker Section (if applicable)
- 9) Highest educational certificate of mother and father*
- 10) Proof of residence

**If educational certificates are lost, write an application for the same and upload scanned copy of the application.*

Step 2: Apply Online

How to fill form:

- Go to school website www.davpakhawal.com. You will find the link to proceed for Online Registration under the **Admission tab**.
- Open the given link
- **Select Class Pre KG/LKG**
Date of Birth: Should be mentioned clearly as per the DOB (Date of Birth) certificate . Any discrepancy in the above will result in disqualification.
- **Email ID:** A valid and currently being used Email ID must be mentioned in the space provided for further correspondence.

- **Please ensure that you write your correct email address as further communication will be done through this email address only.**

Fill in the following Details

1. STUDENT DETAILS

- **Fill name of candidate**

As mentioned in DOB certificate. In case name is not mentioned in DOB certificate then name declared by the parents at the time of filling form will be considered final.

- *Adhar Card Number is not mandatory.*

2. SIBLING DETAILS:

Only the information about real brother / sister should be filled.

Step 3 : Payment of Fees

- Click Submit to go for payment.
- Make payment of rupees 1100/- (registration fee). Payment can be made through debit/credit card / net banking.
- Once the payment is successful, your form will automatically get submitted.
- **Take a print of the receipt after payment.**

Step 4: Interaction with Applicant child

- Parents are supposed to bring original Documents for verification on Interaction Dates.
- Interaction date and time will be intimated to you through email. So, kindly keep checking your mail time to time.

- **NOTE :** In case of any difficulty in **making payment** feel free to contact:
Mr. Karan – 8360763731

In case of any query **regarding registration:** 0161-2807075, 9876467188

Mrs. Sangeeta Mohindroo: 9915965598