

# HOW TO FILLUP THE ONLINE ADMISSION FORM

- Visit the website of LR DAV Public School, Gandarpur ([www.lrdavctc.org](http://www.lrdavctc.org)) and click **Admission 2018** menu. It will take you to the Admission for LKG 2018-19 (**Apply Online**)
- If, you are a new user, then click on **“New user? Register here**
- It will take you to a Registration form. Enter the **Applicant’s Name, Mobile Number & Date of Birth** (An OTP will be sent to the given mobile number for verification. So keep the mobile with you when filling the form), date of birth (The date of birth will be the password for further login), **Class and Category** you want to apply for.
- Enter the 4-digit OTP sent to your registered mobile number and press done.

This will take you to the admission form. Enter the following details as mentioned:

## 1. Personal Information

### a. **Name of the Applicant :**

**First Name:** Write the first name of the applicant

**Middle Name:** Write the middle name of the applicant

**Last Name:** Write the last name of the applicant

**b. Gender:** Select the gender of the applicant

**c. Nationality:** Select the nationality of the applicant

**d. Date of Birth:** Mention the date of birth

**e. Age as on 01.04.2018:** This will be auto generated

**f. Cast:** Select the caste of the applicant

**g. Blood Group:** Select the Blood Group of the applicant

**h. Mother Tongue:** Write the mother tongue of the applicant

**i. Whether belong to minority community:** Select yes if the applicant belong to a minority community and select the minority category from the dropdown menu.

**j. Chronic/Serious illness, if any:** Select yes if the applicant have any chronic or serious illness mention the same.

**k. Is the applicant a single girl child of the parents?:** Select Yes or No

**l. Mode of transport for attending the school:** Select the Mode of transport for attending the school.

**m. Aadhaar Card:** Mention the availability of the applicant’s Aadhaar Card. If available, mention the Aadhaar Card number.

**n. Mention the admission number, name, class and section of the real brother or sister studying the school.**

## **2. Detailed information of the parents:**

Mention the Name, Qualification, Occupation, Designation, Nature of duties, Place of work, Annual income, Contact number, Mobile number, Email id and Aadhaar Number of both parents.

## **3. Contact information:**

### ***a. Present address:***

Mention the plot or house number, Locality, Post, District, State and PIN CODE of the present address.

### ***b. Permanent address:***

Select the option if the permanent address is seen as the present address. If not, Mention the plot or house number, Locality, Post, District, State and PIN CODE of the permanent address.

## **4. Select the category the applicant want to apply in.**

### **Document Uploading:**

- a. Upload the photograph of the child with the parents.(Group photo). The size of the photo should be of the prescribed size i.e. Height 5 cm X Width 7 cm.
- b. Upload the birth certificate of the child
- c. Upload the father's signature
- d. Upload the mother's signature

***\*Upload all the documents in the mentioned size and format.***

*\*If you apply through the alumnus/alumna category, then mention the name and year of passing AISSE/AISSCE*

*\* If you apply through the staff category, then mention the name of the staff, Name of the School*

## **5. Read the declaration and select if you accept the terms and conditions. And click the submit button.**

This will take you to the payment page. You will have to pay **Rs1000/- (Rupees one thousand only)** for the admission form. You can pay the fee online by using debit card/ credit card/ net banking.

After the payment is successfully made, you'll be given a success message and be moved to the filled form with the transaction id and date of payment mentioned in it.

You can print the form from the same page; else you can click on "***Print form***" on the left side of the form page.

***\* Any issue you can contact the school in between 11.30 AM to 2.00 PM on all working days. Help Desk No: 0671-2443545***