



LR DAV PUBLIC SCHOOL, GANDARPUR, CUTTACK

IMPORTANT INFORMATION FOR REGISTRATION INTO CLASS – XI (2019-20)

(FOR EXTERNAL STUDENTS ONLY)

1. **SCHEDULE:**

Online Registration of Admission Form on payment of Rs. 1000/- Through Debit Card/ Credit Card/ Net Banking.	27/02/2019 (Wednesday) To 27/03/2019 (Wednesday)
Date of Downloading Admit card	29/03/2019 to 31/03/2019
Date of Aptitude Test & Venue	02/04/2019 (Tuesday) Timing: 2.30 p.m. to 5.30 p.m. Venue: LRDAV Public School, Gandarpur, Cuttack
Display of qualifying Merit list of the candidates on school Notice Board & Website	4/4/2019
Date & Time for Counselling –cum- Provisional Admission	For all : 8/04/2019
Commencement of Class	2 nd week of April

2. Students from all the recognised boards can submit online applications for admission in to Class - XI
3. Candidates seeking to apply have to register by paying Rs. 1000/-.
4. Scanned copy of Passport size photographs and signature of the applicant have to be uploaded at the space provided during the process of registration.
5. Under no circumstances the date and time of Aptitude Test and Provisional admission can be extended.
6. Mere registration doesn't confer right on anyone for taking admission.
7. The school is providing **hostel facilities for boys**. Details may be sought during the provisional admission.
8. Please refer the auto-generated admit Card Id' number for all correspondence till admission.
9. **DOCUMENTS TO BE SUBMITTED AT THE TIME OF FINAL ADMISSION (After declaration of class –X Board Exam results)**
 - i. Original & attested photocopy of Mark Sheet/ Grade Sheet of the Board Examination/ qualifying Examination.
 - ii. Original Transfer Certificate/ School Leaving Certificate of the Previous School.
 - iii. Original Conduct Certificate from the concerned last attended school.
 - iv. Original Migration Certificate from the concerned board.
 - v. The scanned copy of the Class- X Pre Board Examination to be uploaded.

N.B: In case of failure to take final admission or withdrawal of candidate after provisional admission no fee will be refunded.

SD/CHAIRMAN
ADMISSION COMMITTEE

INSTRUCTION HOW TO FILL THE ONLINE APPLICATION

Go to the LRDAV Public School site click "Admission-2019-20" link, It will take you to the LRDAV admission portal. In the portal, you will find the current openings. Click on the programme you want to apply, it will take you to the homepage of the selected programme in which you will find different links such as,

1. Apply Now
2. Already registered
3. Application Print
4. Download admit Card
5. Instruction
6. Brochure

1. APPLY NOW

Click 'Apply Now' to open the step 1 the application process page. Fill in Name (First and Last name are mandatory fields, if the first name is absent, put first name in the space of last name), Mobile No and date of birth of the applicant, then after entering security code submit, it will take you to the profile entry page.

Fill in the details in the profile page (Here star marked fields are mandatory), you have to fill in the mandatory fields, the optional fields you may or may not fill) and click "save & Next" button, it will take you to the document uploads page.

DOCUMENT UPLOAD

In document upload page, please upload required documents applicable to your category. The specification of documents are given below:

Recent passport size photo of the candidate	File – type: jpg, jpeg, png File Size: 300kb Min Dimension : (7cm x 5 cm)
Scanned copy self signature	File Type: jpg, jpeg, png File-size: 300 kb Min Dimension: (600 x 750 pixels)
Scanned copy Aadhaar Card of candidate (This field will display when Aadhaar Card is available)	File Type: jpg, jpeg, png File-size: 300 kb Min Dimension: (600 x 750 pixels)

After uploading necessary documents click "save & Next", it will take you to the payment page.

APPLICATION FEE

Every applicant has to pay Rs. 1000/- as application fee through online by using debit card/credit card/net banking.

PAY ONLINE

If paying through online click "proceed for online payment". It will take you to intermediate page where all the relevant information about online payment are given, click "pay now" button, it will take you to payment gateway page. After completing the payment process, your application process is complete. You can take a print out of your application.

2. ALREADY REGISTERED

If during the application process you are leaving in between, then while coming back click "Already Registered " link, It will take you to verification page, Put your mobile No. and Date of birth which you have already filled earlier and click "proceed". It will take you to the application where you have left, proceed from here.

3. DOWNLOAD ADMITCARD

You can download admit card from the programme home page by clicking "download admit card" link. It will take you to the verification page, put your Mobile No. and date of birth which you have already filled earlier and download.

4. INSTRUCTION

You can download Instruction from the programme home page by clicking the "Advertisement" link provided there.

5. BROCHURE

You can download brochure from the programme home page by clicking the "Instruction" link provided there.

*Any issue you can contact the admin in between 11. 30 a.m. to 2.00 p.m. on all working days except on holiday.

CONTACT DETAILS

For administrative query please contact between 11 AM to 02 PM on every working days

Lajpat Rai D.A.V. Public School, Gandarpur,Cuttack Telephone : 0671-2443545

For Technical issues please contact to 7008357743 between 10 AM to 06 PM on every working days.
Mail us for technical issues to Mail ID : contact@edusols.com