



Birla High School (Junior Section)

1, Moira Street Kolkata-700017

Phone: (033)22875281

ADMISSION-NURSERY

ACADEMIC SESSION 2020 – 2021

Guidelines and procedure to fill the Online Application Form

General Instructions: -

1. Kindly read the instructions carefully and download the guidelines before you click on the PROCEED button at the bottom of the page.
2. Only ONE form per candidate is to be submitted online.
3. Valid personal e-mail id and mobile number of the parents are required for communication.
4. Fill in the particulars of the child (i.e. name, parents' names and date of birth) correctly. The date of birth filled in the form must tally with the one recorded in the Birth Certificate. No kind of rectifications will be made after the application form is submitted.
5. It is mandatory to fill all the fields marked (*) in red. In case a field is not applicable to you please mention NA (Not Applicable).
6. Forms submitted via fax, e-mail or any other mode will not be accepted.
7. An incomplete registration form will automatically be rejected.
8. The time out for the filling up of the online registration form is 10 minutes.
9. No telephonic enquiry about admissions will be entertained.
10. Submitting the form does not guarantee admission.
11. After completing the form, click on the 'Submit' button. You will receive an Acknowledgement Receipt with your USER-ID and PASSWORD.
12. You will also receive your USER-ID and PASSWORD through an SMS on the registered mobile. Both the USER-ID and PASSWORD should be preserved by the parent to check the online admission status of the applicant.
13. You are required to take a print out of the Acknowledgement Receipt as well as the duly filled form and retain both the Acknowledgement Receipt and filled form for future correspondence.
14. The school reserves all rights of admission or rejection and is not bound to give reasons for rejection of any particular candidate.
15. The School does not accept any donation for admissions. Parents should beware of third parties making false claims of procuring admission and collecting money on behalf of the school. If they enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it. The School will appreciate if such matters could be reported so that appropriate legal action could be taken against them.

Requirements: -

- You must have the following documents with you at the time of applying for online admission, as these need to be uploaded with the application form:
 - i. Soft copy of colour photographs in Jpeg, Jpg format (not more than 3 months old) - Size: not more than 20KB, of
 - * Candidate
 - * Candidate's mother
 - * Candidate's father
 - ii. Scanned copy of Municipal Corporation Birth Certificate of the candidate (size: not more than 200 KB)

Important Information: -

1. After completing the form, click on the '**Submit**' button. If your application form is successfully uploaded the system will generate an Acknowledgement Receipt with an Application Form No. which you must use for all further correspondence.
2. The Acknowledgement Receipt will also generate a USER-ID and a PASSWORD. (Please make sure Pop - up Blocker is turned off, to get the Acknowledgement Receipt).
3. Please take a colored print out of the filled in Application Form and Acknowledgement Receipt as these will be required for the interaction session.
4. List of candidates selected for the registration will be put up on **Tuesday, 3rd September'19 at 1 p.m.** on the school notice board and the website : www.birlahighschool.com

A candidate, whose application form number does not appear in the list of candidates selected for the registration, will regretfully, not be a part of the next level of the admission process.

THE ADMISSION PROCESS AND GRANT OF ADMISSION TO CHILDREN BELONGING TO WEAKER SECTION & DISADVANTAGED GROUP IN THE NEIGHBOURHOOD SCHOOL IS SUBJECT TO THE PROVISION OF THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009 AND RULES, 2012.