

**MOUNT ST. MARY'S SCHOOL, 75, PARADE ROAD, DELHI CANTT.**  
**NEW DELHI – 110 010**

**PREP ADMISSIONS 2024-25**

**General Norms :**

1. Children born between **1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020** will be eligible for admission to class Prep for the **session 2024-25**.
2. Our school is situated on the defence land and according to the lease agreement, 70% seats are reserved for the children of the Serving Defence Personnel & children of the civilians residing in the cantonment area.

**After considering the defence quota, this being a minority school, Catholics and Christians of our Zone will be given preference.**

3.
  - i. Total number of seats in pre-primary class : 40
  - ii. Seats reserved for children of the serving defence personnel and civilians residing in the cantonment area : 28 (70% )
  - iii. After considering the Defence Category, the remaining 30% seats will be divided as per the applicable guidelines. This being a Minority Institution, Catholics and Christians in the Zone will be given preference. The weightage is without prejudice to the school's constitutional right to give preference to the children from Christian Community. Only if there are any seats vacant after considering these two essential categories, the siblings, alumni and general categories will be considered.
4. **Application Forms will be available online on our website [www.msmschool.in](http://www.msmschool.in) → Online Prep Admission → Online Application, from 23<sup>rd</sup> November,2023 to 15<sup>th</sup> December, 2023.**

**Application forms will not be accepted after 15<sup>th</sup> December, 2023, 11:00 a.m.**

5. **Application Forms must be filled online and a hard copy of the same along with the supporting documents must be submitted in the school office.**

Kindly follow the below schedule for submission of the form for your convenience between 9:00 a.m. and 11:00 a.m.:-

13 <sup>th</sup> December,2023	<b>Serving Defence Personnel, Civil Defence and Cantonment Residents</b>
14 <sup>th</sup> December,2023	<b>Catholic &amp; Christian Students, Siblings</b> (Cousins and relatives will not be eligible), <b>Alumni</b> (atleast one parent should have passed out from M.S.M and studied for minimum 5 years)
15 <sup>th</sup> December, 2023	<b>General Category</b>

**Please note:**

- A. **After making the payment. If you are unable to get a payment receipt or a print out of the payment receipt. You may email us on [msmschool1963@gmail.com](mailto:msmschool1963@gmail.com) for further assistance.**
  - B. **Application will not be complete without submission of the hard copy of the Application Form in school along with supporting documents by at least one of the parent. Hard copy of the Form must be signed by both parents before submission.**
  - C. **Application form will be available on the School website till 15<sup>th</sup> December, 2023, 11:00 a.m.**
6. **Photocopies of supporting documents have to be submitted along with the Application Form. Original documents will have to be produced for verification at the time of admission; if selected**
    - i. One latest passport sized photograph of the child for all categories (to be pasted on the form) in case you have not been able to upload it online.

- ii. One family photograph (including child and both the parents) or guardian, if any to be submitted along the supporting documents.
- iii. Self-Attested Copy of Date of Birth Certificate of the child issued by Municipal Corporation or concerned authorities for all categories.
- iv. Attested copy of the Baptism Certificate and a letter from the Parish Priest in case of Catholic and Christian candidates.
- v. Copy of Aadhaar Card of the candidate for all the categories.
- vi. Residential Proof: Photocopy of any of the following documents of both parents: Voters I-Card / Aadhaar Card / Electricity Bill / MTNL Telephone Bill / Passport.

**In case of Delhi Cantt. Civil Residents**, apart from the above mentioned residence proofs, Voter I-Card / Aadhaar Card (of the address mentioned in the form, issued atleast three years prior ) for both parents is mandatory to be eligible for this category.

- vii. **In case of serving defence service, the following additional documents are essentially required (if not provided, the candidate will not be counted in Defence category):**
  - a. **Admission : Sponsorship Certificate from HQ Delhi Area.**  
Address :- HQ Delhi Area  
Delhi Cantt. - 110010  
**Please note, Sponsorship certificate should have full address of the candidate.**
  - b. **A service certificate from your office certifying your current Date of Joining at the present/current Unit.**
  - c. **If residing in government accommodation, photocopy of the allotment letter.**
  - d. **If residing in a private residence outside Delhi cantonment, attested photocopy of the latest Rent deed or any of the documents mentioned above (in Point vi) of the same address as mentioned in the application form.**

**\*\*Please note, serving certificate will not be considered as proof of residence.**

- viii. Sibling Proof: Latest Report Card of the elder sibling studying at MSM.
- ix. Alumni - Class 12 Mark sheet / Pass Certificate issued by school along with copy of the T.C.
- x. Parental Separation - Please attach copies of any court orders etc.
- xi. In case of SC/ ST / Minority, please attach photocopy of the proof of the candidate's status.
- 7. Parents will be intimated of dates to come with original documents and get their Documents verified, only if necessary.
- 8. The first list of selected candidates along with the waiting list (if any) will be put up on the notice board on 12.01.2024. The second list, if any, will be put up on the Notice Board on 29.01.2024.
- 9. **The school reserves the right to reject or admit students. Filling up and submission of the Application form does not guarantee admission. Incomplete or false information will result in automatic disqualification.**

**\*\* Note -- Parents to ensure that details filled in by your goodself in the Prep Application Form should be accurate:**

1. **Candidate's Name**
2. **Date of Birth of the Candidate**
3. **Mother's Name**
4. **Father's Name**

**Names and DOB should be matching with the supporting document/s. Do not use abbreviations.**

**Details once entered into the School records shall not be amended.**