NIRMALA CONVENT SCHOOL, SILIGURI
NURSERY ADMISSION NOTICE
2024-2025

Application Forms for admission to Nursery are available 'online'. Parents and Guardians are required to fill the form online. The link to fill the form will be available from 4th of August, 2023 on the School website: www.nirmalaconventschoolsiliguri.com. Fill in the required details and submit the same online. Please note that any application form, not duly filled in or the forms that are incomplete will be automatically rejected by the software. This application can be submitted online on any day from 4th August to 31st August, 2023. *You are requested to take two copies of the entire document for future use and reference.* Your form will have a unique Registration Number which will be used for all future correspondence and reference.

Kindly go through the instructions mentioned below before filling up the form.

AGE CRITERIA:
Girls born between 01.10.2019 and 01.10.2020 are eligible for admission to **NURSERY**.

REQUIREMENTS
DOCUMENTS TO BE KEPT READY BEFORE FILLING FORM
1. Student's Photo (size below 500 KB)
2. Birth Certificate Scan Copy (size less than 5 MB).
3. Residential proof Scan Copy (size less than 5 MB).
4. Recent Photograph of Parents with daughter (size less than 5 MB)
  Any error in filling up the admission form will be liable to be rejected.

ADMISSION FORM FEE
A sum of Rs.1000/- (Rs. One Thousand only) will have to be paid online as the form fee while filling up the form. This money will not be refunded for any reason whatsoever. Once the payment is successful, kindly wait for the page to redirect back to the application which will mark the status of payment on the application form as paid. The application form copy must be submitted at the school counter in the given dates.

IMPORTANT NOTICE

Date of Submission:

26th August 2023 and 9th September 2023 between 9:30 am and 12:30 pm at the School Office.

Steps to follow after applying online

The following documents are to be presented for verification at the school counter.

1) The Application-Form, downloaded from the site with one copy of recent stamp-size colour photograph of the applicant and a postcard size family photograph (only father, mother and child).

2) Birth Certificate (Municipality Registration Certificate. Registration within one month after birth is valid) both the Original and attested Xerox copy. The Original Birth Certificate can be collected back soon after the verification.

Catholic children will produce the baptism certificate along with the letter of the Parish Priest, besides the above.

3) Residential Address proof & Aadhar Card of the Parents

4) Medical Fitness Certificate from a Registered Practitioner (original)

- **Anyone failing to do so their application will be automatically rejected**

SELECTION

- **The date of interaction of the parents and the child will be intimated on the same day of the submission of the application form.**
- The candidates will be selected based on the interaction with the parents and the candidate by the Principal or one delegated by her.
- Recommendations will **DEBAR** the admission to the school.
- Selection for Interaction is not a guarantee for admission.

The School doesn't authorize any dealing by anyone which involves money with regard to the procedures that are followed after applying Online.

GRIEVANCES & QUERIES

In case of any concern after submitting the application form related to online application fee payment, the user is requested to message the following details on WhatsApp Message only (9901746032)

1. Registration No
2. Student's Name
3. Father's Name
4. Mobile No
5. Brief description of your concern

NOTE:

- Form is successfully submitted if the Status is Pending and Payment Status as Paid

- While paying admission form fee, after the payment is done you are requested to wait for some time for the page to redirect back to the application page and the payment status to be marked as paid.