


**ADMISSION NOTICE FOR CLASS-IV to IX and XI (SESSION 2018-2019)**

1.	Mode of Application	<b>ONLINE</b> (through school's website <a href="http://www.oakgrove-jharipani.in">www.oakgrove-jharipani.in</a> )			
2.	Age Eligibility	The minimum and maximum age of the child should be as on 31 <sup>st</sup> March of the year in which the admission is sought :-			
		CLASS	Minimum age as on 31/03/2018	Maximum age as on 31/03/2018	
		IV	8 years	10 years	
		V	9 years	11 years	
		VI	10 years	12 years	
		VII	11 years	13 years	
		VIII	12 years	14 years	
		IX	13 years	15 years	
		Note:- Candidates born on 1 <sup>st</sup> April may also be considered.			
		<b>For admission to class XI</b> , candidates who are presently studying in class X and will be appearing in class X Board Examination in the current session (2017-18) can apply.			
3.	Application Fee	Without late Fee	Rs. 1500/- (Rs. One thousand five hundred only) from 27-11-2017 to 15-01-2018		
		With Late Fee of Rs. 1000/-	Rs. 2500/- (Rs. Two thousand five hundred only) from 16-01-2018 to 25-01-2018		
4.	Date of Written Entrance Exam (Paper & Pen Mode)	31 <sup>st</sup> January 2018 (Wednesday)			
5.	Place of Entrance Exam/Written Test	OAK GROVE SCHOOL, JHARIPANI (MUSSOORIE), DISTT. DEHRADUN.			
6.	Issue of Admit Card	Entrance Exam Admit Cards will not be sent. It will have to be downloaded by the candidates themselves after 16-01-2018			
7.	Date of Viva/Activity Test (only for candidates who qualify the written entrance exam)	Will be held on 2 <sup>nd</sup> and 3 <sup>rd</sup> February 2018 in Oak Grove School.			
8.	Documents required during filling of the ONLINE application form:				
	Sr	Requirement	File Format	File Size	Dimensions
	1	Photograph of Candidate	.JPG/.JPEG	upto 30KB	3.5cm x 4.5 cm
	2	Signature of Candidate	.JPG/.JPEG	upto 20KB	3.5cm x 1.5 cm
	3	Signature of the Father/Mother/Legal Guardian	.JPG/.JPEG	upto 20KB	3.5cm x 1.5 cm
	<b>Note:</b> Photograph must be recent colored passport size taken against a light, preferably white background. Face should be straight. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face.				

9.	<b>Current Fee Structure</b>  <i>* The fee structure given is the existing fee structure as on the date of notification and is liable to change from the academic session 2018-2019.</i>	<table border="1"> <tr> <td data-bbox="775 159 815 264">1</td> <td data-bbox="823 159 1110 264">Wards of Non Gazetted Railway Employees</td> <td data-bbox="1118 159 1473 264">Rs. 44,000/- per year</td> </tr> <tr> <td data-bbox="775 264 815 331">2</td> <td data-bbox="823 264 1110 331">Wards of Gazetted Railway Employees</td> <td data-bbox="1118 264 1473 331">Rs. 50000/- per year</td> </tr> <tr> <td data-bbox="775 331 815 398">3</td> <td data-bbox="823 331 1110 398">Wards of Non Railway Persons</td> <td data-bbox="1118 331 1473 398">Rs. 180000/- per year</td> </tr> </table>	1	Wards of Non Gazetted Railway Employees	Rs. 44,000/- per year	2	Wards of Gazetted Railway Employees	Rs. 50000/- per year	3	Wards of Non Railway Persons	Rs. 180000/- per year	
1	Wards of Non Gazetted Railway Employees	Rs. 44,000/- per year										
2	Wards of Gazetted Railway Employees	Rs. 50000/- per year										
3	Wards of Non Railway Persons	Rs. 180000/- per year										
10.	<b>Facilities Provided</b>	Hostel, Mess, Stationery, Text Books, Medical, Smart Classes, Computer with internet, Funtoot, SPACS, Sports, Gym etc.										
11.	<b>How to Apply (Stepwise details)</b>  a. Before starting filling up the ONLINE application form, the scanned images of documents with required specification as mentioned in Sr. 8 above should be kept ready for uploading in the required fields.  b. Now log on to the school's website <a href="http://www.oakgrove-jharipani.in">www.oakgrove-jharipani.in</a> and select the Tab ' <b>Admission</b> '  c. Select ' <b>Part-I Application Form</b> ' in the drop down menu under the tab 'Admission'. In the coming window, you will be prompted to select the Class in which admission is sought and Date of Birth of your child. If the date of birth meets the age eligibility criteria as mentioned at Sr. No. 2, the window containing the Application Form will open which is required to be completed by candidates in real time and can't be saved for entries at any future time.  Fill up all the details therein carefully and attach the required documents as specified at Sr. No. 8 overleaf. Submit the form and <b><u>carefully note down the generated 'Application Number'</u></b>  d. Now select ' <b>Part-II Make Payment</b> ' in the drop down menu under the tab 'Admission' and proceed to make online payment of Application Fee by ✓ the dialogue box to Accept the payment terms of State Bank of India. You will be prompted to a few Menus wherein you have to provide values as under: <table border="1" data-bbox="320 1373 1481 1615"> <thead> <tr> <th data-bbox="328 1373 906 1458"><u>Name of the Fields required in the various Menus of this part</u></th> <th data-bbox="914 1373 1473 1458"><u>Value to be 'Entered' by candidates</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="328 1458 906 1496">Select State of Corporate/Institution</td> <td data-bbox="914 1458 1473 1496">: Uttarakhand</td> </tr> <tr> <td data-bbox="328 1496 906 1534">Select Type of Corporate/Institution</td> <td data-bbox="914 1496 1473 1534">: Educational Institutions</td> </tr> <tr> <td data-bbox="328 1534 906 1572">Select Educational Institutions Name</td> <td data-bbox="914 1534 1473 1572">: PRINCIPAL OGS SCHOOL FEES</td> </tr> <tr> <td data-bbox="328 1572 906 1615">Select Payment Category</td> <td data-bbox="914 1572 1473 1615">: Application Fee (New Admission)</td> </tr> </tbody> </table> This will open the payment window. You need to fill up the required details therein and make the payment by selecting the payment mode of your choice. <b><u>Carefully note down the SBCollectReference Number</u></b> generated after the payment.		<u>Name of the Fields required in the various Menus of this part</u>	<u>Value to be 'Entered' by candidates</u>	Select State of Corporate/Institution	: Uttarakhand	Select Type of Corporate/Institution	: Educational Institutions	Select Educational Institutions Name	: PRINCIPAL OGS SCHOOL FEES	Select Payment Category	: Application Fee (New Admission)
<u>Name of the Fields required in the various Menus of this part</u>	<u>Value to be 'Entered' by candidates</u>											
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Select Payment Category	: Application Fee (New Admission)											


  
**Principal**  
 Oak Grove School,  
 P.O. Jharipani,  
 Distt. Dehradun (UA)-248152

- e. Now enter the details of the Application Fee payment you have remitted by using the drop down menu '**Part-III Enter Payment Details**' under the tab 'Admission'. After filling the details, submit. The application stands finally submitted now.
- f. The status of your application can be checked by using the drop down menu '**Check Application Status**' under the tab 'Admission'.
- g. Entrance Exam Admit Card will be available under the drop down menu '**Download Entrance Exam Admit Card**' under the tab 'Admission' after 16-01-2018.

**Important Notes:**

1. Online Application Form is to be filled in 'English' only. Application filled in any other language will be summarily rejected.
2. The Application Fee is not refundable in any case.
3. The candidates should bring the following documents so as to submit the same at the time of interview if they qualify in the written examination:
  - a. Copy of Certificate of Date of Birth of the Candidate issued by Municipal Corporation
  - b. Copy of Aadhar Number of the Candidate. Please note that Aadhar Number is a must for every candidate. Admission to the candidates will not be given if they fail to submit the copy of Aadhar Card.
  - c. Documentary Proof in support of SC/ST/OBC candidates only
  - d. Certificate from the present school certifying date of birth, character and class in which the ward is studying.
  - e. Railway Employee certificate issued by Controlling J.A.G. Grade Officer in case father or mother being a Railway Servant.
  - f. Transfer Certificate from the present school is to be submitted at the time of admission.
  - g. For any assistance/query, parents are requested to contact school's office at **0135-2630200** or at Email - **principalogs@yahoo.in** during any working day

**No. OG/E-6/ET/2018-19 dated 15.11.2017**

  
**(J.P. PANDEY)**  
PRINCIPAL  
Principal  
Oak Grove School,  
P.O. Jharipani,  
Distt. Dehradun (UA)-248152