

## ADMISSION NOTICE FOR CLASS-III (SESSION 2019-2020)

1.	Mode of Application	<b>ONLINE</b> (To be filled and submitted 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 7 and 9 years respectively as on 31 <sup>st</sup> March 2019 i.e. the Date of Birth should fall in between 01-04-2010 to 31-03-2012 (Child born on 1 <sup>st</sup> April 2012 will also be considered).			
3.	Application Fee	Without late Fee	₹1500/- (₹ One thousand five hundred only) from 21-08-2018 to 31-10-2018		
		With Late Fee of Rs. 1000/-	₹2500/- (₹ Two thousand five hundred only) from 01-11-2018 to 21-11-2018		
4.	Date of Written Entrance Exam (Paper & Pen Mode)	25-11-2018 (SUNDAY) -TENTATIVE			
5.	Place of Entrance Exam/Written Test	Dehradun (Venue of the Centre will be notified in the Entrance Exam Admit Card)			
6.	Issue of Admit Card	Entrance Exam Admit Cards will not be sent by post but will have to be downloaded by the parents themselves after 15-11-2018			
7.	Date of Viva/Activity Test (only for candidates who qualify the written entrance exam)	Will be notified later on along-with the result of written exam			
8.	Current Annual Fee Structure:				
	1	Wards of Railway Employees	₹ 70000.00 per year		
	2	Wards of Non Railway Persons	₹ 180000.00 per year		
	For the detailed information regarding fee structure, caution money and related rules, please visit the school website.				
9.	Facilities Provided	Hostel, Mess, Stationery, Text Books, Medical, Smart Classes, Computer with internet, Funtoot, SPACS, Sports, Gym etc.			
10.	Documents required for ONLINE application form:				
	Sr	Requirement	File Format	File Size	Dimensions
	1.	Photograph of Candidate	.JPG/.JPEG	4KB to 30KB	3.5cm x 4.5 cm
	2.	Signature of Candidate	.JPG/.JPEG	1KB to 20KB	3.5cm x 1.5 cm
	3.	Signature of the Father/Mother/Legal Guardian	.JPG/.JPEG	1KB to 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.				
11.	<b>How to Fill and submit Online Application Form (Stepwise details)</b>				
	Before starting filling up the ONLINE application form, the scanned images of documents with required specification as mentioned in Sr. 10 above should be kept ready for uploading in the required fields. Now log on to the school's website <a href="http://www.oakgrove-jharipani.in">www.oakgrove-jharipani.in</a> and select the Tab 'Admissions' and proceed as follows:				

**(A) PART-I Application Form**

1. Select 'Part-I Application Form' in the drop down menu under the tab 'Admissions'.
2. 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 required age eligibility criteria, the window containing the Application Form will open which is required to be filled in real time and can't be saved for entries at any future time.
3. Fill up all the details therein carefully without using any special characters which are given on top of the Application form. Also, attach the required documents as specified at Sr. No. 10.
4. Submit the form and carefully note down the generated 'Application Number'

**(B) PART-II Make Payment**

1. Select 'Part-II Make Payment' in the drop down menu under the tab 'Admissions'. You will be redirected to home page of State Bank of India's website whereby a window will open showing the payment terms of SBI. Please accept the payment terms by ✓ the dialogue box and click Proceed button.
2. Select Payment Category out of the available options in the next window as "**Application Fee (New Admission)**". This will open the payment window. You need to fill up the required details therein and then submit.
3. You will be prompted to confirm the details provided by you in the next window. If all the details are correct, press Confirm and proceed for payment.
4. Select the payment mode of your choice out of the modes available in the next window and make payment.
5. Carefully note down the **SBCollect Reference Number** generated after the payment. Please ensure that the payment has been successful. In case, the payment status is shown as pending at the time of payment, please check with your bank that the payment has been actually made.

**(C) Part-III Enter Payment Details**

If the payment is successful, Enter the details of the Fee Payment you have remitted by using the drop down menu 'Part-III Enter Payment Details' under the tab 'Admissions'. After filling the details, submit. *The application stands finally submitted now.*

**The status of your application can be checked by using the drop down menu 'Check Application Status' under the tab 'Admissions'. Entrance Exam Admit Card will be available under the drop down menu 'Download Entrance Exam Admit Card' under the tab 'Admission' after 15-11-2018.**


**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 who qualifies the Written Entrance Examination should keep the following documents ready so as to submit the same as and when asked by the school administration:
  - a. Copy of Certificate of Date of Birth of the Candidate issued by Municipal Corporation.

- b. Copy of Aadhar Number Card of the Candidate. Please note that Aadhar Number is a must for every candidate. Admission to the candidates will be denied 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 last school attended is to be submitted at the time of admission.
4. For any assistance/query, parents are requested to contact school's office between 10.00 a.m. to 17.30 p.m. at 0135-2630200 during any working day or email at [principalogs@yahoo.in](mailto:principalogs@yahoo.in)

**No. OG/E-6/ET/2018 dated 16.08.2018**



  
**(J.P. PANDEY)**  
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Principal  
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