

# *St. Mary's Orphanage & Day School*

103, Dum Dum Road, Kolkata – 700030

FORM NO. \_\_\_\_\_

Recent passport  
size coloured  
photograph  
(80% face)

(4.75cm X 3.75cm)  
FATHER

Recent passport  
size coloured  
photograph  
(80% face)

(4.75cm X 3.75cm)  
MOTHER

Recent passport  
size coloured  
photograph  
(80% face)

(4.75cm X 3.75cm)  
CANDIDATE

## INFORMATION SHEET / GATE PASS

### K.G. Admission: 2024-2025

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY AND PRESERVE THIS INFORMATION SHEET FOR FURTHER REFERENCE

**KINDLY CARRY THIS FORM WITH YOU WHENEVER YOU COME TO SCHOOL IN FUTURE**

- **Eligibility:** The candidate's age should be between **4yrs and 5yrs** as on **1.4.2024**. The boy should be born between **1<sup>st</sup> April 2019 & 31<sup>st</sup> March 2020**.
  - After purchase of the application form of Rs.600/- (Rupees Six hundred only), **there will be absolutely no other payment for the selection process. Parents are warned against so-called agents/persons associated or claiming to act on behalf of school authorities. The School does not take or accept any donation.**
  - **Application form charges will be non-refundable/Non-Transferable once purchased.**
- When filling up the application form, please write the occupation codes as specified below:

### OCCUPATION CODES

Code	Occupation
ADV	Advocate
ARC	Architect
ALS	Airlines
BNK	Bank Employee
BUS	Business
CAC	Chartered Accountant
CIV	Civil Service
DEF	Defense
DOC	Doctor
EDU	Educationist (Professor/Teacher)
ENG	Engineer

Code	Occupation
FIN	Financial Organization Employee
HTL	Hotel
INT	International Organization
MER	Merchant Navy
NWS	Journalist / Print Media
PVT	Private Service
PUB	Public / Govt. Service
EWS	Railway Employee
SCT	Scientist
HWF	Housewife

## **KINDLY CARRY ALL ORIGINALS FOR VERIFICATION BEFORE SUBMISSION**

- **Application form must be submitted along with the following documents**
- **Please do not staple/attach the application form with these documents**
- 1. One recent, postcard size, **joint photograph** of the candidate with the family.
- 2. Self attested photo copy of the **Municipal Birth Certificate**.
- 3. A self attested photo copy of the **Hospital / Nursing Home Birth Certificate**.
- 4. Self attested photo copy of **Baptism Certificate for Catholics/Christians (if applicable)**.
- 5. For proof of residence: a self attested photo copy of any two of the following  
- latest Telephone / Electricity bill / Ration Card / Passport / Voters ID / Aadhaar Card.
- 6. A self attested photo copy of SC / ST / OBC Certificate (**if applicable**).
- 7. A self attested photo copy of the School Leaving Certificate of the father (**if father is a past pupil of the School**).
- 8. Employed / Self-Employed parents to provide self-attested photocopy of the **latest salary pay slip** and **Form 16 / I.T Return copy**, whichever is possible.
- 9. A self attested photo copy of **Death Certificate of applicant's parent (if deceased)**.
- 10. Parent if Divorced to submit the **Divorce and Custody papers**.

**Form Submission: 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup> August'23 – 2:30 p.m. to 3:00 p.m.**

**All original documents will be returned after verification.**

**Kindly check the Notice Board at the time of submission for the schedule when the Selection Panel will meet the candidate accompanied by both his Parents only.**

- Please note that submission of application form does not guarantee admission to the school.
- A Selection Panel will be making the final list of candidates chosen for admission. Their decision will be final.
- **THE SCHOOL DOES NOT ACCEPT DONATIONS / PROFESSIONAL FEES / CAPITATION FEES IN ANY FORM. PLEASE DO NOT PAY SUCH FEES TO ANYONE.**
- **RECOMMENDATIONS / CANVASSING IN ANY FORM WILL LEAD TO REJECTION OF THE APPLICATION FORM.**
- **INCOMPLETE FORMS / DISCREPANCY IN THE APPLICATION WILL DISQUALIFY THE APPLICANT AT ANY TIME.**
- **PARENTS ARE STRONGLY ADVISED TO APPLY TO OTHER SCHOOLS AS WELL** as we are not able to accommodate all students who apply.

**\*\*Please note** - This is a very important document and must be kept very carefully. It must be produced in original at every subsequent notified visit to the school from August 2023 onward for various office related issues.

*We have read & understood the above instructions and undertake to abide by them.*

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Signature of Father & Date

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Signature of Mother & Date