

INSTRUCTION HOW TO APPLY FOR ONLINE ADMISSION

OVERVIEW

Candidates are advised to read the instruction carefully prior to filling up the online application form. Candidates should satisfy their eligibility before applying and shall be personally responsible in case they do not apply according to the given eligibility criteria.

The filling of online application comprises of the following five parts.

- Part I Registration and login of candidate
- Part II Application form
- Part III Document Upload
- Part IV preview and edit application and Payment of Application fee through payment gateway.
- Part V taking print out of application form

REGISTRATION

Visit the School website and click on "**Admission 2022-23**" then click on "**Admission for LKG 2022-23 (Apply online)**". It will take you to school home page where you will find "Registration" and "Login" tabs. Initially you have to register by giving required information. After registration is complete you will be directed to login the page.

LOGIN

Here put your registered mobile no. and Date of birth as already given at the time of registration.

After login, you will be directed to Program home page. Select the program group and program you want to apply and click on "**proceed**". It will take you to application page. Here you can see the eligibility criteria for your program. You can view advertisement and instruction by clicking on it. Click on "**apply now**" button which will direct you to profile page.

PROFILE

Fill up all details in the profile page (here star marked fields are compulsory), you have to fill up the compulsory fields, the optional fields you may or may not fill) and click "**Save & Next**" button, it will take you to the document upload page.

DOCUMENT UPLOAD

In document upload page, please upload required documents applicable to your category. The specification of required documents are given below.

After uploading necessary documents click "Save & Next", it will take you to the payment page. Here you will find "preview application" button. Click on "preview application" button, view your application and edit the application if necessary, as after making successful payment you will not be able to edit any more. After editing, click on "**submit button**" and it will take to payment gateway page.

APPLICATION FEE

Every applicant has to pay online application fee as specified. You can pay the fee online by using debit card/credit card/internet banking.

PAY ON LINE

From document upload page, you will be directed to an intermediate page where all the relevant information about online payment is given, click "pay now" button, it will take you to payment gateway page. You can pay through credit card/debit card/internet banking. When transaction is under process, please do not close the browser, do not click "**back button**" nor click "**enter key**" twice, to avoid transaction failure.

PRINT OUT

After completion of the payment, your application process is complete. You can take out a print copy of your application. If you need to take print copy of your application later, you can do so by login again.

Submitted in the respective school office on all working days upto **10.01.2022 till 3:00 p.m.**

CONTACT DETAILS

For any administrative query please contact school office between 11 AM and 02 PM on every working days up to 10-01-2022

D.A.V. Public School, Rajabagicha, Cuttack

Tele : 0671-2349559

For Technical issues please contact to 7008357743 between 10 AM and 06 PM on any working days up to 10-01-2022.

Mail us for technical issues to Mail ID : contact@edusols.com