



DELHI PUBLIC SCHOOL RANCHI

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SAIL TOWNSHIP
P.O.-DHURWA
RANCHI – 834004
(JHARKHAND)

DATE : 31/5/2025

NOTICE FOR CLASS XI (EXTERNAL STUDENTS) SESSION 2025-26

The Parents of the selected candidates of class XI External (session 2025-26) are hereby informed to fill the Enrollment form by using their Student ID and DOB of the child on the link appearing on school website www.dpsranchi.com. The **Enrollment** will start on **1st June 2025** and continue till **4th June 2025**.

Process of Enrollment :

- While filling the Enrollment form, please verify the details like the DOB of the child, Name of the child, Mother and Father name with the Board Marksheet and other details as well.
- After completion of the above process, the form has to be submitted online by clicking the "Submit Enrollment" button.
- Process will further route to the "Payment Gateway" for payment of the requisite fee reflecting as per the Stream allotted on the portal respectively. The fee has to be paid through Debit card/ credit card/ UPI/ Net Banking within the stipulated date and time. No offline fee will be accepted.
- For Technical assistance please contact : 6204800667.

Schedule for Document Submission :

This will be updated on our school website, once the Enrollment process is completed. Kindly arrange the below mentioned documents for the final submission.

Note : Self attested copies of the below mentioned documents are to be submitted at the time of final admission as per the schedule to be given later :

- a) Registration Form (Xerox)
 - b) TC (original)
 - c) Character Certificate (original)
 - d) Migration Certificate (original, applicable for ICSE Board students only)
 - e) Board Marksheet (Xerox)
 - f) Aadhaar Card of Child (Xerox)
 - g) Aadhaar card of both Parents (Xerox)
 - h) Caste certificate : SC/ST/OBC (if applicable)
 - i) Birth Certificate (Xerox)
 - j) **PEN No** (Permanent Education Number, has to be obtained from previous school with status as promoted to class XI and released. It should be ensured that the details in PEN should tally with details of TC, Aadhaar and Birth Certificate).
- (Mandatory for admission)**
- k) Medical Fitness certificate of the child (original).
 - l) Employer Certificate (applicable only for SAIL/MECON/ STAFF wards.
 - m) 2 photos (passport size).

SPI Note : In case of non-submission of any of the above documents, admission will be withheld.

Ashwini
PRINCIPAL