



Don Bosco School, Liluah - Howrah

Admission Notice: 2019 - 2020 Session

General Policy

1. Don Bosco School, Liluah, is an unaided, private, Catholic, Anglo-Indian and Minority School established in 1937 and as such the norms of Minority Institutions are applicable in the admission procedure. Catholic applicants are given preference for admission. However, Applications from all communities and from people of all walks of life also are accepted.
2. Admission procedure is conducted by the Principal with the help of the Salesians of the School. No other person in the School or outside has any hand in the selection of candidates for Admission to the School.
3. The School does not accept donations for Admissions. Be careful of those known and unknown people who pose to be intermediaries in the Admission process. Do not pay any money to them. Please avoid any third party that may approach you in connection with the admission nor should you approach any third party for admission.
4. Recommendations are not welcome and can be detrimental to Admission. Similarly, any attempt at seeking Admission through dubious means, even if discovered subsequently, will result in the cancellation of the Admission.

Admission to the Kinder Garten (K.G.)

1. **APPLICATION FORM:** The Application form is available at the School website from **24th September 2018 to 05th October 2018**. Kindly log on to www.donboscoliluah.org. The process is simple and self explanatory.
 - a. Scroll down to the bottom of the notice and on having agreed to the clauses you are asked to fill up the Application Form online. **Second language once selected, can't be changed later.**
 - b. On completion please check again and verify the entry. There is no possibility of any correction after you submit the Form.
 - c. Having verified, please submit the Form.
 - d. On submission, a PDF format of the completed application will be generated along with the Fee Slip and you will receive an email at the email address you gave, giving you **a username and a password**. These are needed for any subsequent communication. **Hence, it is important to preserve and maintain secrecy of your username and password.**
 - e. Get a print-out of the Form, together with the payment slip **on white A4 size paper**. (Print Orientation: Portrait)
 - f. **Pay ₹ 500/- for the Application Form, using the Fee slip generated, at the South Indian Bank, Don Bosco Liluah, on any day on or before 05th October 2018 during banking hours. (Mon-Sat 8:30am – 2:00pm).**
 - g. Having paid the amount the applicant will receive an email on **29 October 2018** informing the Date, Time and Centre for the Interaction. Alternatively, one could also log on to the School website to know these details (use your username and password).

2. **AGE GROUP:** Application may be made only for **children born in the year 2014, between 01.01.2014 and 31.12.2014.**
3. We are pleased to hold an interaction with all the valid applicants (**child with his father and mother**). This will be on any date from **10th to 16th November 2018**. Both parents only, no other persons, shall accompany the child. **The interaction will begin with a common meeting.** Therefore, it is important to be on time. Parents are requested not to pressurize the child with special coaching for this interaction.
4. **Requirements at the time of the Interaction:**
 - a) Application Form duly filled in with a recent **passport-size photograph affixed on the Form.**
 - b) A recent photograph of the Family (Father, Mother and all children) (**postcard size**) is to be pasted on the Application Form.
 - c) Originals of the **Birth Certificate** (Hospital Discharge Certificate/Nursing Home Card) and **Birth Registration Certificate** with the Municipality / Panchayat.
 - d) Proof of names of both parents (attach photocopy of: Pan card / passport / birth certificate / matriculation certificate)
 - e) Child's Immunization record.
 - f) Proof of Residential Address. (Self attested)
 - g) Applicant's copy of the fee slip.
 - h) Proof of Income. (Self attested)
 - i) Blood Group certificate original to be submitted.
 - j) Aadhar Card child and parent (Compulsory & Self attested)
 - k) For Christians: Baptism Certificate and a letter of Introduction from the Parish Priest.
(A PHOTOCOPY OF THE ABOVE DOCUMENTS WITH SELF ATTESTED IS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM).
5. The selection is based on the interaction, verification and a Lottery conducted by the Principal in the presence of the members of the Managing Committee of the School and other invitees. Even though we would like to be of help to all the admission seekers, only 180 candidates can be accommodated. Hence, we request you not to be disheartened in case your son's name does not appear in the list of selected candidates.
6. The result of the selection process will be intimated to you by the end of **December 2018** through your email address or you may log on to the School website through the username and the password given to you earlier.
7. Please note:
 - (a) Going through the above formalities does not ensure automatic Admission.
 - (b) Apply only if you have read the School Prospectus, are satisfied with the system of education imparted here and the admission procedure mentioned above.
