



ADMISSION POLICY

SESSION: 2026-27

1. Admission is open to all children irrespective of caste, creed, race, religion, gender and economic status.
2. Admission is open for Classes Balvatika-I to XII for the session 2026-27.
3. Provisional admission in Class XI will be notified & done after completion of the CBSE Board Examination AISSE 2026 (Class X) and the same will be finalized after declaration of results.
4. Admission under RTE Act 2009 will be considered subject to due approval & forwarding by the competent authority of the Govt of Assam.
5. Admission under inclusive education programme will be applicable to the children with benchmark disabilities as per RPwD Act 2016.
6. Reservation of 5 seats per class will be followed for Admission of children of serving ONGC employees transferred to ONGC-AA from other work stations/ installations.
7. Preference in Admission will be given in the following order:
 - 7.1. a) Children of serving employees of ONGC. b) Grand children of serving employees of ONGC
c) Children and grandchildren of retired employees of ONGC.
 - 7.2. The siblings of students studying in the school.
 - 7.3. The children of transferable and non-transferable employees of Autonomous Bodies/Public Sector Undertakings/Institutes of Higher Learning of the Government of India / State Government.
 - 7.4. Single Girl Child i.e, only girl child of parents, with no other siblings.
 - 7.5. Children who are recipients of Pradhan Mantri Bal Puraskar, National Bravery Award, Balshree Award and children who have shown special talent in Sports, Literary ,Visual & Performing Arts and have been recognized at the National or State level.
 - 7.6. The students transferred from other DPSs.
8. Admission in Classes X & XII will be in accordance with the CBSE guidelines.
9. Admission will be granted till the availability of vacant seats on first-cum-first serve basis.
10. Registration and merely appearing in Admission Test & Interaction will not guarantee admission.



ELIGIBLE AGE/ CRITERIA FOR ADMISSION

Class	Min Age as on 31.03.2026	Born between	Vacancy/Remarks
Balvatika-I/ Pre-Nursery	3 yrs	31.03.2022 to 31.03.2023	Subject to enrolment of minimum nos. (20) of students.
Balvatika-II/Nursery	4 yrs	31.03.2021 to 31.03.2022	20
Balvatika-III/Preparatory	5 yrs	31.03.2020 to 31.03.2021	21
Class-I	6 yrs	31.03.2019 to 31.03.2020	66
Class	Eligibility Criteria		Vacancy/Remarks
II	<ul style="list-style-type: none"> Passed preceding class from a recognized school without any break in study/schooling. PEN is required at the time of admission to update UDISE portal. As per CBSE rules & guidelines. Admission in Class X & XII will be only for transfer cases. CBSE registration is mandatory for admission in Class X & XII. Provisional Admission in Class XI requires Admit card of AISSE/ HSLC. 		37
III			20
IV			15
V			18
VI			11
VII			02
VIII			16
IX			05
X			Only for transfer cases
XI			Will be notified separately
XII			Only for transfer cases

PROCEDURE FOR REGISTRATION

- An advertisement for online /offline registration will be issued by the School in its official website and other social media platforms /handles.
- Parents are required to register their wards through the online registration link available in the school's Website: www.dpsnazira.net free of cost.
- Parents may obtain Registration Form from the school office during office hours (from 08.30 a.m. to 02.30 p.m.) on all working days on payment of Registration Fee of Rs 500/- through cash /online fund transfer.
- Registration will begin from 15.12.2025 (Monday) and will close on 17.01.2026 (Saturday)
- However, request for registration from ONGC wards whose parents will be transferred to ONGC-Assam Asset, during the Session 2026-27, will be in force.
- Age criteria will be followed in accordance with the NEP 2020 for the entry levels (Balvatika –I to Class I) as mentioned in the notification and the management reserves the right to cancel the Registration Form in case of non-fulfilment of Age Criteria.
- Self- attested copies of the prescribed documents would be required to be submitted along with the duly filled Registration Form complete in all respect, latest by 19.01.2026 (Monday)



- Date of Written Test/Assessment/Interaction will be given at the time of registration or displayed on the school notice board/School Website. The same may be altered and will be intimated through the school's website.
- Mere registration will not confer a right to admission, which is subject to Assessment procedure and availability of seats.
- In case of any discrepancy with the information submitted in the Registration Form, the management holds the right to cancel the Registration as well as the Admission of the child.

DOCUMENTS REQUIRED

- ❖ Photocopy of the **Birth Certificate** issued by the Municipal Corporation / Health Department of the State Govt.
- ❖ Residence proof of both permanent and current addresses (**Voter ID-Card/ Electricity Bill/ Rent Agreement/ Aadhaar Card/ Passport/Driving License/ Quarter allotment letter/ONGC ID card**).
- ❖ Attested copies of legal document if the child is being brought up by a single parent.
- ❖ Affidavit of Guardianship if the child lives with a local guardian.
- ❖ Photocopy of **SC/ST/OBC Certificate**, against the child, issued by the State Govt., if applicable.
- ❖ Certificate from the employer (ONGC/CISF/CRPF/Central Govt. /State Govt.), if applicable.
- ❖ A copy of **Aadhaar Card** of the child.
- ❖ A copy of **Aadhaar Card/ Unique Identity Card** in the name of any of the parents.
- ❖ A copy of **Passport** (if issued).
- ❖ A copy of **BPL Certificate** (if applicable).
- ❖ **Medical Fitness Certificate** issued by Health Department/a registered Medical Practitioner.
- ❖ A copy of the **Certificate of Disability** of the child (if any).
- ❖ A copy of the **Academic Assessment (Report Card)** of the previous class.
- ❖ **Original Transfer Certificate [A copy of the affiliation certificate issued by the previous school attended, may also be attached along with]** to be submitted at the time of admission only.
- ❖ **PEN** (Permanent Education Number) from the last school attended.

SELECTION /ADMISSION PROCEDURE

- ❖ Admission will be strictly on merit basis only.
- ❖ The selection for Balvatika-I, Nursery (Balvatika-II), Preparatory (Balvatika-III) and Class I will be held on the basis of interaction with teachers in presence of parents as per the schedule notified through the School Notice Board/Website.
- ❖ The list of candidates selected for admission to Classes Balvatika-I, Nursery (Balvatika-II) and Preparatory (Balvatika-III) will be displayed on the School Notice Board/Website.
- ❖ For Classes II to XII Written Test will be conducted and the qualified candidates will be called for an interaction through notification on the School Notice Board/Website.
- ❖ The list of qualified candidates for admission in Classes II to XII will be displayed on the School Notice Board/Website.
- ❖ The Admission Procedure, Date & Time etc. will be displayed along with the final list of selected students on the School Notice Board/Website.
- ❖ Admission process in normal cases (except for ONGC transferees) will be completed by 19th of March, 2026 (Wednesday).


Principal 21/12/25





 17/12/25