



**OAK GROVE SCHOOL**  
(Northern Railway)



Jharipani, Mussoorie,  
Distt. Dehradun,  
(Uttarakhand) - 248179  
Tel : (0135) 2630200 (O)  
Fax : (0135) 2630200  
E-mail : principalogs@yahoo.in  
Website : www.oakgrovejharipani.in

### **ADMISSION NOTICE FOR CLASS-III (SESSION 2024-2025)**

1.	Mode of Application		<b>ONLINE</b> (To be filled and submitted through school's website <a href="http://www.oakgrovejharipani.in">www.oakgrovejharipani.in</a> )
2.	Age Criteria		The age of the child should be between 7 and 9 years as on 31 <sup>st</sup> March 2024 i.e. the Date of Birth of the child should fall between 01-04-2015 to 31-03-2017 (Child born on 1 <sup>st</sup> April 2017 will also be considered).
3.	Application Fee	Without late Fee	<b>₹1500.00</b> (₹One thousand five hundred only) from 18-09-2023 to 30-11-2023.
		With Late Fee	<b>₹2500.00</b> (₹Two thousand five hundred only) from 01-12-2023 to 10-12-2023.
4.	Date of Entrance Exam/Written Test		<b>28-01-2024 (SUNDAY) –TENTATIVE</b>
5.	Entrance Exam/Written Test		Entrance Exam can be either online or offline. The Examination center will be in Dehradun.
6.	Issue of Admit Card		Entrance Exam Admit Cards will NOT be sent by email or post. The Same will have to be downloaded from the school website by the applicant themselves. The same shall be made available two weeks prior to the scheduled date of examination.
7.	Date of Viva-Voce/Activity Test ( <i>only for candidates who qualify the written entrance exam</i> )		Will be notified later on along-with the result of written exam.
8.	Current Annual Fee Structure:		
	1	Wards of Railway Employees	₹70,000.00 per year
	2	Wards of Non-Railway Persons	₹ 1,80,000.00 per year
	1. For the detailed information regarding fee structure, caution money and related rules, please visit the school website. School fee is subject to change for Academic Session 2024-25.		
9.	Facilities Provided		Hostel, Mess, Stationery, Text Books, Primary Health & Medical Care, Smart Classes, Internet, SPACS, Indoor and Outdoor Sports, Gym etc.

  
Principal  
Oak Grove School  
N.Ry. Jharipani (DDN) 16.9.23



10. Documents required for ONLINE application form:

Sr.	Requirement	File Format	File Size	Dimensions
1.	Photograph of Candidate	.JPG/.JPEG	4KB to 30KB	3.5cm x 4.5 cm
2.	Signature of Candidate	.JPG/.JPEG	1KB to 20KB	3.5cm x 1.5 cm
3.	Signature of the Father/Mother/Legal Guardian	.JPG/.JPEG	1KB to 20KB	3.5cm x 1.5 cm

**Note: Photograph must be recent colored passport size taken against a light, preferably white background. Face should be straight. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face.**

11. **How to Fill and submit Online Application Form (Stepwise details)**


The 'ONLINE' application module will open from 18-09-2023. Before starting filling up the ONLINE application form, the scanned images of documents with required specification as mentioned in Sr. 10 above should be kept ready for uploading in the required fields. Now log on to the school's website { HYPERLINK "http://www.oakgrovejharipani.in"} and select the Tab 'Admissions' and proceed as follows:

**(A) PART-I Application Form**

1. Select 'Part-I Application Form' in the drop-down menu under the tab 'Admissions'.
2. In the coming window, you will be prompted to select the Class in which admission is sought and date of birth of your child. If the date of birth meets the required age eligibility criteria, the window containing the Application Form will open which is required to be filled in real time and can't be saved for entries at any future time.
3. Fill up all the details therein carefully without using any special characters which are given on top of the Application form. Also, attach the required documents as specified at Sr. No. 10.
4. Submit the form and carefully note down the generated 'Application Number'.

**(B) PART-II Make Payment**

1. Select 'Part-II Make Payment' in the drop-down menu under the tab 'Admissions'. You will be redirected to home page of State Bank of India's website whereby a window will open showing the payment terms of SBI. Please accept the payment terms by checking the dialogue box (✓) and click Proceed button.
2. In the next window, select the State and Type of Corporate/Institution as Uttarakhand and Educational Institutions respectively and click Submit button.
3. In the next window, select 'PRINCIPAL OGS SCHOOL FEES' for Educational Institutions Name and click Submit button.
4. Select Payment Category out of the available options in the next window as "Application Fee (New Admission)". This will open the payment window. You need to fill up the required details therein and then click Submit button.
5. You will be prompted to confirm the details provided by you in the next window. If all the details are correct, press Confirm and proceed for payment.
6. Select the payment mode of your choice out of the modes available in the next window and make payment.
7. Carefully note down the **SBCollect Reference Number** generated after the payment. Please ensure that the payment has been successful. In case, the payment status is shown as pending at the time of payment, please check with your bank that the payment has been actually made.

  
16.9.23



### (C) Part-III Enter Payment Details

If the payment is successful, Enter the details of the Fee Payment you have remitted by using the drop-down menu 'Part-III Enter Payment Details' under the tab 'Admissions'. After filling the details, click 'SUBMIT'. The application stands finally submitted now.

The status of your application can be checked by using the drop-down menu 'Check Application Status' under the tab 'Admissions'.

Entrance Exam Admit Card will be available under the drop-down menu '**Download Entrance Exam Admit Card**' **under the tab 'Admission' which shall be made available at-least two weeks before the scheduled date of examination.**

Please note that Entrance Exam Admit Cards will not be sent by post but will have to be downloaded from school's website by candidates themselves.

#### Important Note

1. Subjects for which Admission Test will be held: **English, Science, Maths, Hindi, G.K. and Environmental science.** The questions asked will be of Objectives as well subjective in nature.
  - a. The Application Fee is not refundable in any case.
  - b. Photograph must be recent colored passport size taken against a light, preferably white background. Face should be straight. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face.
2. **The candidates who qualify the Written Entrance Examination should keep the following documents ready so as to submit the same as and when asked by the school administration:**
  - a. Copy of Certificate of Date of Birth of the Candidate issued by Municipal Corporation.
  - b. Copy of Aadhar Number Card of the Candidate. Please note that Aadhar Number is a must for every candidate. Admission to the candidates will be denied if they fail to submit the copy of Aadhar Card.
  - c. Documentary Proof in support of SC/ST/OBC candidates only.
  - d. Certificate from the present school certifying date of birth, character and class in which the ward is studying.
  - e. Railway Employee certificate issued by Controlling Officer or Sr. DPO in case father or mother is a Railway Servant.
  - f. Transfer Certificate from the last school attended is to be submitted at the time of the admission.
  - g. All the guidelines and instructions issued by CBSE with respect to admissions in boarding schools will be adhered to.
3. **For any assistance/query, parents are requested to contact school's office between 10.00 a.m. to 05.30 p.m. at 0135-2630200 during any working day or email at principalogs@yahoo.in**

No. OG/E-6/ET/2024 dated 16.09.2023

(NARESH KUMAR)  
PRINCIPAL

Principal  
Oak Grove School  
N.Rty. Jharipani (DDN)