

# Our Lady Queen of the Missions School

## Saltlake, Kolkata

1<sup>st</sup> September 2017

### Admission Notice for Nursery for session 2018-19

Dear Parents,

We are happy that you are seeking admission for your daughter in Our Lady Queen of the Missions School, Salt lake, Kolkata. You are very well aware, the number of seats is limited and the admission seekers are many. The admission is based on successfully completing certain admission formalities and procedures which includes a lottery. Therefore after meeting the parents and the children and after scrutinizing the application forms and the documents asked for, the admission seekers will be short listed and subsequently the final selection will be made on the basis of a lottery.

***Our Lady Queen of the Missions School, Salt lake, Kolkata, is a Christian Minority Institution and as such the norms of minority institutions are applicable in the admission procedure.***

*The selection is done by the Principal with the help of the Sisters of the institute only. No one else in the school or outside the school has anything to do with the admission process. Hence, beware of touts or middlemen who claim otherwise.*

Let me also caution you about certain things:

Please avoid any third party that approaches you in connection with the admission and neither should you approach any third party for admission. Beware of touts who try to cheat people during the admission-season. Recommendations for admission are also not entertained.

Do not offer any money to anyone who approaches you asking for money in the name of admission, posing to be well connected with the school, or pretending to have something to do with the admission procedure. Therefore, do not spoil the name of this institution by offering money to anyone.

If it comes to the notice school authority, that money has been paid to anyone in connection with an admission, that admission will be cancelled.

I hope your child will be successful and we will have the opportunity of serving you.

God bless you.

Sister Sherly Sebastian RNDM  
(Principal)

## ADMISSION NOTICE FOR Nursery 2018-19

**Eligibility:** Girls born between 01.08.2013 and 30.06.2014 are eligible for admission to Nur and only such candidates need to apply. Those who tried for admissions in the previous year/s should not apply for application forms again this year. They will be automatically rejected.

**Procedure:** The candidates will be selected based on the interaction with the parents and the candidate by the Principal or one delegated by her. The final selection will be on the basis of a lottery from those who have completed the admission formalities and procedures correctly and have been short listed after the verification/interaction.

**Board of Admission:** Admission-procedures are conducted exclusively by the Principal and the Sisters, authorized by the Principal. No other person in the school or outside has any hand in the selections.

**Form:** Forms are available 'online'. Parents and Guardians are required to download the form from the school website: [www.qmssl.in](http://www.qmssl.in) fill-in the required details and submit the same online. Please note that any application form, not duly filled in or the forms that are incomplete will be automatically rejected by the system. **This application can be submitted online any day between 5th September to 10<sup>th</sup> September 2017.** You must take two copies of the entire document for future use and reference. Your form will have a unique number which will be used for all future correspondence and reference.

**Payment:** A sum of Rs.200/- (Rupees Two hundred only ) will have to be paid as the form fee in cash along with the form, **duly signed and photos ( as required : one copy of recent stamp-sized colour photograph of the applicant and a postcard size family photograph (only father mother and the siblings of the candidate) which must be pasted on the application form.), between 11 to 13 September 2017 . Cash along with the form must be dropped in a sealed envelope in the box placed at the school reception.** This money will not be refunded for any reason whatsoever.

**Interaction:** Date and time of interaction with the parents will be informed by email, in the month of September. **The date and the time for the interaction with the Principal communicated are unchangeable.** Both parents must accompany the child and no other persons shall be allowed to accompany the child.

**Documents: The following documents are to be presented for verification at the time of interaction:**

- 1) The Application-Form, downloaded from the site should be submitted at the time of the interaction along with one copy of recent stamp-sized colour photograph of the applicant and a postcard size family photograph (only father mother and the siblings of the candidate) which must be pasted on the application form.
- 2) Nursing Home Discharge Certificate and Municipal Corporation / Panchayat Birth Certificate for verification. (Catholic children will produce the baptism certificate along with the letter of the Parish Priest, besides the above)
- 3) Residential Address proof.

*All documents must be presented in original, at the interview. Duplicates are to be attached to the form.*

**Result:** The final result (that is, after the submission of the forms and documents and meeting the Principal and the subsequent lottery is completed) will be communicated to you by email by end of October 2017. If your child is selected please take a print out of the letter and present it at the time of admission. The Form Numbers of the selected candidates will also be put on the website at a later time.

PRINCIPAL