

## **PROCEDURE FOR REGISTRATION OF CANDIDATES FOR ADMISSION TO NURSERY**

Registration of candidates for admission to Nursery for the academic year commencing April, 2019 shall begin on Monday 05 November 2018. Parents / Guardians who desire to have their sons / wards registered for admission to Nursery should apply to the Principal on the prescribed form. The Prospectus and Registration Form shall be available for sale at multiple counters set up through Gate No. 4 on Thursday, 01 November 2018 and in the College Office on all subsequent days, according to the timetable given below. Registration Forms, complete in all respects, shall be submitted at a special counter set up at Gate No 4 according to the timetable given below.

### **NOTE:**

- 1- The amount for the Prospectus and Form is NOT refundable.
- 2- Registration Forms shall **ONLY** be accepted **BY HAND** at multiple counters set up through Gate No. 4 on Monday, **19 November, 2018**. Forms shall **NOT** be accepted on any other day or at any other time.
- 3- **Parents are advised to retain a Photocopy of the completed Form and documents submitted. Queries if any, shall be entertained on production of these copies by either or both parents only.**
- 4- The College shall admit 175 pupils for the session 2019-2020.
- 5- All relevant information and instructions is contained in the Prospectus. **No information or instructions shall be provided otherwise.**
- 6- Having a sibling enrolled as a student of La Martiniere College or La Martiniere Girls' College, does not guarantee admission of a candidate in Nursery.
- 7- Parents are advised to apply to other Colleges as well, due to limited seats at La Martiniere College.
- 8- The purchase of the Prospectus and submission of the Registration Form does not guarantee admission.
- 9- Parents are advised to carefully follow the instructions for the submission of the Registration Form given in the Prospectus.
- 10- Read the instructions provided in the Application Form carefully before attempting to fill in the details.
- 11- Life Membership of the Alumni Association (LMA/LMGAA) does not guarantee admission.

## **INSTRUCTIONS FOR THE SUBMISSION OF THE REGISTRATION FORM**

Instructions for completing the Registration Form and depositing the same in the College **must be followed carefully, as mentioned on the Form as well as in the Prospectus, FAILING WHICH, THE APPLICATION SHALL BE REJECTED.** A receipt shall be issued for the submission of the Registration Form. The receipt is to be retained carefully by the applicant after acknowledgement by the College Office. **It shall have to be produced when collecting the Interaction Slip on the day of the Interaction with the Principal.**

**The following details must be provided, failing which the form shall be rejected:**

1. Name of the boy – Parents must ensure that the **SPELLING is accurate in all respects**. No changes shall be permitted at any later date. Please **do not mention “house name” or “nick names”**.
2. Names of **both** the parents must be mentioned along with the address and telephone number. This applies even to single parents (deceased, divorced / separated or other circumstances). **Kindly note that information about parents shall NOT be changed, once the child is registered. Forms that do not have the names of both parents shall be treated as invalid and shall be rejected.**
3. **Detailed** description of the parent’s occupation – an exact description of the occupation.  
**NOTE :** merely writing ‘business’, ‘service’, self-employed’ will not do. (If in service, the name of the organisation, designation and in case of business or self-employment, the name of the organisation and the type of business or occupation). Forms that do not contain these details shall be treated as invalid and shall be rejected.
4. The Prospectus contains an Interaction Slip, which must be completed by the parents and submitted along with the Registration Form.  
**The College shall NOT take any responsibility to ensure that the documents or information provided at the time of submission of the Registration Form, are actually present or correct. All documents are to be stapled to the Registration Form with a single staple. No original documents are to be attached with the Registration Form. All photo-copies are to be self-attested by BOTH parents only. In the event of the parents being deceased, divorced / separated this should be mentioned on the self attested documents. Forms that are not self-attested shall be treated as invalid and shall be rejected.**

#### **DATE OF BIRTH**

**For Admission to Nursery, only those boys born between 01 October, 2014 and 30 September, 2015 shall be considered. Any falsification of information may lead to the Registration Form being rejected OR the admission, once granted, being cancelled. There shall be no change permitted in the date of birth of the applicant, if admitted to La Martiniere College, at any time during the pupil’s tenure in the College.**

#### **Documents to be attached with the Registration Form**

- (a) A photocopy of the birth certificate issued by the Nagar Nigam **OR** a Government hospital **OR** Baptism certificate. **NOTE :** Birth Information Report **OR** *Janam Soochna*, is not acceptable.

- (b) A photocopy of the Hospital Discharge Certificate, clearly mentioning in the Heading that it is a “Discharge Certificate”, shall be regarded as valid.
- (c) A photocopy of the Life Membership card of the La Martiniere Alumni **OR** La Martiniere Girls’ Alumni Association is to be attached if the father or the mother are Old Martinians.
- (d) Photographs of the candidate and of **both** parents must be affixed in the space provided on the Form and the Interaction Slip. Kindly note, this point is mandatory, even in case of a single parent (deceased, divorced / separated or other special circumstances). Forms that do not have photographs of both parents along with the candidate shall be treated as invalid and shall be rejected. The responsibility of obtaining and affixing the photographs rests with the applicant. The Form shall be rejected if photographs are not attached as mentioned above.
- (e) **Kindly note that information about parents shall NOT be changed, once the child is registered.**
- (f) The Interaction Slip duly completed in all respects.
- (g) Signatures of both parents must be affixed in the space provided on the Form. Kindly note, this point is mandatory, even in case parents are not residing in Lucknow. If either of the parents is deceased, divorced / separated, this must be mentioned in the space allotted for Signature on the Form.

**NO CERTIFICATES SHALL BE ACCEPTED SEPERATELY. They must be attached with the Registration Form. The College shall not ask for verification of date of birth at the time of sale of the Registration Form.**

**APPLICATIONS WHICH DO NOT CONTAIN THE ABOVE PARTICULARS AND DOCUMENTS SHALL BE REJECTED**

## TIME TABLE

### Availability of Prospectus & Registration Form Dates

<b>Availability of Prospectus &amp; Registration Form Dates</b>	<b>VENUE</b>	<b>Time</b>	<b>Cost</b>
<b>Thursday, 01 November 2018</b>	<b>At multiple counters set up through Gate No. 4</b>	<b>09:00 a.m. to 12:00 noon</b>	<b>Rs. 5000/-</b>
<b>Friday, 02 November 2018.</b>	<b>College Office</b>	<b>09:00 a.m. to 12:00 noon.</b>	<b>Rs. 5000/-</b>
<b>From Monday, 12 November 2018 to Friday, 16 November 2018, both days inclusive.</b>	<b>College Office</b>	<b>09:00 a.m. to 12:00 noon.</b>	<b>Rs. 5500/-</b>

### SUBMISSION OF REGISTRATION FORM

<b>Date for submission of Registration Form</b>	<b>Time</b>
<b>On Monday, 19 November 2018</b> at multiple counters set up through Gate No. 4, La Martiniere College, Lucknow. <b>Forms will NOT be accepted on any other day or time.</b>	<b>09:00 a.m. to 02:00 p.m.</b>

## **LIST OF ELIGIBLE / INELIGIBLE CANDIDATES**

The list of candidates whose forms are found in order, after scrutiny shall be displayed on the College Website and the Notice Board at Gate No. 4 on Monday, 17 December 2018 by 5:00 p.m. and shall be removed on Wednesday, 19 December 2018 at 5:00 p.m. Parents are to ensure they check the Notice within the stipulated time period. No queries on this account shall be entertained after this period. Kindly note the Number of the Registration Form to enable quick and accurate reading of the list.

**For any clarification for errors and omissions on the part of the College. ONLY the parents of the candidate may meet the Bursar on 09 January 2019 between 10:00 a.m. to 11:00 a.m. along with a photocopy of the Registration form. NO FURTHER QUERIES SHALL BE ENTERTAINED AFTER THIS.**

### **IMPORTANT NOTE**

Parents are requested to kindly note the dates of Interaction with the Principal of those candidates who are eligible. Both parents, accompanied by the candidate, must attend the Interaction. The Interaction Slip, which has been completed by the parents, shall be given to them on the day of the interaction. This Interaction Slip will be signed by the Principal and has to be, thereafter, retained carefully as it shall be required if admission is granted.

**The Principal views with great distaste any form of influence used in the selection process. This includes letters from persons of eminence, personal contact, courtesy calls and above all any reference to personal acquaintance and friendship. Please note that while courtesy shall be extended, it would not be in the interest of the candidate for any kind of benign influence to be exercised.**

Admission of students to La Martiniere College, Lucknow is the prerogative of the Principal.

### **CONTACT DETAILS**

**Postal Address: La Martiniere College,**

**P.O. Box No 42, Lucknow – 226001 Uttar Pradesh, (India)**

**Email: [principal@lamartinierelucknow.org](mailto:principal@lamartinierelucknow.org)**

**Website: lamartinierelucknow.org**

**Telephones: College Office (during working hours) +91 9454469226 / 991938299 / 9919342299**