



## **PRESENTATION CONVENT SR. SEC. SCHOOL, GANDHI NAGAR, JAMMU**

### **PROCEDURE AND GUIDELINES**

#### **TO APPLY FOR UKG IN THE ACADEMIC SESSION 2026 – 27**

#### **GENERAL INFORMATION**

Presentation Convent Sr. Sec. School, Gandhi Nagar, Jammu, established by the 'Jammu Presentation Society', is a Christian (Catholic) minority, charitable and unaided Institution. It has absolute rights in the matter of its regulation, control and administration including admission of children in various classes in the School. Nevertheless, to be very fair and transparent and to maintain distinct standard, the School Management has adopted regulation for the purpose of Selection of Children for admission in Upper Kinder Garten (UKG) for girls. The School is affiliated to Central Board of Secondary Education (CBSE). The medium of instruction is English.

1. This Application Form is only for **Upper Kindergarten (UKG)**.
2. Number of seats available is **160 only**.
3. The following languages are taught in school: English (UKG- XII), Hindi (UKG-X) and Urdu (V-VIII).

#### **ELIGIBILITY**

Girls born between **01-April-2020** to **31-March-2021** are eligible to apply for **Upper Kindergarten (UKG)** in the academic year **2026 – 27**.

#### **GUIDELINES FOR ONLINE APPLICATION**

Read all the instructions carefully

- Documents required at the time of application.
  - Scanned passport size photograph of the candidate, father, mother of 3.5 x 4.5 cm in size and in jpg format with white background, the size of which shall not exceed 20 KB.
  - Scanned copy of candidate's Date of Birth Certificate issued by Registrar, Births and Deaths Municipal Corporation or any authorized competent authority of the candidate in jpg/pdf format, the size of which shall not exceed 500 KB.
  - Debit/Credit card/Net Banking credentials to pay the requisite application fee online.
  - Valid email id and mobile number.
- Fill the basic details and use Credit Card/Debit Card/Net Banking for the payment of requisite application fee. Once the payment is successfully done, you will get access to the Application Form.
- A payment of **Rs. 500** is to be made online for the Application Form. This amount will be non-refundable.

- While filling the particulars of the candidate (i.e. Name, Parent's name and date of birth) in the Online Application Form, please ensure that the date of birth, name of the applicant, father's and mother's name filled in the form must tally with the Date of Birth certificate of the candidate. After filling the particulars of the Candidate, Father, Mother, Guardian along with other details, upload the scanned images of required documents.
- Review the Application Form carefully before submitting.
- Once submitted, and acknowledgement receipt is generated, no further changes are allowed.
- Print two sets of the acknowledgement receipt and the Application Form generated by the system once the form is submitted and sign at the required place.
- One copy of the Application Form is to be sealed in an A-4 sized envelope along with all the necessary enclosures mentioned and another copy of the form to be preserved for future reference.
- One copy of the acknowledgement receipt is to be pasted on top of the envelope while submitting the documents. No form will be accepted without acknowledgement receipt. Another copy of the acknowledgement receipt should be preserved for future use.
- After online application, the printed Application Form and acknowledgement receipt along with all the supporting documents (duly self-attested) are to be **physically delivered at the Main Gate of the School (Gate no. 2) as per the given schedule**, a payment of **Rs. 1000/-** is to be made while submitting the documents as processing charges and an Acknowledgement token is to be collected for the same.
- Note down the **Username** and **Password** on the **Acknowledgement Receipt** for future reference and to be able to log on to review and **check status** of the Application from **time to time**.

## **SUPPORTING DOCUMENTS TO BE SUBMITTED/CHECK LIST**

Following documents (duly self-attested) are required to be submitted **at the Main Gate of the School (Gate no. 2) after filling the online Application Form.**

1. Printout of the **Application Form**
2. **Acknowledgement Receipt to be pasted on top of the sealed envelope**
3. **One Copy of Date of Birth Certificate** (Issued by Registrar, Births and Deaths/Municipal Corporation or any authorized competent authority). The Date of Birth Certificate of the candidate must contain the name of the Candidate
4. **Aadhar Card of the candidate**
5. **Identification Proof of the Parents**– Aadhar Card and Pan Card, both father and mother. (Aadhar Card is mandatory for both the parents and Pan Card at least one parent is mandatory)

6. **RESIDENTIAL Proof** – Aadhar Card/Passport/Voter ID/Driving License, of both father and mother. Rent deed if applicable or Electricity bill (for the last 3 months at least)
7. **Geotagged photograph of the residence**
8. **In case of a Sibling Case:** Proof of the elder Sibling currently studying in this School, viz, Term I Mark sheet of the current academic session, Id Card issued by the School (Real sister only)
9. **Highest qualification certificate** of both parents. (Academic and Professional)
10. **Proof of occupation of both the parents (in case of working parents)**
11. Documents of the guardian (if applicable)
12. **Candidates claiming consideration under single parent need to produce the requisite supporting documents**
13. **If the candidate is adopted, relevant supporting documents to be enclosed**
14. For Catholic/Christian candidates: **Baptism Certificate and letter from the Parish Priest.**
15. Parent's claiming consideration under EWS category shall annex attested photocopy of requisite EWS certificate from concerned authority. The original certificate shall be verified from the issuing authority after proper scrutiny. **False information leads to cancellation of the Application Form.**
16. **Medical Fitness Certificate (as per the format provided at the end of these guidelines in Annexure-A) of the candidate is mandatory. The certificate must include the license/registration number of the doctor**
17. Medical document if the candidate is differently-abled
18. **Self-certificate of the Child, stating she is enrolled and studying in LKG standard as per the provided format at the end of the guidelines (Annexure-B). Also, supporting documents for the same to be enclosed. (I.D Card/ Fee Receipt/ Marks sheet)**
19. Any other document of relevance
20. Checklist enclosed in the guidelines after mentioning the submitted documents.

**Note: Recent family photograph to be pasted on the Application Form in the space given. Also, the passport size photographs of the candidate and the parents are to be pasted in the provided space Kindly arrange the documents as per the sequence provided above and number them accordingly.**

## **GENERAL INSTRUCTIONS, TERMS AND CONDITIONS**

- All candidates need to apply in electronic (online) mode only. For parents having more than one child, individual applications are to be filled for each child.
- The Application Form needs to be signed by both the parents. In case of a single parent, annex relevant documents and mention alternate contact number in the Application Form.
- Application Form is to be submitted along with all the required documents, arranged as per the checklist in a sealed envelope at the Main Gate of the School (**Gate no. 2**).
- No Application Forms will be accepted after **last date** and **time** given for the submission.
- Incomplete/fabricated supporting documents and Application Form will be rejected automatically.
- Application Form must be complete in all respects. No alteration is allowed to be made on the printed Application Form. Any hard copy of the Application Form submitted found to be incomplete in any respect shall stand rejected.
- Application does not guarantee admission.
- **Any sort of recommendation shall lead to cancellation of the Application.** Do not entertain intermediaries in the name of admission. The school shall not take any responsibility for payment of any amount made to such persons. All communication with regards to admission will be done only through the **school website** and through **SMS** notification on the registered number. (School shall not be held responsible for undelivered or rejected SMS).
- After submission of the form, log on to [www.pcsjammu.org](http://www.pcsjammu.org) Click on **Login**, enter the **Username** and **Password** mentioned in the acknowledgement receipt to check:
  - **The status of the payment.**
  - **The status of your application.**
  - **The selection status, if selected**
  - **Check the date and time of admission formalities.**

<b>ADMISSION SCHEDULE EVENT</b>	<b>DATE</b>	<b>TIME</b>
Commencement of Online Application	<b>Friday, 05 December 2025</b>	<b>10:00 am</b>
Closure of Online Application	<b>Thursday, 18 December 2025</b>	<b>04:00 pm</b>
Submission of Printed Application Form along with self-attested documents	<b>Monday, 22 December 2025 &amp; Wednesday, 24 December 2025</b>	<b>Between 09:30 am to 12:00 noon</b>

Processing Charges to be paid while submitting the Application Form- **Rs. 1000/-**

**Note: In case of any assistance needed in filling of the online Application Form, the Parents along with all the necessary documents may visit the School on Wednesday, 10 December 2025 between 10:00 am to 11:00 am.**

*Sr. Amelina Rodrigues,  
Principal*

**Annexure-A**

**Medical Certificate**

**(on the letter head of the Medical Officer/Doctor)**

**To Whomsoever It May Concern**

I, Dr. \_\_\_\_\_ do hereby certify that I have carefully examined Miss  
\_\_\_\_\_ d/o \_\_\_\_\_. Based on the  
examination, she was found to be free from infirmity, mental or physical, and is free from any illness, which may  
interfere in her studies and found her possessing good health.

This certificate is being given to her for the purpose of filling the Application Form in Presentation Convent Sr.  
Sec. School, Gandhi Nagar, Jammu.

Signature of Medical Officer \_\_\_\_\_

Name of Medical Officer \_\_\_\_\_

Registration No \_\_\_\_\_

Dated:

Seal

**Annexure-B**

**SAMPLE FORMAT:**

We, the parents of \_\_\_\_\_ hereby, declare that our child has the spoken and written ability, up to the standard of L.K.G. Our ward is currently studying in \_\_\_\_\_ (Name of the School) in \_\_\_\_\_ (Grade). This is true to the best of our knowledge and if detected as not having the ability, the admission of our child may be cancelled.

Name and Signature of Mother

Name and Signature of Father

**Annexure-C****Check List**

S. No.	Document	Whether enclosed or not (Please write yes or no)
1.	<b>Application Form</b>	<input type="checkbox"/>
2.	<b>Acknowledgement Receipt to be pasted on top of the sealed envelope</b>	<input type="checkbox"/>
3.	<b>One Copy of Date of Birth Certificate</b>	<input type="checkbox"/>
4.	<b>Aadhar Card of the candidate</b>	<input type="checkbox"/>
5.	<b>Identification Proof of the Parents</b>	<input type="checkbox"/>
6.	<b>Residential Proof of the Parents</b>	<input type="checkbox"/>
7.	<b>Geotagged photograph of the residence</b>	<input type="checkbox"/>
8.	<b>Mark sheet and Id Card in the case of a Sibling studying in the same school</b>	<input type="checkbox"/>
9.	<b>Highest qualification certificate of both parents (Academic and Professional)</b>	<input type="checkbox"/>
10.	<b>Proof of occupation of both the parents (in case of working parents)</b>	<input type="checkbox"/>
11.	<b>Documents of the guardian (if applicable)</b>	<input type="checkbox"/>
12.	<b>Supporting documents in case of a single parent</b>	<input type="checkbox"/>
13.	<b>Supporting documents if the candidate is an adopted child</b>	<input type="checkbox"/>
14.	<b>Baptism Certificate and letter from the parish priest in case of Catholic/Christians</b>	<input type="checkbox"/>
15.	<b>Supporting documents in case the candidate belongs to Economically weaker section</b>	<input type="checkbox"/>
16.	<b>Medical Fitness Certificate (As per the format provided in Annexure-A)</b>	<input type="checkbox"/>
17.	<b>Medical document if the candidate is specially-abled</b>	<input type="checkbox"/>
18.	<b>Self-Certificate as per the format provided (Annexure-B) and Supporting documents for the candidate studying in LKG</b>	<input type="checkbox"/>

19.	<b>Any other document of relevance</b>	<input type="text"/>
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Signature of Father \_\_\_\_\_ Signature of Mother \_\_\_\_\_ Total Enclosures