DELHI PUBLIC SCHOOL DHANBAD

MAIN BUILDING - KARMIK NAGAR,PO ISM, DHANBAD, 826004
PRIMARY WING - JAGJIWAN NAGAR, DHANBAD, 826003

REGISTRATION NOTICE – SESSION 2027–28

GUIDELINES FOR ONLINE REGISTRATION

Parents are requested to read the following instructions carefully before starting the online registration process.

1. **Valid Email ID:** Both parents (Mother and Father) must have valid personal email IDs. If unavailable, please create them before starting the registration process.
2. **Child's Photograph:** A recent passport-size photograph of the child must be uploaded online. The photograph should be in JPG/JPEG format and should not exceed **900 KB**. The child must wear a single-colour dress (multicoloured or printed dresses are **not permitted**). The background of the photograph **must be plain white or blue.**
3. **Registration Fee:** The registration fee is ₹2,000/- (Rupees Two Thousand Only), payable through the Online Payment Gateway. The fee is strictly **non-refundable**.
4. **Printout of Registration Form:** After successful payment, please download and print the system-generated Registration Form. Keep one copy for your personal records.
5. **Submission of Registration Form:** Submit only the printed copy of the duly filled Registration Form in the **Drop Box** placed on the school campus. **No other documents** are required at this stage.
6. **Drop Box Schedule: 16th November 2026 to 16th December 2026**, between 09:00 AM and 02:00 PM on all working days.
7. **Original Documents:** Original documents supporting the information provided in the registration form must be produced at the time of admission.
8. **Admission Deadline:** Failure to submit the required documents within the stipulated admission period may result in **cancellation of the admission** offer.
9. **Age Criteria:** The child's age will be calculated as on 31st March 2027.

Class	Age Requirement	Date of Birth Range
Pre-Nursery	3 to 4 years	1st April 2023 - 31st March 2024
Nursery	4 to 5 years	1st April 2022 - 31st March 2023
Prep	5 to 6 years	1st April 2021 - 31st March 2022

10. **No Changes Permitted: No amendments** to the Date of Birth, child's or parents' details will be entertained after submission of the registration form.
11. **Duplicate Applications:** Multiple applications for the same child will not be accepted and may lead to **disqualification.**
12. **No Additional Documents: No documents** other than the printed Registration Form should be submitted in the Drop Box.
13. **Registration Does Not Guarantee Admission:** Registration of a child does not confer any right to admission to the school.
14. **Jurisdiction:** Any dispute or legal matter arising during the admission process shall be subject to the jurisdiction of Dhanbad only.

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

The following documents must be submitted at the time of admission:

a) Birth Certificate – **Mandatory**
b) Two recent passport-size photos in **single-colour dress with a white or blue background**. – **Mandatory**
c) Medical Fitness Certificate, including Blood Group – **Mandatory**
d) Employee Certificate – **Mandatory for BCCL employee candidates only**
e) Aadhaar Cards of Father, Mother and Child – **Mandatory**

IMPORTANT DATES – SESSION 2027–28

Particulars	Dates / Details
Online Registration Opens	**15th November 2026**
Last Date for Online Registration	**15th December 2026, up to 09:00 PM**
Drop Box Submission Begins	16th November 2026
Drop Box Submission Deadline	16th December 2026
Drop Box Timings	09:00 AM to 02:00 PM on working days
Lottery / Selection	To be announced
Admission Payment	As per selection notification
Last Date for Admission Payment	Admission link valid for 72 hours
Submission of Admission Form with Documents	Within two days of admission payment

IMPORTANT PAYMENT INSTRUCTIONS

- The registration fee of ₹2,000/- is strictly **non-refundable**, irrespective of whether admission is granted or not.
- Please download or print the payment receipt after **successful payment.**
- In case of a failed transaction, **DO NOT make a second payment immediately.**
- Kindly wait for 48 hours for payment confirmation.
- If payment is not confirmed even after 48 hours, please **email your transaction** details to **erpdpsdhn@gmail.com**.

महत्वपूर्ण भुगतान निर्देश

- पंजीकरण शुल्क ₹ 2000/- किसी भी परिस्थिति में वापस नहीं किया जाएगाए चाहे बच्चे को प्रवेश मिले या नहीं।
- सफल भुगतान के बाद कृपया भुगतान रसीद डाउनलोड या प्रिंट कर लें।
- यदि भुगतान प्रक्रिया असफल हो जाती हैए तो कृपया तुरंत दोबारा भुगतान न करें।
- भुगतान की पुष्टि के लिए कृपया 48 घंटे तक प्रतीक्षा करें।
- यदि 48 घंटे बाद भी भुगतान की पुष्टि नहीं होती हैए तो कृपया अपने लेनदेन का विवरण **erpdpsdhn@gmail.com** पर ई.मेल करें।

FEE STRUCTURE

In case of any revision in the fee structure, the same will be communicated to parents. Parents will be required to pay the revised fee accordingly.

FOR FURTHER INFORMATION, CONTACT US

Website: www.dpsdhanbad.edu.in
Email: erpdpsdhn@gmail.com
Helpline: 9708037899 / 9708035799