

**INSTRUCTION FOR FILLING UP ONLINE APPLICATION FORM FOR  
PROVISIONAL ADMISSION TO CLASS XI (SESSION 2018-2019)**

**FOR STUDENTS OTHER THAN DAV MODEL SCHOOL, DURGAPUR**

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**1. Documents/things to be kept ready for reference:**

- Mark sheet of class IX annual examination
- Mark statement of class X Half yearly and Pre board examination.  
(For schools where no pre board was conducted in class X, students need to fill up Mock test details or the Half yearly marks again in PRE BOARD Column.)
- Record of other achievements (if any)
- Email-id and mobile no.
- Passport size photograph of Candidate (Max. 1 MB) in soft copy form for uploading.

**2. Steps to be followed while and after filling up the form:**

**Step 1-**Click on the option **APPLY ONLINE** (only for new users). Fill the details and **submit** (Candidates need to be very careful while filling up the form as no changes can be made after submission)

**Note-**

- After clicking submit button please wait for few seconds for Payment option to come.
- After submission of application form an *user -id and password* will also be sent to your mobile no. The same can be used for log-in as a registered user clicking the option **Registration form** and also can be used for making payment and downloading form later if not immediately however not after the last date.

**Step 2-**Make Payment Online

**Step 3-**Download **PDF of application form**

**Step 4-**Submit the **PDF** with required documents to school office within the prescribed date to get your interview schedule and time.

**Note:** To continue classes for any particular subject, a minimum of 25 candidates has to opt for that subject or the combination shall be changed.