

# Calcutta Girls' High School

118 Princep Street  
Kolkata – 700 072

## **ADMISSION NOTICE FOR PLAY GROUP & PREP 1**

(Session 2022 – 2023)

Application forms for PLAYGROUP & PREP 1, Session 2022 – 2023 will be available online from 2<sup>nd</sup> August – 31<sup>st</sup> August 2021.

### **For PLAY GROUP**

Candidates with date of birth between 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 are eligible for filling up the admission form.

### **For PREP 1**

Candidates with date of birth between 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 are eligible for filling up the admission form.

Please follow the given steps to facilitate submission and subsequent acceptance of your Application Form .

- ❖ **Application forms will be accessible from our website [www.cghs1856.org](http://www.cghs1856.org)**
- ❖ **Fill up the Admission Form online. Google Chrome is recommended for better accessibility.**
- ❖ **Follow the procedure serially while filling the application form. You are requested to provide whatsapp number in the application form.**
- ❖ **After filling the form click on mail verification and phone verification buttons.**
- ❖ **Press SUBMIT button and wait for PDF generation.**
- ❖ **When the print format appears on your screen, either print or save application form along with Bank Challan copy.**

**The cost of the Application Form is Rs. 1500/-, may be paid as follows :**

### **For Online payment:**

- ❖ Please visit our school website, click on the pay challan tab and follow the instruction.

### **For Cash payment:**

- ❖ The printout of the Bank Challan of Rs. 1500/- (in cash only) is to be paid at Axis Bank, 69 Ganesh Chandra Avenue Branch, Kolkata 700 013. Phone No. **2215 2014 / 15 / 16 / 17.**

After the payment, all the below mentioned documents along with the bank challan (cash payment)/pay challan (online payment) is to be uploaded in the menu option as "Upload Admission Documents" within 24 working hrs of submission of the Admission form.

**\*\*Please note that file size should not be more than 1.5MB either Image or PDF.**

- **Colour printout of the Application Form with photos (ward & parents) is mandatory. No pasted photograph will be accepted.**

- ❖ **Both for ONLINE PAYMENT and CASH PAYMENT(stamped receipt of bank Challan) parents are requested to retain the counterfoil of the Deposit Slip/online receipt.**

The following copies of original documents are to be uploaded at the time of online Admission form submission.

- ❖ **Original documents of under mentioned documents:**

- ❖ Candidate's Birth Certificate from any municipal corporation
- ❖ Triple Antigen and Polio Immunization Card of candidate
- ❖ Residence Proof of parents (Ration Card / Electric Bill / Telephone Bill / Passport/Voter ID /Aadhar Card)
- ❖ Income Proof document of parents. (salary slip or last year IT Return Form)
- ❖ Candidate's Aadhar card or Parent Aadhar card details

- ❖ **For all Christian candidates must upload**

Original Letter of Recommendation issued by Parish Priest along with attested photocopy of Baptism Certificate of candidate. Confirmation Certificate of parents and proof of membership of parents from the concerned church.

3. Date and time of online Interaction on “**zoom app**” with the parents and child will be intimated on personal phone no. through sms, 7 days before the date of interaction. Presence of both parents (father and mother) is compulsory for the online Interaction (No request for change in date & time of interview will be entertained).

4. Only duly completed Application Forms, with all necessary attachments, documents & enclosures will be considered valid.

5. Any attempt to influence the admission process by giving references, canvassing, etc. offering donations, gifts, will debar/ disqualify the candidate from being considered for admission.

6. The submission of the Application Form for completing the admission process and thereafter appearing for the online interaction shall not automatically guarantee admission. The school reserves the sole right to take the final decision regarding all admissions and the same shall be considered as final and binding on all applicants.

Mrs. B. Biswas  
Principal & Secretary