



# Online Admission System

Candidates' Manual

## Online Admission System Candidate's Interface Manual



# Online Admission System

## Candidates' Manual

### Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by Raj Computers & Consultants. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options.

We recommend using latest and updated browsers like **Google Chrome** or **Mozilla Firefox** for best experience.

#### Registration Step 1 of 4

**General Instructions:**

Kindly read all instructions carefully before you click on PROCEED at the bottom of this page.

**ADMISSION FOR ACADEMIC SESSION 2025-2026**

**GUIDELINES AND PROCEDURE TO FILL THE ONLINE REGISTRATION FORM**

1. The name of the child, father's name, mother's name, date of birth, etc should be entered correctly in the form as it appears on the Govt. issued birth certificate. No changes will be allowed later on.
2. It is mandatory to fill up all the fields marked (\*) in red in case of field is not applicable to you please mention NA (NOT APPLICABLE).
3. An incomplete application form will be automatically rejected.
4. After completing the form click on Submit button & Pay the Registration fee. You will receive an SMS and email on your registered mobile/email ID, that your form has been submitted successfully.
5. The Reference Number in the SMS & Email should be preserved by the parent to receive a copy of the application form and to get an acknowledgement of payment made. You can take print out anytime between the Process.
6. The system will re-direct you to pay application form fee online after you have made the payment online, the system will generate a payment acknowledgement receipt and the PDF of the the duly filled in application form.
7. You are required to take a printout of the acknowledgement receipt and the application form on a White A4 size paper in a portrait format.
8. You are requested to retain a copy of the acknowledgement receipt as well as the form for future correspondence.

I understand and agree that the registration of my child/ward does not guarantee admission to the school and that the registration fee is neither transferable nor refundable. I shall abide by the rules and regulation mentioned at the time of admission and the school prospectus and if changed during academic session.

Once admission is granted two copies of recent Passport Size Photo, birth certificate, Aadhar Card of student and parents, medical fitness certificate needs to be submit at the school office. Original Copy of the Transfer Certificate must be submitted within 30 days of the student attending the school in the academic session after admission has been granted.

For any queries: add or message on WhatsApp Business Account No.:- 512783855.

Technical Helpdesk number:- +91-86645-02940.

**Applicant's Basic Details**

\*\*\*All Fields are mandatory to fillup the form

Applicant's Name  \*

Class for which Admission is sought  \*

Date of Birth  \*

Gender  \*

Mother's Name  \*

Father's Name  \*

Email ID  \*

A valid email id required for payment confirmation


Mobile No.  \*

I Understand and completely agree to the Statements and Instructions made in this Registration form.

I would like to receive notifications via SMS/Email from this website.

a b c d

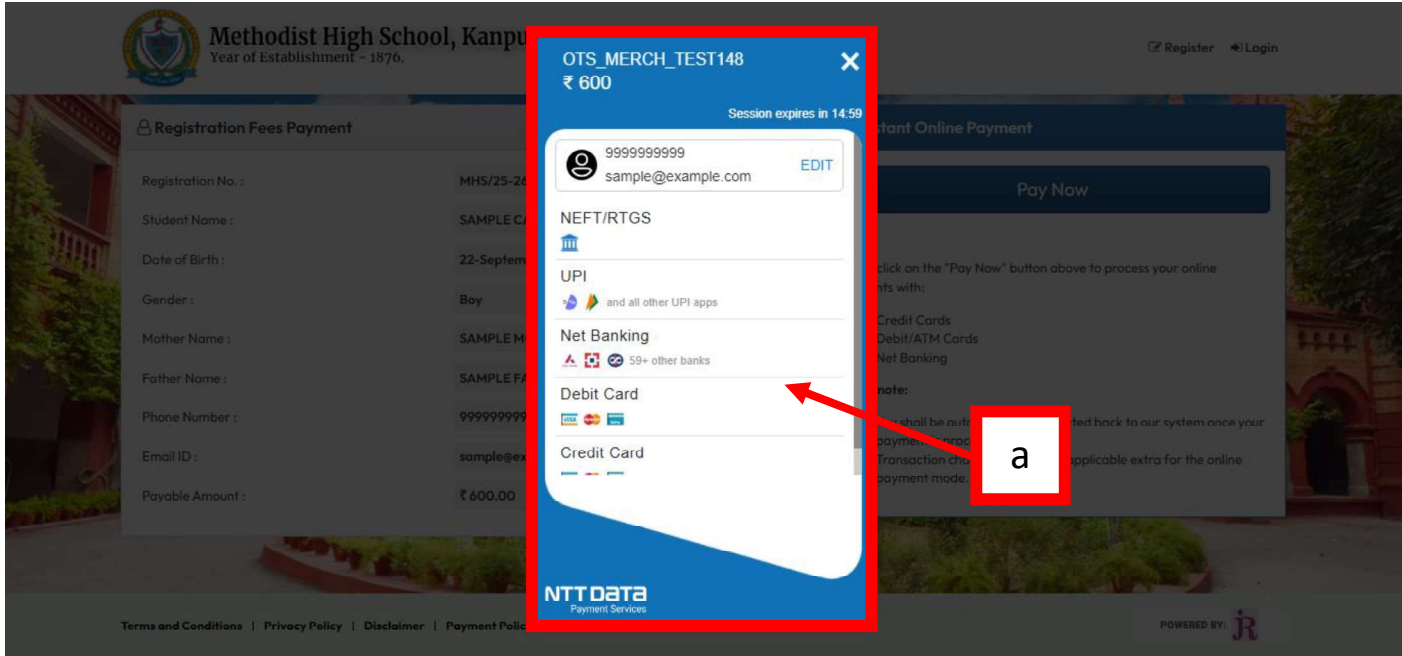
- a) Read the General Instructions and Guidelines for admission.
- b) Do the Basic form for fill up.
- c) You have to accept the terms and conditions.
- d) To apply please click on the button to initiate the application process.



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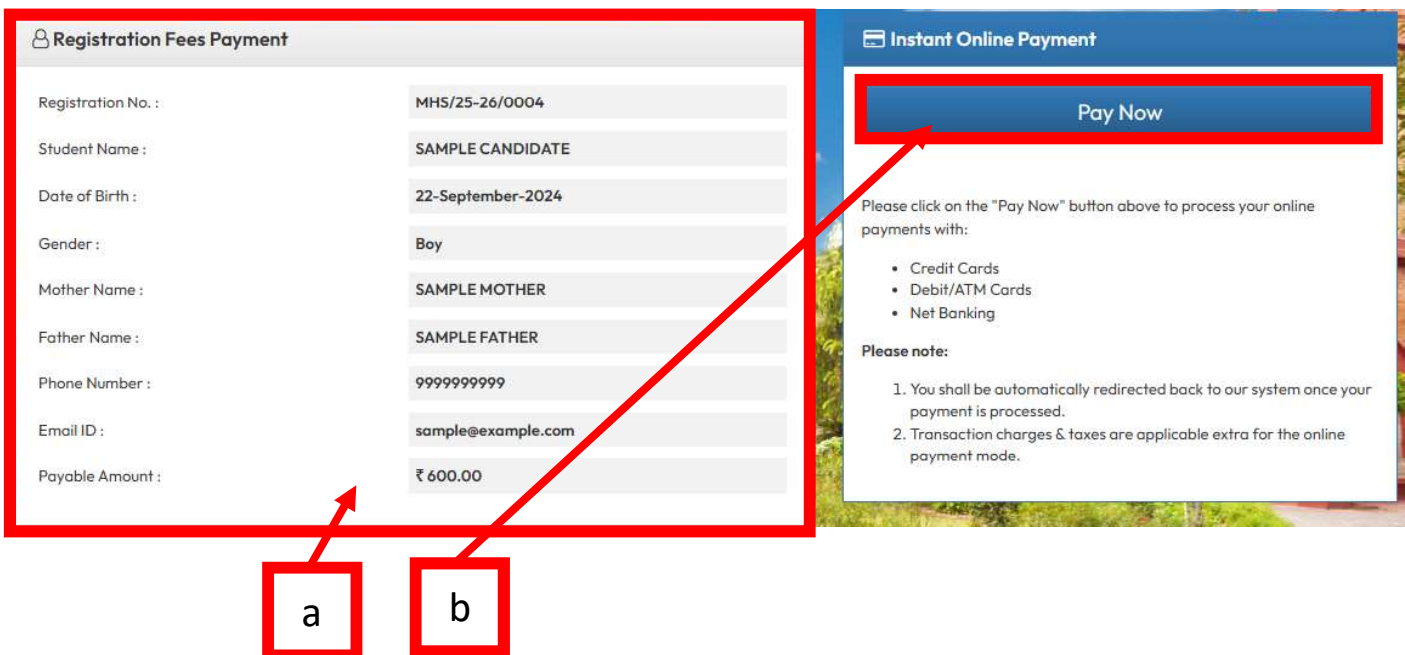
### Registration Step 2 of 4



a) After the button click the payment window will open then choose your option and do the payment.

---- OR ----

**N.B:** If payment window not open follow the below process.



a) Please make sure that the all the details are correct.

b) Click on the Pay Now button, do the payment and proceed to the next step.



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### Registration Step 3 of 4

Congratulations...! Your Registration Fees Payment is Confirmed. Please check the payment details below.

Student Details		Transaction Details	
Student Name	Sample Candidate	Reference No.	MHS25260004-241015124916
Registration No.	MHS/25-26/0004	Paid Amount	600.00
Date of Birth	22-September-2024	Transaction No.	11000000597057
Registration Class	Play Group	Payment Date	15-October-2024
Session	2024-2025	Payment Status	Success

**a** **b**

- a) After the payment successful keep the transaction details for future reference.
- b) To complete the registration process click the button.



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### Registration Step 4 of 4

#### a) Fill up the applicant's Basic details.

#### 👤 Applicant's Basic Details

Applicant's Full Name <input type="text" value="Sample Candidate"/> *	PEN No.( <i>Permanent Education No. 11 Digit</i> ) <input type="text"/>	Aadhaar No.( <i>12 Digit No.</i> ) <input type="text"/> *
Class for which Admission is sought <input type="text" value="Play Group"/> *	Date of Birth <input type="text" value="22-September-24"/> *	Place of Birth <input type="text"/> *
Gender <input type="text" value="Boy"/> *	Blood Group <input type="text" value="Select"/> *	Category <input type="text" value="Select"/> *
Religion <input type="text" value="Select"/> *	Nationality <input type="text" value="Indian"/> *	Mother Tongue <input type="text" value="Hindi"/> *
Second Language of the Student in the School <input type="text" value="Select"/> *	Mobile No. <input type="text" value="9999999999"/> *	Email ID <input type="text" value="sample@example.com"/> *

#### b) Fill up the applicant's father details.

#### 👤 Applicant Father's Details

Name of Father: <input type="text" value="Sample Father"/> *	Occupation: <input type="text"/> *	Organisation: <input type="text"/> *
Office Address: <input type="text"/> *		Tel. No. Office: <input type="text"/> *
Qualification: <input type="text"/> *	Mobile No <input type="text"/> *	Aadhaar No <input type="text"/> *
Email ID <input type="text"/> *	<input type="radio"/> Immediate Contact Person	

#### c) Fill up the applicant's mother details.

#### 👤 Applicant Mother's Details

Name of Mother: <input type="text" value="Sample Mother"/> *	Occupation: <input type="text"/> *	Organisation: <input type="text"/> *
Office Address: <input type="text"/> *		Tel. No. Office: <input type="text"/> *
Qualification: <input type="text"/> *	Mobile No <input type="text"/> *	Aadhaar No <input type="text"/> *
Email ID <input type="text"/> *	<input type="radio"/> Immediate Contact Person	



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d) Fill the applicant's permanent address.

### Applicant Permanent Address

Town / Tehsil  \* District  \*

State  \* Pin Code  \*

e) Fill the applicant's local address.

### Applicant Local Address Same as Permanent

Town / Tehsil  \* District  \*

State  \* Pin Code  \*

For local address check the checkbox for same as permanent address

f) Applicant's Other details

### Applicant Other Details

WhatsApp No.  Name of Guardian / Relative  Guardian / Relative Address:

g) Applicant's Previous academic details.

### Applicant Previous Academic Details

#### 1. Academic Details

Name of the School	Class	Year	Board/State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medium	% of Marks	Reason for Leaving	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

For more click this button



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### h) Applicant's achievements in Academic/Sports/Co-curricular Activities:

**Applicant achievements in Academic/Sports/Co-curricular Activities:**

**1. Achievements Details**

Field	Year	Events	Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add More**

For more click this button

### i) Applicant's sibling details

**Applicant Sibling Details**

**1. Sibling Details**

Siblings	Enter Name	Enter Class
<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>

**Add More**

For more click this button

### j) Applicant's Parents alumni details

**Applicant Parents alumni Details**

Father alumni From (Year)	Father alumni To (Year)	Mother alumni From (Year)	Mother alumni To (Year)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### k) Documents to be Uploaded

**Documents Required**

<b>Student Photo (Passport Size)</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>	<b>Birth Certificate</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>	<b>Family Photograph (Post Card Size)</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>
<b>Student AADHAAR Card scan copy</b> <input type="text" value="Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>	<b>Father Photo (Passport Size)</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>	<b>Father AADHAAR Card scan copy</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>
<b>Father Signature</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>	<b>Mother Photo (Passport Size)</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>	<b>Mother AADHAAR Card scan copy</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>
<b>Mother Signature</b> <input type="text" value="* Choose File No file chosen"/> <b>i</b> <small>Allowed types - ".jpg" and ".png". Max file size upto 200KB</small>		



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### l) Applicant's have to agree the terms and conditions

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I UNDERSTAND AND COMPLETELY AGREE TO THE STATEMENTS MADE IN THIS REGISTRATION FORM

With my own consent I have uploaded scanned copies of all documents and Aadhaar as admission requirements of my ward Sample Candidate.

### m) Click on the “Submit” button to save and proceed.

Save and Proceed

### **Important Note: Take the print out of your application for further processes.**

After **Save and Proceed** the online application shall be deemed as complete and accepted for further verification and processing towards admission to the institute. The candidates shall be intimated through SMS, Email or website notification about the Admission dates and further procedures.

The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.

Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

