

Admission Guidelines



FOR ADMISSION TO

CLASS Mont 1 to IX

Hera Public School

Phadgudia, Azamgarh

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INTRODUCTION

The school was founded with the goal of providing education to the educationally disadvantaged community at large, with a specific focus on the Muslim Community. Nevertheless, admission is available to children from all communities, irrespective of caste, creed, or religion.

Typically, the school adheres to the ICSE/ISC curriculum. Emphasis is placed on fostering the holistic development of students, encouraging excellence not only in academics but also in sports and extracurricular pursuits. National festivals are celebrated, aiming to instill a sense of patriotism and national integration among the students.

SCHOOL UNIFORM

The school has prescribed Uniform for admitted students. The details of the prescribed School Uniform are provided to the candidates at the time of admission from the school.

ESSENTIAL GUIDELINES AND REGULATIONS

Vital details and regulations concerning admission for the session 2024-25 are outlined below and are integral components of the Admission Guide, accessible for viewing and downloading on the website: www.herapublicschool.com. Applicants and their parents/guardians are advised to thoroughly review the admission guidelines, and it will be presumed that they consent to comply with these guidelines upon application.

1. Candidates can apply for admission to Class Mont 1 to class IX.
2. In the event of a vacancy in any class, the school will promptly identify the availability, announce it through official channels, and provide detailed information to enable interested candidates to apply for admission.
3. The school retains the right to decline admission to any candidate for a particular class, even if an official notification inviting applications for admission to that class has been issued.
4. The school reserves the right to refuse admission to any candidate/applicant applying for admission to any class if they have been involved in criminal, illegal, or anti-social activities. The presence of such individuals on the school campus may jeopardize the peaceful atmosphere of the school.
5. Engaging in unfair means or impersonation during the Admission Test, as well as attempting to secure admission through canvassing in any form, will result in the disqualification of the candidate.
6. The eligibility criteria outlined for each class must be adhered to without exception, and no relaxation will be granted under any circumstances. Candidates are responsible for ensuring that they meet the prescribed eligibility requirements for admission to the respective class.
7. To be eligible for admission to a class, a candidate must have successfully completed the qualifying examination (wherever necessary) from a recognized school and must also meet all other eligibility criteria, including requirements for Transfer Certificate and age. Failure to meet the specified age criteria, even by a single day, will render the candidate ineligible for admission.

8. Applicants awaiting the results of the qualifying examination (wherever necessary) are permitted to apply for admission. However, it is explicitly stated that their selection is contingent upon meeting all eligibility requirements for the respective class at the time of admission.
9. Any modifications made to the Admission Rules or eligibility criteria over time will be applicable to candidates applying for admission to the school, even after the issuance of notifications.
10. Application Forms may be rejected if:
 - a) They are submitted incomplete.
 - b) They are not submitted on the prescribed form.
 - c) They are submitted without the payment of the requisite fee.
 - d) They are submitted after the last date.

No correspondence will be entertained in this regard, and no relaxation in the last date will be granted. The school does not assume responsibility for non-submission of Application Forms or any other communication related to admissions.

11. The Admit Card required for participation in the Admission Test can be downloaded from the School's website www.herapublicschool.com after the successful submission of application form and approval from the school.
12. Candidates must verify that they have the correct Admit Card in their possession before arriving at the Test Centre.
13. The language of the Test paper will be English only.
14. The school reserves the right to modify the announced Admission Test Schedule.
15. If a candidate, who does not meet the eligibility criteria specified for the relevant class, participates in the Admission Test, they do so at their own risk and expense. If, at any point, it is discovered that the candidate fails to meet the eligibility requirements, any granted admission will be automatically revoked.
16. Candidates applying for admission to Class I to V will be provided with an answer sheet/booklet for responding to the questions. It is mandatory for candidates to record their answers exclusively in the provided answer sheet/booklet.
17. Candidates applying for admission to Class VI, IX and XI will receive OMR answer sheets for responding to the questions. It is mandatory for candidates to mark their answers on the provided OMR answer sheet only.
18. The lists of candidates shortlisted for Interview/Counseling and/or those selected for admission will be posted on the School's official website and Notice Boards of the School. The dates specified for Interaction/Interview/Counseling/Admission will be strictly adhered to. Candidates are obligated to stay informed by checking the Notice Board(s)/website or through other channels to confirm if their names appear in the displayed lists. It is the candidate's responsibility to timely arrange for participation in Interaction/Interview/Counseling or complete the admission process, as applicable. The school will not be held responsible if a candidate fails to receive information about their shortlisting for Interaction/Interview/Counseling or selection for admission. No separate intimation letters will be dispatched to candidates shortlisted for interaction/interview/counseling or selected for admission.
19. **Candidates must present all pertinent certificates/documents, including those related to their date of birth, special categories claimed, and other uploaded documents, in their original form during the interaction/interview.**
20. The school may issue or post 'Chance Memos' alongside the list of selected

candidates. A Chance Memo does not constitute an offer of admission but is provided in the event of a potential vacancy due to any reason. If there is a Chance Memo list, it will be made available on the School's official website and notice boards. It is the candidate's responsibility to stay informed about such notices.

21. Any seat that remains vacant after the admission process for candidates on the select list has concluded will be filled by the candidate who reported according to the specified date and time mentioned in their Chance Memo, strictly in order of Chance Memo Number. However, if such a vacancy arises after the closing date of admissions, it will not be filled, and the seat will remain unfilled.
22. Candidates not selected for admission will not receive correspondence, and the documents/certificates/test fee/processing charges submitted will not be returned.
23. All admissions will be considered provisional.
24. Candidates are required to appear in person, accompanied by the parent/guardian, during the interaction/interview/counseling/admission process.
25. Selected candidates must complete admission formalities in person and will not be permitted to do so in absentia. Failure to report for admission on the specified date and time will result in the forfeiture of the candidate's claim for admission. The offer of admission will be considered canceled, and no correspondence on this matter will be entertained.
26. Candidates are required to present the original mark sheet of the qualifying examination and all other pertinent certificates/documents during counseling and completion of admission. However, a candidate failing to submit the original Transfer Certificate at the time of Counseling/Admission may submit it within **21 days** from the date of admission; otherwise, the admission may be subject to cancellation.
27. The parents/guardians of the student are required to personally visit the school for the following reasons:
 - a) During the Interaction/counseling/admission process.
 - b) When seeking re-admission for their son/daughter.
 - c) When called upon by the Principal, Vice-Principal, Class Teacher, or Counsellor.

If either of the parents is unavailable, the name of a designated guardian must be registered with the school. The school does not entertain individuals claiming to be a guardian, brother, uncle, etc., of a student unless such person is officially recorded in the school's records.
28. If any error or omission in the processing/verification of certificates/documents of a candidate is identified after the candidate has been admitted to a class, the school reserves the right to cancel such admission at any stage when the error/omission is discovered.
29. If, at any stage, it is discovered that a candidate or their parent/guardian:
 - a) Used fraudulent means to secure admission;
 - b) Made false or incorrect statement(s) in the application form;
 - c) Did not sign the Application Form, or someone else signed on their behalf;

Then, such a candidate will not be permitted to complete the admission formalities, or if already admitted, their admission will be automatically canceled.
30. Answer sheets and other pertinent material related to the Admission Test(s) for all candidates, as well as Application Forms of non-admitted candidates, will be discarded after 4 months from the Closing Date of Admissions. Consequently, any dispute regarding admission must be raised within this period; otherwise, the

relevant records may no longer be available.

31. Any dispute related to admission matters shall fall under the jurisdiction of the Local Courts at Azamgarh and the High Court of Judicature at Allahabad, Uttar Pradesh, exclusively.
32. The closing date for admissions to Classes Mont 1, I, VI, and IX in the school is [20/08/2024](#). Any vacancy arising after this date in any class will not be filled.

COMPLETING THE APPLICATION FORM

- The complete application process for admission at Hera Public School is conducted online, encompassing the uploading of scanned images, payment of fees, and printing of the confirmation page. As a result, candidates are not obliged to send or submit any document, including the confirmation page, to the school through post, fax, or by hand.
- Admission applications for Hera Public School are exclusively accepted through online mode. Any application form submitted through other means will not be considered under any circumstances.
- Each candidate is required to submit only one application for a specific class/course of study.
- The submission of the Online Application Form is exclusively done by accessing the school website: www.herapublicschool.com.
- Candidates must follow the instructions strictly as given in the Admission Guidelines and on the website. Candidates not complying with the instructions shall be disqualified.
- Candidates must ensure that the email address and mobile number provided in the Online Application Form belong to them or their parents, as any information/communication from the school will be sent to the candidate through email on the specified email address or SMS/WhatsApp on the provided mobile number only. The school will not be responsible for non-receipt of the latest information due to incorrect mobile number, email ID, and correspondence address filled in the Online Application Form.
- **Details of Admission Test Fee/Processing Charges:** Information about the Test Fee/Processing charges is available on the relevant pages in this Guidelines. Only online payment mode is available for depositing the Test Fee/Processing charges. The online payment details will automatically be posted in the respective column of the Application form.

BASIC PROCEDURES FOR COMPLETING THE ONLINE APPLICATION FORM

Registering as a new user:

1. The candidate should register online and provide their correct and functional email because the username and password, among other details, will be sent to this email exclusively.
2. Please be aware that each candidate is required to register individually and will receive a unique username and password. These credentials will grant access to the candidate's Dashboard for both form completion and tracking purposes.
3. Only a single registration is necessary for a candidate applying to a class, encompassing both the General Category and the special category.

S.No.	Registration	
1	Username	Choose a username
2	Password	Enter your password

3	Re-Enter Password	Re-enter your password
4	Email	Enter your valid & functional email address
5	Name of the Candidate	Enter the full name of the candidate in capital letters. Do not use Mr/Master/Ms/Miss etc. before the name.

Accessing a Registered Account:

1. The candidate should log in using their assigned username and password. The candidate will then have access to their dashboard for completing the form.
2. If the candidate has misplaced or forgotten their password, they should utilize the "Forgot Password" link to retrieve it, and the information will be sent to the registered email address.

Updating Candidate's Profile:

1. The candidate needs to meticulously complete their profile, ensuring that all fields marked with an asterisk are filled in, as they are mandatory.
2. Upon saving the Profile, the candidate shall be prompted to review and confirm that the entered particulars are accurate.
3. Once the candidate has confirmed, they will be unable to edit or update their profile.
4. If a candidate identifies any error in their profile after confirmation, they will need to initiate a new registration with a different username and password to complete all entries anew.

S.No.	Profile	
1	Username*	Prefilled as given at the time of registration
2	Email*	Prefilled as given at the time of registration
3	Name of the Candidate*	Prefilled as given at the time of registration
4	Alternate Email	Specify an alternate email of the candidate
5	Aadhaar No	Specify the AADHAAR number of the candidate
6	Mother's Name*	Write the full name of candidate's Mother. Do not use Mrs/Dr/Smt etc. before the name.
7	Father's Name*	Write the full name of candidate's Father. Do not use Mr/Dr/Shri etc. before the name.
8	Date of Birth*	Specify the date of birth of the candidate (in Christian Era) as recorded in the Birth Certificate.
9	Gender*	Select the gender of the candidate(Male or Female).
10	MobileNo.*	Specify the valid mobile number of the candidate
11	Alternate Mobile No.	Specify the alternate mobile number of the Candidate
12	Correspondence Address*	Specify the complete mailing address of the candidate including Pin Code.
13	Permanent Address*	Specify the complete permanent address of the candidate including Pin Code.
14	Nationality*	Specify the nationality of the candidate.
15	Religion*	Specify religion of the candidate(for statistical purposes only)
16	Hostel Accommodation required*	Write 'Yes' if hostel accommodation is required, otherwise write 'No'

Uploading Photo, Signature, and Thumb Impression of the Candidate:

1. The candidate is required to possess a scanned copy of their recent, front-facing, high-quality colored photo with a white background, along with their signature and left thumb impression, all in JPG/JPEG format only. These documents are to be uploaded

on the website.

2. The candidate is strictly advised not to upload the photo, signature, or thumb impression of any other individual, as any discrepancy may lead to the cancellation of the application/admission at any stage, even if the candidate qualifies for admission. It is important to note that the signature serves as a means of establishing the candidate's identity; therefore, the candidate should refrain from merely writing their name in capital letters, as this may result in the rejection of their application.
3. Candidates should be aware that file extensions such as filename.BMP, filename.PNG, or filename.TIFF are not acceptable. It is advised not to rename files with BMP/PNG/TIFF/etc. to JPG/JPEG. In the event that a file is not in JPG or JPEG format, candidates are recommended to convert them to JPG/JPEG format using suitable software (e.g., Paint) rather than simply renaming the file extension.
4. Each image's size must fall within the range of 20 KB to 200 KB.
5. The candidate should ensure to retain 10 copies of the uploaded photo, as they will be required at the time of admission and subsequently in the event of the candidate's selection.

Categories Claimed by the Candidate:

1. An eligible candidate may choose any relevant special category if they wish to be considered for admission/nomination under that category.
2. Candidate will have no right to be considered for admission/nomination under a special category if the same is not claimed in the Application Form.
3. It is important to note that candidates claiming special categories will be required to provide necessary documentary proof supporting the claimed category if admission is offered.

S.No.	Applicable Special Categories	
1	Child of HPS Alumni	Specify the category/categories under which the candidate wishes to be considered for nomination.
2	Child of HPS Employee	
3	Physically Challenged	

Uploading of Candidate's Documents:

1. A scanned copy of the candidate's date of birth certificate issued by the Municipal Corporation or Aadhaar.
2. Scanned copy of Marks-sheet/grade-sheet of qualifying examination, if applicable.
3. Scanned copy of documents in support of claim under special category, if any.

Note: It is imperative to ensure that all documents are uploaded in JPG/JPEG format only, and their individual size falls within the range of 200KB to 2MB.

Applying for a class and making payment:

1. This step comprises two components - Application & Payment: (i) Filling specific Application details for the respective course and (ii) Payment of Test fee/Processing charges online. It is crucial to note that both components of this Step must be completed in one go; otherwise, the application will remain incomplete, and applicants will need to re-apply for this Step.

2. Candidates must ensure their eligibility to apply for the course of study for which the application is being submitted, as the Test Fee/Processing charges are non-refundable.
3. The Test fee/Processing fee is to be paid ONLINE only. The candidate should have their Net Banking/Debit Card/Credit Card/UPI details ready and follow the instructions available on the website to make the payment. It is essential to ensure that the correct amount of processing charges is displayed on the generated PDF. If not, then follow the Refresh Payment option by visiting the Dashboard/Home menu and generate the PDF again with the correct amount.
4. No corrections are allowed after the submission of online forms. If corrections are necessary, such candidates may create a new user login, fill out the form again, and pay the processing charges as usual.

ITEM	INFORMATION
Class for which applying	Select the Class(M1, I, VI, or IX) for which the candidate is applying.
Category	Select the category under which the candidate is applying(General or Special)
Qualifying exam passed	Specify details of the qualifying examination passed by the candidate.
Year of Passing/Appearing	Specify year of passing/appearing the qualifying examination.
School last attended	Specify details of the last School attended by the candidate.

SUBMISSION OF APPLICATION FORM

1. For all classes, the Online Application Form is electronically submitted the moment the candidate completes the payment of the processing charges, and the payment is successful.
2. There is no requirement to submit the printed copy of the Application Form. However, the candidate must confirm that all steps for form submission have been completed, the payment has been successfully made, and it is reflected on the applicant's dashboard.

Note: Candidates are recommended to retain a printout of their filled-in form for future reference.

Guidelines for Candidates Taking Admission Tests

1. The Admit Card will be issued provisionally, subject to the scrutiny of eligibility. Consideration for admission will only occur after the verification of eligibility. Mere participation or qualification in the test does not automatically guarantee selection/admission.
2. Any discrepancies in the Admit Card, particularly concerning the candidate's particulars, must be reported to the school in writing by the candidate before the commencement of the test.
3. Candidates must bring their own stationary items required to attempt the test.
4. Eatables/beverages (except drinking water) are not permitted inside the Admission Test Hall/Room.
5. Candidates will be allowed to enter the Admission Test Hall/Room only 15 minutes before the scheduled start of the test and may be subjected to frisking.
6. No candidate will be allowed to enter the Admission Test Centre/Hall/Room 15 minutes after the scheduled start of the test.
7. Items such as handbags, carry bags, mobile phones, pagers, calculators, any other electronic gadgets, or any paper (other than the Admit Card) are not allowed inside the Admission Test Hall/Room. The school shall not be responsible for the safekeeping of these items. If a candidate is found in possession of any such item during the test, it may lead to the cancellation of their candidature.
8. During the test, candidates must maintain perfect silence and refrain from any conversation or gesticulation.
9. Invigilators will check the Admit Card of candidates during the test to verify their identity.
10. For OMR-based tests, candidates shall initially complete entries on the OMR Answer Sheet, and the Question Booklet will be provided to them 15 minutes after the scheduled start of the test.
 - The test duration, as specified on the Question Booklet, shall be calculated from the moment of its distribution.
11. Only use a ballpoint pen (black/blue) for making entries in the Question booklet and the Answer Sheet/Booklet.
12. Candidates should refrain from using whitener/correction fluid for any corrections in the entries/answers on the Answer Sheet/Booklet.
15. The use of unfair means or impersonation in the Admission Test will be dealt with severely according to the law.
16. Candidates should thoroughly read the instructions printed on the Question booklet and the Answer Sheet/Booklet before making any entry on them.
17. Candidates should not leave their seat without handing over the AnswerSheet/Booklet to the Invigilator.
18. Violation of any of these instructions by the candidate or the instructions printed on the Question booklet, Answer Sheet/Booklet, Admission Guidelines, or as announced by the Invigilators during the Test will result in the cancellation of their candidature. Furthermore, the candidate may be debarred from appearing in any Test/Examination in the future.
19. No requests for re-evaluation/re-totaling will be entertained.

INSTRUCTIONS FOR OMR BASED ADMISSION TESTS

- Use only a Ballpoint Pen (black/blue) for making entries in the squares and shading the circles.
- Ensure all entries are made accurately. Any error/omission, particularly in the Roll Number, may lead to the non-evaluation of the OMR Answer Sheet, resulting in the rejection of the candidature.
- Avoid making any stray marks on the OMR Answer Sheet. Do not fold, tear, roll, or mutilate the OMR Answer Sheet in any manner.
- After the Admission Test is concluded, the original OMR Answer Sheet will be collected by the invigilator.

Providing Candidate's Details on the OMR Answer Sheet

(Note: Do NOT write anything in the box labeled “FOR INVIGILATOR ONLY”)

1. **NAME OF THE CANDIDATE:** Write your name in English as specified on the Admit Card in the squares provided in NAME BOX leaving one square blank between each part of your name.
2. **SIGNATURE:** Put your signature with date in Signature Box
3. **ROLL NUMBER:** Roll Number is printed on your Admit Card. Write this number in the squares provided at the top in Roll No. Box and shade the corresponding circles.

Guidelines for Indicating Responses on the OMR Answer Sheet

1. Each question is accompanied by four alternative answers. Choose only one answer that you deem most appropriate. Shade the relevant circle against the corresponding question number on the OMR Answer Sheet.
2. Selecting more than one answer for a question, even if one of the selected answers is correct, would result in its being treated as an incorrect answer.
3. **Negative Marking:** As per the instruction written on your test booklet.
4. Answers should ONLY be marked on the OMR Answer Sheet. No answer should be written on the Question Booklet.

Release of Answer Key and Result Declaration

The School will display Answer Key of the MCQ based Admission Tests.

Documents Necessary for Completion of Admission

The **Admission Charges/Fee** payable for the concerned class of study along with the following **Original Documents** are required at the time of completion of admission:

1. Aadhaar Card/Passport/PAN Card (with **TWO** Self attested photo copies)
2. TEN (2.5x3.0cm) recent front facing colour photographs (in white background).
3. Documents in support of Special Categories claimed in Application Form.
4. Birth Certificate issued under the Registration of Births and Deaths Act by Municipality/Municipal Corporation only (with **TWO** Self attested photocopies)
5. Transfer Certificate from the Institution last attended (with **TWO** Self attested photocopies –applicable for admission to Class VI&IX)
6. Marks sheet / grade sheet of qualifying examination (with **TWO** Self attested photocopies)

7. Aadhaar Card / Passport / Voters ID / PAN Card / Driving License / Bank Passbook with photo ID/ Arms License/ Service Photo Identity Card is issued by State/Central Government of both the parents(with **TWO** Self attested photocopies)

HELPDESK:

For any assistance, the candidates may contact: *Admission Section, Office of the Hera Public School, Phadgudia, Azamgarh 223 222*

Email: admissions@herapublicschool.com

*Telephone: **+91 9453752321** (during Office Hours only)*

Note: HPS wherever appears in this document means Hera Public School.

PROCEDURE FOR ADMISSION

Admissions for Class I, VI, IX, and XI at HPS are granted through an Admission Test, which includes a written examination followed by an interaction/interview with the shortlisted candidates. The process is outlined below:

Class of Study: Mont 1	
Intake	120
Age Limit	Applicants must fall within the age range of 3 to 5 years as of March 31, 2024, meaning their date of birth should be between April 1, 2018, and March 31, 2021 (inclusive of both days).
Selection Process	Interview of Parents
Application Form Details	Available on the website
Schedule for Selection	Walk-in

Class of Study: 1	
Intake	120
Age Limit	Applicants should be aged between 6 to 8 years as of March 31, 2024. In other words, the applicant's date of birth must fall between April 1, 2015, and March 31, 2018 (inclusive of both days).
Selection Process	Admission Test
Test Paper Details	Subjective Test Followed by Interview
Application Form Details	Available on website
Admit Card	Print from Website before the admission test date
Test Schedule	Every Sunday
Test Paper Syllabus	Basic English and Mathematics

Class of Study: 6	
Intake	135
Age Limit	Applicants should be within the age range of 11 to 13 years as of March 31, 2024. In other words, the applicant's date of birth must fall between April 1, 2010, and March 31, 2013 (inclusive of both days).
Selection Process	Admission Test
Test Paper Details	Subjective and Objective Test
Test Paper Syllabus	Prescribed syllabus of class 5 by CBSE/NCERT
Application Form Details	Available on the website
Admit Card	Print from Website before the admission test date
Test Schedule	Every Sunday

Class of Study: 9	
Intake	135
Age Limit	Applicants should be within the age range of 14 to 16 years as of March 31, 2024. In other words, the applicant's date of birth must fall between April 1, 2008, and March 31, 2010 (inclusive of both days).
Selection Process	Admission Test
Test Paper Details	Objective Paper
Test Paper Syllabus	Prescribed syllabus of class 8 by CBSE/NCERT
Application Form Details	Available on the website
Admit Card	Print from Website before the admission test date
Test Schedule	Every Sunday

REMOVAL OF NAME FROM SCHOOL

The student's name will be removed from the School rolls under the following circumstances:

1. Fails to rejoin the School within three days of the commencement of the academic session.
2. Remains absent without leave for ten consecutive working days.
3. Fails to settle the School fee and other dues by the notified date/schedule.
4. Disregards the rules set forth by the School at various times.
5. Engages in the act of forging credentials.
6. Retains the same class placement for more than two academic years.