

217

**"Society for Promotion of Quality Education for Poor and Meritorious Students of Punjab"**  
5<sup>th</sup> Floor, E-Block, Vidhya Bhawan (Education Department), Phase-8, SAS Nagar (Mohali) Punjab -160062  
Phone No. 0172-5212367, Fax No. 0172-5212369, Email: pd.sqepmsp@gmail.com

To

- ✓ 1. All District Education Officers (SE),  
(On Notice Board).
- 2. DM, MIS, Office of DGSE, Punjab.

**Memo No.: MS/341(A)/2019/1583-86**

**Dated: 16.05.2019**

**Subject:- Regarding Counselling of Students who cleared entrance test for Admission in Meritorious Schools, class 10+1 (Academic Session 2019-20).**

Further to this office Memo No. MS/341(A)/2019/1110 dated 03.04.2019 and MS/341(A)/2019/1553-55 dated 14.05.2019 on the subject cited above.

2. Result of entrance tests for admission in Meritorious Schools class 10+1 academic session 2019-20, which were held on 21.04.2019 & 05.05.2019, has been declared on 13.05.2019 and out of 14909 students who appeared in entrance tests only 4841 have qualified. Result of about 274 students has been withheld due to some complications in their answer sheets and the same may be finalized in another 2-3 days.

3. Counselling of students who have cleared the written test shall commence simultaneously in all District Headquarters with effect from 25.05.2019 and shall continue for the next day till it is completed.

4. The following arrangements will be made by respective DEO (SE) at their District Headquarter:-

- (a) Earmark suitable location which is central and prominent.
- (b) Should be able to accommodate approximately 200 students with parent/wards/companions.
- (c) Building must have a hall for counselling with arrangements like water, toilets etc.
- (d) It must have internet connection with adequate power back up to facilitate on-line counselling.
- (e) The hall must have atleast one desktop and projector with screen.
- (f) District MIS Coordinator and atleast two to three computer operators should be present to help the students for on-line counselling.
- (g) Please ensure 100 percent power back up/alternate internet connection in case power or internet connectivity fails.

5. On-line counselling will be done by displaying the vacancy list on the screen through a projector connected to the Desktop/Laptop and students will choose stream and station based on the order of Merit list. Once the student has decided his choice the same shall be

uploaded, the balance vacancies will be refreshed and admit card will be automatically generated

This will be coordinated by DM, MIS.

6. **Miscellaneous Points:-**

(a) Earmark one liaison officer per centre and his particulars to include name, appointment, Cell No. & E-mail id will be sent to DM, MIS O/o of Director General School Education and Project Director, Meritorious Society.

(b) The Counselling centre must have landline connection, other than internet connection.

(c) All arrangements including provision of basic infrastructure, equipment, internet connection, landline facility, power back with redundancy, detailment of manpower and so on will be the responsibility of the District Education Officer (SE) concerned.

(d) The exact address of counseling centre must be communicated to DM, MIS O/o of Director General School Education and Project Director, Meritorious Society.

(e) **Helpline Nos of MIS**

(i) 0172-5212318

(ii) 0172-5212332

7. Information required vide Para 6 (a) & 6 (d) above must reach DM, MIS, O/o of Director General School Education and Project Director, Meritorious Society by 5.00 pm on 21.05.2019 by e-mail.

8. Formats of following documents are also attached:

- a) Admission form
- b) Hostel admission form
- c) Medical fitness certificate
- d) Instructions for the students
- e) Self declaration by student/parent/guardian
- f) List of articles to be brought by the student at the time of admission.
- g) Check list (documents to be attached)
- h) Stationery items/ photograph of student showing uniform color

The above formats are also being uploaded on website and students may be informed to do the needful accordingly.

**Assistant Project Director  
Meritorious Society**

**Copy to:-**

1. Secretary, School Education, Punjab.
2. All Principals, Meritorious Schools.  
(By e-mail).



## Senior Secondary Residential School for Meritorious Students,

### ADMISSION FORM FOR CLASS 10+1, SESSION 2019-20

FOR SCHOOL OFFICE USE ONLY

Admission No. \_\_\_\_\_ Date of Admission \_\_\_\_\_ Class XI Sec \_\_\_\_\_ Stream \_\_\_\_\_

#### PERSONAL INFORMATION

Passport size  
photograph

(a) Name of the Student (In English Capital Letters) \_\_\_\_\_  
In Punjabi \_\_\_\_\_

(b) Date of Birth (In figures) \_\_\_\_\_  
(In Words) \_\_\_\_\_

(c) Category  
(Tick the suitable)

GENERAL	SC	BC	OBC	OTHERS
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(d) Caste \_\_\_\_\_ (e.g. Ramdasia, Mehra etc.)

(e) Nationality \_\_\_\_\_

(f) Religion \_\_\_\_\_ Sex (Boy/Girl) \_\_\_\_\_

(g) Handicap

Yes	No
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 If yes, then Type of Handicap \_\_\_\_\_

(h) Name of the Bank \_\_\_\_\_ Branch \_\_\_\_\_

(i) Student's Bank Account No. \_\_\_\_\_ IFSC Code \_\_\_\_\_

(j) Aadhar Card No. \_\_\_\_\_

(k) Height of the Student (in cms.) \_\_\_\_\_ Weight (in Kg) \_\_\_\_\_

(l) Blood Group \_\_\_\_\_ Any previous ailment\*\* \_\_\_\_\_

(m) Permanent Address /Village /Post Office \_\_\_\_\_

\_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_

Constituency Name State MLA \_\_\_\_\_ MP \_\_\_\_\_ Pin Code \_\_\_\_\_

Mobile No. \_\_\_\_\_ E-Mail \_\_\_\_\_

(n) Name of the Previous School \_\_\_\_\_

- (o) Medium of Previous Study \_\_\_\_\_
- (p) Achievements in Sports (if any) \_\_\_\_\_
- (q) Co-Curricular Achievements(if any) \_\_\_\_\_
- (r) Academic Record of Previous Class (Matriculation)

Year	Class	Board Roll No.	Board Registration No.	Total Marks	Marks obtained	%age	Name of the school
	Xth						

- (s) Detail of School Leaving Certificate: \_\_\_\_\_  
(Can be submitted later on when received)

### PARENTS / GUARDIAN INFORMATION

<u>FATHER'S DETAIL</u>	<u>MOTHER'S DETAIL</u>	<u>GUARDIAN INFORMATION</u>
Name (in English)..... (In Punjabi).....	Name (in English)..... (In Punjabi).....	Name (in English)..... (In Punjabi).....
Qualification: .....	Qualification: .....	Qualification: .....
Occupation: .....	Occupation: .....	Occupation: .....
Landline No.: .....	Landline No.: .....	Landline No.: .....
Mobile No. : .....	Mobile No. : .....	Mobile No. ....
Adhaar Card No.....	Adhaar Card No.....	Adhaar Card No.....

Annual Income of Parents (in figures) \_\_\_\_\_ (In Words) \_\_\_\_\_

(c) In case of Minority Income Certificate should be from appropriate authority and in case of others self-declared Income Certificate by Parents.

Sign. of Student \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_

Class Teacher Signature (1) \_\_\_\_\_ (2) \_\_\_\_\_

**\*INSTRUCTIONS FOR THE STUDENT:**

1. Name of the student, Father's Name, Mother's Name, Date of Birth. All should be strictly according to Matriculation Certificate.
2. Student must bring the following:-

S.No.	Documents	Essential Items	Items not allowed
1.	Income tax certificate issued by Tehsildar (10 Copies)	Items of daily need like Mug, Bucket, Soap, Oil, Comb, Towel etc.	Knife, cutter, blade etc.
2.	SC/BC/ST/OBC certificate (10 Copies)	Bedding	Agarbatti, Matchbox, Candle etc.
3.	10th DMC (10 Copies)	Two locks	Electric Appliances like iron, Heater etc.
4.	Character Certificate from Previous School		
5.	Aadhar Card Student (10 Copies) Aadhar Card Father (02 Copies) Aadhar Card Mother (02 Copies)	Mosquito Repellant	Digital appliances like cell phone, Video Games, Radio, Camera etc
6.	Photos student (10) Photos Father & Mother - (5 each) Group Photo of Students, Father & Mother or Guardian - (5 each)	Essential Clothes acc.to season	No valuables- Expensive Items, Gold ornaments, Cash not more than 500
7.	Self Declaration (5 Copies) about caste, religion & income	Water Bottle	
8.	Medical Certificate from Civil Hospital (4 Copies)		
9.	School Leaving Certificate from previous School		
10.	Updated photocopy of Passbook		
11.	Valid E-mail ID		
12.	Clear folder - 1		

\*\* In case of any previous ailment attach photocopy of Doctor's prescription and complete history.

**Check List (Documents to be attached)** Tick Suitable

S. No.	DOCUMENT DETAIL	YES	NO
1	Income tax certificate issued by Tehsildar (10 Copies)		
2	SC/BC/ST/OBC certificate (10 Copies)		
3	10th DMC (10 Copies)		
4	Character Certificate from Previous School		
5	Aadhar Card Student (10 Copies) Aadhar Card Father (02 Copies) Aadhar Card Mother (02 Copies)		
6	Photos student (10) Photos Father & Mother - (5 each) Group Photo of Students, Father & Mother or Guardian - (5 each)		
7	Self Declaration (5 Copies) about caste, religion & income		
8	Medical Certificate from Civil Hospital (4 Copies)		
9	School Leaving Certificate from previous School		
10	Updated photocopy of Passbook		
11	Valid E-mail ID		
12	Clear folder - 1		

form is completely checked  
Remarks .....

Verified by Admission Committee  
Sign. of Admission Committee  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Signature of Principal with stamp

## Hostel Admission Form

Session: 2018-19

Room No. \_\_\_\_\_

Admission No. \_\_\_\_\_ Name of Student: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Sec \_\_\_\_\_ Stream: \_\_\_\_\_

Gender: (M/F) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Address:

\_\_\_\_\_

PIN CODE \_\_\_\_\_ Mobile No. \_\_\_\_\_

Attach  
latest  
Passport Size  
Photograph

I will abide by the rules of the hostel and in case of any negligence appropriate action can be taken.

Sign. of Student \_\_\_\_\_

Declaration by the Parents:

- (a) Above information provided by .....S/o/D/o Sh.....,who is admitted in Class..... Stream..... during the session....., is accurate.
- (b) I agree for his/her stay in the hostel.
- (c) She/he will not participate in any kind of mischievous activity like ragging etc.
- (d) My ward will follow all the rules and regulations of the School.
- (e) I permit following persons to meet/take my ward during holidays:-

Photograph of Father	Photograph of Mother	Photograph of Local Guardian
Signature	Signature	Signature
Photograph of Local Guardian	Photograph of Local Guardian	Photograph of Local Guardian
Signature	Signature	Signature

Signature of Parent

Signature of Principal with stamp

# MEDICAL FITNESS CERTIFICATE

NAME \_\_\_\_\_ D/S/O \_\_\_\_\_ AGE \_\_\_\_\_

## MEDICAL CHECKUP

Blood Investigation: Hb \_\_\_\_\_ Blood Group \_\_\_\_\_ TLC, DLC \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye sight \_\_\_\_\_

Spectacles (Yes/No) \_\_\_\_\_

Medical History: if any \_\_\_\_\_

Drug Reaction if any \_\_\_\_\_

Other Problems if any \_\_\_\_\_

Typhoid YES/No (Give Detail) \_\_\_\_\_

Malaria YES/No (Give Detail) \_\_\_\_\_

Skin Problem YES/No (Give Detail) \_\_\_\_\_

Fits YES/No (Give Detail) \_\_\_\_\_

Attach Passport  
Size Photograph

Civil Hospital /PHC/  
Govt Approval Doctors

Student's  
Signature

NOTE:- In case of any previous ailment attach photocopy of Doctor's prescription and complete history



## ਘੋਸ਼ਣਾ ਪੱਤਰ

ਮੈਂ \_\_\_\_\_ ਪੁੱਤਰ /ਪੁੱਤਰੀ / ਪਤਨੀ \_\_\_\_\_ ਵਾਸੀ \_\_\_\_\_  
 ਪਿਤਾ/ ਮਾਤਾ \_\_\_\_\_ ਰਜਿ ਨੰ \_\_\_\_\_ ਸਟਰੀਮ \_\_\_\_\_  
 ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਰੈਜ਼ੀਡੈਂਸ਼ੀਅਲ ਸਕੂਲ ਫਾਰ ਮੈਰੀਟੋਰੀਅਸ ਸਟੂਡੈਂਟਸ \_\_\_\_\_ (ਸਕੂਲ ਦਾ ਨਾਮ), ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਘੋਸ਼ਣਾ  
 ਕਰਦਾ/ ਕਰਦੀ ਹਾਂ ਕਿ :

1. ਮੈਂ ਆਪਣੇ ਬੱਚੇ ਨੂੰ ਕੇਵਲ ਮਾਪੇ-ਅਧਿਆਪਕ ਮਿਲਣੀ ਦੇ ਬਣਾਏ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਹੀ ਮਿਲਾਂਗਾ।
2. ਮੇਰਾ ਬੱਚਾ ਸਕੂਲ /ਹੋਸਟਲ ਵਿੱਚ ਮੌਜੂਦਾ ਫੋਨ ਅਤੇ ਹੋਰ ਕੀਮਤੀ ਗੈਜਟਸ /ਵਸਤੂਆਂ ਆਦਿ ਨਹੀਂ ਰੱਖੇਗਾ।
3. ਮੇਰਾ ਬੱਚਾ ਸੋਸਾਇਟੀ ਵਲੋਂ ਨਿਰਧਾਰਿਤ ਕੀਤੀਆਂ ਗਈਆਂ ਲੰਬੀਆਂ ਛੁੱਟਿਆਂ ਦੌਰਾਨ ਹੀ ਘਰ ਜਾਵੇਗਾ।
4. ਮੈਂ ਅਤੇ ਮੇਰਾ ਬੱਚਾ ਸੋਸਾਇਟੀ /ਸਕੂਲ ਵਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਕਰਾਂਗੇ।
5. ਮੇਰਾ ਬੱਚਾ ਸਕੂਲ ਦੇ ਨਿਯਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰੇਗਾ। ਨਿਯਮਾਂ ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਤੇ ਸਕੂਲ ਵਲੋਂ ਮੇਰੇ ਬੱਚੇ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
6. ਮੇਰਾ ਬੱਚਾ ਕਿਸੇ ਹੋਰ ਵਿਦਿਆਰਥੀ ਦੀ ਰੈਗਿੰਗ ਨਹੀਂ ਕਰੇਗਾ। ਜੇਕਰ ਅਜਿਹਾ ਕਰਦਾ ਪਾਇਆ ਜਾਂਦਾ ਹੈ ਤਾਂ ਇਸ ਦੀ ਨਿਰੋਲ ਜ਼ਿੰਮੇਵਾਰੀ ਮੇਰੀ ਹੋਵੇਗੀ ਅਤੇ ਮੇਰੇ ਬੱਚੇ ਵਿਰੁੱਧ ਕਾਨੂੰਨ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।
7. ਮੇਰਾ ਬੱਚਾ ਮੈਡੀਕਲ ਅਧਾਰ ਤੇ ਬਿਲਕੁਲ ਤੰਦਰੁਸਤ ਹੈ ਅਤੇ ਕਿਸੇ ਕਿਸਮ ਦੀ ਲੰਬਿਤ (ਕਰੋਨਿਕ) ਬੀਮਾਰੀ /ਛੂਤ-ਛਾਤ ਦੀ ਬੀਮਾਰੀ ਨਾਲ ਪੀੜਤ ਨਹੀਂ ਹੈ। ( ਮੈਡੀਕਲ ਸਾਰਟੀਫੀਕੇਟ ਨਾਲ ਨੱਥੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। )
8. ਮੇਰਾ ਬੱਚਾ ਕਿਸੇ ਤਰ੍ਹਾਂ ਦੀ ਨਸ਼ੀਲੀ ਵਸਤੂ ਦਾ ਸੇਵਨ ਨਹੀਂ ਕਰੇਗਾ।
9. ਮੇਰਾ ਬੱਚਾ ਬਿਨਾਂ ਲਿਖਤੀ ਆਗਿਆ ਤੋਂ ਸਕੂਲ/ਹੋਸਟਲ ਤੋਂ ਬਾਹਰ ਨਹੀਂ ਜਾਵੇਗਾ।
10. ਮੇਰਾ ਬੱਚਾ ਇਸ ਸਕੂਲ ਦੀਆਂ ਸਹੂਲਤਾਂ ਪ੍ਰਾਪਤ ਕਰਨ ਤੋਂ ਬਾਅਦ ਕਿਸੇ ਦੂਸਰੇ ਸਕੂਲ ਵਿੱਚ ਮਾਈਗਰੇਸ਼ਨ ਨਹੀਂ ਕਰਵਾਏਗਾ।
11. ਜੇਕਰ ਮੇਰਾ ਬੱਚਾ ਸਕੂਲ ਤੋਂ 7 ਦਿਨਾਂ ਤੋਂ ਗੈਰਹਾਜ਼ਰ ਹੈ ਅਤੇ ਸਕੂਲ ਵੱਲੋਂ ਖ਼ਬਰ ਆਉਣ ਤੋਂ ਬਾਅਦ ਵੀ ਇਕ ਹਫਤੇ ਤੱਕ ਸਕੂਲ ਹਾਜ਼ਰ ਨਹੀਂ ਹੁੰਦਾ ਤਾਂ ਸਕੂਲ ਵੱਲੋਂ ਨਾ ਕੱਟਣ ਤੇ ਮੈਨੂੰ ਕੋਈ ਇਤਰਾਜ਼ ਨਹੀਂ ਹੋਵੇਗਾ।
12. ਮੇਰਾ ਬੱਚਾ ਮੈਰੀਟੋਰੀਅਸ ਸੁਸਾਇਟੀ ਵੱਲੋਂ ਲਏ ਜਾਂਦੇ ਮਹੀਨਾ ਵਾਰ ਟੈਸਟ ਵਿੱਚ ਹਾਜ਼ਰ ਹੋਵੇਗਾ। ਜੇਕਰ ਤਿੰਨ ਮਹੀਨੇ ਤੱਕ ਉਸਦਾ ਪ੍ਰਦਰਸ਼ਨ ਤਸੱਲੀਬਖਸ਼ ਨਾ ਰਿਹਾ ਤਾਂ ਮੈਰੀਟੋਰੀਅਸ ਸਕੂਲ ਮੇਰੇ ਬੱਚੇ ਨੂੰ ਤਿੰਨ ਮਹੀਨੇ ਹੋਰ ਨਿਗਰਾਨੀ ਹੇਠ ਰੱਖ ਸਕਦੀ ਹੈ ਅਤੇ ਉਕਤ ਉਪਰੰਤ ਵੀ ਜੇਕਰ ਅਕਾਦਮਿਕ ਤੌਰ ਤੇ ਉਸ ਵਿੱਚ ਕੋਈ ਸੁਧਾਰ ਨਾ ਹੋਇਆ ਤਾਂ ਮੈਨੂੰ ਇਸ ਗੱਲ ਵਿੱਚ ਕੋਈ ਇਤਰਾਜ਼ ਨਹੀਂ ਹੋਵੇਗਾ ਜੇ ਉਸਨੂੰ ਮੈਰੀਟੋਰੀਅਸ ਸਕੂਲ ਤੋਂ ਹਟ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਕਿਸੇ ਹੋਰ ਸਰਕਾਰੀ ਸਕੂਲ ਵਿੱਚ ਉਸਦਾ ਦਾਖਲਾ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਵਿਦਿਆਰਥੀ ਦੇ ਹਸਤਾਖਰ

ਮਿਤੀ:

ਮਾਤਾ ਪਿਤਾ ਦੇ ਹਸਤਾਖਰ

ਮਿਤੀ:

## LIST OF ARTICLES TO BE BROUGHT AT THE TIME OF ADMISSION

### Personal items

1. Mattress (1)
2. Bed sheets (2)
3. Pillow (1) with pillow cover
4. Suitcase / attach case / small bag (1)
5. Locks with keys (2)
6. Looking mirror (1)
7. Comb (1)
8. Slipper (1)
9. Torch with cell (1)
10. Alarm Clock (1)
11. Water bottle (1)
12. Hair oil (1)
13. Daily using clothes as per individual's need
14. Towel (2)
15. Socks (white and black)(1 each) + Green (2)
16. White T- Shirt (1) + Black Lower (1)
17. Black shoes (1 pair)
18. Umbrella (1 optional)
19. Cotton dupatta (1)
20. Green ribbon ( for Girls)
21. School uniform ( Dark Green Salwar Kameez and dupatta for girls and full sleeves shirt  
pent for boys )
22. Tea cup (1)
23. Curtain (1) (size: 3m x 1.25 m)
24. Recent Group photograph (student along with those persons who will escort the  
student from school to home and back to school ) (4)
25. Mini passport size photograph of student ( size : 3.5cm X 2.5cm ) (20)
26. Bucket with mug (1)
27. Soap case (1)
28. Shampoo (1)
29. Toilet soap (1)
30. Toothpaste (1)
31. Toothbrush (1)
32. Washing clothes brush (1)
33. Washing soap/ detergent (2)
34. Liquid Dettol (1)
35. cloth clips
36. Medicines of recent ailment with medical report

**List of documents required.**

Income tax certificate issued by Tehsildar (10 Copies)
SC/BC/ST/OBC certificate (10 Copies)
10th DMC (10 Copies)
Character Certificate from Previous School
Aadhar Card Student (10 Copies) Aadhar Card Father (02 Copies) Aadhar Card Mother (02 Copies)
Photos student (10) Photos Father & Mother - (5 each) Group Photo of Students, Father & Mother - (5)
Self Declaration (5 Copies) about caste, religion & income
Medical Certificate from Civil Hospital (4 Copies)
School Leaving Certificate from previous School
Updated photocopy of Passbook
Valid E-mail ID
Clear folder - 1

**Note:-**

\* Read instructions carefully before filling the form.

(a) **Following instructions must be followed while residing in the school campus:**

1. Student must come after getting their medical checkup from Civil Hospital. they must bring medical certificate.
2. If any student has medical problem the he/ she will bring his/her medicine along with prescription.
3. Student must not bring any expensive items to the school. e.g. electrical appliances (iron, music system, rod, mobile, dryer and straightener), gold ornaments.
4. Use of mobile phone and ATM is strictly prohibited in school campus.
5. Minimum cash is required for day to day need based items.

(b) In case of Minority Income Certificate should be from appropriate authority and in case of others self-declared Income Certificate by Parents.

Stationary items :- 5 Register, Pen, Pencil, Eraser school bag, Geometry box, Calculator

Photographs of the students showing the



uniform colour.