

Pune Sevasadan Society's  
**SEVASADAN ENGLISH MEDIUM SCHOOL**  
1410, Patwardhan Baug, Erandwane, Survey No.  
8 & 13, Near Vakil Nagar, Pune - 41 1004  
Ph.No.(020) 2543 9263

**INSTRUCTIONS FOR FILLING THE ONLINE FORM**

1. Go to the website [www.sevasadanschool.in](http://www.sevasadanschool.in)
2. Click on the 'Admission 'menu. Click on the Admission Notice link under this menu to view the advertisement.
- 3 You will need following details while filling the form :  
Passport size photograph of child , date of birth , place of birth , address , blood group etc.
4. **Click on the “Mini Kg Application Form” under Admission Menu and register online for filling online form. Enter the name and exact birth date of the child to generate login ID and Password. (Login ID, password will be generated only if the candidate satisfies the age criteria.)**

Make online payment of Rs. 1000/- to proceed.

Payment Options	Extra Charges
DEBIT CARD	NIL
UPI	NIL
DOMESTIC CREDIT CARD	1.01% + GST
NET BANKING	HDFC/ICIC/SBI/AXIS Rs 17/- per transaction + GST
	OTHER BANKS Rs 09/- per transaction + GST

In case of payment failure try again after some time.

After successful payment you will receive a PDF of application form number and password for filling the form. You can download / print the PDF if needed.

5. \* Click on the link given in the PDF to fill online Mini KG application form.
6. \* Fill in the form accurately.  
  
\* Please note when validation to confirm submission will be displayed , Click on “Yes” for submission of form.  
  
\* **Please note that you cannot edit the form after final submission.**
7. Wherever necessary choose the appropriate response from the drop down list or select the “other” option and fill it .
8. All mandatory fields are marked by a Asterix ( \* ) next to the label.  
Some fields have certain validations and will allow you to enter data within those validations only. Please follow the instructions in such cases for the validations.
9. You can always use the 'Previous' button on each page to go back and change/review the data on earlier pages.

- 9 The data is saved on clicking 'Next' button on each page, as well as the 'Finish' button on the last page.
- 10 **Please ensure that data filled is accurate before clicking 'Finish' button.**
- 11 You will receive SMS from “Kovid BioAnalytics (SEMS partner) , Sender ID- CP-KOVDBA.
- 12 Please submit hard copy of the online application form, with parent signature, along with **self-attested photo copies of documents mentioned in application form (birth Certificate, address proof – Electricity bill/ house tax receipt, caste certificate if applicable) to the school office / Drop box kept near the school Gate. (Before 4<sup>th</sup> December 2023 till 1.00 p.m.)**
- 13 **Schedule for Mini K.G. Admission (2024-2025)**

- a) Fill Online Application Form : From 2<sup>nd</sup> December. & 3<sup>rd</sup> December 2023  
(Sat, Sun - by end of the Sunday)
- b) Submission of hardcopy of Application form and Documents : From 2<sup>nd</sup> December to 4<sup>th</sup> December 2023  
( till 1.00 p.m.)
- c) Schedule of Interaction : 6<sup>th</sup> December 2023 (Wednesday)  
9.00 am  
(On school website, Notice board)
- d) Interaction with parents will be on : 11<sup>th</sup> , 12<sup>th</sup> , 13<sup>th</sup> & 14<sup>th</sup> December 2023  
9.00 a.m. to 1.00 p.m.  
(Mon., Tues., Wed.& Thurs.)
- e) Final list will be put up on : 19<sup>th</sup> December 2023 (Tuesday.)  
**School notice board** 10.00 a.m.
- f) Confirmation of Admission : 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> December 2023.  
(Tue., Wed.,& Thurs.)

**Eligibility : Child born between 1<sup>st</sup> January 2021 and 31<sup>st</sup> December 2021 (Both dates inclusive.)**