



Mayo College Girls' School

Mayo Link Road, Ajmer, Rajasthan

Phone : 0145 - 2636007

E-mail : admissions@mcgs.ac.in

REGISTRATION PROCEDURE

1. Registration - Download and fill the Registration form from www.mcgs.ac.in (confirm the age eligibility). Attach a Demand Draft of Rs. 26,000/- in favour of Mayo College Girls' School, Ajmer payable at Ajmer.
 - (a) Rs. 25,000/- Registration Fee
 - (b) Rs. 550/- Prospectus
 - (c) Rs. 450/- 2 years Sample papers
 - (d) Kindly attach self attested copy of Birth Certificate, Aadhar Card (Parents & Child), Passport (if available) & two reference letters. Kindly courier duly filled form along with the above mentioned documents on below address :-
The Principal
Mayo College Girls' School,
Mayo Link Road
AJMER - 305007. RAJ
PH - 0145-2636007
2. Common Aptitude Analysis (CAA) - Online Common Aptitude Analysis will take place every Last Saturday of August. There will be three subjects English, Maths and Hindi. Last date to submit your application is 10th August.
3. Office Faculty Interaction - Shortlisted students will be interacted in a group with different subject teachers.
4. Office MCGS Interaction - After faculty interaction, candidates along with the parents will interact with Mayo College Girls' School Committee and selected candidates will be informed via offer letter.
New session will begin from 1st week of April.
5. Fees - Kindly visit our website - www.mcgs.ac.in. Fees is charged twice a year in the month of June and December. You may write to us on admissions@mcgs.ac.in or contact Ms. Vijaylaxmi Agarwal, Admission In charge on 0145-2636007.
6. You are requested to visit www.mcgs.ac.in for syllabus and other information.



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PHOTO

REGISTRATION FORM

FORM TO BE FILLED IN BLOCK LETTERS | FIELDS MARKED WITH * ARE MANDATORY

Name of the Girl (In Block Capitals) (As per current school)																			
Name of the Girl (As per Aadhar Card)																			
Aadhar Card No *										Attach a copy of Aadhar card									
Passport No										Attach a copy if available									
Permanent Education Number (PEN)																			
Date of Birth *		DD	MM	YYYY	Place of Birth								Attach a copy of Birth Certificate						
Mother Tongue						Nationality						Religion							
Particulars of Parents				Father/Guardian								Mother							
Name & Surname																			
Educational Qualifications																			
Profession/Occupation																			
Annual Income (In Lakhs) *																			
Telephone Residence																			
Mobile *																			
E-mail ID *																			
In an Emergency Phone Number *																			
Single Parent		Yes	No	Name of Custodian															
Permanent Address										Present Address									
City																			
State					Pin					State					Pin				

Do you belong to : SC / ST / OBC. Yes No If yes, attach an attested copy of a certificate from appropriate authority			
Two references (Name & Address) * : Please attach letters of reference			
a)		b)	
Admission Class desired		Class	Year
Name and address of her present school			
Class in which she is presently studying			
Date on which she was promoted to this class			
Is she a Sister / Daughter of an Old Boy / Girl: Yes ☐ No ☐		Sister ☐	Daughter ☐
Name of Old Boy / Girl		Scholar No. & House	
Year in which he / she was in School		from to	
Brother / Sister (not cousin) if any studying presently in Mayo College or at Mayo College Girls' School			
Name	No	Class	House
1.			
2.			
Please attach the following documents (attested by parents / guardian) : a. Aadhaar Card b. Pass Port / Indian Overseas Card c. Birth Certificate			
I have read the "Instructions" given on the reverse of the form and in the prospectus and wish that my daughter/ ward be registered to take the Aptitude Analysis for admission to Mayo College Girls' School. I note that the acceptance of the registration form and fee will not involve the School in any obligation to admit my daughter/ ward and that the registration fee is not refundable. I undertake to abide by all the School rules and regulations for admission as in force from time to time. I also note that my daughter/ ward will be permitted to sit for the Aptitude Analysis for admission in the class desired by me, provided she is eligible for it on the basis of her class of study in her previous School, and her age. I accept that the admission can be accepted or rejected by the School Authorities at their sole discretion and is not open to any dispute.			

FOR OFFICE USE Fees Recd. on..... Vide receipt No..... Registration No GR/.....

The Aptitude Analysis is held on the last Saturday of August every year.
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.....
Signature of Father / Guardian

.....
Signature of Mother

Date:

Registration

Registration is done a year or more prior to the candidate writing the Common Aptitude Analysis. The registration form can be procured from the Admission Desk in the Principal Secretariate. Important points to remember regarding registration:

1. Postal and email address for correspondence must be written clearly in the registration form. Any changes in this must be intimated to the Principal. All information regarding the Aptitude Analysis will be sent to the latest address registered with us.

2. The Aptitude Analysis is held on the last Saturday of August every year.

3. Please do not leave any column blank while filling the registration form.

4. Eligibility : At the time of taking the Aptitude Analysis, on the 3rd Saturday of September for a particular Class, the candidate must be studying in:

(a) One class lower

(b) She must strictly meet the age requirements (see the table given below).

5. Permission to appear in our Aptitude Analysis may be withheld if the girl is not eligible as per para 4 above or para 6 below:

6. Vacancies offered are as follows:-

Remarks

IV- Not younger than 8 years and not older than 9 years and 6 months on 01 Apr of the year of admission.

V- Not younger than 9 years and not older than 10 years and 6 months on 01 Apr of the year of admission.

VI- Not younger than 10 years and not older than 11

years and 6 months on 01 Apr of the year of admission.

VII- Not younger than 11 years and not older than 12 years and 6 months on 01 Apr of the year of admission.

VIII- Not younger than 12 years and not older than 13 years and 6 months on 01 Apr of the year of admission.

IX- Not younger than 13 years and not older than 14 years and 6 months on 01 Apr of the year of admission.

X- No admission are made in this class.

XI- Admission by merit only.

XII- No admission are made in this class.

7. Fees On Withdrawal

i) If the withdrawal of a student is made between April to July, then half the school fees for the academic year shall be charged. For withdrawals made after July 31, full fees of the academic year will be charged.

ii) For Classes X and XII the fees will be charged up to June of that year.

8. The School reserves the right to refuse permission to girls to sit for an Aptitude Analysis without giving any reason thereof.

9. Registration fee is non-refundable.

10. Acceptance of the registration form and fee is no guarantee that the candidate will be admitted and it does not involve the school in any obligation to admit the candidate. The duly filled form has to be submitted with the following documents:

i) Copy of Birth Certificate, Copy of Aadhar Card, Copy of Passport (if available), of the candidate.

ii) Letters of reference (not necessarily related to Mayo College or Mayo College Girls' School).

iii) A bank draft as mentioned in the fee leaflet, drawn in favour of MAYO COLLEGE GIRLS' SCHOOL, payable at Ajmer.

9. All correspondence regarding admission should be addressed to the Principal, Mayo College Girls' School, Ajmer – 305007. To receive the Principal's prompt attention, please ensure that you have superscribed 'Admission' on the left hand corner of the envelope.

Please check the following carefully before filling the Registration Form (as per present school records / PEN)

i) Candidates Name

ii) Mothers Name

iii) Fathers Name

iv) Date of Birth