Admission Portal
(Version 1.)

School Education And Sports Department
Government of Maharashtra

January 2015

(NIC-PUNE-G3-AdmissionPortal-UM001)

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1. Purpose

The purpose of this document is to provide help to the parents filling the online application for their child under RTE 25% reservation.

2. Problem Reporting:

Refer to FAQ available on first page to get answer to frequently asked questions.

The problems faced while operating the system can be communicated to the help centers listed on first page through personal or telephonic communication.

A mail can be written to the email id mentioned on the Contact us form on first page to the corresponding district id.

3. SYSTEM URL

- To login in to the system type the appropriate location in the address bar as rte25admission.maharashtra.gov.in.
- Select the option of online application for filling up form by parent for admission of the child.
4. Online application

4.1 Application Registration

- For the first time –
  - Select ‘New registration’ for getting application id and password.
Use New Registration window for entering information if you have not registered your child’s name before
  o Enter Name of the child (Last name / First Name / Middle Name)
  o Select Date of Birth using calendar
  o Select District where you stay currently
  o Enter your mobile number and email address. Mobile number is compulsory. This will be treated as the registered mobile number. Communication of password and any other information will be done through SMS on this mobile number only.
  o Select Register

System will display the alert ‘Application already registered’ if the application with same name and date of birth for the district is already registered in the system. System will allow the duplicate entry if the earlier form is rejected by the verification officer.

System will display the alert ‘Application with same name may have been registered’ if it finds the likely matches of name and date of birth for the district. Select continue if you are sure about not registering the application. Such cases will be flagged for verification to the higher authorities.
On successful registration SMS of application id and password will be sent to the mobile number given. System will also display application number and password on the screen.

**For first time login –**

- Enter application id in application number under existing user login
- Enter password from the SMS sent to you on your mobile

- Enter application number and password
- Enter new password and retype the new password again for confirmation. The new password must contain 1 alphabet, 1 number and 1 special character like @, # etc. The minimum length of password is 6 and maximum length can be 10.
- Select Submit. Select close if you do not want the change the password at this moment.
- On successful updation system will display message and also send the changed password on your registered mobile number.

**For every other time –**

- Enter application id, set password and captcha correctly.
- If the information is right, system displays further pages to enter form details.
Recover Password –

- If you forget password, select recover password.
- Enter application number and select Child’s date of birth.
- On submit, password will be sent via SMS on your registered mobile.

4.2 Application entry –

4.2.1 Child Details

- Enter name of the child seeking admission through RTE 25% quota in English.
- Press tab after you enter the name, which will automatically populate the Marathi name.
- To edit Marathi name, place cursor and press back space in the text box. System will display all possible options to change the name. Select the appropriate name.
- Enter Father and Mother’s name.
- Enter Guardian’s name if applicable.
- System will display date of birth of child as you have entered while registering the application. Edit the same if it is not correct.
- Select child gender as male or female.
- Select ‘Save and Proceed’ to go on to next tab

4.2.2 Application

- Select appropriate class in which your child is seeking admission.
- System will display alert ‘Age of the child is not appropriate for the standard selected’
- Select medium of school. You can select two options for the medium. Selecting second option is not compulsory.
- Select religion.
- Select category.
- Select yes, if your child is disable. Select No, if your child is not disabled.
• Select type of disability and enter percentage of disability if your child is disabled. The corresponding valid certificate should be uploaded and produced for verification.
• Enter child UID (Aadhar) number if available.
• Enter annual family income in rupees. System will ask for family income only if the category selected is others.

For applying in RTE 25% quota system will check following things. If not system will display the alert ‘You can not apply for RTE 25% quota admission’.

1) You belong to SC or ST category.
2) You belong to other category and your family income per year is less than One lakh rupees.
3) The child seeking admission is disabled and percentage of disability is greater than 40%.

• Select ‘Save & Proceed’ to enter further information

4.2.3 Parents

- Select Father’s education and occupation if available.
- Enter Father’s UID number and PAN number if available.
- Select Mother’s education and occupation if available.
- Enter Mother’s UID number and PAN number if available.
Enter details of current residence address.
- Enter house number / Building number / Building name.
- Enter Street name and locality.
- Enter pin code. Select the post near to your house.
- System will populate district from the entered pin code.
- Select Taluka and village appropriately.
- Enter latitude and longitude of your house, if you have the information through GPS on your mobile.
- Select Check Address location to locate your house on Google map. For locating your residence correctly on Google map you can use any of the GPS application on your mobile, get the correct latitude , longitude and enter in the text box against latitude and longitude.
- System will display Google map.

Enter the address or nearest location / landmark with district on Google map’s address bar.
- Google will display the list of nearby areas.
- Using arrow key select one of the area.
- You can zoom in – zoom out of the map by clicking on +/- navigation signs.
- Zoom sufficiently to have a proper view.
- Once you have identified the location of your home / residence building correctly on the map,
- Click exactly on that location. A Red Balloon sign will appear on the screen.
- The screen will show you the latitude and longitude of the identified location.
- Please be sure that you have identified the correct location
- Select ‘Save and close’ to proceed

### 4.2.4 School selection –

System will display schools having admission in RTE 25% quota and in the radius (by calculating aerial distance) of 1 km and 1 to 3 kms.

Schools will be categorized as applicable and not applicable.

The school will not become applicable if:
- **Medium selected is not matching.**
- **Child’s age is not matching with the school age rule for the standard selected by parents.**
- **School does not have vacancy**
- **Gender of the child does not match with school type i.e. a girl child will not get admission in boys school.**

System will display school name, board, and medium available and total intake. System will display both entry level (Before 1st standard) and 1st standard details if school is having entry level before 1st standard.

Select the school where you want the admission for your child. You can select any number of schools.
### 4.2.5 Upload document

- If you have not selected any school or no school is available for selection, system will not allow you to upload any document.

- Select browse button.
- System will display directories. Select appropriate directory and then select the appropriate document to be uploaded. Select ‘Save’.
- The valid document types are jpg, jpeg, pdf and tiff.
- Photo should be cropped before uploading.
- The size of the document should be less than 512Kb.
- To change the document, select browse and select another document. The earlier document will be replaced by the system.
- To view the uploaded document select show image.

Refer to Annexure – I and Annexure – II for help in scanning documents and cropping photograph.
4.2.6 Application Summary –

- Select this tab after entering all the required information in earlier tabs.
- System will list all the information you have entered in the earlier tabs.
- If all the information is filled, school selection is done and required documents are uploaded, system will prompt you to confirm the application.
- Select confirm if you want to finalize and submit the application.
• System will display the alert ‘Once confirmed, you will not be able to edit the application’.
• Confirm if you do not want to edit the information. After confirmation system will generate a report. Take a print out of the report for further processing.
• Visit nearby help centre for getting the application verified by verification officer. Please note that your application will not be available for selection unless it is verified.

4.2.7 Admit card –

• System will display the schools in which your child is selected for admission.
• Click on Print button in front of the school for generating the admit card for the selected school. Take the printout for admission processing in the school.

Annexure – I आवश्यक ती कागदपत्रे स्कॅन करावयाची कार्यपद्धती

Step – 1 : स्कॅनरचे कव्हर उघडा

Step-2 : आपणास स्कॅन करावयाचे डॉक्युमेंट स्कॅनरच्या पारदर्शक काचेवर ठेवा

Step-3 : आपणास स्कॅन करावयाचे डॉक्युमेंट स्टेप 2 नुसार स्कॅनर वर ठेवल्यानंतर स्कॅनरच्ये कव्हर बंद करा.

Step-4 : आपल्या संगणकाच्या डेस्कटॉप वरील स्कॅनर सॉफ्टवेअर शॉटकट वर क्लिक करा. आपल्या संगणकावर नवीन विंडो ओपन झालेली दिसेल. तदनंतर स्कॅन या बटणावर क्लिक करा.

Step 5: आपण स्कॅन करत असलेले डॉक्युमेंट सेव्ह करण्याकरिता इमेज प्रकार (PDF/jpeg/jpg/png) निवडून आणि OK या बटणावर क्लिक करून संबंधित फाइल सेव्ह करा.
Annexure – II अर्जदाराचे छायाचित्र एडिट करावयाची कार्यपद्धती

Step-1 : Start--- > All Files --- > Accessories ---- > Paint ह्या मागौचे अनुक्रमण करून पेंट हे अॅप्लिकेशन ओपन करा.

Step 2 : पेंट ओपन झाल्यानंतर Paste --- > Paste From ह्या मागौचे अनुक्रमण करा.

Step 3 : एडिट करावयाचे छायाचित्र सिलेक्ट करा.

Step 4: Crop सिलेक्ट करा.

Step 5: माउस कर्सरचे उजव्या बाजू कडून क्लिक दाखल ठेवा आणि चौकटीत दर्शाविल्याप्रमाणे आपणांच्या हवी तेवढेच छायाचित्र Crop करा.

Step-5: Crop केलेले छायाचित्र येथे क्लिक करून Save as या बटणावर क्लिक करून JPEG picture या बटणावर क्लिक करा.

Step-6: Crop केलेले छायाचित्र योग्य ते नाव देऊन संगणकाच्या desktop वर save करा.