

Oak Grove School was the product of coming together of three of the greatest gifts of Nineteenth century - Indian Railways, Hill Station and Public School Culture -all blending harmoniously in this institution. The first Railway hill school was started in 1870s by SP&D Railway later known as North Western Railway at a Bungalow called FAIRLAWN close to the land where Oak Grove is presently situated. It was part of the 'Rajah's Palace' which belonged to the Royal family of Nepal. The ruins of the Palace are still present and part of the estate has been developed for residential purpose.

Oak Grove school was started in 1888 by East India Railway Company with an endowment fund of Rs 2 lac on the recommendations of the School Committee. In the 19th century Companies and Industrial concerns were mainly driven by profit motive and rarely invested in areas of social concern like Educational institutions, which was mainly left to Religious and Philanthropic Institutions. It was therefore quite creditable on the part of EIR to start an institution like Oak Grove, way back in the 1880's.

The proposal soon took concrete shape and the school started functioning from 1st of June 1888. The Fairlawn school was merged to Oak Grove in 1894 as it could not survive the birth pangs like shortage of staff and accommodation.

The first School building, the present Boys school was designed by Mr. R. Roskell Bayne , the Company's Chief Architect and built under the supervision of Mr. W. Drysdale the Company's Engineer. Earliest recorded history of the school mentions the arrival of Matron and Sergant Mrs. and Mr. Green on 9th May 1988 as the first official of the school followed by Head teachers Mrs. and Mr. A. C. Chapman on 19th May, who steered the school through its initial teething problems and set it on the path of stable growth over the period of 24 years, which they spent here.

1. Mode of Application: Online (To be filled and submitted through school's website www.oakgrove-jharipani.in).

2. Age Eligibility

The minimum and Maximum age of the child should be **7 (seven)** and **9 (Nine)** Year respectively as on **31.03.2020** i.e. the Date of Birth should fall in between 01.04.2011 to 31.03.2013 (Child born on 1st April 2013 will also be considered)

3. Application Fee

(a) Without Late Fee: Rs.1500/- (Rupees One thousand five hundred only) from 26.08.2019 to 31.10.2019)

(b) With Late Fee: Rs.2500/- (Rupees Two thousand five hundred only) from 01.11.2019 to 18.11.2019.

4. Date of Written Entrance Exam (Paper & Pen Mode): 24.11.2019 (Sunday) – Tentative

5. Date of Viva/Activity Test (only for candidates who qualify the written entrance exam): Will be notified later on along – with the result of written exam.

6. Current Annual Fee Structure:

(a) Wards of Railway Employees: Rs.70,000 per year.

(b) Wards of Non-Railway Persons: Rs.180000 per year.

For the detailed information regarding fee structure, caution money and related rules, please visit the school website.

7. Facilities Provided: Boarding and lodging, Stationery, Text Books, Medical, Smart Classes, Computer with internet, Funtoot, SPACS, Sports, Gym etc.

8. Documents required for online application form:

Sr.	Requirement	File Format	File Size	Dimensions
1	Photograph of Candidate	.JPG/.JPEG	4KB to 30KB	3.5cm × 4.5cm
2	Signature of Candidate	.JPG/.JPEG	1KB to 20KB	3.5cm × 1.5cm
3	Signature of the Father/Mother/Legal Guardian	.JPG/.JPEG	1KB to 20KB	3.5cm × 1.5cm

9. How to Fill and submit Online Application Form (Stepwise details)

The 'ONLINE' application will start from 26.08.2019. Before starting filling up the ONLINE application form, the scanned images of documents with required specification as mentioned in Sr. 9 above should be kept ready for uploading in the required fields.

Thereafter, select the tab 'Admissions' after logging into the school's website www.oakgrove-jharipani.in and proceed as follows:

(A) PART - I Application form

1. Select 'Part - A Application Form' in the drop down menu under the tab 'Admissions'.

2. In the coming window, you will be prompted to select the class in which admission is sought and date of birth of your child. If the data of birth meets the required age eligibility criteria, the window containing the Application Form will open which is required to be filled in real time and can't be saved for entries at any future time.
3. Fill up all the details therein carefully without using any special characters which are given on top of the Application form. Also, attach the required documents as specified at Sr.No.10.
4. Submit the form and carefully note down the generated 'Application Number'.

(B) PART - II Make Payment

1. Select "Part - II Make Payment" in the drop down menu under the tab 'Admissions'. You will be redirected to home page of State Bank of India's website whereby a window will open showing the payment terms of SBI. Please accept the payment terms by ✓ the dialogue box and click Proceed button.
2. Select Payment Category out of the available options in the next window as "Application Fee (New Admission)". This will open the payment window. You need to fill up the required details therein and then submit.
3. You will be prompted to confirm the details provided by you in the next window. If all the details are correct, press confirm for payment.
4. Carefully note down the SB Collect Reference Number generated after the payment. Please ensure that the payment has been successful. In case, the payment status is shown as pending at the time of payment, please ensure with your bank that the payment, please ensure with your bank that the payment has been actually made.

(C) PART - III Payment Details

If the payment is successful, enter the details of the Fee Payment you have remitted by using the drop down menu 'Part - III Enter Payment Details' under the tab 'Admissions'. After filling the details, submit. The application stands finally submitted now.

10. Checking the Application Status

The status of your application can be checked by using drop down menu 'Check Application Status' under the tab 'Admissions'.

1. Online Application Form is to be filled in 'English' only. Application filled in any other language will be summarily rejected.
2. The Application Fee is not refundable in any case.
3. Photograph must be recent colored passport size taken against a light, preferably white background. Face should be straight. Caps, hats and dark glasses are not acceptable. Religious headwear allowed but it must not cover the face.
4. The candidates who qualifies the Written Entrance Examination should keep the following documents ready so as to submit the same as and when asked by the school administration.
 - (a) Copy of Certificate of Date of Birth of the Candidate issued by Municipal Corporation.
 - (b) Copy of Aadhar Number Card of the Candidate. Please note that Aadhar Number is a must for every candidate. Admission to the candidates will be denied if they fail to submit the copy of Aadhar Card.
 - (c) Documentary Proof in Support of SC/ST/OBC Candidates only.
 - (d) Certificate from the present school certifying date of birth, character and class in which the ward is studying.
 - (e) Railway Employee certificate issued by Controlling J.A.G Grade Office in case father or mother being a Railway Servant.
 - (f) Transfer Certificate from the last school attended is to be submitted at the time of admission.

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