



Date: July 22, 2023

Dear Students of classes 9 and 11,

It is time for the registration of candidates for ICSE and ISC year 2025 Examinations.

- Please download the Registration Form and fill it up strictly following the guidelines given below.
- Your passport size photo must be **a recent one in our School Uniform with a white or blue background.**
- All the fields must be filled in correctly.
- Incomplete form will not be accepted.
- For class 9 students, the registration charge is Rs 500/- and for class 11 students from other Boards, it is Rs. 1000/-.
- Please clear all the fees before submitting the Registration Form.
- The duly filled in Form must be submitted at the School Office latest by September 07, 2023. Late submission will be accepted with late fee Rs. 1000 for class 9 students and Rs 2000 for class 11 students till September 20, 2023 **ONLY**. Beyond this date no Forms will be accepted.

Fr. Dr. Maria Joseph Savariappan SJ,
Principal

Principal,
St. Xavier's School,
Burdwan (W.B.) 713 103.

Guidelines for Filling in the Form
(Use Black Ink only for making entries)

1. **CANDIDATE'S NAME:** Names are to be written in CAPITAL LETTERS and in the order, as they are to appear on Certificates, with one letter in each box and only **one box left blank** between each word or initial. **Incase the name does not fit in the first row of the boxes it should be continued on to the second row of boxes without leaving any box blank. A box has to be left blank only after a word has been completely entered.** Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced by the candidate to fit in 35 boxes.

The name should begin with the first fore name followed by initial or other fore-names and by the surname. (e.g. JOHN SMITH DEVINDER D SHARMA). Full stops, hyphens, commas and special characters like apostrophe must not be used.
2. **GENDER:** Darken ● the relevant circle completely.
3. **NATIONALITY:** Darken ● the circle against 'I' if the candidate of Indian Nationality.
4. **SCD:** Enter **0** for OBC candidates. Enter **1** for Scheduled Caste candidates. Enter **2** for Scheduled Tribe candidates. Enter **3** for others who do not come under the categories of OBC, Scheduled Caste and Scheduled Tribe.
5. A recent passport size photograph (36 X 48 mm) of the student **in uniform** should be pasted within the box frame. The candidate name and the school Code should be written on the reverse side of the photograph. **PLEASE DO NOT STAPLE THE PHOTOGRAPH.** Another passport size photograph (36X48 mm) must be submitted along with the form.
6. **DATE OF BIRTH :** This has to be stated numerically, indicating the year by the last two figures only e.g. 26 12 80 (for 26th December 1980)
7. **MOTHER'S NAME:** Write the name of candidate's mother. Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced to fit within 35 boxes.
8. **FATHER'S NAME:** Write the name of candidate's father. Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced to fit within 35 boxes.
9. **GUARDIAN'S NAME:** Please note that the column of the guardian's name should be filled in **only if the candidate is not residing with his/her natural parents or if he /she is an orphan.**
10. **SUBJECTS :** Subject Codes of Group II have been already entered. Enter the subject code of the Language you opted for in Group I and the Subject you opted for in Group III with the total number of Subjects.

Guidelines for Filling in the Form
(Use Black Ink only for making the entries)

1. **CANDIDATE'S NAME:** Names are to be written in CAPITAL LETTERS and in the order, as they appear on the ICSE or Equivalent Certificate, with one letter to a box and with only one box left blank between each word or initial. In case the name does not fit in the first row of the boxes provided it should be continued on to the second row of boxes without leaving any box blank. A box has to be left blank only after a word has been completely entered. Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced by the candidate to fit in 35 boxes.

Full stops, hyphens, commas and special characters like apostrophe **must not be used**.
2. **GENDER:** Darken • the relevant circle completely.
3. **NATIONALITY:** Darken • the circle against 'I' if the candidate is of Indian Nationality.
4. **SCD:** Enter 0 for OBC candidates. Enter 1 for Scheduled Caste candidates. Enter 2 for Scheduled Tribe candidates. Enter 3 for others who do not come under the categories of OBC, Scheduled Caste and Scheduled Tribe.
5. A recent passport size photograph (36 X 48 mm) of the student **in uniform** should be pasted within the box frame. The candidate name and the school Code should be written on the reverse side of the photograph. PLEASE DO NOT STAPLE THE PHOTOGRAPH. Another passport size photograph (36X48 mm) must be submitted along with the form.
6. **MOTHER'S NAME:** Write the name of candidate's mother. Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced to fit within 35 boxes.
7. **FATHER'S NAME:** Write the name of candidate's father. Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced to fit within 35 boxes.
8. **GUARDIAN'S NAME:** Only in the event of absence of parents, the guardian's name has to be provided & written correctly.
9. **ICSE INDEX NUMBER:** Enter the candidate's Class X Index Number who has passed Class X Examination from ICSE.
10. **YEAR OF PASSING ICSE:** Enter the year of passing ICSE Examination. The year has to be indicated by four figures.
11. **ELIGIBILITY NUMBER:** In the cases of candidates from Boards other than the Council, the Eligibility Certificate Number (**E.C. No.**) issued by the Council must be entered.
12. **SUBJECTS:** Enter Subject code of the subjects to be taken by each candidate.