



HILL TOP SCHOOL

Date - 22nd April 2021

NOTICE

All employees' wards who are unable to get their Class 11 forms (hard copies) verified from SPK due to their closure, may submit duly verified forms at school on Monday, 3rd May 2021 between 9:00 am and 11:00 am.



HILL TOP SCHOOL

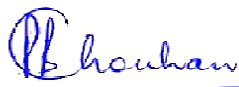
Date : 20th April 2021

Dear Parents and Students,

Due to the resurgence and rapid spread of the Covid-19 cases, we will proceed with the enrolment procedure on the online mode to ensure safety to all concerned. In this connection, please note:

1. Admissions for Class 11 will be done this year through the ONLINE PROCESS ONLY.
2. The Admission Option will be activated on **Wednesday, 21st April 2021 at 8:00 am** and will remain active **till 11:00 pm, Thursday, 22nd April 2021**.
3. For this, you will be required to go to the school website <https://www.hilltopschooljamshedpur.org/>
4. Proceed to the PAYMENTS option.
5. Proceed to the Class 11 ENROLMENT 2021 option.
6. Choose between any one of the following as applicable:
 - * INTERNAL (For existing students of Hill Top School)
 - * EXTERNAL (For students from other schools)
7. INTERNAL students will need to use their old admission numbers to locate their names on the Payment Portal.
8. EXTERNAL students will need to fill in the Form No in the 3 blanks. If the Form No is 003, remember to insert the 2 Zero's before 3.
9. You will be asked for an **authentic email id & phone number** before you are allowed to make the payment. These items of information are of critical importance during the pandemic times as all contact with the school will be initiated here. So fill in this information accurately.
10. Next is the Payment Option. Once you make the payment as applicable to you, you will get an automatically generated receipt. Keep the soft & hard copies of this receipt carefully.

11. Once the online process is complete, we will get the information that you are enrolled. You will receive a mail on the mail provided by you by 24th/ 25th April 2021 indicating the section allotted to you for online classes as well as the corresponding Teno Pin.
12. Submit the Hard Copy of the filled-in form at the school on Friday, 23rd April 2021 between 9:00 am and 11:00 am. Anyone can submit the form on a student's behalf. There will be no interview. All external students to attach copies of Class 9 as well as Preboards Marksheets.
13. Online classes for Class 11 are **expected to start on Tuesday, 27th April 2021**.
14. Please note that those who fail to take admission on time will forfeit their claim to admission to Class 11 at Hill Top School.
15. SUBJECT ALLOTMENT: After carefully scrutinizing students' choices, we have made subject allotments. The allotted subjects are predefined and available on the portal for the students' reference.
16. Please note that all other relevant documents will be collected from the students at a later specified date.
17. CONTACT: Please call between **8:00 am & 5:00 pm only on any weekday (except Sunday)**
 - * For **Fee transactional issues** only : Mrs. Shipra Khandai at 7903659002
 - * For Teno-related or other digital issues, call Mr. Pranav Chatterjee at 7004416507
 - * For any other subject allotment issue, email us at: hilltopschooljsr@gmail.com
18. Hill Top School wishes all its students good health & well-being. Stay indoors, stay safe!



(Puneeta B Chouhan)

Principal

PRINCIPAL

HILL TOP SCHOOL
TELCO COLONY,
JAMSHEDPUR



20th April 2021