

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI**  
**DIRECTORATE OF EDUCATION: SCHOOL BRANCH**  
**OLD SECRETARIAT: DELHI-110054**

No. DE.23 (28) /Sch.Br./2018/175

Dated: 17/5/19

**CIRCULAR**

**Sub: Guidelines for Admission in Class XI in Science & Commerce Streams for the Session 2019-20.**

In order to spare hardship caused to the students and parents while getting admission in Science & Commerce stream, the online linkage plan for class XI Science & Commerce Streams within schools of Directorate of Education has been made, whereby merit lists will be generated for both the streams separately.

❖ **PLAN ADMISSION PROCEDURE FOR GOVT./GOVT.FEEDER SCHOOLS**

- Each student has to compulsorily fill and submit the **OPTION FORM** (Annexure-1) along with application in the school from where he/she appeared in Class X exam (Present School).
- It is the responsibility of Head of School to ensure that all students submit the option form along with application in their own school.
- Head of School will submit online the names of those eligible students who have opted for Science/Commerce stream.
- **No eligible student of Govt. Schools will be denied admission till the completion of Admission Process on the pretext of Non Availability of Seats.**
- Head of School will ensure that all eligible students of own Govt. schools and feeder Govt. schools of Directorate of Education are granted admission in Science/Commerce Stream.
- In case, the number of students who have applied for Science/Commerce Stream is more than the seats available in the particular school, another school will be allotted by the Zonal DDE in the online module.
- The name of the allotted school will be reflected in the feeder school as well as in the allotted school where the admission will be given to the student. The students will contact the "Allotted School" (Where admission is to be given) for admission.
- Feeder Schools will forward the SLCs to the concerned allotted school of the students.

❖ **ADMISSION PROCEDURE (Manual) FOR NON-PLAN ADMISSION**

All the Heads of Govt. /Govt. Aided Schools are requested to adhere to the following instructions in letter and spirit while preparing the merit list for the Non-Plan Admissions:

1. Applications along with filled option form for such Admission are to be submitted by the students directly in the school where they seek admission after declaration of Class X result.
2. Every student who submits an application will be given a unique acknowledgment number and receipt. No application will be refused. Admission will be strictly as per merit list and eligibility.





3. The eligibility criteria to be followed as per Circular No. DE.23 (28 )/Sch.Br./2018/170 dated 17.05.2019.
4. CBSE / ICSC/NIOS roll number of all students (whether feeder or others) has to be filled in the admission module to check the eligibility criteria. The online module is designed to check automatically the eligibility of the students who have passed CBSE Examination. However, for other boards the Head of School will personally ensure the eligibility criteria manually from the statement of marks/marksheet.
5. In order to observe transparency a merit list (ML-1) will be prepared for all the registered students for Science and Commerce streams separately.
6. **The CBSE/Concerned Board roll numbers of such students must be mentioned in the merit list.**
7. **The marks of the concerned students must be properly checked and verified by the Head of School from the website of the concerned Board before granting admission.**
8. ***In addition to above the following instructions should also be complied with:***
  - a) The applicant should have a valid proof of residence in Delhi.
  - b) To help the parents of the students seeking admission two teachers may be deputed at the helpdesk set up in the school.
  - c) Prepare the merit list based on aggregate marks % & subject wise marks of their required subjects as per the Circular mentioned above.
  - d) The HOS has to prepare the merit list according to the total points mentioned above keeping in view that a student must have obtained minimum qualifying marks in each subject as per admission criteria for Science & Commerce streams.
  - e) It is also important to note that just getting minimum qualifying marks does not guarantee admission in a particular stream.
  - f) The DDEs (Zone) are also directed to monitor the admission process personally and closely and it is their responsibility to ensure that no rules are violated. Transparency is to be maintained at all levels.
  - g) **Age criteria will be applicable** as per circular No.DE.23 (363)/Sch.Br./2016/1553 dated 19.09.2016.
  - h) All Heads of Govt. Schools have to ensure that 50 students (in a section) may be enrolled in Science Stream to get the maximum utilization of infrastructure.
  - i) **The Head of School is empowered to create a new section if the number of students in a section exceeds 50 and the infrastructure is available. Requisite additional numbers of posts and teachers will be accordingly sanctioned by PFC.**
  - j) The HoSs are directed to provide application forms and receive all the filled up application forms from students seeking admission in Delhi Govt. Schools.
  - k) The data of all applicants including all particulars must be maintained in digital form in all the schools as Directorate has planned to develop a module regarding admission in class XI. The link of the module will be intimated after its activation.
  - l) The list of all applicants should also be displayed at the gate of the school, alongwith the contact details of DDEs (District/Zone) to raise objections, if any.
  - m) The last date of admission for Class XI at the level of Head of School is 31<sup>th</sup> August, 2019.
  - n) The HOSs are directed not to force the students of their own school to choose a particular stream. All the eligible students of their school must be given the stream of the student's choice.
  - o) **The Management and Heads of Aided Schools may have their own criteria for admission in Class XI of Science and Commerce Stream and may admit students of any school to ensure that adequate number of students are admitted in each stream to ensure the proper utilization of manpower and infrastructure**

*S. Jain*



available in the schools. They will also ensure that all the students of their own school are adjusted in their own school.

- p) The Head of School will send the requisition for additional teachers/staff as per number of sections with justification to Post Fixation Cell (HQ) latest by 07-09-2019.
- q) **No student admitted under Non-Plan Admission in Science/Commerce as per the merit list in Govt. Schools and as per the relaxed criteria in Govt. Aided Schools will be eligible for transfer to other school in the same stream for Class XI & XII.**

**The schedule for admission of Class XI in Science & Commerce Stream is as under:**

- Registration (for non-plan admission) : 20-05-2019 to 31-05-2019\*\*
- Declaration of 1<sup>st</sup> merit list (ML-1) for Non-Plan Admission : 07-06-2019 (Friday)
- Declaration of 2<sup>nd</sup> merit list (ML-2) for Non-Plan Admission (if required) : 14-06-2019 (Friday)
- Declaration of 3<sup>rd</sup> list (if required) : 21-06-2019 (Friday)
- Declaration of 4<sup>th</sup> list (if required) : 28-06-2019 (Friday)
- Last Date of Admission in Class XI : 31-08-2019 (Saturday)

**\*\* The Heads of Schools will consider the applications for admission of all the eligible students till the last date of admission i.e. 31-08-2019.**

**Note: All Heads of Govt./Govt. Aided School are directed to display the circular including schedule on the Notice Board.**

This issues with prior approval of the Competent Authority.

*[Signature]*  
17.5.2019  
Addl. DE (School)

Encl: As above.

DE.23 (28)/Sch.Br./2018/175

Dated: 17/5/19

**All Heads of Govt. & Govt. Aided Schools under Directorate of Education through DEL-E.**

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. PA to Addl. DE (School)
4. All RDEs, DDEs (District/Zone) to ensure compliance.
5. System Analyst (MIS) for uploading on MIS.
6. Guard File.

*[Signature]*  
17/5/19  
DDE (School)

**Class XI  
(OPTION FORM)  
Session 2019-20**

To be filled by the students

Date:.....

1. Name of Student \_\_\_\_\_
2. Student ID \_\_\_\_\_
3. Class X CBSE/OTHER Board roll number \_\_\_\_\_
4. Choice of Stream

(a) Science with Maths <input type="checkbox"/>	(b) Science without Maths <input type="checkbox"/>
(c) Commerce with Maths <input type="checkbox"/>	(d) Commerce without Maths <input type="checkbox"/>
(e) Humanities (with Economics) <input type="checkbox"/>	(f) Humanities (without Economics) <input type="checkbox"/>
(g) Humanities with Skill Subjects <input type="checkbox"/>	(h) Humanities without Skill Subjects <input type="checkbox"/>

5. Marks in the subjects as per the eligibility Criteria

Sl. No.	Subject	Marks (%)

Signature of Student

Signature of Parent

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**Acknowledgement**

(To be issued by the School)

Master/Kum. \_\_\_\_\_ s/o/d/o \_\_\_\_\_  
has opted for \_\_\_\_\_ stream in Class XI in Session 2018-19.

Date:.....

Signature of Teacher In-charge

Name of Teacher In-charge

Countersigned by HOS



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF EDUCATION: SCHOOL BRANCH**  
**OLD SECRETARIAT: DELHI-110054.**

No. DE.23(363)/Sch.Br./2016/1553

Dated: 19-09-2016

**CIRCULAR**

**Sub: Age Criteria for Non-Plan Admissions in Govt. Schools.**

Section 4 of the Right of Children to Free and Compulsory Education Act 2009 says, "Where a child above six years of age has not been admitted to any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his or her age". The concept of age appropriateness prescribed by the law up to the completion of elementary education cannot be ignored in subsequent classes as it is required from peer learning and pedagogical point of view as well. Therefore, building upon the "age-class" relation established under the RTE Act, the Directorate of Education has continued with the prescribed age in natural progression for subsequent classes as well. Further, the Directorate also recognizes the fact that the stipulation of age cannot be in a straight jacket form. Hence, a relaxation of 6 months in terms of under and over age is also allowed.

In supersession to circulars No. DE.23(363)/Sch.Br./2014/452 dated 04.04.2014, DE.23(363)/Sch.Br./2016/683 dated 29.04.2016, DE.23(363)/Sch.Br./2016/1170 dated 13.07.2016 and DE.23(363)/Sch.Br./2016/1246 dated 01.08.2016 regarding Appropriate Age Criteria for Admission in Govt. Schools under Directorate of Education, all the Heads of Govt. Schools under Directorate of Education are hereby informed that the following criteria is to be followed for Non Plan Admission in Govt. Schools:

The age criteria for class KG to XII will be as mentioned below:-

Class	Appropriate Age as on 31 <sup>st</sup> March of the year
KG	The age of child should be 4+ but less than 5 years
I	The age of child should be 5+ but less than 6 years
II	The age of child should be 6+ but less than 7 years
III	The age of child should be 7+ but less than 8 years
IV	The age of child should be 8+ but less than 9 years
V	The age of child should be 9+ but less than 10 years
VI	The age of child should be 10+ but less than 12 years
VII	The age of child should be 11+ but less than 13 years
VIII	The age of child should be 12+ but less than 14 years
IX	The age of child should be 13+ but less than 15 years
X	The age of child should be 14+ but less than 16 years
XI	The age of child should be 15+ but less than 17 years
XII	The age of child should be 16+ but less than 18 years

- In addition to the above Table, further age relaxation is being granted at the level of Heads of Schools in the maximum as well as minimum age for 1 month for classes KG to V level as on 31<sup>st</sup> March of the year.
- Simultaneously, age relaxation is also being granted at the level of Heads of Schools in maximum as well as minimum age for 6 months as on 31<sup>st</sup> March of the year to all students seeking admission from class VI to X and XII in all the Govt. Schools under Directorate of Education.



- However, for class XI in addition to the above table, relaxation shall be granted in maximum and minimum age for one year as on 31<sup>st</sup> March of the year to those students seeking admission in class XI in the Govt. Schools under Directorate of Education, who have passed class X from CBSE or equivalent Board and there is no gap year.

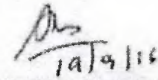
**Illustration:**

A student who has completed 14 years of age on 31<sup>st</sup> March of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the minimum age criteria.

A student who is above 17 years of age but has not completed 18 years of age on 1<sup>st</sup> April of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the maximum age criteria.

- The above age criteria is not applicable to Plan Admissions and the existing students of Government Schools.
- The child who is below 14 years of age and have an SLC of a class lower than his age appropriate class may be enrolled in Special Training Centres (STC) and then brought to his age appropriate class. This provision is intended to mainstream all out of school children, including those who due to extreme learning deficiencies cannot be admitted to age appropriate classes.
- The Directorate of Education is going to introduce class IX in Patrachar Vidyalaya from next academic session i.e. 2017-18 for students who do not meet the appropriate age criteria. In case of a student who is at least 13 years old as on 31<sup>st</sup> March of the year when seeking admission, there will be no upper age bar and neither the School leaving certificate nor class VIII pass certificate is required for admission.
- Patrachar Vidyalaya is already functional for classes X to XII. The child should be at least 14 years of age as on 31<sup>st</sup> March of the year of seeking admission in Class X. Here again, there is no upper age bar and no requirement for school leaving certificate nor class VIII pass certificate.

This issues with the prior approval of the Competent Authority.

  
 (DR. (MRS.) SUNITA S KAUSHIK)  
 ADDL.D.E.(SCHOOLS)

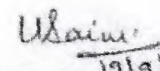
All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-E

No. DE.23 (363)/Sch.Br./2016/ 1553

Dated: 19-09-2016

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information and necessary action.
4. Commissioner NDMC (North Delhi).
5. Commissioner EDMC (East Delhi).
6. Commissioner SDMC (South Delhi).
7. Director Education NDMC.
8. CEO DCB
9. OS (IT) to please paste it on the website.
10. Guard File.

  
 (Usha Saini)  
 DDE (SCHOOLS)