Sub: Instructions for preparing merit list in r/o class XI admission

With reference to circulars nos No. DE.23(28)/Sch.Br./08/5042 dated 28.05.10 & No. DE.23(28)/Sch.Br./08/5071-75 dated 04.06.10, all the HOSs are directed to adhere to the following instructions in letter and spirit while preparing the merit list:-

1. The merit list for a particular stream will be prepared for the following categories separately as per the criteria given earlier:
   - ML – 1 Own school students
   - ML – 2 Govt. Feeder school students & Neighbouring Govt school students.
   - ML – 3 Feeder Pvt. School students as per admission plan
   - ML – 4 Outside students/Public School Students.

2. First of all, all the eligible students of own schools should be given admission in the stream as per the merit list “Own school students” (ML-1)

3. If seats are vacant, admission will be given to Feeder school students as per the merit list (ML-2), and then admission will be given to Feeder Pvt school students.

4. If seats are available in that stream, admission will be given to Public schools/ outside students in strict order of merit list (ML-4)

   It is once again made clear that feeder Govt School students/Neighbouring Govt School Students as per ML-3 will be considered only after giving admission to all own school eligible students of ML-1. Similarly Feeder Pvt school merit list (ML-3) will be picked up after finishing the students
of ML-2 and public school / outside students will be considered after giving admission to all eligible students of first three merit lists.

The attention of HOS is also drawn to a number of parents' complaints received at Head Quarter level that they have refused to receive applications for admission from eligible students. They are directed not to do so if there is a vacancy in school otherwise strict action will be taken against them.

In case there is no vacancy in a particular stream, they are directed to put up a notice for the parents on the school gate.

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 their choice, subject to availability of seats and merit.

The Education Officers are also directed to monitor the admission process personally and see to it that no rules are violated. Transparency is to be maintained at all levels.

DR. (MRS.) SUNITA KAUSHIK
ADDL. DIRECTOR OF EDUCATION (SCHOOL)

All HOSs through MIS

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Dated: 15/6/10

Copy to:-

1. PS to Secretary(Education)
2. PS to Director(Education)
3. All RDEs/DDEs
4. All EOs for necessary action and follow up.
5. OS(IT) to please paste it on the website
6. Guard File

(DR. A.K. SAXENA)
OSD (SCHOOLS)