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

No. DE.23(28)/Sch.Br./08/711
Dated: 29/5/13

CIRCULAR
Sub: Instructions for Admission in r/o class XI admission in Science and Commerce stream 2013-14

In continuation of the our earlier circular no DE.23(28)/Sch.Br./08/354 dated 20/03/2013. The admission for class XI in the Science & Commerce stream will be done online for the year 2013-14, as per the admission plan submitted by the concerned zones.

A. ADMISSION PROCEDURE for Govt./Govt. feeder schools

- Registration to be done for the students in their OWN SCHOOL. Each student has to compulsorily fill OPTION FORM (Annexure -1) from where he/she appeared in class X exam.

- It is the responsibility of HOS to ensure that every student gives the option form in their own school.

- HOS will submit the names of those students online who have opted for Science/Commerce stream.

- A merit list (ML-1) for Govt./Govt. Feeder schools will be generated online and the same will be displayed by the HOS of Parent school on 24th June 2013

- 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 E.O at Zonal level in the online module. The name of the allotted school will be reflected in the parent school as well as the allotted school where the admission will be given to the student. (ML-1(a))

- The student will contact the “Parent School” (where admission is to be done) for allotment of school if seats are not available in the Parent school.

- In case the student is not admitted on merit in parent school, HOS of the parent school will display the list for the new school allotted to the student by the concerned E.O and student will go to the allotted school for admission.

- Feeder schools will forward the S.L.Cs to the concerned school by 7th August 2013.

The revised schedule for admission of class XI (Govt./Govt. Feeder schools)

- Last date to submit the application: 20.06.13(Thursday)
- Declaration of 1st List: 24.06.13 (Monday)
- Last date for admission for 1st list: 29.06.13 (Monday)
- Last date for submitting applications for 2nd list: 29.06.13 (Saturday)
- Declaration of 2nd list (ML-1a): 03.07.13 (Wednesday)
- Last date for admission for 2nd list: 08.07.13 (Monday)
B. ADMISSION PROCEDURE for Govt./Govt. Aided/ other schools (Manually)

All the Heads of Govt./Goivt Aided schools are directed to adhere to the following instructions in letter and spirit while preparing the merit list:-

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

2. First of all, the eligible students of ML-1a & ML-1b will be given admission in the Science and Commerce stream as per the merit list “Own/Goivt feeder school students” Only after all students of ML-1 have been admitted HOS will consider ML-2.

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

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

In order to observe the transparency in Admission procedure, Heads of schools are requested to prepare Merit list 2,3&4 for Science/Commerce/Humanities) by taking into account all applications received in the school and as per following guidelines.

- Prepare the merit list including CGPA & Grade points of their required subjects.
- The HOS has to prepare the merit list according to these total grade points keeping in view that a student has obtained minimum qualifying grades in each subject as per admission criteria for Science, Commerce and Humanities stream.
- It is also important to note that just getting minimum qualifying grade & CGPA does not guarantee admission in a particular stream. The schools will prepare their own merit list and admit children according to
merit list strictly subject to the availability of seats in a particular stream.

- 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.

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.

DR.(MRS.) SUNITA KAUSHIK
ADDL.D.E. (SCHOOL)

All HOSs through MIS
No. DE.23(28)/Sch.Br./08/7/1

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

Dated: 29/15/19

(KUM KUM LAMBA)
ADE (SCHOOLS)
XI Class
OPTION FORM
Session -2013-14

To be filled by the student

1. Name of the Student

2. Student ID

3. Choice of Stream
   (i) Science
   (ii) Commerce with Maths
   (iii) Commerce without Maths
   (iv) Humanities
   (v) Vocational

4. Grades in the subject as per eligibility Criteria.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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</tbody>
</table>

Signature of Student

Signature of Parent

Acknowledgment

(To be issued by the school)

I __________ s/o/d/o __________ has opted for __________ stream in class XI in session 2013-14

Date:

Signature of Teacher Incharge

Countersigned by HOS

Name of Teacher (Incharge)