

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

DE.23 (363)/Sch.Br./2022/ 363

Dated: 4/4/2022

CIRCULAR

Sub.: Guidelines for Parents of Children Seeking Admission in Classes VI to IX in Govt. Schools under Non-Plan Admissions.

Online applications are invited from parents seeking admission of their children in Govt. Schools under Directorate of Education (except those presently studying / placed under NSO in Govt. / Govt. Aided Schools). **Students presently studying / placed under NSO in Govt. / Govt. Aided Schools shall approach their last attended school for further assistance regarding their transfer / readmission.**

It has been decided to follow Online Registration process for admission under Non Plan Admissions in the Academic Session 2022-23 in view of COVID-19 Pandemic. The schedule of the Non Plan Admissions Process is as under:

Activity	Cycle-I	Cycle-II	Cycle-III
Online Registration of Applicants	11-04-2022 (Monday) 12:00 Noon to 02-05-2022 (Monday) (05:00 PM)	01-06-2022 12:00 Noon (Wednesday) to 20-06-2022 (Monday) (05:00 PM)	16-07-2022 12:00 Noon (Saturday) to 03-08-2022 (Wednesday) (05:00 PM)
Display of Allotted Schools to Registered Applicants	20-05-2022 (Friday)	04-07-2022 (Monday)	22-08-2022 (Monday)
Submission / Verification of Documents for Admission in Allotted Schools	21-05-2022 (Saturday) to 31-05-2022 (Tuesday)	05-07-2022 (Tuesday) to 15-07-2022 (Friday)	23-08-2022 (Tuesday) to 31-08-2022 (Wednesday)

- Parents of the children seeking admission in Govt. Schools have to register the details of their children online as per above schedule. The Link for submission of online Registration form is available on the Home page of Department's website www.edudel.nic.in under the link "**Govt. School Admissions**".

- Only those parents/children are eligible to apply under Non Plan Admission Scheme who reside in Delhi.
- The online registration form has been designed in simple format. It can be filled using smart phone also. However, if any parent requires support in filling it, they can approach the Help Desk at nearest school. The desk will also assist the parents in filling and submitting online form.
- The applicants will provide the following details while filling the registration form online:
 - a). Personal details like name, father's name, mother's name, residential address & details of last school attended (if any).
 - b). Aadhaar Number/ UID of the child (Desirable).
 - c). Bank Account Number of the child along with name of the Bank's Branch & its IFSC (Desirable).
 - d). Date of Birth of Child.
 - e). Mobile Number of the parent.
- Applicants will have to select Assembly Constituency of the school nearest to his/her residence from the drop down menu. After selecting the Assembly Constituency, the next drop down menu will show names of all Govt. Schools falling in the jurisdiction of said Assembly Constituency and nearby areas. The applicant is required to select nearest Govt. school as per his residence. Here it is pertinent to mention that purpose of asking for nearest school is to assess the location of the applicant's residence so that school nearest to his/her residence may be allotted wherever the seats are available. Therefore, applicants are directed to select the nearby school very carefully.
- Parents may either take print out of the registration form after final submission or note the online generated Registration Number for future reference. The Registration Number will also be forwarded to the applicant through SMS at the registered mobile number.
- Age Criteria for admission in the classes VI to IX is given as under:

class	Normal age criteria (without any relaxation) as on 31-03-2022
VI	completed the age of 10 yrs but less than 12
VII	completed the age of 11 yrs but less than 13
VIII	completed the age of 12 yrs but less than 14
IX	completed the age of 13 yrs but less than 15

However, the regular students who have passed previous class during 2021-22 from any Recognised Unaided School of Directorate of Education or Local Bodies of Delhi and having a valid SLC & mark sheet, will be exempted from applicability of age appropriate criteria like admission of students of feeder schools under Plan Admissions.

Age relaxation of 6 months, in the maximum as well as minimum age, is also granted at the level of HoS but parents have to apply for age relaxation to the concerned HoS.

*Further to this, Director of Education at his discretion may provide age relaxation to any deserving student (not covered under existing provisions) on grounds such as disruption of studies due to death of either of the parents, prolonged illness of either of the parents/child or any trauma faced by the student. In such cases parents of the students are required to submit an application on the attached format to the Head of the School nearer to his/her residence along with supporting documents related to the grounds under which relief has been sought. **Head of that school, after recording his/her comments regarding suitability for age relaxation will forward the case to the concerned DDE (Zone) along with all the relevant documents including application of the applicant. After examination, if case is found fit for age relaxation from Director of Education, only then it should be forwarded to School Branch through concerned district clearly recording recommendations of the DDE (Zone).***

For Divyang applicants, age relaxation of 6 months in the lower age and 4 years in the upper age is also granted at the level of HoS.

- Parents will be solely responsible for the correctness of the information submitted online by them in the registration form. They may take the print out of the application form and check the correctness of data submitted by them. If any error is noticed by them, they may delete the application and submit the fresh application before the last date of registration. For this Parents/Applicants have been provided facility to delete online application submitted by them through submission of OTP sent on registered mobile number. The link for deletion is available below the Registration Link available at department website i.e. www.edudel.nic.in.
- Admission related queries/grievances will be addressed through Help Desks at school level as per schedule given below:
 - a) Morning and General Shift Schools : From 09:00 AM to 12:00 Noon

b) Evening Shift Schools

: From 01:30 PM to 04:30 PM

- A centralized helpline is also made available for any admission related queries at Telephone Number 1800116888 or 10580 from 07:30 AM to 06:30 PM on all working days.
- Once an applicant is registered online, his/her name will be reflected at the level of respective Cluster Incharge of the school nearest to residence of the applicant (as declared by the applicant in the Registration Form).
- On the basis of the availability of vacant seats and infrastructure, school nearest to residence of the applicant will be allotted by the Cluster Level Admission Committee through the online module.
- If no seat is available in any of the schools of the cluster or the applicant is residing outside the boundaries of the cluster and no school is allotted by the Cluster Level Admission Committee, then his/her name will be reflected at the level of respective Zone for allotment of school in a nearby cluster of schools. The DDE (Zone) will allot the school to all such applicants who are residing within the zone.
- If an applicant is residing outside the boundaries of the zone but within the same District then DDE (Zone) will allot the school online in consultation with the DDE (District).
- Further, if an applicant is residing outside the boundaries of the District, the DDE (Zone) will allot the school online in consultation with the concerned DDE (District / Zone) where he/she is residing.
- Following documents are to be submitted at the time of admission by the parent/child to the Head of the allotted School:-
 - (i) One passport size photograph of the child.
 - (ii) **For class VI to VIII:** School leaving certificate of a recognized school OR Original Date of Birth Certificate issued by MCD or any other Local Body OR an Undertaking by the Parents regarding Date of Birth.
For class IX: School leaving certificate of a recognized school.
 - (iii) Mark sheet of previous class passed (if applicable).
 - (iv) Any of the following documents as **residence proof of Delhi**:-
 - (a) BPL Card/Ration Card issued in the name of parents having name of the child.
 - (b) Domicile certificate of child or parents.
 - (c) Voter Identity card of any of the parent.
 - (d) Electricity bill/ MTNL telephone bill/water bill in the name of any of the parents.
 - (e) Bank Passbook in the name of child or any of the parents.
 - (f) Aadhaar Card of child/any of the parents.

- (g) Passport in the name of child or any of the parents.
- (h) Driving license of parents.
- (v) Certificate of Caste (in case of SC/ST/ OBC) (if applicable).
- (vi) Certificate of disability (in case of Divyang Student).


- **Mere submission of online application form does not guarantee the admission in a desired nearest Govt. School as admission will be done through online module as per number of seats available in a particular Govt. School.**
- Although, parents may register their children in any of the given cycles but they are advised to register online as early as possible as chances of getting admission in desired school are high in the earlier cycles.
- Admission to students through online module will be confirmed only after submission of requisite documents by the parents to the concerned Govt. School.
- All the parents are hereby informed that in general request for change of allotted school will not be entertained. However, in genuine cases parents may contact the Grievance Committee of their respective zone.
- If due to unavoidable circumstances, parents are unable to approach for submission of requisite documents for confirmation of admission as per above schedule, they can get their child admitted till last date of admission i.e. 31-08-2022 after getting the delay condoned from the concerned DDE (Zone).
- If for admission in class IX, any parent failed to register his/her child during any of the given cycles, he/she may apply for admission manually in any school nearer to his/her residence till 23-08-2022. The concerned HoS will forward his/her application to the concerned DDE (Zone) latest by 24-08-2022 after verification of the relevant documents and checking the eligibility of the applicant. The concerned DDE (Zone) will allot schools to such applicants by 26-08-2022. The list of allotted schools will be displayed in DDE (Zone) office and concerned schools on 26-08-2022. The last date of admission for such student is also 31-08-2022.

GENERAL INSTRUCTIONS:

- **Students presently studying / enrolled in Govt. Schools are not eligible to apply for Admission under Non Plan Admissions. However, they can apply for transfer through their present school on genuine grounds like change of residence etc.**

- The list of Govt. Schools along with their Zone, District, Cluster is available on Home Page of website of DoE.
- It must be noted that single application shall be submitted by an individual applicant for online admission process. Before filling second application, previously submitted application must be deleted as per procedure explained above. Multiple applications submitted by any individual applicant may lead to cancellation of candidature.
- If a school is allotted to the applicant in any cycle, he/she will not be eligible to apply for online registration in the next cycles.
- Applicant can check the status of his/her application from website by entering his/her Registration Number or other desired information through the link provided at the Home page of our website on or after the date of display of allotted school to the applicants of respective cycle as per above schedule. Admission related information including school allotted will also be forwarded to the registered mobile number of the applicants.
- Applicant can confirm his/her admission in the allotted school by submitting the desired documents as per above schedule.

This issues with the approval of the Competent Authority.


04/4/22
Dr. Rita Sharma
Addl.DE (School)

All Parents and Heads of Govt. Schools under Directorate of Education through DEL-E.

DE.23 (363)/Sch.Br./2022/ 363

Dated: 04/04/2022

Copy to:-

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


04/04/2022
Dr. Anita Vats
DDE (School)

**Proforma of Application for Seeking Age Relaxation from Director,
Education for Deserving Applicants**

Name of the Applicant :

Father's Name :

Class of Admission :

Name of the School :

School ID :

Date of Birth of the Applicant :

Quantum of Age Relaxation sought :

Ground of Seeking Age Relaxation :

List of Supportive Documents attached :

Comments of the HoS with signature & seal :

Recommendations of the concerned DDE (Zone)