



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

DE.23 (363)/Sch.Br./2023/220

Dated: 29/3/23

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.**

The schedule of the Non Plan Admissions Process is as under:

Activity	Cycle-I	Cycle-II	Cycle-III
Online Registration of Applicants	03-04-2023 (Monday) 05:00 PM to 10-04-2023 (Monday) (05:00 PM)	01-05-2023 (Monday) 12:00 Noon to 20-05-2023 (Saturday) (05:00 PM)	01-07-2023 12:00 Noon to (Saturday) to 20-07-2023 (Thursday) (05:00 PM)
Display of Allotted Schools to Registered Applicants	20-04-2023 (Thursday)	08-06-2023 (Thursday)	01-08-2023 (Tuesday)
Submission / Verification of Documents for Admission in Allotted Schools	21-04-2023 (Friday) to 29-04-2023 (Saturday)	09-06-2023 (Friday) to 24- 06-2023 (Saturday)	02-08-2023 (Wednesday) to 09-08-2023 (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 who reside in Delhi, are eligible to apply under Non Plan Admission Scheme.
- 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, he/she can approach the Help Desk at nearest school. The desk will also

assist the parents in filling up 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 sibling (real brother/sister, if any) & 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.
- If any sibling (real brother / sister) of the applicant is studying in any school of the Directorate of Education and parent prefers to admit the applicant in the same school, details of the sibling of the applicant should be provided in the online registration form. For this, applicant/parent has to provide Student ID and Name of the School (with School ID) of the sibling. Student ID and Name of the School (with School ID) may be obtained from the Student ID-Card / Mark Sheet of the sibling or directly from the School where the sibling is studying. In such cases, applicant will be provided admission, preferably, in the school where the sibling is studying depending upon the availability of seats.
- 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 31-03-2023
VI	completed the age of 10 Yrs but less than 12 Yrs
VII	completed the age of 11 Yrs but less than 13 Yrs
VIII	completed the age of 12 Yrs but less than 14 Yrs
IX	completed the age of 13 Yrs but less than 15 Yrs

However, the regular students who have passed previous class during 2022-23 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.

*In addition to this, Director of Education at his/her 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/guardians 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 is 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: Countersigned 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.
 - (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 request for change of allotted school will not be entertained in general. However, in genuine cases, specially in case of siblings, parents may contact the Grievance Committee of their respective Zone.
- For admission in class IX, if 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 26-07-2023. The concerned HoS will forward his/her application to the concerned DDE (Zone) latest by 27-07-2023 after verification of the relevant documents and checking the eligibility of the applicant. The concerned DDE (Zone) will allot schools to such applicants by 29-07-2023. The list of allotted schools will be displayed in DDE (Zone) office and concerned schools on 01-08-2023. The last date of admission for such student is also 09-08-2023.
- 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. 31-08-2023 after getting the delay condoned from the concerned DDE (Zone).

GENERAL INSTRUCTIONS:

- Students presently studying / enrolled in Govt. / Govt. Aided 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.


29/03/2023
DDE (School)

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

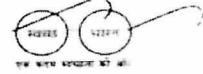
DE.23 (363)/Sch.Br./2023/ 220

Dated: 29/3/23

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.


29/03/2023
OSD (School)



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 st 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 31st 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 31st 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 31st 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 31st 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 1st 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 31st 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 31st 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.

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19/9/16

(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.

U Saini
19/9/16

(Usha Saini)
DDE (SCHOOLS)

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
ADMINISTRATIVE CELL IEDC SCHEME,
Plot No.3, Link Road, Karol Bagh, New Delhi-05

Annexure - II
7/9/03

No. DE40(20) EVG/ IEDC /Circular/98/7109-8699

Dated : 6/01/2003

Circular

In pursuance with the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation), Act 1995. All the Principal/Vice Principals/Heads of Govt./Govt. Aided/Recognized Schools in the National Capital Territory are hereby directed to note that the age relaxation for admission for disabled children at entry stage will be 9 years instead of 5-6 years. The upper age limit will remain at 18 years. Therefore, further directed to ensure that such children are not denied admission in schools only because of their age.

--Sd--

(Rajendra Kumar)
Director of Education

No. DE40(20) EVG/ IEDC /Circular/98/7109-8699

Dated : 6/01/2003

1. Joint Secretary(SE), M/o Human Resource Development, Deptt. of Sec. & Higher Education, Govt. of India, Shastri Bhawan, New Delhi.
2. Addl. Director of Education (Schools), Dte. of Edn., Old Sectt. Delhi.
3. All the Regional Directors, Dte. of Edn., Old Sectt. Delhi.
4. Deputy Directors of Education, Distt. East, North-East, North, North West-A, North West-B, West-A, West - B, South West - A, South West- B, South & Central/New Delhi.
5. All the Heads of the schools under the Dte. of Edn., Delhi through Dy. Directors of Education concerned.
6. Dy. Director of Education (Sc.), Nodal Officer, IEDC Scheme, Old Gargi College Building, Lajpat Nagar-IV, New Delhi.
7. Co-ordinator Administrator Cell, IEDC Scheme, 3, Link Road, Karol Bagh, New Delhi-05.
8. Special Education, Administrative Cell, IEDC Scheme, 3, Link Road, Karol Bagh, New Delhi.
9. P.S. to Secretary Education, Old Sectt. Delhi.
10. P.S. to D.E., Dte. of Edn., Old Sectt, Delhi.
11. Master File.

--Sd--

(B.N. Bajpai)
Dy. Director of Education(Se.)
Nodal Officer, IEDC Scheme.

-6- Jm. Baidh
22/1/03