

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: INCLUSIVE EDUCATION BRANCH
AMRITA SHERGIL SCHOOL BUILDING
BEHIND LADY SHRI RAM COLLEGE,
LAJPAT NAGAR-IV, NEW DELHI-110024**

No.F.415/DDE (IEB)/Admn.Cell/2023-24/2834-2837

Dated: 15.05.2024

CIRCULAR

Sub: Guidelines for Admission in Entry Level Classes i.e. Nursery/KG/Class-I and other upper level classes in Govt. Aided/taken over Special Schools under Directorate of Education, GNCTD.

***WHEREAS**, Section 31 (1) of Rights of Persons with Disabilities (RPWD) Act 2016 provides that notwithstanding anything contained in the Rights of Children to Free and Compulsory Education Act, 2009, every child with benchmark disability between the age of six to eighteen years shall have the right to free education in a neighbourhood school, or in a special school, of his/her choice.*

***AND WHEREAS**, Section 3 (1) of the Right of Children to Free and Compulsory Education Act, 2009 states that "Every child of the age of six to fourteen years, including a child with disability shall have the right to free and compulsory education in a neighbourhood school till the completion of his or her elementary education."*

***AND WHEREAS**, Section 4 of the Right of Children to Free and Compulsory Education Act, 2009 states that "Where a child above six years of age has not been admitted in 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: Provided that where a child is directly admitted in a class appropriate to his or her age, then, he or she shall, in order to be at par with others, have a right to receive special training, in such manner, and within such time-limits, as may be prescribed: Provided further that a child so admitted to elementary education shall be entitled to free education till completion of elementary education even after fourteen years."*

In view of the above mentioned facts and recommendations of the committee constituted for formulation of admission procedure and guidelines, Directorate of Education is facilitating admissions of Children with Disabilities in 05 Govt. Aided/ taken over Special Schools under RTE Act, 2009 & RPWD Act, 2016 by invoking all relaxations keeping in view the non-denial policy and Equal opportunity to be provided to children with disabilities.

A) General guidelines for admission in Govt. Aided/ taken over Special Schools at entry level classes i.e. Nursery, KG and Class-I to V.

1. Admission in Entry Level Classes (Nursery/KG only) will be processed through **COMPUTERISED ONLINE ADMISSION SYSTEM.**
2. The age limit for filling application forms as follows:

Class	Age limit as on 31st March of the year
Nursery	Completed the age of 3 Yrs but less than 7 Yrs
KG	Completed the age of 4 Yrs but less than 8 Yrs
Class-I	Completed the age of 5 Yrs but less than 9 Yrs
Class-II	Completed the age of 6 Yrs but less than 11 Yrs
Class-III	Completed the age of 7 Yrs but less than 12 Yrs
Class-IV	Completed the age of 8 Yrs but less than 13 Yrs
Class-V	Completed the age of 9 Yrs but less than 14 Yrs

3. In addition to the above table, further age relaxation may be granted at the level of Heads of Schools in the minimum age for 1 month for classes KG to V as on 31st March of start of the academic session.
4. In case of selected children (Nursery/KG/Class-I), the immunization certificate is to be submitted by the parents/guardians within 6-months from the date of admission.

B) General guidelines for admission in classes VI to IX.

1. **Criteria for admission to Classes (VI-VIII):** For admission to class VI, applicants declared pass/promoted in class V will be admitted directly while out of school children will be admitted after assessing for *Foundational Literacy & Numeracy skills* of the child by using the assessment tools. The assessment tools shall be prepared as per the level and severity of the child with Disability at school level. However, admission in class VII & VIII, children who have not passed from any recognised school or those who are out of school will be given admission on the basis of simple undertaking of parent to age appropriate class.
2. **Classes IX:** Admissions will be allowed only to those children who have passed VIII from a recognized school.
3. Age Criteria for admission in the classes VI to IX is given as under:

class	Normal age criteria as on 31st March of the year
VI	Completed the age of 10 Yrs but less than 16 Yrs

VII	completed the age of 11 Yrs but less than 17 Yrs
VIII	Completed the age of 12 Yrs but less than 18 Yrs
IX	Completed the age of 13 Yrs but less than 19 Yrs

4. However, the regular students who have passed previous class from any recognised school and having a valid SLC & mark sheet, will be exempted from applicability of age criteria in case of admission/transfer of feeder schools. Age relaxation of 6 months in the lower age is also granted at the level of HoS but parents have to apply for age relaxation to the concerned HoS.
5. ***In addition to this, Director of Education at his discretion may provide relaxation in upper age to any deserving student (not covered under existing provisions) to remove the hardship on the 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 to the Head of the school where the admission is sought along with supporting documents related to the grounds under which relief has been sought. Head of that school will forward the case to the DDE (IEB) along with all the relevant documents including application of the candidate. If the case is found fit for age relaxation, the DDE (IEB) will forward it for the approval of Director.***

C) General guidelines for admission in classes XI.

1. Students declared 'Pass" in the Secondary School Examination will be considered for admission in any stream of Class XI subject. Students who have passed their Secondary Examination (Class X) directly from NIOS with 50% marks or above in aggregate of 5 main subjects are eligible for admission in Humanities without Skill subjects & those with 45% marks or above in aggregate of 5 main subjects are eligible for admission in humanities with skill subjects.
2. Age Criteria:

Class	Normal age criteria as on 31st March of the year
XI	Completed the age of 15 Yrs but less than 21 Yrs

3. However, in addition to the above table, relaxation shall be granted in minimum age for one year as on 31st March of the year to those students seeking admission in class XI in the Govt. Special Schools under Directorate of Education, who have passed class X from CBSE or equivalent Board and there is no gap year.
4. Further, regular students who have passed previous class from any recognised school and having a valid SLC & mark sheet, will be exempted from applicability of age criteria in case of admission/transfer of feeder schools. Age relaxation of 6 months in the lower age is also granted at the level of HoS but parents have to apply for age relaxation to the concerned HoS.

5. ***In addition to this, Director of Education at his discretion may provide relaxation in upper age to any deserving student (not covered under existing provisions) to remove the hardship on the 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 to the Head of the school where the admission is sought along with supporting documents related to the grounds under which relief has been sought. Head of that school will forward the case to the DDE (IEB) along with all the relevant documents including application of the candidate. If the case is found fit for age relaxation, the DDE (IEB) will forward it for the approval of Director.***

The Schedule for admission procedure in 05 Govt. Aided/taken over Special schools is as under:

Classes	Declaration of vacant seat by HoS	Online Admission Form availability		Start of Admission Process	Closing of Admission Process at school Level	Closing of Admission Process at IEB (HQ) Level
Nursery/KG/I	31 st January	Cycle-I	1 st week of March	2 nd week of March	4 th week of March	1 st week of April
		Cycle-II	1 st week of April	2 nd week of April	4 th week of April	1 st week of May
II - IX	31 st March	Cycle-I	1 st week of April	2 nd week of April	4 th week of April	1 st week of May
		Cycle-II	1 st week of July	2 nd week of July	4 th week of July	1 st week of August
X	31 st March or subject to declaration of CBSE exam result	Cycle-I	1 st week of April	2 nd week of April	4 th week of April	1 st week of May
		Cycle-II	1 st week of July	2 nd week of July	4 th week of July	1 st week of August
XI	31 st March	Cycle-I	1 st week of June	2 nd week of June	4 th week of June	1 st week of July
		Cycle-II	1 st week of July	2 nd week of July	4 th week of July	1 st week of August
XII	31 st March or subject to declaration of CBSE exam result	Cycle-I	1 st week of April	2 nd week of April	4 th week of April	1 st week of May
		Cycle-II	1 st week of July	2 nd week of July	4 th week of July	1 st week of August

GENERAL INSTRUCTIONS:

1. The admission will be done through **COMPUTERISED ONLINE ADMISSION SYSTEM** at departmental website i.e. www.edudel.nic.in under the link "**Govt. Aided Special School Admissions**".
2. 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.
3. The applicants will provide the following details while filling the registration form online:
 - 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).
 - Aadhaar Number/UID of the child (Desirable).
 - Bank Account Number of the child along with name of the Bank's Branch & its IFSC (Desirable).
 - Date of Birth of Child.
 - Mobile Number of the parent.
 - Subjects studies & marks obtained in the previous class.
 - Disability Certificate details like type of disability and percentage of disability.
 - Disability Certificate/UDID Number of the child.
4. If any sibling (real brother/ sister) of the applicant is studying in any Govt. Special School of the Directorate of Education and parent prefers to admit the applicant in the same Special School, details of the sibling of the applicant should be provided in the online registration form. For this, applicant/parent must provide Student ID and Name of the School (with School ID) of the sibling which may be obtained from the Student ID-Card/ Mark Sheet of the sibling or directly from the school where the sibling is studying.
5. Parents may either take printout 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.
6. Class wise vacancy shall be notified when the online module shall be opened for filling application. However, if any application will be received in school beyond the vacancy then Head of that school will forward the case to IEB (HQ) for consideration of competent authority.
7. Children residing in Delhi shall be eligible to apply. However, children residing outside Delhi shall also be eligible to apply for the admission in schools with hostel facility once all the willing and eligible residents of Delhi are admitted.
8. Hostel facility shall be available to students in the following schools:
 - Rashtriya Virjanand Andh Kanya Vidyalaya, (School Id -1618083), J-Block, Vikaspuri, Janakpuri Marg, New Delhi-110018
 - Institution For The Blind, (School Id - 1925349), Amar Colony, Lajpat Nagar-IV, New Delhi-110024
 - Andh Mahavidyalaya Middle School, (School Id - 2026115), Panchkuian Road, New Delhi -110001

- JPM Sr. Sec. School for the Blind, (School ID- 2026026), Lal Bahadur Shastri Marg, New delhi-110003
9. Once an applicant is registered online, his/her name will be reflected at the level of respective HoS of the school nearest to residence of the applicant (as declared by the applicant in the Registration Form).
 10. Based on the availability of vacant seats and infrastructure, school nearest to residence of the applicant will be allotted by the Admission Committee through the online module. **However, draw of lots shall be done only in case numbers of applications received are more than number of vacancy in a particular class of concerned school.**
 11. Parents will be solely responsible for the correctness of the information submitted online by them in the registration form. They may take the printout 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.
 12. 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.
 13. 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.
 14. Applicant can confirm his/her admission in the allotted school by submitting the desired documents as per above schedule.
 15. **Mere submission of online application form does not guarantee the admission in a desired nearest Govt. Aided/taken over Special School as admission will be done through online module as per number of seats available in a particular Govt. Special School.**
 16. Admission to students through online module will be confirmed only after submission of requisite documents by the parents to the concerned Govt. Aided/taken over Special School. All the parents are hereby informed that request for change of allotted school will not be entertained in general.
 17. The following documents are required to be produced by the parent/guardian at the time of admission (only for the selected students after draw of lots): -
 - Document regarding Date of Birth for **entry classes** (any one of the following):
 - Original Date of Birth Certificate issued by MCD or any other local body/Anganwadi record.
 - Hospital/Auxiliary Nurse and Midwife (ANM) register record.
 - An Undertaking by the Parents regarding Date of Birth.

- Regarding Date of Birth 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.
- Regarding Date of Birth for class IX & XI: Countersigned School leaving certificate of a recognized school.
- One passport size photograph of the child.
- Any one of the following documents as **residence proof of Delhi**:
 - Ration Card issued in the name of parents having name of the child.
 - Domicile certificate of child or parents.
 - Caste certificate
 - BPL Card/Ration card (If available)
 - Income certificate of the parents
 - Voter/I-card of any of the parents.
 - Electricity bill/MTNL telephone bill/Water bill/ rent agreement in the name of any of the parents.
 - Bank Passbook in the name of child or any of the parents.
 - Aadhaar card of child/any of the parents.
 - Passport in the name of child/any of the parents.
- Disability Certificate with benchmark disability/UDID Card.
- Marksheet of previous class passed (if applicable).

Note: Admission will not be denied to any destitute child, refugee/asylum seeker, homeless, migrant, orphan or child in need of care & protection in any Govt. Aided Special School due to non-availability of essential documents at the time of submission in the School.

18. In such cases, provisional admission for 30 days will be allowed based on simple undertaking on plain paper by the parents/guardians. Head of Schools will provide details of such students to Zonal Coordinators (IE), District Cell. Zonal Coordinators (IE), District Cell and SMC Members will help the students and parents in making these documents available to them, so that the provisional admission may be regularized within the stipulated time and the students may be able to take the advantage of Direct Benefit Transfer (DBT) of scholarships in their bank accounts.
19. In case of transfer student from any other Govt. Aided school, under DOE, GNCTD during mid of session, the admission shall be considered under following conditions:
 - If the student not applied at the time of admission process and vacant seat is available in the particular class after the online admission procedure closes.
 - Taking into consideration the nature and severity of disability as per the criteria fixed in each school.
 - Child is residing within 10 Km.
 - HoS has given his recommendation for admission.
20. If, there is vacancy in a particular class of any of the special schools after the closing of admission & transfer procedure, then further admission of any student

shall be done only with prior permission from the competent authority/Director of Education, GNCTD.

21. If there are no seats left during admission process, then the parents/guardians of left-out students, who applied for admission; may be advised to admit their child in nearby regular inclusive schools/residential schools or Govt. Aided Schools having comprehensive infrastructure to teach students with disabilities.
22. Admission related queries/grievances will be addressed through Help Desks at school level as per schedule given below:
 - Morning and General Shift Schools: 09:00 AM to 12:00 Noon
 - For Hostel facility: 01:30 PM to 03:30 PM

SPECIFIC INSTRUCTIONS FOR ADMISSION IN GOVT. AIDED SPECIAL SCHOOL FOR CHILDREN WITH BLINDNESS:

The disability as defined below in RPWD Act, 2016:

"Blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree

1) Rashtriya Virjanand Andh Kanya Vidyalaya, (School Id -1618083), J-Block, Vikaspuri, Janakpuri Marg, New Delhi-110018

- Above school imparts education in Braille system from Class 6th to 12th. The school caters to the girls with blindness only.
- The admission in the above said school will be allowed to the child, who has the Disability Certificate/UDID Card.
- Timing of School: **8:00 am to 2:30 pm (single shift)** for students.
- Hostel Facility: **Available**
- Transport Facility: **Not Available**
- The Children residing outside Delhi can apply. However, priority shall be given to those residing in Delhi and those residing outside Delhi may only be accommodated once all the willing and eligible residents of Delhi are admitted.
- In case no. of applicants for hostel admission are more than vacancy available, priority shall be given according to distance from school.

2) Institution For The Blind, (School Id - 1925349), Amar Colony, Lajpat Nagar-IV, New Delhi-110024

- Above school imparts education in Braille system from Class 1st to 8th. The school caters to the boys with blindness only.
- The admission in the above said school will be allowed to the child, who has the Disability Certificate/UDID Card.
- Timing of School: **9:00 am to 3:15 pm (single shift)** for students.

- Hostel Facility: **Available**
- Transport Facility: **Not Available**
- The Children residing outside Delhi can apply. However, priority shall be given to those residing in Delhi and those residing outside Delhi may only be accommodated once all the willing and eligible residents of Delhi are admitted.
- In case no. of applicants for hostel admission are more than vacancy available, priority shall be given according to distance from school.

3) Andh Mahavidyalya Middle School, (School Id - 2026115), Punchkuian Road, New Delhi -110001

- Above school imparts education in Braille system from Class 1st to 8th. The school caters to the boys with blindness only.
- The admission in the above said school will be allowed to the child, who has the Disability Certificate/UDID Card.
- Timing of School: **8:15 am to 2:00 pm (single shift)** for students.
- Hostel Facility: **Available**
- Transport Facility: **Not Available**
- The Children residing outside Delhi can apply. However, priority shall be given to those residing in Delhi and those residing outside Delhi may only be accommodated once all the willing and eligible residents of Delhi are admitted.
- In case no. of applicants for hostel admission are more than vacancy available, priority shall be given according to distance from school.

4) JPM Sr. Sec. School for the Blind, (School ID- 2026026) Lal Bahadur Shastri Marg, New Delhi-110003

- Above school imparts education in Braille system from Class 1st to 12th. The school caters to the boys with blindness only.
- The admission in the above said school will be allowed to the child, who has the Disability Certificate/UDID Card.
- Timing of School: **9:30 am to 4:00 pm (single shift)** for students.
- Hostel Facility: **Available**
- Transport Facility: **Not Available**
- The Children residing outside Delhi can apply. However, priority shall be given to those residing in Delhi and those residing outside Delhi may only be accommodated once all the willing and eligible residents of Delhi are admitted.
- In case no. of applicants for hostel admission are more than vacancy available, priority shall be given according to distance from school.

SPECIFIC INSTRUCTIONS FOR ADMISSION IN GOVT. AIDED SPECIAL SCHOOL FOR CHILDREN WITH HEARING IMPAIRMENT

1) Premala Bai Chavan School For The Deaf, (School Id -1001206), Plot No 4 &7, Institutional Area, Karkadi Mode, Delhi – 110092

The disability as defined in RPWD Act, 2016:

Hearing impairment—

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

- Above school is catering to children with Hearing Impairment (both Boys & Girls) from **Nursery to class VIII.**
- The admission in the said school will be allowed to the child, who has the Disability Certificate/UDID Card and the degree of disability with severe to profound category i.e. Severe (61- 90 dB) and Profound (>90 dB). Further, IQ test of children with Hearing Impairment is required for admission in the school.
- Timing of School: **9:30 am to 3:30 pm (single shift)** for students.
- Hostel Facility: **Not Available**
- Transport Facility: **Available**

All the above directions are issued for the strict compliance by all concerned and non compliance shall be viewed seriously.

This issues with the prior approval of the Competent Authority



(RAMACHANDRA SHINGHARE)
ADDL. DIRECTOR OF EDUCATION (IEB)

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

No.F.415/DDE (IEB)/Admn.Cell/2023-24/2834-2837

Dated: 15.05.2024

Copy to:-

1. P.A. to Director (Education), DOE, GNCTD
2. DDE (IEB), DOE, GNCTD to ensure compliance.
3. System Analyst for uploading on MIS
4. Guard File



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ADDL. DIRECTOR OF EDUCATION (IEB)