

DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054

DE.23 (28)/Sch.Br./2022/ 636

Dated: 09-08-2023

CIRCULAR

Sub.: Guidelines for Parents of Children Seeking Admission in Govt. Schools through Online Module in Class XI under NON-PLAN ADMISSIONS (Cycle-III).

All the applicants residing in Delhi and seeking admission to class XI in Govt. Schools under Directorate of Education are informed that for the Academic Session 2023-24 process of online Registration under cycle-III is going to commence from 14-08-2023. **Students who have passed class X during the Academic Session 2022-23 from Govt. / Govt. Aided Schools under Directorate of Education are not eligible to apply for registration. They shall approach their last attended school for further assistance, if transfer is required to another Govt. school.**

The schedule for admission to class XI is as under:

Activity	Cycle-III
Online Registration of Candidates	07-08-2023 to (11:00 AM onwards) to 20-08-2023 (05:00 PM)
Display of Allotted Schools to Registered Candidates	25-08-2023 (12:00 Noon)
Submission / Verification of Documents for Admission in Allotted Schools	26-08-2023 to 31-08-2023

- The Link for submission of online Registration Form is available on the Home page of Department's website www.edudel.nic.in at "**Govt. School Admissions**". Applicant can register himself/herself as per above mentioned schedule.
- Online form has been designed in simple format. It can be filled using normal smart phone also. However, if any parent requires support in filling it up, he/she can approach the Help desk at nearest school. The desk will also assist the parents in filling up and submitting forms online.
- Academic Criteria for Non Plan Admissions:** Students declared 'Pass' in the Secondary School Examination will be considered for admission in any stream of Class XI subject to the following eligibility criteria:-

Stream	Aggregate pass %	Subjects/Grades required (minimum %)		
Science (with Maths)	55%	English-50%	Standard Maths/ Basic Maths/ Mathematics -	Science-50%

			50%	
Science (without Maths)	55%	English-50%	Standard Maths/ Basic Maths/ Mathematics - 40%	Science-50%
Commerce (with Maths)	50%	English-45%	Standard Maths/ Basic Maths/ Mathematics - 50%	Social Science- 45%
Commerce (without Maths)	50%	English-45% or Hindi-45%	Social Science- 45%	_____
Humanities	<p>A student must have been declared 'Pass' at the Secondary School Examination by the CBSE or its equivalent board.</p> <p>For giving Economics as a subject, a student must have secured at least, 45% in aggregate.</p> <p>For giving Mathematics as a subject, a student must have secured at least 50% in Standard Mathematics/Basic Mathematics/ Mathematics.</p>			

Relaxation of 5% marks in any one of the three subjects mentioned above for admission in particular stream is to be given in respect of candidates belonging to the categories SC/ST/ Minorities/OBC (Non Creamy Layer) / Kashmiri Migrants & those students having I/II/III position in National Games.

For Specially Abled Students, relaxation of 5% marks in all subjects mentioned for admission in particular stream is to be given.

Students who have passed their Secondary Examination (Class X) directly from NIOS with 55% marks or above in aggregate of 5 main subjects are eligible for admission in Humanities without Skill Subjects & those with 50 % marks or above in aggregate of 5 main subjects are eligible for admission in Humanities with Skill Subjects.

Students who have passed class X from other boards having criteria of passing below 33% of the maximum marks, may not be able to submit application online. In such cases, applicant may apply for admission manually in any school nearer to his/her residence till 21-08-2023.

iv). Age Criteria:

class	Normal age criteria (without any relaxation) as on 31-03-2023
XI	completed the age of 15 Yrs but less than 17 Yrs

However, age relaxation upto 1 year to students who have passed class X from any recognised board and having no gap year and age relaxation upto 6 months to other students i.e. having a gap year may be provided at the level of Heads of the Schools.

Further, regular students who have passed previous class during 2022-23 from any Recognised Unaided Schools 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.

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.

- v). ***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 on the attached format 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 concerned DDE (Zone) along with all the relevant documents including application of the candidate. If the case is found fit for age relaxation, the DDE (Zone) will forward it to the School Branch through concerned district for the approval of Director.***
- vi). The applicants will provide the following details while filling the application form online:
- Personal details like name, father's name, mother's name, residential address, details of last school attended.
 - 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.
 - Subjects studied & marks obtained in the previous class.
 - Applicants have to select the stream.
 - Upload Mark Sheet of previous class (in pdf form with size less than 300 KB).
- vii). At first, from the Drop Box, applicants will have to select Assembly constituency of the school nearest to his/her residence. Next Drop box will show names of all Govt. school falling in the jurisdiction of said Assembly Constituency and nearby area. 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, where the seats are available, may be allotted. Therefore, applicants are directed to select the nearby schools very carefully.
- viii). At the first step of the registration process, applicants have to enter general information. On submitting the general information, a Login ID along with Password of the applicant will be generated. **Applicants are directed to note down the Login ID & Password as the same will be required for completion**

of the online registration in the second step of registration.

- ix). At the second step of registration process, applicants have to submit the details of the subjects studied, marks obtained in the previous exam and upload the Mark Sheet of the previous class after login through the Login ID provided above.
- x). Once the second step of registration process is completed, the Registration Number will be generated and forwarded to the applicant through SMS at the registered mobile number.
- xi). Applicants/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 resubmit the registration form online till last date of registration of the concerned cycle after deletion of the previous Registration Form. For this applicants will be provided facility to delete online application submitted by them through OTP verification. The link for deletion is available at department website i.e. www.edudel.nic.in under class XI admission.
- xii). **All the applicants are hereby instructed to complete both steps of registration process else their application will be cancelled.**
- xiii). Help Desk to address admission related queries/grievances will be made available to the applicants 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
- xiv). 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.
- xv). Once a candidate is registered online, his/her name will be reflected at the level of respective DDE (Zone) of the school nearest to residence of the candidate (as declared by the candidate in the Registration Form).
- xvi). On the basis of the availability of vacant seats, combination of the subjects opted for and infrastructure of school in the zone, school nearer to residence of the applicant or the nearest school declared in the registration form will be allotted by the Zonal Level Admission Committee through the online module available on MIS.
- xvii). Following documents are to be submitted for verification at the time of admission by the parent/student to the Head of the allotted School:-
 1. Proof of Date of Birth: Countersigned SLC of the last attended recognized school.
 2. Mark Sheet of the previous class passed.
 3. One passport size photograph of the child.
 4. 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 the child or any of the parents.

- Electricity bill/MTNL telephone bill/Water bill.
 - Bank Passbook in the name of child or any of the parents.
 - Aadhaar number of the child or any of the parents.
 - Passport in the name of child or any of the parents.
5. Certificate of Caste (in case of SC/ST/ OBC).
6. Certificate of disability (in case of Divyang Student)
- xviii). **Mere submission of online application form does not guarantee the admission in a Govt. School as admission will be granted on the basis of number of vacant seats, combination of subjects, infrastructure available in a particular Govt. School.**
- xix). Any applicant can check the status of his/her application from website by entering his Registration Number or other desired information through the Link provided at the Home page of our website on or after date of display as given in the above mentioned schedule. Admission related information including school allotted will also be forwarded to the registered mobile number of the applicants.
- xx). Admission to selected students through online module will be confirmed only after the physical verification of requisite documents by the concerned Govt. School.
- xxi). It must be noted that single application shall be submitted by an individual applicant for online admission process.
- xxii). No change of School will be allowed after allocation.
- xxiii). Further, If due to some unavoidable circumstances, parents were unable to approach the school for submission of requisite documents for confirmation of admission to classes VI–IX & XI during previous cycles, they can get their child admitted till 31-08-2023 after getting the delay condoned from the concerned DDE (Zone).

This issues with the approval of the Competent Authority.


04/8/23
Dr. Rita Sharma
Addl.DE (School)


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

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Dated: 04-08-2023

Copy to:-

1. PA to Director (Education).
2. All RDEs/DDEs (District/Zone) to ensure compliance.
3. System Analyst for uploading on MIS.
4. Guard File.


04/8/23
(Dr. Anita Vats)
DDE (School)