

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**DIRECTORATE OF EDUCATION:**  
**PRIVATE SCHOOL BRANCH (PSB)**  
**OLD SECRETARIAT, DELHI-110054,**

No.F.DE.15(428)/PSB/EWS/2026-27 / 3822-30

Dated: 15/06/26

**CIRCULAR**

**Sub: Guidelines for online admission process under CWSN category students at entry level (i.e. Nursery/KG/Class-1) against vacant seats in Private Un-aided Recognized Schools of Delhi under RTE Act, 2000 & DSEAR, 1973 by DoE for the academic session 2026-27 –reg.**

1. As per Section 12(1)(c) of RTE Act, 2009, all Private Unaided Recognised Schools (except Minority Schools) are under obligation to admit at least 25% of strength at the entry level (Pre-School/Nursery, Pre-primary/KGC & class 1) class(es) by children belonging to Economically Weaker Section, Disadvantaged group and CWSN category in neighborhood and provide free and compulsory education till completion of elementary education.
2. Directorate of Education is once again facilitating admissions of Children with Special Need (CWSN) category in Private Unaided Recognized Schools under Delhi School Education Act & Rules, 1973 and RTE Act, 2009, at the entry level classes (Pre-school/Nursery, Pre-primary/KG and Primary/Class-1 for academic session 2026-27 through COMPUTERIZED ONLINE ADMISSION SYSTEM. The applicant may access the EWS portal and click on CWSN Admission link available at home page for applying/updating/deleting for the second computerized draw of lots.
3. Admission under CWSN Category:
  - In accordance with notification No. F 19/DDE(IEDSS)/Admi Cel/ PSB/2018/26923 dated 23.07.2018, 3% seat will be reserved for Children with Disability (CWSN- Children with Special Needs) within the 25% seat reserved for EWS/DG (Economically Weaker Sections & Disadvantaged Group) Category.
  - Income certificate is not required to the applicant under CWSN category
4. The Directorate of Education, GNCTD started the process of online allotment of seats in EWS/DG/CWSN category by computerized draw of lots at the entry level class(es) in the Private Unaided Recognized schools (except Minority Schools) recognized under DSEAR, 1973 w.e.f. year 2016-17, and from year 2018-19 it was further extended in Private Unaided Recognized schools (except Minority Schools) recognized under RTE Act, 2009.
5. Only a single registration can be done using one Mobile Number. All communication related to application/admission process will be made only through that phone number.

6. Only a single application shall be filled for a child by an applicant for online admission process. Multiple applications filed for a child shall lead to cancellation of candidature of the child, even after succeeding in the draw of lots for admission.

7. A child can avail only one-time benefit for admission at entry level under CWSN category in Private Unaided Recognized Schools (except Minority schools) in compliance of order No DE. 15(1025)/PSB/2023/Pt file/7706-7711 dated 01.09.23. A child already admitted under CWSN category cannot apply again for admission under CWSN category in Private Unaided Recognized Schools. However, applicants who were allotted schools in the 1st Draw of Lots but have not taken admission due to various reasons and applicants who were not allotted any school in the 1st Draw of Lots under the CWSN category, they can apply again after deleting the already submitted form .

8. The schedule for the said online admission process is as follows:

#### **ADMISSION SCHEDULE**

|  |                |
|--|----------------|
| Opening of Online Module for filling online application by CWSN applicant. | 16.06.2026     |
| Last Date of Submission of online application by the CWSN applicants.      | 30.06.2026     |
| Tentative date of second computerized draw of lots for CWSN applicants     | To be notified |

The detailed Mechanism for admission under EWS/DG/CWSN Category can be found on Public Circular No. F.DE.15(258)/EWS/PSB/2025-26/14-19 dated 20/02/2026 on the official website of DoE, GNCTD i.e. [www.edudel.nic.in](http://www.edudel.nic.in) and on EWS admission portal ([ewsadmissions.delhi.gov.in](http://ewsadmissions.delhi.gov.in)). Further schedule of scrutiny of documents and admission shall be notified after the computerized draw of lots.

#### **9. Children with Special Needs (CWSN):-**

The applicant under Children with Special Need (CWSN) Category must be in possession of disability certificate issued by Govt. Hospital as mentioned in assessment, guidelines issued under RPWD Act, 2016. The certificate of disability issued under the persons with disabilities (equal opportunities, protection or rights and full participation) Act, 1995 (of 1996) shall continue to be valid after commencement of the act for the period specified therein. An addendum issued vide dated 27/05/2022 may also be referred to in this regard. It is reiterated that if a child who is identified with the case of intellectual Disability/Specific Learning Disability (SLD) /Autism Spectrum Disorder seeking admission in a school, does not possess Disability certificate issued from a Govt. hospital as mentioned in assessment guidelines issued under RPWD Act, 2016, then in that case, the concerned HOS shall consider the admission of the child on the basis of Assessment/diagnostic report from a Govt. Hospital till the issuance of Disability certificate/UDID to the child.

**10. Age criteria for Children with Special Needs:** The Child applying under CWSN category must have disability certificate issued from a Government Hospital as mentioned in assessment guidelines issued under RPWD Act, 2016. The certificate of disability issued under the persons with disabilities (Equal opportunities, protection or rights and full participation) Act, 1995(1 of 1996) shall continue to be valid after commencement of the act for the period specified therein. In continuation of the order F. 265/DDE(IEDSS)/Admn Cell/2017-18/2609-2613 dated 11.09.2017 (Person with benchmark disability as a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority) and F.213/DDE(IEB)/Admn. Cell/2022/6417-6431 dated 09.08.2023. The age criteria for Children with Disabilities Category is as under: -

| Class              | Age Limit for Children with Disabilities/CWSN category on 31.03.2026. |
|--------------------|---|
| Pre-school/Nursery | 3-7 years must born between 01.04.2019 to 31.03.2023                  |
| Pre-primary/KG     | 4-8 years must born between 01.04.2018 to 31.03.2022                  |
| Class-1            | 5-9 years must born between 01.04.2017 to 31.03.2021                  |

**11. Regarding prohibition of demand of Capitation Fee/Donation at the time of admission.**

Capitation fee means any kind of donation or contribution or payment other than the fee notified by the school as per the order of Hon'ble High Court in LPA 196/2004 in the matter of Rakesh Goyal vs. Mont Fort School and section 13(1) of RTE Act, 2009, no school or person shall, while admitting a child, collect any Capitation fee/donation from the parents. Any school or person who contravenes this provision and demands/receive Capitation fee shall be punishable with fine which may extend upto 10 times the Capitation charged.

12. Residential address is main criteria for allotment of seat through computerized draw However, it has been observed that Parents/Guardian manipulate by opting wrong Locality/Sub-Locality/Sub-Sub-Locality deliberately in order to get admission in preferred school. Therefore, necessary amendment/changes have been made in online registration form in respect of filling details regarding Residential Address (i.e.. Locality/Sub-Locality/Sub-Sub-Locality), which is as under. -

| Residential address |  |
|---------------------|--|
| Locality            | Area   |
| Sub Locality        | Villages/colony/Apartment/Sector/Pocket/Block/Gali |
| Sub-Sub locality    | etc.   |

If it is found, at any stage, that wrong information regarding residential address of child is filled in order to get admission in a preferred school, then application of the child will be liable for cancellation.

13. The allotment of the child shall be canceled if the documents uploaded by the applicant during the registration and online application process are found to be forged, fake, or invalid at the time of document scrutiny or at any subsequent stage. The allotment shall also be liable to cancellation in case any discrepancy or variation is found between the documents uploaded in the online application form and the documents submitted during verification. Further, as there is no provision for modification or correction of the data submitted by the Parent/Legal Guardian at the time of filling the online application form, any request for change in the submitted particulars shall not be considered in any circumstances.

14. Multiple/Duplicate entries/applications, if found at any stage, are liable for cancellation of candidature /admission of the candidate. The school once allotted to the applicant through the computerized draw of lots **shall not** be changed under any circumstances.

15. In addition to the above, for any grievance relating to admission process in Children with Disabilities category (CWSN) in the Private Unaided Recognized Schools of DoE, complaints or queries may be raised at helpline number 9818154069 (between 10.00 AM to 5.00 PM on all working days, Monday to Friday).

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

This issues with the prior approval of Competent Authority.

No.F.DE.15(428)/PSB/EWS/2026-27 / 3822-30

Copy to:-

1. PS to Secretary (Education), GNCTD.
2. PPS to Director (Education), GNCTD.
3. PS to Director of Education (MCD), Delhi.
4. PS to Director (NDMC), Delhi.
5. PS to Additional Director (Education),GNCTD.
6. All DDEs districts for necessary compliance.
7. SO (IT) with the request to upload the circular on department website as public circular.
8. Guard file.

  
Rajpal Singh  
Dy. Director of Education (PSB)

Dated: 15/06/26

  
Rajpal Singh  
Dy. Director of Education (PSB)