

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

No. DE.23 (363) / Sch.Br./2017/243

Dated: 26/2/2018

CIRCULAR

**Sub.: Guidelines for admission in Nursery (3+)/KG/Class-I (Entry Class) in Government Sarvodaya Vidyalayas for the Academic Session 2018-19 (for parents).**

1. Application forms for admission to **Nursery/KG/Class-I**, (whichever is the entry level class in Government Sarvodaya Vidyalayas of the Directorate of Education, Govt. of NCT Delhi) can be obtained from the concerned Sarvodaya Vidyalayas from **03-03-2018 (Saturday) to 17-03-2018 (Saturday) (both days inclusive)** on all working days. Forms can also be downloaded from the Department's website [www.edudel.nic.in](http://www.edudel.nic.in) under the link '**Govt. School Admissions**'.

2. Application forms, complete in all respect, will be received in the morning shift schools from 8.30 AM to 10.30 AM and in the evening shift schools from 2.30 PM to 4.30 PM from **03-03-2018 (Saturday) to 17-03-2018 (Saturday) (both days inclusive)** on all working days. Children residing in the vicinity of the school (if a Sarvodaya Vidyalaya is not available in the vicinity, then residents within a radius of 3 km. of the schools) shall be eligible to apply.

3. The following documents are required to be produced by the parent/guardian at the time of admission:-

1. Details of Date of Birth (any one):
  - a) Original Date of Birth Certificate issued by MCD or any other local body.
  - b) Anganwadi record.
  - c) Hospital/Auxiliary Nurse and Midwife (ANM) register record.
  - d) An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.
2. One passport size photograph of the child.
3. Anyone of the following documents as residence proof:-
  - a) Ration Card issued in the name of parents having name of the child.
  - b) Domicile certificate of child or parents.
  - c) Voter I card of any of the parents.
  - d) Electricity bill/MTNL telephone bill/Water bill.
  - e) Bank Passbook in the name of child or parents.
  - f) Aadhar card of parents/child.
  - g) Passport in the name of any of the parents/child.

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

*J. Singh*

Provisional admission for 30 days will be allowed on the basis of simple undertaking on plain paper by the parents/guardians. Head of Schools will provide details of such students to CRCs.

CRCs 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.

4. Selection of candidates will be done by draw of lots which will be held at 11:00 AM in the morning shift schools and 3:00 PM in the evening shift schools on 22-03-2017 (Thursday) in the presence of parents/guardians.

5. The application forms of only those children will be considered for admission, who have completed 3-years of age as on 31-03-2018 for Nursery Class (child must be born between 01-04-2014 and 31-03-2015) & who have completed 4-years of age as on 31-03-2018 for Class KG (child must be born between 01-04-2013 to 31-03-2014) and who have attained the age of 5-years as on 31-03-2018 for Class-I (child must be born between 01-04-2012 to 31-03-2013).

Further, the age relaxation of upto 30 days may be granted at the level of Heads of Schools in the maximum as well as minimum age of 30-days for Classes Nursery & KG/Class-I as per circular no. DE.23.(363)/Sch. Br./2016/1553 dated 19.09.2016. Additional age relaxation is to be provided to specially abled children, as per circular No. DE.40(20)/EVG/IEDC/Circular/98/7109-8699 dated 6.01.2003.

6. The list of children selected through the draw of lots will be displayed on the School Notice Board on 23-03-2018 (Friday) at 11.00 AM and admission will be done from 24-03-2018 (Saturday) to 28-03-2018 (Wednesday) on submission of requisite documents. Admission of wait listed children will be done from 31-03-18 (Saturday) to 02-04-18 (Monday).

7. In case of selected children, the immunization certificate is to be submitted by the parents/guardians within 6-months from the date of admission.

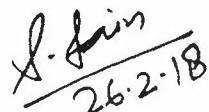
8. Primary Classes will commence from 2<sup>nd</sup> April, 2018 (Monday) including Nursery, KG and First.

9. Reservation of seats will be as follows:-

- (i) 15% seats for Scheduled Caste candidates.
- (ii) 7.5% seats for Scheduled Tribe candidates.
- (iii) 3% seats for Physically Handicapped (to be duly certified by a Govt. Hospital).
- (iv) 2% for the wards for the employees of the Directorate of Education (1% for the wards of Ministerial staff and 1% for teacher's wards).

10. In case of non-availability of candidates in the reserved categories, the vacant seats be given to the unreserved candidates as per the order of name in the waiting list.

This issues with prior approval of the Competent Authority.

  
26.2.18  
Dr. Saroj Sain  
Addl.DE (Schools)

Encl: As above.

DE.23 (363)/Sch.Br./2017/243

Dated: 26/2/2018


All Heads of Govt. Sarvodaya Vidyalayas under Directorate of Education through DEL-E.

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDsE/DDsE (District/Zone) to ensure compliance.
4. Programmer (MIS) for uploading on MIS.
5. Guard File.

*[Handwritten Signature]*  
26/02/18

DDE (Schools)



**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 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 01.04.2014, DE.23(363)/Sch.Br./2016/683 dated 29.04.2016, DE.23(363)/Sch.Br./2016/1170 dated 16.07.2016 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 <sup>st</sup> 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 XII level as on 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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.

(DR. (MRS.) SUNITA K. MISHRA)  
ADDL. DIR. (S. SCHOOLS)

**All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-F**

No. DE.23 (363)/Sch.Br./2016/ 1553

Dated: 19-09-16

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.

(Usha Saini)  
19/9/16  
DIR (S. SCHOOLS)

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

Annexure - 1  
7/2/03

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(Sec.)  
Nodal Officer, IEDC Scheme.

-6-  
Jm. Baid  
27/2/03