



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

No. DE.23 ( 363 )/Sch.Br./2017/ 555

Dated: 07/04/17

**CIRCULAR**

**Sub: Admissions to Classes II to V (vacant seats only) in Sarvodaya Vidyalayas.**

All Heads of Govt. Sarvodaya Vidyalayas will abide by the below given instructions for admissions to classes II to V against vacant seats. They are also directed to involve SMC Members in the admission process:

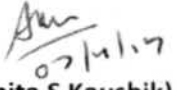
- Children residing preferably in the vicinity of 1 km of the school (if a Sarvodaya Vidyalaya is not available in vicinity, then residents within a radius of 3 km of the school) shall be eligible to apply.
- If the number of applications received for each Class from Classes II to V is less than or equal to the number of vacant seats, then draw of lots will not be conducted and all eligible candidates shall be admitted.
- An acknowledgement slip (Part-D of application form) is to be issued to the parents/guardians as a token of receipt of filled in application form.
- Age criteria as per circular No. DE.23 (363)/Sch.Br./2016/1553 dated 19-09-2016 is to be considered for all these applications in all classes.

**Schedule of Admission for vacant seats in Classes II to V at HOS level:**

Registration process	10.04.2017 to 18.04.2017 (from 08:00 AM to 10:00 AM in morning shift Schools & from 02:00 PM to 04:00 PM in evening shift Schools)
Draw of lots	20.04.2017 (Thursday)
Display of list of students selected for admission & list of waitlisted students	21.04.2017 (Friday)
Verification of documents & admission process	22.04.2017 to 26.04.2017
Admission of waitlisted students	27.04.2017 to 28.04.2017

- The status of vacant seats in classes II to V is displayed at prominent places i.e. School main gate, outside principal office, Help desk and notice board etc.
- The information regarding vacant seats should be disseminated among the students in the assembly and to the public through SMC members for wide publicity.
- The following documents are required to be produced by the parents guardian at the time of Admission:-
  - a. One passport size photograph of the child.
  - b. Aadhaar Number/UID of the student.

- c. Proof of date of birth (any one of the following):
- Original Date of Birth Certificate issued by MCD or any other local body or
  - SLC of a recognized school or
  - Anganwadi record or
  - Hospital/ Auxiliary Nurse and Midwife (ANM) register record or
  - An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.
- d. Proof of residence (any one of the following documents):
- BPL/Ration Card issued in the name of parents having name of the child.
  - Domicile certificate of the child/parent.
  - Voter ID Card of any of the parents.
  - Electricity/Water/MTNL bill in the name of parents.
  - Bank passbook in the name of child or parents.
  - Aadhaar Number of child/parents issued by Gol.
  - Passport in the name of child/parents.
  - Driving licence of parents.

  
(Dr. (Mrs.) Sunita S Kaushik)  
Addl.DE (Schools)

Encl: As above

No. F. DE.23 ( 363)/Sch.Br./2017/ 555

Dated: 07/04/17

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

Copy to:-

1. PS to Secretary (Education), Delhi.
2. PS to Director (Education), Delhi.
3. All RDEs/DDEs (District/Zone)/DEOs to ensure compliance.
4. OS (IT) to please paste on website.
5. Guard File.

  
(Tapeshwar)  
DDE (Schools)

प्रवेश आवेदन पत्र (सभी सरकारी/मान्यता प्राप्त सरकारी विद्यालय)  
शिक्षा निदेशालय,  
राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार

सत्र 20.....-20.....

APPLICATION FORM FOR ADMISSION IN GOVT./GOVT. AIDED SCHOOL  
DIRECTORATE OF EDUCATION: GOVT. OF NCT OF DELHI.  
(SESSION 20.....-20.....)

विद्यालय का नाम

NAME OF THE SCHOOL \_\_\_\_\_

(TO BE FILLED IN CAPITAL LETTERS)

PART A/भाग - क

1 छात्र / छात्रा का नाम

NAME OF THE STUDENT: \_\_\_\_\_

2 लिंग

पुरुष /महिला/उभयलिंग

GENDER: MALE/FEMALE/TRANSGENDER

3 जन्मतिथि: अंग्रेजी सन के अनुसार

DATE OF BIRTH: IN FIGURES (अंको में) \_\_\_\_\_

IN WORDS (शब्दों में) \_\_\_\_\_

4 कक्षा

CLASS: \_\_\_\_\_

5 आधार संख्या

AADHAR NO. \_\_\_\_\_

6 (i) बैंक का नाम

NAME OF BANK: \_\_\_\_\_

(ii) खाता संख्या (छात्र/संयुक्त खाता माता के साथ)

ACCOUNT NO IN THE NAME OF STUDENT/JOINT A/C WITH MOTHER \_\_\_\_\_

(iii) बैंक का आई एफ एस कोड

IFS CODE OF BANK: \_\_\_\_\_

7 रक्त वर्ग

BLOOD GROUP: \_\_\_\_\_

8 माता का नाम

MOTHER'S NAME: \_\_\_\_\_

9 पिता का नाम

FATHER'S NAME: \_\_\_\_\_

10 अभिभावक का नाम

GUARDIAN'S NAME: \_\_\_\_\_

11 अनुसूचित जाति/अ ज जाति/अ पि व/सा.

SC/ST/OBC/GEN. \_\_\_\_\_

12 धर्म

RELIGION: \_\_\_\_\_

13 व्यवसाय पिता/माता

OCCUPATION OF FATHER: \_\_\_\_\_

MOTHER: \_\_\_\_\_

14 सभी स्रोतों से परिवार की वार्षिक आय

ANNUAL INCOME OF FAMILY (FROM ALL SOURCES): \_\_\_\_\_

15 घर का पता

RESIDENTIAL ADDRESS: \_\_\_\_\_

16 दूरभाष माता

पिता

TELEPHONE NO. MOTHER: \_\_\_\_\_

FATHER: \_\_\_\_\_

17 तृतीय भाषा

Third language \_\_\_\_\_

(Subject to availability)

18 जन्म प्रमाण पत्र का विवरण (निम्न लिखित में से कौन सा संलग्न है, कृपया ✓ लगाएँ)

DETAILS OF DATE OF BIRTH CERTIFICATE (PLEASE ✓ WHICH ONE OF THE FOLLOWING IS ATTACHED)

A) स्थानीय निकाय द्वारा जारी किया गया जन्म प्रमाण पत्र  
BIRTH CERTIFICATE ISSUED BY LOCAL BODY

B) अस्पताल/नर्स के रजिस्टर का रिकार्ड

HOSPITAL/AUXILIARY NURSE AND MIDWIFE (ANM) REGISTER RECORD

PASTE HERE  
A PASSPORT  
SIZE PHOTO  
OF THE  
CHILD  
बच्चे का  
पासपोर्ट आकार  
का फोटो  
चिपकाए

C) आंगनवाड़ी रिकार्ड  
ANGANWADI RECORD

☐

D) जन्मतिथि के संदर्भ में अभिभावक द्वारा घोषणा पत्र  
DECLARATION OF THE AGE OF THE CHILD BY THE PARENT OR GUARDIAN.

☐

**भाग - ख Part-B**  
**घोषणा पत्र /Undertaking**

I, Shri./Smt. \_\_\_\_\_ Father/Mother/Guardian of  
\_\_\_\_\_ do hereby certify that the actual Date of Birth of  
my ward \_\_\_\_\_ is (in figures) \_\_\_\_\_ (in  
words) \_\_\_\_\_ to the best of my knowledge and I shall not apply for  
change of Date of Birth in future.

मैं श्री/श्रीमती \_\_\_\_\_ शपथ पूर्वक घोषणा करता हूँ कि मेरी जानकारी के  
अनुसार मेरी संतान की जन्मतिथि (अंको में) \_\_\_\_\_ (शब्दों में) \_\_\_\_\_  
\_\_\_\_\_ हैं। मैं भविष्य में उसकी जन्मतिथि परिवर्तन के लिए कोई प्रार्थना नहीं दूँगा/दूँगी।

\*जिस माध्यम में पढ़ना चाहते हैं \_\_\_\_\_  
\*PREFERED MEDIUM OF INSTRUCTION \_\_\_\_\_

\*नोट- माध्यम की चयनता विद्यालय में उपलब्धता के आधार पर विद्यालय प्रमुख द्वारा निश्चित होगी।

\*Note- Subject to the availability in the school and discretion of the HOS.

दिनांक \_\_\_\_\_  
Dated \_\_\_\_\_

माता/पिता/अभिभावक के हस्ताक्षर  
Parents/Guardian's Signature

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**भाग - ग /Part-C**  
(विद्यार्थी का विद्यालय में प्रवेश के बाद विद्यालय द्वारा भरा जाएगा)  
( To be filled in by the school after admission of the student)

- 1 प्रवेश संख्या  
Admission Number : \_\_\_\_\_
- 2 दाखिले की तारीख  
Date of Admission : \_\_\_\_\_
- 3 कक्षा  
Class : \_\_\_\_\_
- 4 भाग  
Section : \_\_\_\_\_

विद्यालय प्रमुख के हस्ताक्षर  
Signature of HOS

दाखिला इन्चार्ज के हस्ताक्षर  
Signature of Admission In-charge

भाग - घ /Part-D

प्राप्ति रसीद/Acknowledgement Receipt

(दाखिला आवेदन पत्र प्राप्त करते समय विद्यालय द्वारा अभिभावक को जारी करने हेतु)

(To be issued by the School to the Parents at the time of receiving the application form)

Received the application form of \_\_\_\_\_ ward of  
Shri/Smt. \_\_\_\_\_ for Admission to class \_\_\_\_\_  
His/Her application number is \_\_\_\_\_

कुमार / कुमारी \_\_\_\_\_ संतान श्री/श्रीमती \_\_\_\_\_ का  
कक्षा \_\_\_\_\_ आवेदन पत्र प्राप्त हुआ।

Signature of the Teacher Incharge  
अध्यापक इन्चार्ज के हस्ताक्षर

NAME OF THE TEACHER अध्यापक का नाम \_\_\_\_\_

NAME OF THE SCHOOL विद्यालय का नाम \_\_\_\_\_

SCHOOL ID विद्यालय आईडी \_\_\_\_\_

DATE दिनांक \_\_\_\_\_

STAMP OF THE SCHOOL विद्यालय की मोहर \_\_\_\_\_

**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 <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 V 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 S KAUSHIK)  
 ADDL.D.E.(SCHOOLS)

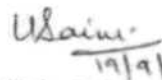
**All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-E**

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.

  
 (Usha Saini)  
 DDE (SCHOOLS)