



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

No. DE.23 (648)/21/SOE/2019/506-511

Dated: 08.03.2019

CIRCULAR

Sub: Guidelines for Parents/Guardians regarding admissions to class Nursery (3+) and for vacant seats in classes from KG to 3rd in Schools of Excellence for the Academic Session 2019-20:-

- 1) Schools of Excellence shall have three sections of Nursery of 25 (Twenty-Five) students in each section.
- 2) Children will be admitted to these classes based on Neighbourhood Criteria as per RTE Act and through draw of lots.
- 3) 25% of total seats for Entry Class, i.e. Nursery are reserved for EWS/ DG Category. (Including 3% seats for CWSN i.e. Children with Disabilities)
- 4) Any person residing in Delhi, having the residence proof of Delhi and requisite Income Certificate (less than Rs. One lakh annually) issued by the Revenue Department of GNCT of Delhi or BPL, AAY (Ration Card/Food Security Card holder) are eligible for applying in these Schools of Excellence for admission of their ward under Economically Weaker Section Category.
- 5) Scheduled Caste, Scheduled Tribe, Other Backward Class (Non Creamy Layer), Orphans, Transgender and all children living with or affected by HIV, shall be considered as Disadvantaged Group Category as defined in Section 2 (d) of the RTE Act, 2009 and Income Certificate is not required to claim the benefit under DG Category.
- 6) The CWSN applicant, under Children with Disabilities Category must have disability certificate issued from a Govt. Hospital as mentioned in assessment guidelines issued under RPWD Act, 2016 and Income Certificate is also not required to claim the benefit by the applicant under DG Category. **SUCH ADMISSIONS SHALL BE DONE WITHOUT CONSIDERING ANY NEIGHBOURHOOD CRITERIA VIDE NOTIFICATION DATED 23RD JULY, 2018**
- 7) Priority will be given to siblings as per neighbourhood criteria only in General category i.e. Unreserved seats.
- 8) Neighbourhood areas displayed on the Notice Board and at the School Gate will be as per the distance criteria approved by the SMC and DDE (District).
- 9) The distance from residence to school will be mentioned in the acknowledgement slip issued by school.
- 10) Information regarding number of vacant seats in classes from KG to 3rd will be available on the School Notice Board and at the School gate.

- 11) Application forms along with Guidelines are available on Department's website to apply for admission of their wards. Application forms are also available freely with the guard at entrance of school during the school timings/hours.
- 12) The application forms of only those children will be considered for admission to Nursery Class against **unreserved seats** who have completed 3-years of age as on 31-03-2019 (child must be born between 01-04-2015 and 31-03-2016), for admission to Class KG, those children who have completed 4-years of age as on 31-03-2019 (child must be born between 01-04-2014 to 31-03-2015) , for admission to Class I, those children who have completed 5-years of age as on 31-03-2019 (child must be born between 01-04-2013 and 31-03-2014) ,for admission to Class II those children who have completed 6-years of age as on 31-03-2019 (child must be born between 01-04-2012 and 31-03-2013) and for class III those children who have completed 7-years of age as on 31-03-2019 (child must be born between 01-04-2011 and 31-03-2012) Further, the age relaxation of up to 01 month may be granted at the level of Heads of Schools in the maximum as well as minimum age as per circular no. DE.23. (363)/Sch. Br./2016/1553 dated 19.09.2016. **(Annexure-A)**
- 13) The eligible age limits for EWS/DG Category admission shall be in accordance with the circular No.DE.15 (577)/PSB/2018/326-332 dated 11th Jan.2019 **(Annexure-B)**
- 14) Additional age relaxation is to be provided to the specially abled children, as per circular No.DE.40 (20)/EVG/IEDC/Circular/98/7109-8699 dated 6.01.2003 and in accordance with order No. F.265/DDE (IEDSS)/Admin. Cell/2017-18/2609-2613 dated 11.09.2017 **(Annexure-C)**
- 15) **Schedule for Registration and Admission process:-**
- **Registration:** 11.03.2019 (Monday) to 18.03.2019 (Monday) from 09:00 a.m. to 1:00 pm
 - **Draw of Lots** will be held at concerned School of Excellence.
 - (a) For EWS/DG Category (Including 3%CWSN) for Nursery and for vacant seats from classes K.G. to III: on 23.03.2019 (Saturday) at 11:00 am
 - (b) For Unreserved seats (Nursery) **including Siblings** on 25.03.2019 (Monday) at 11:00 am
 - **Display of lists (selected & Waitlisted applicants)** 27.03.2019 (Wednesday) at 11:00 am at concerned School of Excellence.
 - **Submission and Verification of Documents of selected applicants for Admission:** 28.03.2019 to 30.03.2019 from 09:00am to 01:00pm
 - **Admission against waiting list** (if required) 01.04.2019 to 04.04.2019 from 09:00am to 01:00pm
- 16) Documents to be submitted at the time of registration:-
- a. **Proof of residence of DELHI:-**
- Self attested copy of anyone of the following documents as residence proof of Delhi:-
- i) Ration Card issued in the name of parents having name of the child.
 - ii) Domicile certificate of child or parents.
 - iii) Voter-I card of any of the parents.
 - iv) Electricity bill /MTNL bill/ Tele phone bill /Water bill.
 - v) Bank Passbook in the name of child or parents.
 - vi) Aadhar card of parents/child. (Optional)
 - vii) Passport in the name of any of the parents/child.

S. Jain

b. Date of Birth:-

Self attested copy of any one of the following documents:-

- i) Date of Birth Certificate issued by MCD or any other local body.
- ii) Anganwadi record.
- iii) Hospital/Auxiliary Nurse and Midwife (ANM) register record.
- iv) An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application form.

c. Self attested copy of **Income Certificate (Less than Rs. One Lakh) issued by the Revenue Deptt. of GNCT of Delhi (if the admission is sought under EWS Category)**

OR

Self attested copy of BPL, AAY (Ration Card/Food Security Card) issued by the Food and Civil Supply Department, GNCT of Delhi (if the admission is sought under EWS Category)

- d. Self attested copy of DG Category Certificate (if the admission is sought under DG Category (SC/ST/OBC etc.)
 - e. Self attested copy of Disability Certificate issued from a Govt. Hospital (if the admission is sought under **Children with Disabilities Category**)
 - f. Duly filled **PART-C** of the Application Form (if the admission is sought under **Sibling Category**)
 - g. One passport size photograph of the child.
- 17) An acknowledgement slip (**Part-D of application form**) will be issued to the parents/guardians as a token of receipt of filled in application form.
- 18) The draw of lots shall be held in the presence of the parents/guardians and SMC members.
- 19) The parents/guardians shall also keep the above mentioned documents in original with themselves for verification by the school authority at the time of admission.
- 20) Income certificate issued by the Competent Authority declaring the total annual family income less than Rs. 1,00,000/= (Rs. One lakh) is a valid document for admission under EWS/DG category whether it is in the name of mother or father or legally adopted guardian of the child.
- 21) No income certificate is required from those EWS category parents/guardians who submit copy of BPL/AAY/Food Security Card issued by the Food and Civil Supply Department, GNCT of Delhi.
- 22) Income Certificate is also not required from the parents/guardians/applicants who belong to DG category.
- 23) Self Attested documents will also be accepted by the school. However, verification with original documents must be carried out by the school.
- 24) Primary Classes will commence w.e.f.01.04.2019

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. Provisional admission for 30 days will be allowed based on simple undertaking on plain paper by the parents/guardians.

All the above directions are issued for strict compliance.

This issues with prior approval of the Competent Authority.

S. Jain
8.3.19

Addl.DE (Schools)

Encl: As above.

No. DE.23 (648)/21/SOE/2019/ 506 - 511

Dated: 08.03.2019

All Heads of Schools of Excellence under Directorate of Education through DEL-E.

Copy to:-

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

Mizy P
8.3.19

DDE (SOE)

APPLICATION FORM FOR ADMISSION IN SCHOOL OF EXCELLENCE
DIRECTORATE OF EDUCATION GOVT. OF NCT OF DELHI
(FOR THE SESSION: 2019-20)

PASTE HERE
A PASSPORT
SIZE PHOTO
OF THE CHILD

SCHOOL OF EXCELLENCE _____

CLASS: _____

CATEGORY UNDER WHICH APPLIED FOR: _____
(SC/ST/OBC/CWSN/SIBLING/GEN)

1. NAME OF THE STUDENT: _____

2. GENDER: (MALE/FEMALE/TRANSGENDER) _____

3. DATE OF BIRTH: IN FIGURES : _____

IN WORDS: _____

4. AGE (As on 31.03.2019): _____ YEARS _____ MONTHS _____ DAYS

5. AADHAR NO. (Optional): _____

6. (i) NAME OF BANK WITH IFSC CODE: _____

(ii) A/C NO. IN THE NAME OF STUDENT/JOINT A/C WITH MOTHER: _____

7. BLOOD GROUP: _____

8. MOTHER'S NAME : _____

9. FATHER'S NAME : _____

10. GUARDIAN'S NAME: _____

12. RELIGION: _____

13. OCCUPATION OF (i) FATHER: _____ (ii) MOTHER: _____

14. ANNUAL INCOME OF FAMILY (FROM ALL SOURCES): _____

15. RESIDENTIAL ADDRESS: _____

16. TELEPHONE NO. FATHER: _____ MOTHER: _____

17. PROOF OF DATE OF BIRTH (PLEASE (√) WHICH ONE OF THE FOLLOWING IS ATTACHED)

(A) BIRTH CERTIFICATE ISSUED BY LOCAL BODY.

(B) HOSPITAL /AUXILIARY NURSE AND MIDWIFE (ANM) REGISTER RECORD.

(C) ANGANWADI RECORD.

(D) DECLARATION OF THE AGE OF THE CHILD BY THE PARENTS OR GUARDIAN.

18. PROOF OF RESIDENCE OF DELHI _____

(Signature of Parents/Guardian)

Part-B
Undertaking

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

Dated _____

Parents/Guardian's Signature

PART-C

Details of Sibling Studying in the School

S.No.	Name of Sibling	Father's Name	Mother's Name	Student-ID	Class in which Studying

Date:

Parents/Guardian's Signature

PART-D

Acknowledgment Receipt

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

Received the application form of Km/Master _____
ward of Shri /Smt. _____ under

- (i) EWS/DG/CWSN Category
- (ii) Sibling Category
- (iii) Unreserved Category

for Admission in Class _____

AGE (As on 31.03.2019) _____ YEARS _____ MONTHS _____ DAYS

The distance from Residence to the School is _____ Kms.

Signature of the Teacher In charge

NAME OF THE TEACHER _____

NAME OF THE SCHOOL _____

SCHOOL ID. _____

STAMP OF THE SCHOOL _____

INFORMATION OF SEATS IN ENTRY CLASS AND VACANT SEATS FROM CLASSES KG TO III

NAME OF SCHOOL:

SCHOOL ID:

PHONE:

CLASS	NUMBER OF SEATS/VACANT SEATS	NUMBER OF SEATS FOR EWS/DG CATEGORY (Including 3 % CWSN SEATS)
NURSARY	75	19 (Including 2 Seats for CWSN)
KG		
I		
II		
III		

HOS