DE.23 (363)/Sch.Br./2020-21/324   Dated: 06/07/2021

CIRCULAR

Sub.: Guidelines For Parents of Children Seeking Admission in Govt. Schools through Online Module in Classes X & XII under NON-PLAN ADMISSIONS.

All the applicants residing in Delhi and seeking admission to classes X & XII in Govt. Schools under Directorate of Education are informed that for the Academic Session 2021-22 process of online Registration has been adopted by the Department in view of the spread of Novel Corona virus (COVID 19). Online application forms for Registration under Non Plan Admissions to Classes X & XII in Government Schools of the Directorate of Education, GNCT of Delhi are invited as per following schedule:

Registration: From 07.07.2021 (Wednesday) to 20.07.2021 (Tuesday).

i). 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"**.

ii). The 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, they can approach the Help desk at nearest school. The desk will also assist the parents in filling and submitting online form.

iii). **Academic Criteria for Non Plan Admissions (Classes X & XII):** Admission will be allowed only to those children who have passed previous class from a recognized school with desired subjects during the session 2020-21 only. Moreover, for admission in class XII in a particular stream, candidate must have obtained minimum marks required in class X for a particular stream as given below:

Name of Stream	Aggregate Pass %	Subjects/Marks Required (Minimum)		
Science (with Maths)	55%	English-50 %	Maths-50 %	Science-50%
Science (without Maths)	55%	English-50 %	Maths-40%	Science-50%
Commerce (with Maths)	50 %	English-45%	Maths-50%	Social Science-45%
Commerce (without Maths)	50 %	English-45% or Hindi-45%	Social Science 45%	---------
Humanities	• A student must have been declared passed by CBSE at the Secondary School Examination or its equivalent board. • For giving Economics as a subject a student must have at least 45% in Aggregate. • For giving Maths as a subject a student must have secured at least 50% in Maths.			

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

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

iv). **Age Criteria for admission in the classes X & XII is given as under:**

class	Normal age criteria (without any relaxation) as on 31-03-2021
X	completed the age of 14 Yrs but less than 16 Yrs
XII	completed the age of 16 Yrs but less than 18 Yrs

Further, for admission in class X & XII, age relaxation of 6 months, in the maximum as well as minimum age, is also granted at the level of HoS.

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.

Further to this, Director of Education at his discretion may provide age relaxation to any deserving student to remove the hardship on 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/guardian 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, after recording his/her comments regarding suitability for age relaxation will forward the case to the concerned DDE (Zone) along with all the relevant documents including application of the candidate. After examination, if case is found fit for age relaxation from Director of Education, only then it be forwarded to School Branch through concerned district clearly recording recommendations of the DDE (Zone).

v). The applicants will provide the following details while filling the application form online:

   a). Personal detail like name, Father's, mother's name & residential address, details of last school attended (if any).

   b). Aadhaar Number/ UID of the child (Desirable).

   c). Bank Account Number of the child along with name of the Bank's Branch & its IFSC (Desirable).

   d). Date of Birth of Child.

   e). Subjects studied & marks obtained in the previous class.

   f). For admission in class XII, applicants have to select the stream.

g). Upload Mark Sheet of previous class and for class XII Mark Sheet of class X is also to be uploaded (in pdf form with size less than 300 KB).

vi). 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 school very carefully.

vii). 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 the Login ID & Password as the same will be required for completion of the online registration in the second step of registration.

viii). At the second step of registration process, applicants have to submit the details of the subject studied, marks obtained in the previous exam and upload the Mark Sheet of the previous class after login through the Login ID provided above. Further, for class XII applicant has to upload Mark Sheet of class X also.

ix). Once the second step of registration process is completed, the Registration Number will be forwarded to the applicant through SMS at the registered mobile number.

x). 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 application i.e. 20.07.2021 after deletion of the previous Registration Form. For this applicants will be provided faciltiy to delete online application submitted by them through OTP verfication. The link for deletion is available below the Registration Link available at department website i.e. www.edudel.nic.in.

xi). **All the applicants are hereby instructed to complete the both of the steps of registration process else their application will be cancelled.**

xii). 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

xiii). A centralized helpline is also made available for any admission related queries at Telephone Number 1800116888 or 10580 from 07:30 AM to 07:00 PM on all working days.

xiv). Once candidate is registered online his/her name will be reflected at the level of respective Cluster Nodal Incharge/Zonal DDE of the school nearest to residence of the candidate (as declared by the candidate in the Registration Form).

xv). On the basis of the availability of vacant seats, combination of the subjects opted

and infrastructure in the cluster/zone, school nearer to residence of the applicant or the nearest school declared in the registration form will be alloted by the Cluster/Zonal Level Admission Committee through the online module available on MIS.

xvi). 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: SLC of a last attended recognized school.
2. Mark Sheet of the previous class passed. In case of admission in class XII Mark Sheet of class X is also required.
3. One passport size photograph of the child.
4. Anyone 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.
   ➤ Voter I card of any of the parents.
   ➤ Electricity bill/MTNL telephone bill/Water bill.
   ➤ Bank Passbook in the name of child or any of the parents.
   ➤ Aadhar 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)

xvii). **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 subject, infrastructure available in a particular Govt. School.**

xviii). Admission to selected students through online module will be confirmed only after the physical verification of requisite documents by the concerned Govt. School and subject to approval from the CBSE.

xix). If any registration / other fee, for approval of the admission, is charged by the CBSE then same will be borne by the applicant / parents.

GENERAL INSTRUCTIONS:

- The list of Govt. Schools along with their Zone, District, Cluster is available on Home Page of our website.
- It must be noted that single application shall be submitted by an individual applicant for online admission process. Multiple applications submitted by any individual applicant shall lead to cancellation of candidature.

- 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 30-07-2021. Admission related information including school allotted will also be forwarded to the registered mobile number of the applicants.

- **All the applicants are hereby directed to complete the two step process of Registration else their application will not be considered for allotment of school.**

- Applicant can confirm his/her admission in the allotted school by submitting the desired documents from 30-07-2021 to 07-08-2021.

- No change of School will be allowed after allocation.

This issues with the approval of the Competent Authority.

U.D.Ojha
DDE (School)

Encl: As above

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

DE.23 (363)/Sch.Br./2020-21/ 324   Dated: 06/07/2021

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.

OSD (School)

Proforma of Application for Seeking Age Relaxation from Director, Education for Deserving Applicants

Name of the Applicant   :

Father's Name   :

Class of Admission   :

Name of the School   :

School ID   :

Date of Birth of the Applicant   :

Quantum of Age Relaxation sought   :

Ground of Seeking Age Relaxation   :

List of Supportive Documents attached   :

Comments of the HoS with signature & seal   :

Recommendations of the concerned DDE (Zone)