



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

No. DE.23 (363)/ Sch.Br./2023/117

Dated: 21.02.2023

CIRCULAR

Sub.: Guidelines for Parents regarding Admission in Entry Level Classes i.e. Nursery (3+) / KG (4+) / Class-I (5+) in Government Sarvodaya Vidyalayas for the Academic Session 2023-24.

1. Admission process in Entry Level Classes in all Government Sarvodaya Vidyalayas of DoE will start from **01-03-2023 (Wednesday)** and information about Entry Level Class and number of seats in Entry Level Classes will be displayed at the gate/outside of each Government Sarvodaya Vidyalaya on **24-03-2023 (Friday)**.
2. Children residing in Delhi shall be eligible to apply.
3. The children will be admitted as per following order of priority:-
 - A. Children residing in the vicinity of 1 KM of Sarvodaya Vidyalaya and children residing within 3 KM of Sarvodaya Vidyalaya who have no Sarvodaya Vidyalaya within 1 KM of their residence.
 - B. Children residing in the vicinity of 3 KM of the Sarvodaya Vidyalaya other than mentioned in above category.
 - C. Children residing beyond 3 KM but in such cases concerned HoS will take an undertaking from the parents regarding safe transportation of the child.
4. If a Sarvodaya Vidyalaya is not available even within 3 km of residence of any child, then he/she may apply for admission in Sarvodaya Vidyalaya nearest to his/her residence.
5. The application forms of only those children will be considered for admission to
 - ✓ Nursery Class, who have completed 3 years of age as on 31-03-2023 (child must be born between 01-04-2019 and 31-03-2020).
 - ✓ Class KG, who have completed 4 years of age as on 31-03-2023 (child must be born between 01-04-2018 to 31-03-2019).
 - ✓ Class-I, who have completed 5 years of age as on 31-03-2023 (child must be born between 01-04-2017 and 31-03-2018).

Further, the age relaxation upto 30 days may be granted at the level of Heads of Schools in the maximum as well as minimum age 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. Application forms for admissions to the **Entry Level Classes i.e. 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 **01-03-2023 (Wednesday)** to **15-03-2023 (Wednesday)** (**both days inclusive**) on all working days. Application Form is also enclosed with this circular.

7. Timings for issue of application forms are from 08:30 AM to 11:30 AM in the morning and general shift schools and from 02:30 PM to 05:30 PM in evening shift schools on all working days between **01-03-2023 (Wednesday)** to **15-03-2023 (Wednesday)** (**both days inclusive**).
8. Duly filled Application Form along with required documents can be dropped in the Drop Boxes available in school as per schedule mentioned above at point no. 3.
9. A Help Desk consisting of teachers & SMC members will be available for providing guidance to the parents. Parents of the applicants are advised to get the application form checked by the Help Desk members. For filling the application form, parents can take help of the Help Desk, if required.
10. List of applicants alongwith any deficiency will be displayed on **18-03-2023 (Saturday)** at notice board of the school.
11. Parents of the applicants can visit the school during school timings from **20-03-2023 (Monday)** to **21-03-2023 (Tuesday)** for removal of deficiency in the application form, if any.
12. Draw of lots (if required) will be held on **22-03-2023 (Wednesday)** at 11:00 AM in the morning & general shift and 3:00 PM in the evening shift schools in the presence of SMC members of the schools and parents.
13. The list of selected students for admission will be displayed on the School Notice Board on **24-03-2023 (Friday)** at 11.00 AM in Morning/General Shift Schools & at 03:00 PM in Evening Shift Schools. Admission will start from **25-03-2023 (Saturday)** and will be completed by **31-03-2023 (Friday)**. If any seat is left vacant, admission of children placed in waiting list will be done from **01-04-2023 (Saturday)** to **05-04-2023 (Wednesday)**.
14. The following documents are required to be produced by the parent/guardian at the time of admission (only for the selected students after draw of lots):-
 - ✓ Regarding Date of Birth (any one):
 - ❖ Original Date of Birth Certificate issued by MCD or any other local body.
 - ❖ Anganwadi record.
 - ❖ Hospital/Auxiliary Nurse and Midwife (ANM) register record.
 - ❖ An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.
 - ✓ One passport size photograph of the child.
 - ✓ 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 child or parents.
 - ❖ Voter I card of any of the parents.
 - ❖ Electricity bill/MTNL telephone bill/Water bill in the name of any of the parents.
 - ❖ Bank Passbook in the name of child or any of the parents.
 - ❖ Aadhaar card of child/any of the parents.
 - ❖ Passport in the name of child/any of the parents.

✓ Caste Certificate, if applicable.

Note: Admission will not be denied to any Divyang 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 on the basis of simple undertaking on plain paper by the parents/guardians. Head of Schools will provide details of such students to Cluster Resource Co-ordinators (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.

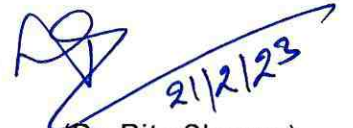
15. In case of selected children, the immunization certificate is to be submitted by the parents/guardians within 6-months from the date of admission.

16. Reservation of seats will be as follows:-

- ✓ 15% seats for Scheduled Caste candidates.
- ✓ 7.5% seats for Scheduled Tribe candidates.
- ✓ 3% seats for Divyangjan (having a certificate issued by a Govt. Hospital).
- ✓ 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).

In case of non-availability of candidates in the reserved categories, the vacant seats may be filled by the unreserved candidates as per the order of names in the waiting list.

This issues with prior approval of the Competent Authority.


(Dr. Rita Sharma)
Addl.DE (School)

Encl: As above.


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

No. DE.23 (363)/ Sch.Br./2023/

Dated:

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.


(Dr. Anita Vats)
DDE (School)

**Application Form for Admission to Entry Level Classes
(Nursery / KG / Class-I) in Sarvodaya Vidyalaya
सर्वोदय विद्यालय में प्रवेश कक्षाओं (नर्सरी / केजी / कक्षा- I)
में प्रवेश के लिए आवेदन पत्र**

Name of the Student (छात्र का नाम) :

Gender (लिंग):

Date of Birth (जन्म तिथि) :
(In Figures) (आंकड़ों में)

(In Words) (शब्दों में)

Class of Admission (कक्षा) :

Aadhaar No. of the Student (Not Mandatory)
छात्र की आधार संख्या (अनिवार्य नहीं):

Aadhaar Enrollment. of the Student (Not Mandatory)
छात्र की आधार नामांकन (अनिवार्य नहीं) :

Bank Account No. (Desirable) बैंक खाता संख्या (वांछनीय) :

Bank Name (Desirable) बैंक का नाम (वांछनीय) :

IFSC Code of the Bank (बैंक का IFSC कोड) :

Mother's Name (माता का नाम) :

Father's Name (पिता का नाम) :

Gurdian's Name (अभिभावक का नाम) :

Category (वर्ग) :

Religion (धर्म) :

Father's Occupation (पिता का व्यवसाय) :

Mother's Occupation (माता का व्यवसाय):

Residential Address (घर का पता) :

Landline Phone No (लैंडलाइन फोन नंबर):

Mobile No (मोबाइल नंबर) :

Alternate Mobile No. (if any) वैकल्पिक मोबाइल नंबर (यदि कोई हो):

Type of Disability(if any) दिव्यांगता का प्रकार (यदि कोई हो):

List of Documents attached (संलग्न दस्तावेजों की सूची) :

1. For Date of Birth (जन्म तिथि के लिए) :

2. For Residence Proof of Delhi दिल्ली के निवास प्रमाण के लिए

3. Caste Certificate (if any) जाति प्रमाण पत्र (यदि कोई हो)

4. Any other (if any) अन्य (यदि कोई हो)

Signature of the Parent / Guardian(माता-पिता/अभिभावक के हस्ताक्षर)

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 मेरे आत्मज / आत्मजा 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



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 st 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 31st 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 31st 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 31st 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 31st 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 1st 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 31st 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 31st 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)

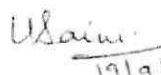
All Heads of Govt./Govt. Aided Schools under Directorate of Education through DEL-E

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)

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

Annexure - II
7/1/03

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(Sc.)
Nodal Officer, IEDC Scheme.

-6- Jm. Bajpai
22/1/03