



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

No. DE.23 (363)/ Sch.Br./2024/ 124

Dated: 21/2/24

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 2024-25.

1. Admission process in Entry Level Classes in all Government Sarvodaya Vidyalayas of DoE will start from **01-03-2024 (Friday)** 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.
 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 having 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 but less than 4 years as on 31-03-2024 (child must be born between 01-04-2020 and 31-03-2021).
 - ✓ Class KG, who have completed 4 years of age but less than 5 years as on 31-03-2024 (child must be born between 01-04-2019 to 31-03-2020).
 - ✓ Class-I, who have completed 5 years of age but less than 6 years as on 31-03-2024 (child must be born between 01-04-2018 and 31-03-2019).
- 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 **01-03-2024 (Friday)** to **15-03-2024 (Friday)** (**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 **01-03-2024 (Friday)** to **15-03-2024 (Friday)** (**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. 7.
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 along with any deficiency will be displayed on **19-03-2024 (Tuesday)** at notice board of the school.
11. Parents of the applicants can visit the school during school timings from **19-03-2024 (Tuesday)** to **20-03-2024 (Wednesday)** for removal of deficiency in the application form, if any.
12. Draw of lots (if required) will be held on **21-03-2024 (Thursday)** 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 **22-03-2024 (Friday)** at 11.00 AM in Morning/General Shift Schools & at 03:00 PM in Evening Shift Schools. Admission will start from **23-03-2024 (Saturday)** and will be completed by **01-04-2024 (Monday)**. If any seat is left vacant, admission of children placed in waiting list will be done from **02-04-2024 (Tuesday)** to **06-04-2024 (Saturday)**.
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. Anita Vats)
DDE (School)

Encl: As above.


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

No. DE.23 (363)/ Sch.Br./2024/ 124

Dated: 21/2/24

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)

**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)