

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION (PRIVATE SCHOOL BRANCH)  
OLD SECRETARIAT, DELHI-110054

No.DE 15 (1025)/PSB/2024/ 2598-2609

Dated: 31/05/24

CIRCULAR

**SUB :- Guidelines for admission under EWS/DG & CWSN Category students at entry level (i.e. Nursery/KG/Class-1<sup>st</sup>) in Private Un-aided Recognized School of Delhi under RTE Act, 2009 & DSEAR, 1973 by DoE, MCD & NDMC for the academic session 2024-25 selected through Computerized Draw of lots.**

In continuation of this Directorate's circular dated 17.01.2024, 24.04.2024 & 15.05.2024 (copy enclosed), following instructions are issued for all concerned for taking necessary action:

1. The Computerized draw of lots for Online Application received from EWS/DG & CWSN Category students for admission at the Entry Level Classes (Nursery /Pre-School, KG/Pre-primary, Class-I) has been conducted on 31/05/2024 (Friday).
2. The successful candidates /applicants of the computerized draw of lots shall be informed about the school allotted for admission under EWS/DG & CWSN Category through SMS on their registered mobile number, within 24 hours of completion of draw of lots.
  - a) The applicants can check the name of the school allotted through Computerized Draw of lots using Registration ID & Date Of Birth at the link 'EWS/DG Result 2024-25' in the module 'EWS/DG Admission 2024-25' available at the Home page of the departmental website [www.edudel.nic.in](http://www.edudel.nic.in).
  - b) If the applicant has been allotted the school, the screen will show the allotted school name.
  - c) If the applicant has not been allotted any school, the screen will show a message that '**It is regretted that you have not been selected in the draw of lots**'.
  - d) If the applicant enters wrong Registration ID/Date of Birth then the screen will show a message that '**No Record Found**'.
3. The successful applicants shall approach the school allotted through computerized draw of lots on or before **28/06/2024 (Friday)** up to **1 PM** during school hours along with the following documents as per the information filled in the online application form:
  - (a) Print out of the application filled
  - (b) Two photographs of the candidate.

- (c) Copy of Aadhar Card of Child (Not mandatory).
- (d) Copy of Aadhar Card of Parents.
- (e) Self Attested photocopy of proof of date of birth
- (f) Self Attested photocopy of Residential Proof.
- (g) Self Attested photocopy of documentary proof for EWS/DG & CWSN Category, whichever applicable.
- (h) Self attested copy of legal guardianship (if applicable).

**The parents/guardians shall also keep the original documents with themselves for verification by the school authority.**

- 4. If the successful applicant fails to approach /report the school up to **28/06/2024 (Friday) up to 1 PM** as per message communicated through SMS to successful candidates for completing the formalities for admission under EWS/DG & CWSN Category, his candidature shall be cancelled.
- 5. The school can check the details of the students /application allotted through computerized draw of lots on departmental website i.e. **[www.edudel.nic.in](http://www.edudel.nic.in)**. Using the school ID and Password through the link **School Plant-EWS-EWS/DG Result 2024-25**.
- 6. This school can see all the online application details of the allotted applicants by using the link as mentions above.

In this connection, respective Unaided Recognized Private School is hereby requested to do the following:-

- (i) Place an enlarged printout of the list of students outside the school gates for the information and for ease of parents.
- (ii) **Many parents may be approaching private school for the first time. Therefore, in order to help and facilitate the parents of EWS/DG & CWSN Category children, the concerned schools must set up Help Desks within the school premises to explain to the parents the formalities regarding paper work etc. required for admission.**
- (iii) Schools shall not deny admission to the successful candidates who have filled details of only one of the parents in the online application form.
- (iv) It should be ensured by school authorities that the admission to EWS/DG & CWSN Category successful candidates shall not be denied on frivolous ground e.g. one or two letters are different in any name in some document.
- (v) Heads of the concerned Private Unaided Recognized School shall not unnecessarily send the parents to the Department, for making amendments/correction in the online application form, as the same cannot be done at this stage. Rather, they should be taking a decision based on genuineness /merit of the specific cases and must not deny admission on unjustified frivolous grounds.

- (vi) Admission is to be granted as soon as possible so that children can join the academic session on the very first day itself.
- (vii) The school shall not charge tuition fee from the students admitted under EWS/DG & CWSN Category. **Further, schools have to provide the free books, school uniforms and writing material to each and every student admitted under EWS/DG & CWSN Category, as is mandated for other children at the time of admission, or in any case, before 28/06/2024 (Friday).**
- (viii) Schools are advised to hold introduction session for all parents together including the parents of EWS/DG & CWSN Category children.
- (ix) The school must confirm details of the EWS/DG & CWSN Category of successful candidate from the supportive document produced by them.

7. The school shall carefully carry out the necessary scrutiny/verification of the documents produced. The school must also verify the genuineness of EWS/DG & CWSN certificates issued by the different department through online (<http://edistrict.delhigovt.nic.in>), if available, or in writing from the office or issuing authority.
8. Income certificate issued by the Competent Authority declaring the total annual family income less than Rs. 1,00,000/- (Rs. One Lac) is a valid document for admission under EWS Category whether it is in the name of mother or father or Legal guardian of the child.
9. The school shall not ask for income certificate from those EWS Category parents who submit copy of BPL/AYY/Food Security Card issued by Food and Civil Supply Department, GNCT of Delhi.
10. The School shall not ask for any income Certificate from the parents /applicants who been selected under DG/CWSN Category.
11. The School shall not impose the condition for the copies of the documents produced at the time of admission to be attested by a Gazetted Officer, Self Attested documents must be accepted by the school. However, verification with original documents must be carried out by the school.
12. The school shall issue proper acknowledgement against the request of the parents/guardian seeking admission in the school as declared in the computerized draw of lots.
13. The school shall call all candidates allotted through computerized draw of lots on their registered mobile number and inform about the selection in the school and last date of admission.
14. The School shall not refuse to grant admission to EWS/DG & CWSN Category children on the ground of distance range.
15. Every selected student has been allotted a Serial Number in order of their selection in the respective school through computerized draw of lots and list of candidates has

been forwarded online in the same order to the respective school. **The school shall give admission to the selected candidates in order of the Serial Number allotted to the candidate through computerized draw of lots and as available on the online module.**

16. The school, by **01 July 2024 (Monday)** shall update the correct admission status as per the option available on the web page of the respective schools (Admitted /provisionally Admitted /Not Reported/Rejected /In waiting) in respect of the applicants allotted through computerized draw of lots. The said details shall be updated daily through the link available on department website [www.edudel.nic.in](http://www.edudel.nic.in) School Plant-EWS—EWS-/DG Result 2024-25.
17. On the above mentioned link, the school shall clearly specify, in detail, the reason of rejection, if any selected applicant is denied the admission. The Category of the reasons :


- Non –submission of valid date of birth proof of the candidate.
- Non –submission of valid residence proof, Non –submission of valid EWS/DG & CWSN proof.
- Mismatch of address details filled in the online form & documents produced at the time of admission.
- For EWS, the Income Certificate does not show annual income as less than one lakh per annum.
- Duplicate Entry found at any stage of admission will be liable for rejection.

General Instruction for all concerned:-

1. **The school once allotted to the applicant through the computerized draw of lots shall not be changed under any circumstances.**
2. The admission of the child shall be cancelled in case the documents submitted by the applicant at the time of admission are found to be forged /fake or not supportive at any stage.
3. All the grievances related to Private Unaided Recognized schools of **Directorate of Education**, all aggrieved parents can approach concerned Education Department of Directorate of Education, Delhi where Nodal officers for their respective Districts have been appointed and the details have been attached as **Annexure 'A'**.
4. All the grievances related to Private Unaided Recognized schools of **MCD**, all aggrieved parents can approach concerned Education Department of Municipal Corporation Delhi where Nodal officers for their respective zones have been appointed and the details have been attached as **Annexure 'B'**.

5. All the grievances related to Private Unaided Recognized schools of NDMC, all aggrieved parents can approach concerned Education Department of New Delhi Municipal Corporation where Nodal officers has been appointed and the details have been attached as **Annexure 'C'**.
6. For any clarification /grievances in this context parents/school may contact respective Dy. Director of Education (District /Zone)/Assistant Director. All District (DDE/ Zone)/Assistant Director are requested to ensure that above said instruction are adhered strictly by all the Unaided Private Recognized School. To this effect all DDE (District/Zone)/Assistant Director of Education DOE/MCD/NDMC will setup a Help Desk to facilitate and redress grievances of Parents of EWS/DG including CWSN Category (at the place as mentioned in their respective Annexure)
7. For any clarification /grievances in this context parents may contact on the EWS helpline number 9818154069 on working days from Monday to Friday between 10 am to 5PM.
8. Further, all Dy. Director of Education (District /Zones) / Assistant Director of NDMC & MCD shall attend the EWS/DG & CWSN parents sympathetically and resolved their grievances if any related to admission in co-ordination with respective school and shall ensure appropriate directions to the school regarding admission of the successful allotted candidate, if required.

This issues with the prior approval of the competent Authority.

  
31/05/2024

(DAVENDRA MOHAN)

DEPUTY DIRECTOR OF EDUCATION

Hos/Managers

1. All Private Unaided Recognized School of Delhi , Recognized under DSEAR & RTE Act by Directorate of Education GNCTD.(Except minority)
2. All Private Unaided Recognized School of Delhi Recognized of MCD.
3. All Private Unaided Recognized School of Delhi Recognized of NDMC.

No.DE.15(1025)PSB/2022/ 2598 - 2609

Dated: - 31/05/24

Copy for information to:-

1. P.S to Secretary, Education Department, GNCT of Delhi.
2. P.A to Director, Education Department, GNCT of Delhi.
3. P.S to Addl. Director (PSB), Education Department, GNCT of Delhi.

4. PA To (Director) Education, MCD, with the request to issues similar circular /guidelines to the students /school under their jurisdiction.
5. All Special /Addl. Director /RD/JDEs, Dte. Of Education GNCT of Delhi.
6. DDEs (District/Zone) Directorate of Education, GNCT of Delhi ensure that above said instruction are adhered strictly by all the Unaided Private Recognized School
7. Deputy Director of Education/Assistant Director of Education Department (MCD), to ensure that above said instruction are adhered strictly by all the Unaided Private Recognized School.
8. Director of Education/Assistant Director of NDMC, to ensure that above said instruction are adhered strictly by all the Unaided Private Recognized School.
9. OS (IT) with the request to upload it on the departmental website.
10. Guard file.



**(DAVENDRA MOHAN)**  
**DEPUTY DIRECTOR OF EDUCATION**

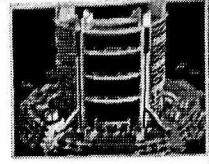
## ANNEXURE-'A'

Details of the nodal officers of **DoE** for EWS/DG & CWSN category at entry level classes (Nur/KG/1<sup>st</sup>) in Private Unaided Recognized School of Delhi, for the academic session 2024-25 is as follows: -

S.No	Name & Employee ID of the Nodal Officer	District	Designation	Contact Number
1	Mr. Vikash Kulshrestha, 20050119	<b>West-A</b> Govt. Co-ed SSS, Karampura, New Moti Nagar, New Delhi- 110015	Vice Principal	7217704262
2	Saleem Ahmad, Emp ID 20040927	<b>North East-I</b> RPVV, B-Block, Yamuna Vihar, Delhi-110053,	Vice Principal	9891366784
3	Harjeet Panwar, Emp ID 20170762	<b>South</b> Govt. Boys Sr. Secondary School, Sector-3, R.K Puram, New Delhi- 110043	Section Officer	8287636838
4	Sh. Kuldeep Singh, Emp ID- 20150648	<b>North West-A</b> BL-Block, Shalimar Bagh, Delhi-110088	Principal	9910332766
5	Sh. Savita Joon	<b>North West B-I</b> FU-Block, Pitampura, Delhi-110088	Principal	9212073100
6	Ms. Kanta Saini, Emp ID- 19000021	<b>South West-A</b> C-4, Vasant Vihar, Behind Tagore International School, New Delhi-110057	Vice Principal	9999574389
7	Ms. Radhica Arora, Emp ID- 19930901	<b>South East</b>  SKV, C-Block, Defence Colony, New Delhi- 110024	Principal	9810946364
8	Sh. Brahamjeet Singh, Emp ID 20040780	<b>Central/New Delhi</b>  Plot No.5, Old Bhartiya Mahila College Building, Jhandewalan, Karol Bagh, New Delhi-110055	Vice Principal	8630177203
9	Dr. Ram Jeet, Emp ID- 19891044	<b>North West B-II</b> FU-Block, Pitampura, Delhi-110088	Vice Principal	9818851351
10	Sh. Balwan Singh Dhankhar	<b>West-B</b> <b>(Zone-17)</b> GBSSS No-1, G-Block, Vikaspuri, New Delhi- 110018	Principal	9968458950
11	Sh. Deepak Kumar (Emp ID- 20232552)	<b>North East-II</b> GSKV Building, E-Block, Nand Nagri, Delhi- 110093	Principal	9810103979
12	Ms. Renu Gupta (Emp ID- 20232080)	<b>North</b> SV, Lucknow Road, Timarpur, Delhi-110054	Section Officer	9650666886
13	Mr. Shajan John K.	<b>East</b> Govt. Co-ed SSS, D- Block, Anand Vihar, Delhi-92	Section Officer	9810312730
14	Sh. Anil Kumar, Emp ID- 20040778	<b>South West B-II</b> GBSSS No.1, Najafgarh, New Delhi-110043	Vice Principal	9911260807
15	Sh. Anisha Grover, Emp ID- 19945133	<b>South West B-I</b> GBSSS No.1, Najafgarh, New Delhi-110043	Vice Principal	9910043907



**MUNICIPAL CORPORATION OF DELHI**  
**EDUCATION DEPARTMENT: HQ**  
**Dr. Shyama Prasad Mukherjee Civic Centre**  
**E Block, 15<sup>th</sup> Floor, JLN Marg, N Delhi-02**



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No.: D/...../ADE/Grant/Edu./HQ/MCD/2024

Date : 29/05/24

To

**The Deputy Director of Education (PSB)**  
**Directorate of Education, GNCTD,**  
**Old Secretariat,**  
**Delhi-110054.**

Sir,

In reference to the upcoming admission cycle (for academic year 2024-25) for EWS/DG & CWSN students under section 12(1)(c) of RTE. South DMC is ready to bring onboard the online EWS/DG admission process starting for improving the coordination between the Public and Education Department, MCD and strengthens overall monitoring of the admission process.

In this regard, All Zonal DDEs are appointed as Nodal Officer for their respective zone.

The details of Nodal Officer are as under:-

S. No.	Name of the Nodal Officer	Present place of posting	Address	Contact Number
1.	Sh. Dhruw Sah	Sh. North	DC Office, Sh. North Zone, Keshav Chowk, Opp. Welcome Metro Station, Shahdara Delhi-53	8130191402
2.	Sh. Vijay Prakash singh jayara	Sh. South	419 Udyog Sada, Ptatparganj Industrial Area, Delhi-92	8802353724
3.	Sh. Om Prakash Meena	Central	Office of the DC Central Zone, Jal Vihar, New Delhi-110024	8588855340
4.	Sh. Naresh Kumar	West	Dr. Sahib Singh Verma Bhawan, Rajauri Garden, Near Shivaji College, New Delhi-110027	8882222227
5.	Sh. Ram Dayal Meena	South	Office of the DC South Zone, Green Park, New Delhi-110016	9971215363
6.	Smt. Sadhana Meena	Karol bagh	Nigam Bhawan, D.B. Gupta Road, Anand Parbat, Karol Bagh New Delhi-110005	8588889276
7.	Sh. Sunil Kumar	Keshavpuram	Dr Satpal Sachdeva Marg, Keshav Puram, Tri Nagar, Delhi, 110034	9953676709
8.	Sh. Hukam Chand Meena	City SP Zone	Old Hindu College, Kashmiri Gate, Delhi-110006	8130543991
9.	Sh. Sunder Singh Dahiya	Rohini	Sector-5, Rohini, Delhi-110085	8588888180
10.	Sh. Mahipal	Narela	13, R-178, MDR 138, Rajeev Colony, Swatantra Nagar, Narela, Delhi, 110040	8053144934
11.	Sh. R.P. Singh	Civil Line zone	5 <sup>th</sup> Floor, 16, Rajpur Road, Delhi-54	8588888892
12.	Sh. Naresh Kumar Bhardwaj	Najafgarh	Office of the DC Najafgarh zone opposite Dhansa Bus Stand, Najafgarh, New Delhi-110043	9811351996

All Zonal DDEs are hereby directed to receive all the grievances/complaints and take necessary action to dispose of online/offline as per new system on EWS/DG admission.

Asstt. Director of Education (Grant-in-Aid)

Municipal Corporation of Delhi

Asstt. Director of Education  
 Grant-in-Aid Branch (HQ)  
 Municipal Corporation of Delhi

All Zonal DDEs/ADEs

Copy forwarded to:-

1. Director (Edu.)
2. All Addl. Directors of Education



# ANNEXURE - 'C'

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Details of the nodal officers of **NDMC** for EWS/DG & CWSN category at entry level classes (Nur/KG/1<sup>st</sup>) in Private Unaided Recognized School of Delhi, for the academic session 2024-25 is as follows: -

<b>S.No</b>	<b>Name &amp; Employee ID of the Nodal Officer</b>	<b>Designation</b>	<b>Address</b>	<b>Contact Number</b>
<b>1</b>	Sh. Vijay Pal	Dy. Education Officer (A)	New Delhi Municipal Corporation, Palika Kendra, New Delhi-110001	9891155182

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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION:(PRIVATE SCHOOL BRANCH)  
OLD SECRETARIAT: DELHI-54**

No.F.DE.15(1604)/PSB/EWS/2024-25/ 336-341

Dated: 17/01/24

**CIRCULAR**

**Subject- Tentative vacancies for online admission of EWS/DG and Children with Disabilities Category students at Entry level Classes (Nur, KG and First) of the Private Unaided Recognized Schools of Delhi for the ensuing Academic Session 2024-25.**

As per Section 12(1)(c) of RTE Act, 2009, all Private Unaided Recognized Schools are under obligation to admit, at the entry level classes, to the extent of at least 25% of the strength of that class, children belonging to Weaker Section and Disadvantaged Group in the neighbourhood and provide free and compulsory elementary education till its completion.

However, to maintain the uniformity in EWS/DG/CWSN category admission process at entry level class(es) in respect of all Private Unaided Recognized Schools of Delhi (except the minorities schools), it was decided by the Competent Authority to conduct the online admission process in respect of all the Private Unaided Recognized Schools of Delhi from the academic session 2016-17 (from session 2018-19, the school recognized under RTE Act 2009 were also included). The same process of admission will be followed for the academic session 2024-25 also.

A circular dated 30.10.2023 has been issued to seek information about entry level and status of total strength of class and admission under General and EWS category of Private Unaided Recognized Schools situated on Govt. land and private land from the respective DDE (Districts). Accordingly, vacancy position along with other relevant information submitted by all DDE's have been compiled and the same is annexed herewith as Annexure-I.

All the DDEs (District) are hereby directed to inform all the concerned Private Unaided Recognized Schools pertaining to their district about this circular and direct them to check the information annexed as Annexure-I and in case of any discrepancy, submit a written representation with supporting documents to the concerned district (as per Annexure-II).

Further, all DDE (Districts) are directed to examine the representation and forwarded the same to the Private School Branch, HQ till 25.01.2024 with duly recommendation for further approval of the competent Authority i.e. Director (Education)

It is further informed that all the earlier representation/file which received prior to issue of this circular regarding request of increase/decrease of EWS/DG/CWSN seats in

Private unaided Recognized Schools of Delhi for online admission process of EWS/DG/CWSN category students for session 2024-25 will not be considered.

If no representation received from the concerned school or any other stake- holder to the office of concerned DDE (District) as per Annexure-II, it will be presumed that the data as per Annexure-1 in respect of the school is correct and accordingly candidates will be allotted through computerized draw of lots. Thereafter, school shall not deny the admission to the successful candidates of the draw of lots on the ground of "No Vacancy/more than prescribed minimum limit of 25%" other reasons like lesser number of general category admissions. If any school denies the admission on these grounds, then the necessary action will be taken against the school as per the relevant provisions of DSEAR. 1973 and RTE Act, 2009.

Encl: As above



**BHUPESH CHAUDHARY, IAS  
DIRECTOR (EDUCATION)**

No.F.DE.15(1604)/PSB/EWS/2024-25/ 336-341

Dated: 17/01/24

1. PS to Secretary (Education), Directorate of Education, GNCT of Delhi.
2. PS to Director (Education), Directorate of Education, GNCT of Delhi.
3. All Regional Director of Education, GNCT of Delhi.
4. All DDE (Districts) with the direction to inform all the concerned Private Unaided Recognized Schools pertaining to their district about this circular and go through the information annexed as Annexure-I and ensure that the same is correct, if any discrepancy is noticed then to get it rectified and also examine the representation received from Schools/Parents/Stakeholders, if any, for further appropriate action.
5. All Concerned Manager/HoS, Private Unaided Recognized Schools, Delhi.
6. SO (IT) to upload the circular on departmental website (Public Circular).



**BHUPESH CHAUDHARY, IAS  
DIRECTOR (EDUCATION)**

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: PRIVATE SCHOOL BRANCH (PSB)  
OLD SECRETARIAT, DELHI- 110054

No.F.DE.15(1025)/PSB/2022/1933-1940

Dated: 24/04/24

CIRCULAR

Sub:- Guidelines for admission under EWS/DG and Children with Disabilities Category as defined in the Right of Persons with Disability (RPWD) Act, 2016 at Entry Level Classes (Pre-school/Nursery, Pre-primary/KG and Primary/Class- 1) in Private Unaided Recognized Schools (except Minority Schools) of Delhi for the academic session 2024-2025.

1. As per Section 12(1)(c) of RTE Act, 2009, all Private Unaided Recognized Schools (except Minority Schools) are under obligation to admit at least 25% of strength at the entry level (Pre-School/Nursery, Pre-primary/KG & Primary/Class-1) class(es) by children belonging to Economically Weaker Section, Disadvantaged group and CWSN in neighbourhood and provide free and compulsory education till completion of elementary education.
2. Directorate of Education is facilitating admissions of Economically Weaker Sections/Disadvantages Group Category and Children with Disabilities Category in Private Unaided Recognized Schools under Delhi School Education Act & Rules, 1973 and RTE Act, 2009, at the entry level classes (Pre-school/Nursery, Pre-primary/KG and Primary/Class-1) for academic session 2024-2025 through COMPUTERIZED ONLINE ADMISSION SYSTEM. The applicant may access the Directorate's Website i.e. [www.edudel.nic.in](http://www.edudel.nic.in) and click on "EWS/DG Admission" link available on home page for applying.
3. Admission under: -
  - (1). EWS Category- (Annual income less than 1 lakh rupees/BPL/AAY)
  - (2). DG category- (SC/ST/OBC -Non-creamy layer/Orphan/Transgender and the children living with or affected by HIV) shall be made through computerized lottery system in Private Unaided Recognized Schools (except Minority schools) for 22% seats ( EWS/DG) under the Provisions of Right to Education Act, 2009 read with notification No. F.19/DDE(IEDSS)/Admi.Cel/PSB/2018/26923 dated 23.07.2018

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and No Private Unaided Recognized School provisionally recognized by Directorate of Education (DoE) shall admit any child offline at entry level classes.

(3). In accordance with notification No. F.19/DDE(IEDSS)/Admi.Cel/PSB/2018/26923 dated 23.07.2018, 3% seats will be for Children with Disability (CWSN-Children with Special Needs) within the 25% seat reserved.

4. The Directorate of Education, GNCTD started the process of online allotment of seats in EWS/DG/CWSN category by computerized draw of lots at the entry level of class(es) in the Private Unaided Recognized schools (except Minority Schools) recognized under DSEAR, 1973 w.e.f. year 2016-17, and from year 2018-19 it was further extended in Private Unaided Recognized schools (except Minority Schools) recognized under RTE Act, 2009.
5. The Private Unaided Schools recognized/provisionally recognized up to Primary level (Vth Class) by MCD and NDMC, have been included in the Computerized Online Admission System for EWS/DG/CWSN category admissions at entry level as per Section 12(1)(c) of RTE Act, 2009 for which a separate circular/order may be issued by the MCD and NDMC. Directorate of Education is only making arrangement for Online Computerized Draw of Lots for the Private Un-aided Schools under MCD and NDMC. The grievances regarding admission/seats of EWS/DG/CWSN category students will be dealt by MCD and NDMC at their own level.
6. Only a single registration can be done by using one Mobile Number. All communication related to application/admission process will be made only through that phone number.
7. Only a single application shall be filed for a child by an applicant for online admission process. Multiple applications filed for a child shall lead to cancellation of candidature of the child, even after succeeding in the draw of lots for admission. Also, in accordance to circular dated 04.10.2023 issued by Director (Education), it is mandatory to submit Aadhaar No. of Parents/Legal Guardian for applying for the admission at entry level under EWS/DG/CWSN in Private Unaided Recognized

Schools of Delhi to avoid duplicacy of applications. However, the Aadhaar No. of child is not mandatory for applying online for admission under EWS/DG/CWSN category.

8. A child can avail only one-time benefit for admission at entry level under EWS/DG/CWSN category in Private Unaided Recognized Schools (except Minority schools) vide order No. DE.15(1025)/PSB/2023/Pt.file/7706-7711 dated 01.09.23. A child already admitted under EWS/DG/CWSN category cannot apply again for admission under EWS/DG/CWSN category in Private Unaided Recognized Schools.
9. The schedule for the said online admission process is as follows:

ADMISSION SCHEDULE

Opening of Online Module for filling online application by the EWS/DG/CWSN by applicant.	30.04.2024 (Tuesday)
Last Date of Submission of online application by the EWS/DG and Children with Disabilities category applicants.	15.05.2024 (Wednesday)
The date of first computerized draw of lots for EWS/DG and Children with Disabilities category applicants.	20.05.2024 (Monday)

10. Any person residing in Delhi, having the residence proof of Delhi and requisite Income Certificate issued by the Revenue Department of GNCT of Delhi, BPL/AAY (Ration Card/ Food Security Card Holder) are eligible for applying in these Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section Category.

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#### 11. Economic Weaker Section (EWS)

- a) "Income certificate (less than 1 lakh rupees annually) must be issued by the Revenue Department of GNCT of Delhi". Date of Issue of Income certificate or application/Receipt for issue of income certificate must be before the last date of applying for online admission process. BPL/AAY(Ration Card/ Food Security Card Holder) issued from GNCT of Delhi are eligible under Economic Weaker Section for applying in these Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section Category.

#### 12. Disadvantage Group (DG) category: -

Schedule Caste, Schedule 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. Schedule Caste, Schedule Tribe, Other Backward Class (Non-creamy Layers) must have certificate issued by Revenue department of GNCT of Delhi. A valid Non-creamy layer certificate must be required along with Other Backward Class Certificate for availing benefit under Other Backward Class (Non-creamy Layers). Orphans (Notification No. F. 15(172)/DE/ACT/2010/4926-40 dated 17.10.2012, Transgender (notification dated 09.10.2014) and all children living with or affected by HIV (Notification dated 06.07.2017) shall be included in DG category. Income certificate is not required to claim the benefit of DG Category.

The applicant under Children with Disability Category must have disability certificate issued by Govt. Hospital as mentioned in assessment, guidelines issued under RPWD Act, 2016. The certificate of disability issued under the persons with disabilities (equal opportunities, protection or rights and full participation) Act, 1995 (of 1996) shall continue to be valid after commencement of the act for the period specified therein. Income certificate is also not required to the applicant under Children with Disability Category.

### 13.Regarding Age Limit: -

The eligible age limits for admission in the entry level classes (Pre-school/Nursery, Pre-primary/KG and Primary/Class-1) for EWS/DG category will be the same as it was in the previous year i.e.

Class	Age limit as on 31.03.2024
Pre-school/Nursery	3-5 years
Pre-primary/KG	4-6 years
Primary/Class-1	5-7 years

**Age criteria for Children with Special Needs:-**The Child with Disabilities Category have disability certificate issued from a Government Hospital as mentioned in assessment guidelines issued under RPWD Act, 2016.The certificate of disability issued under the persons with disabilities (Equal opportunities, protection or rights and full participation) Act,1995(1 of 1996) shall continue to be valid after commencement of the act for the period specified their in. In continuation of the order F.265/DDE(IEDSS)/Admn.Cell/2017-18/2609-2613 dated 11.09.2017 (Person with benchmark disability' as a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority") and F.213/DDE(IEB)/Admn.Cell/2022/6417-6431 dated 09.08.2023. The age criteria for Children with Disabilities Category is

Class	Age Limit for Children with Disabilities/CWSN category on 31/03/2024
Pre-school/Nursery	3-7 years
Pre-primary/KG	4-8 years
Primary/Class-1	5-9 years



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Income certificate is not required to claim the benefit of CWSN category.

14. Regarding prohibition of demand of Capitation Fee/Donation at the time of admission.

"Capitation fee means any kind of donation or contribution or payment other than the fee notified by the school" As per the order of Hon'ble High Court in LPA 196/2004 in the matter of Rakesh Goyal vs. Mont Fort School and section 13(1) of RTE Act, 2009 no school or person shall, while admitting a child, collect any Capitation fee. Donation from the parents. Any school or person who contravenes this provision and receive Capitation fee, shall be punishable fine which may extent to 10 times the Capitation charged.

15. Residential address is main criteria for allotment of seat through computerized draw. However, it has been observed that Parents/Guardian manipulate by opting wrong Locality/Sub-Locality/Sub-Sub-Locality deliberately in order to get admission in a preferred school. Therefore, necessary amendment/changes have been done in online registration form in respect of filling details regarding Residential Address (i.e. Locality/Sub-Locality/Sub-Sub-Locality), which is as under:-

Residential Address	
Locality	Area
Sub-Locality	Village/Colony/Apartment/Sector/Pocket/
Sub-Sub Locality	Block/Gali etc.

All Parents/Guardian who will fill wrong information regarding residential address as per amendment to get admission in a preferred school, then admission of the child will be liable for cancellation.

16. The admission/allotment of the child shall be cancelled in case the documents submitted by the applicant at the time of admission or at later stage is found to be forged/fake. Candidature/ admission shall be cancelled if variation is found in details filled in online application and documents submitted at the time of admission. There is no provision for change in data submitted by Parents/Legal guardian at the time of application, so request for change cannot be considered.

17. Multiple/ Duplicate entries/applications, if found at any stage, shall be liable to cancellation of candidature /admission of the candidate. The school once allotted to the applicant through the computerized draw of lots shall not be changed under any circumstances.

18. A monitoring Cell shall be constituted in each district under the chairmanship of the Deputy Director of Education (Districts) to redress the queries and grievances pertaining to online application of EWS/DG/ Children with disabilities category admission and to ensure admission of successful candidates selected through computerized draw of lots in accordance with instructions and guidelines issued by DOE.

19. In addition to the above, for any grievance relating to admission process in EWS/DG & Children with Disabilities category in the Private Unaided Recognized Schools of DoE, complaints or queries may be raised at helpline number 9818154069 (between 10.00 AM to 5.00PM on all working days (Monday to Friday)).

20. The mechanism for redressal of the queries and grievances pertaining to the admission process in the Private Unaided Schools Recognized of MCD and NDMC will be dealt by MCD and NDMC separately.

All the above directions are issued for strict compliance by all concerned and non-compliance of the order shall be viewed seriously.

This issues with the prior approval of Competent Authority.

(Patil Pranjal Lehensingh, IAS)  
Addl. DIRECTOR (EDUCATION)

No.F.DE.15(1025)/PSB/2022/ 1933-1940


Dated: 24/04/24

Copy to:-

- 1. PS to Commissioner (MCD) with the request to issue direction to their Directors (Education) for issuance of subsequent admission notice, Helpline numbers & mechanism for redressal of grievances and queries regarding admission under EWS/DG/CWSN category at entry level in their Private Unaided Recognized Schools.
- 2. PS to Secretary (Education), Directorate of Education, GNCT of Delhi.

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2. PA to Director (Education), GNCTD.
3. Director (Education), MCD with the request for issuance of subsequent admission notice.
4. Director (Education), NDMC with the request for issuance of subsequent admission notice.
5. Helpline numbers. & mechanism for redressal of grievances and queries regarding admission under EWS/DG category at entry level in their Private Unaided Recognized Schools.
6. All district DDEs with the direction to ensure strict compliance of the above said directions for admission of successful candidates.
7. SO (IT) with a request to upload the circular on departmental website as public circular.
8. Guard File.

  
94/04/2024

(DAVENDRA MOHAN)  
DEPUTY DIRECTOR OF EDUCATION (PSB)

434/C

GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION  
(PRIVATE SCHOOL BRANCH)  
OLD SECRETARIAT, DELHI-110054

F.NO.DE.15(1025)/PSB/2022/2303-2308

DATED: 15/05/24

CIRCULAR

**Subject: - Extension of last date for submission of online application by the EWS/DG & CWSN category applicants in Private Unaided Recognized School of Delhi at Entry Level Classes for the academic session 2024-25.**

In continuation to this Directorate's circular dated 24.04.2024 submission of online application for EWS/DG & CWSN category aspirants at entry level class(es) in Private Unaided Recognized Schools of Delhi for the academic session 2024-25, the last date for filling of online application by the desirous applicants is extended upto 22.05.2024 (Wednesday) till 10:00 AM.

Further, the first computerized draw of lots will be held on 31.05.2024 (Friday) at 01:00 P.M.

This issues with the prior approval of the competent authority.

  
15/05/2024  
(DAVENDRA MOHAN)

DEPUTY DIRECTOR OF EDUCATION (PSB)

F.NO.DE.15(1025)/PSB/2022/2303-2308

DATED: 15/05/24

Copy to: -

1. PS to Commissioner MCD, with the request to issue direction to their Directors(Education) for issuance of subsequent admission notice, help line numbers & mechanism for redressal of grievances and queries regarding admission under EWS/DG category at entry level in their Private Unaided Recognized Schools.
2. PS to Commissioner NDMC, with the request to issue direction to their Directors(Education) for issuance of subsequent admission notice, help line numbers & mechanism for redressal of grievances and queries regarding admission under EWS/DG category at entry level in their Private Unaided Recognized Schools.
3. PS to Secretary (Education), Directorate of Education, GNCT of Delhi.
4. PA to Director (Education), Directorate of Education, GNCT of Delhi.
5. All DDE's (Education), Directorate of Education, GNCT of Delhi with the direction to ensure strict compliance of the circular.

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6. SO (IT) to upload the Circular on departmental website as a Public Circular.
7. Guard File.



(DAVENDRA MOHAN)  
DEPUTY DIRECTOR OF EDUCATION (PSB)