



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

No. DE.23 (363)/Sch.Br./2024/259

Dated: 15/4/24

CIRCULAR

**Sub: Non-Plan Admissions to Classes X and XII through Common Admission Test for the Session 2024-25.**

All the Heads of Govt. schools are hereby informed that Directorate of Education has decided to admit students to classes X & XII through Common Admission Test (CAT). The schedule for the Non Plan Admissions to Classes X & XII for the session 2024-25 is as under:-

❖ **Schedule for Admission Process:**

Commencement of issuance of application form	:	18-04-2024 (Thursday)
Last date for receipt of filled in application form	:	30-04-2024 (Tuesday)
Distribution of Admit Card (in the school where Applicant applied)	:	07-05-2024 (Tuesday)
Date of Common Admission Test	:	09-05-2024 (Thursday)
Timings of the Test	:	10:00 AM to 12:00 Noon
Declaration of Result of Common Admission Test	:	14-05-2024 (Tuesday)
Last date of submission of files by concerned HoS to DDE (District) for approval	:	21-05-2024 (Tuesday)

❖ **Criteria for Admission:**

- a. **For class XII:** The applicant must have ***passed class XI from a recognised school as a regular student during 2023-24 with desired subjects.*** Moreover, he/she must have obtained the minimum marks in class X required for the stream opted by the applicant, as per given table:

Name of Stream	Aggregate Pass %	Subjects/Marks Required (Minimum)		
Science (with Maths)	55%	English-50 %	Maths/Basic Maths/Std. Maths-50 %	Science-50%
Science (without Maths)	55%	English-50 %	Maths/Basic Maths/Std. Maths -40%	Science-50%

<b>Commerce (with Maths)</b>	50 %	English-45%	Maths/Basic Maths/Std. Maths -50%	Social Science-45%
<b>Commerce (without Maths)</b>	50 %	English-45% or Hindi-45%	Social Science 45%	-----
<b>Humanities</b>	<ul style="list-style-type: none"> <li>• A student must have been declared passed by CBSE at the Secondary School Examination or its equivalent board.</li> <li>• For giving Economics as a subject a student must have at least 45% in Aggregate.</li> <li>• For giving Maths as a subject a student must have secured at least 50% in Maths/Basic Maths/Std. Maths.</li> </ul>			

- Students who have passed their Secondary Examination (Class X) from NIOS with 55% marks or above in aggregate of 5 main subjects are eligible for admission in Humanities without Skill Subjects while others are eligible for Humanities with Skill Subjects.
- Relaxation of 5% marks in any one of the three subjects mentioned for admission in a particular stream of class XII 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 Specially Abled Students, relaxation of 5% marks in all subjects mentioned for admission in particular stream of class XII is to be given.

b. **For class X:** The applicant must have **passed class IX from a recognised school as a regular student during 2023-24.**

**Documents to be submitted at the time of registration:**

Sl. No.	For Class X	For Class XII
1.	Copy of Mark sheet of Class IX	Copy of Mark sheet of Class X and XI (Both)
2.	Copy of one of the valid residence proofs of Delhi	Copy of Certificate in respect of claim of SC/ST/Divyangjan/Minorities/OBC (Non Creamy Layer)/Kashmiri Migrants and students having I/II/III positions in National Games (if applicable)
3.		Copy of one of the valid residence proofs of Delhi

**Guidelines for Admissions:**

All the Heads of the Govt. Schools are hereby directed to adhere to the following guidelines for admission to classes X & XII for the Academic Session 2024-25.



1. Admission will be allowed to children residing in Delhi.
2. **Students will be admitted in Govt. Schools under Directorate of Education except RPVVs, SoSE and SoE.**
3. Children/Parents seeking admission to class X / XII may fill the attached registration form (Annex-A) along with Admit Card (Annex-B) and submit it in any school nearer to their residence. A proper acknowledgement of receipt should be provided to the applicant/parents.
4. The Heads of the schools will forward all the applications to the concerned DDE (Distt.) / Nodal Incharge by 01-05-2024 for issue of admit cards. Before forwarding the applications to the concerned DDE (District) / Nodal Incharge, HoS will ensure that all applicants fulfill the eligibility criteria for admission to Class X/XII.
5. DDEs (District) will fix the Nodal Centre(s) and depute Nodal Incharge(s) for the Common Admission Test (CAT) 2024-25.
6. The Heads of the Schools will also submit a consolidated report of registered applicants in the following format:

Sl. No.	Name of the Student	Date of Birth	Present Address	Father's/Guardian's Name	Class	Stream (if applicable)	Fulfill Eligibility Criteria (Yes/No)
1.							
2.							

7. Age criteria for admission in these classes must be followed as per circular No.DE.23(363)/Sch.Br./2016/1553 dated 19-09-2016 and F.265/DDE(IEDSS)/Admn.Cell/2017-18/458-470 dated 13-05-2022.

However, the regular students who have passed previous class during 2023-24 from any Recognised Unaided Schools of Directorate of Education or local bodies of Delhi and having a valid SLC & mark sheet will be exempted from applicability of age appropriate criteria.

*In addition to this, Director of Education at his discretion may provide relaxation in upper age limit to any deserving student (not covered under existing provisions) 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 of the students are required to apply on the attached format (Annex-C) to the Head of the school nearer to his/her residence 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 applicant. After examination, if case is found fit for age relaxation only then it be forwarded to School Branch through concerned***

*district clearly recording recommendations of the DDE (Zone). Such applicants may be allowed to appear in the Common Admission Tests but their admission will be confirmed only after grant of age relaxation by Director Education.*

**Heads of the schools are hereby directed to counsel/guide students, whose application is not found fit for age relaxation, to get admission in Patrachar Vidyalaya/NIOS.**

8. The DDE (District) will issue admit cards (as per attached format) only to the eligible student (as per above mentioned eligibility criteria) after scrutinizing all the applications submitted by Heads of Schools. Photograph of the applicant pasted on Admit Card should be attested by the concerned DDE (Distt.) / Nodal Incharge.
  9. The admit cards to all the eligible applicants will be distributed on 07-05-2024 (Thursday) in the schools where the applicants got registered themselves. So, all the DDE (District)/ Nodal Incharges are hereby requested to direct concerned Heads of the Schools under their jurisdiction to collect duly signed Admit Cards from the office of the concerned DDE (District) / Nodal Incharge latest by 06-05-2024.
  10. The Test Paper for CAT will comprise Multiple Choice Questions (MCQs). The candidates will provide answers in the Test Booklet itself.
  11. Test Paper for CAT will be provided centrally by Examination Branch.
  12. For smooth conduct of test, following directions are to be complied with:
    - For Class X, Question Booklet will consist of five subjects: English (20 marks), Hindi (20 marks), Science (20 marks), Social Science (20 marks) & Maths (20 marks).
    - For Class XII Subject Wise Question Booklet will be provided to the applicant. Test will be conducted stream wise in the following subjects:
      - ✓ For Commerce Stream: English (25 marks), Maths (25 marks), Accountancy (25 marks) & Economics (25 marks).
      - Note:** For Commerce without Maths, Maths will not be considered.
      - ✓ For Science Stream: English (25 marks), Maths (25 marks), Physics (25 marks), Biology (25 marks) & Chemistry (25 marks).
      - Note:** For Science without Maths, Maths will not be considered. For Science without Biology, Biology will not be considered.
      - ✓ For Humanities Stream: English (25 marks), Hindi (25 marks), Pol. Science (25 marks), Economics (25 marks), History (25 marks) & Geography (25 marks).
- Note: For class XII, it is mandatory to attempt any one language along with other three elective subjects.**
- Student will be declared pass in CAT only if he/she secures minimum 33% marks in each of the subjects separately as well as in aggregate.



- Applicants are advised to carry any photo ID card e.g. Aadhaar Card, Voter ID Card, School ID Card issued by previous school etc. in the examination centre for their identification.
- Heads of Schools are directed to disseminate this information to all the candidates and their parents at the time of submission of the application forms.

13. Result of the Common Admission Test for Classes X and XII will be declared on 14-05-2024 (Tuesday) at 12:00 Noon and will be displayed in District Office. The same will also be forwarded to all the concerned Heads of Schools. The school will be allotted by the concerned DDE (District) as per vacancy/availability of subject combination in the school and residence of the applicant.

14. It has been noticed that some invalid combination of subjects is being offered to the students which is creating problem at CBSE/University level. All Head of schools are directed to offer those subjects which are in line with CBSE Guidelines as well as applicable at university level. In case of any query, the HoS may contact CBSE for clarification.

15. Concerned HoS will process & submit the files along with countersigned copies of documents for Class X & Class XII **separately** to concerned DDE (District) for approval and generation of Student ID.

16. The file must contain the details on the note sheet as per the following format:

Sl. No.	Name of Student	Date of Birth	Present Address	Father's Name	Class	Stream	Result of CAT	Eligibility (Yes/No)	School Allotted with ID
1.									
2.									

17. The concerned HoS will ensure that the countersigned copies of the required documents are attached in the file before forwarding it to the concerned DDE (District).

18. **Documents required for approval of DDE (District) for admission of a student in Class X.**

- (i) Mark sheet of Class IX.
- (ii) Result of Common Admission Test for Class X.
- (iii) Countersigned School Leaving Certificate of Class IX/X of a recognized school.
- (iv) Any 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 or child.
  - Electricity bill/MTNL telephone bill/Water bill.
  - Bank Passbook in the name of child or any of the parents.
  - Aadhaar Card of the child or any of the parents.
  - Passport in the name of child or any of the parents.

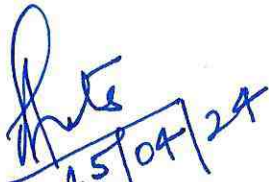
19. Documents required for approval of DDE (District) for admission of a student in Class XII.

- (i) Mark sheet of Class X
- (ii) Mark sheet of Class XI.
- (iii) Certificate in respect of claim of SC/ST/Divyangjan/Minorities/OBC (Non Creamy Layer)/Kashmiri Migrants and students having I/II/III positions in National Games (if applicable).
- (iv) Result of Common Admission Test for Class XII.
- (v) Countersigned School Leaving Certificate of Class XI/XII of a recognized school.
- (v) Anyone of the documents as **residence proof of Delhi** as stated at point 18 (iv) under Guidelines for DDE (District).

20. After approval of the admission by concerned DDE (District), student ID will be generated at DDE (District) level.

21. The DDE (District) will convey the approval of the admission to the concerned HoS.

This issues with the prior approval of Competent Authority.

  
(Dr. Anita Vats)  
DDE (School)

Encl: As above

No. DE.23 (363)/Sch.Br./2024/ 259

Dated: 15/4/24

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

Copy to:-

1. PA to Director (Education), Delhi.
2. All RDEs/DDEs (District/Zone) to ensure compliance.
3. DDE (Exam) for necessary action.
4. System Analyst (MIS) for uploading on website.
5. Guard File.

  
OSD (School)

## Registration Form for Common Admission Test 2024-25

Name of the School Nearest to  
Residence of the Applicant .....  
Name of the Student:- .....  
Gender: .....  
Date of Birth: .....  
Class of Admission: .....  
Stream (If applicable): .....  
Mother's Name: .....  
Father's Name: .....  
Gurdian's Name (If applicable): .....  
Category: .....  
Residential Address: .....  
Landline Phone No.: .....  
Mobile No.: .....  
Alternate Mobile No. (if any): .....  
Type of Disability (If applicable): .....  
Last class Passed: .....  
Year of Passing last class: .....  
Subjects passed in last class : .....  
.....

Received registration form for CAT 2024-25 from .....  
..... s/o/d/o ..... for admission to class  
..... for the academic session 2024-25.

Name of the Teacher (Recipient) .....  
Signature of the Teacher .....  
Name of the School with ID .....

# ADMIT CARD

## COMMON ADMISSION TEST 2024-25 FOR ADMISSION TO CLASS X / XII

Date of Examination: 09-05-2024

Timing of Examination: 10:00 AM to 12:00 Noon

Examination Centre: .....

.....

Class of Admission: .....

Stream (If applicable): .....

Name of the Student:- .....

Gender: .....

Date of Birth: .....

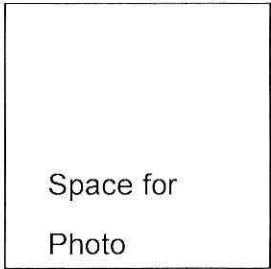
Mother's Name: .....

Father's Name: .....

Gurdian's Name (If applicable): .....

Residential Address: .....

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**Sign & Seal of the Concerned DDE (Distt.)/ Nodal Incharge**



**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)