

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

No.F.DE.15(428)/PSB/EWS/2026-27/685-692 Dated. 20/02/26

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 2026-2027.

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 neighborhood and provide free and compulsory education till completion of elementary education.
2. Directorate of Education is facilitating admissions of Economically Weaker Sections/Disadvantaged 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 2026-2027 through COMPUTERIZED ONLINE ADMISSION SYSTEM. The applicant may apply for registration on the portal <https://ewsadmissions.delhi.gov.in> or may access the Directorate's Website i.e. www.edudel.nic.in or www.edustud.nic.in and click on "EWS/DG Admission" link available on home page for applying.

3. Admission under -

(1) **EWS Category-** (A child whose parents have total annual income of less than 5 lakh rupees from all sources /BPL/AAY & who have been staying in Delhi).

(2). **DG category-** (SC/ST/OBC-Non-creamy layer/Orphan/Transgender and the children living with 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.Cell/PSB/2018/26923 dated 23.07.2018.

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.
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 EWS/DG/CWSN by applicant.	21.02.2026
Last Date of Submission of online application by the EWS/DG and Children with Disabilities category applicants.	16.03.2026

The date of first computerized draw of lots for EWS/DG and Children with Disabilities category applicants will be notified shortly in separate circular

10. Any person residing in Delhi, having the residence proof of Delhi and requisite valid 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 (EWS) Category.

11. Economic Weaker Section (EWS)/DG/CWSN

(a) Economic Weaker Section (EWS)

"Income certificate (total annual income of less than 5 lakh rupees from all sources) must be issued by the Revenue Department of GNCT of Delhi". Date of 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 before the last date of applying for online admission process are eligible under Economic Weaker Section (EWS) for applying in these Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section (EWS) Category.

(b) 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 as defined in Section 2 (d) of the RTE Act, 2009. 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.

(c) Children with Special Needs: -

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.

12. **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 31.03.2026
Pre-school/Nursery	3-5 years must born between 01.04.2021 to 31.03.2023
Pre-primary/KG	4-6 years must born between 01.04.2020 to 31.03.2022
Primary/Class-1	5-7 years must born between 01.04.2019 to 31.03.2021

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 therein. 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 as under: -

Class	Age Limit for Children with Disabilities/CWSN category on 31.03.2026.
Pre-school/Nursery	3-7 years must born between 01.04.2019 to 31.03.2023
Pre-primary/KG	4-8 years must born between 01.04.2018 to 31.03.2022
Primary/Class-1	5-9 years must born between 01.04.2017 to 01.04.2021

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

13. The candidates/applicants will be required to upload clear and Legible scanned copies of required documents in prescribed format. The details of the documents required are as under:

S.NO	Documents	Documents needs to be uploaded
1.	Proof of date of birth (any one of the following documents)	<ul style="list-style-type: none"> • Birth Certificate under the registration of Birth, death and marriages certification Act1969. • Hospital/Auxiliary Nurse and Midwife (ANM) register record. • Anganwadi Record • Declaration of age of child by the parents or Guardian
2.	Proof for income certificate in case of EWS	<ul style="list-style-type: none"> • Income certificate issued by the Revenue Department of GNCT of Delhi. <p>(The Income Certificate issued by the Revenue Department, Government of NCT of Delhi (GNCTD), before the last date prescribed for submission of the online registration form shall be treated as valid for the purpose of admission under the concerned category.</p> <p>A valid Income Certificate merely applied prior to the last date of registration but not actually issued before the said last date of registration shall NOT be taken into consideration. For example, if the last date of registration is 16.03.2026, only those Income Certificates issued before 16.03.2026 shall be considered valid. Any Income Certificate issued after 16.03.2026 will NOT be considered for admission.</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • BPL/AAY(Ration Card/ Food Security

		Card Holder) issued from GNCT of Delhi before the last date of registration. Note:- The valid Income Certificate /BPL/AAAY(Ration Card/Food Security card) uploaded during the registration will be verified at the time of document verification.
3.	Proof of present residential address. (any one of the following documents)	<ul style="list-style-type: none"> • Ration card in the name of Parent having name of the Child in Ration card • Domicile Certificate of Child or his/her parents • Voter Id card of any of the Parents. • Electricity bill/MTNL Bill/ Water bill. • Passport in the name of any of the Parents or Child.
4.	Child Photograph	<ul style="list-style-type: none"> • a recent black and white photo that is not older than 6 months • File type for image must be jpeg or jpg • Minimum file size: 20 KB and Maximum file size: 50 KB • Width: 350 px, Height: 450 px and Minimum DPI: 72

The documents uploaded by the applicant during the registration period shall be treated as final for the purpose of determining eligibility. Only those documents so uploaded shall be considered at the time of document verification. **No** other documents shall be accepted or taken into consideration at any subsequent stage.

14. For the purpose of Registration under the category EWS/DG/CWSN, Guardianship will be considered only when none of the parents are alive, and the guardian must have a Legal Guardianship Certificate as per the relevant statutory provisions as prescribed under the law pertaining to the appointment of guardian.
15. The candidates/applicants will be required to fill all the mandatory options mentioned in the registration form.
16. **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.

17. 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/Block/Gali etc.
Sub-Sub Locality	

If it is found at any stage that wrong information regarding residential address of a child is filled in order to get admission in a preferred school, then application of the child will be liable for cancellation.

18. The allotment of the child shall be cancelled in case the documents submitted by the applicant at time of scrutiny of Documents or later stage is found to be forged/fake. Allotment of child shall be cancelled if variation is found in details filled in online application and documents submitted at time of scrutiny of Documents. 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.
19. 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.
20. A monitoring Cell & helpdesk 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.
21. 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)).

22. 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.

(RAJPAL SINGH)

DY. DIRECTOR (EDUCATION)

No.F.DE.15(428)/PSB/EWS/2026-27/ 685-692

Dated. 20/02/26

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 grievance and queries regarding admission under EWS/DG/CWSN category at entry level in the Private Unaided Recognized Schools.
2. PS to Secretary (Education), Directorate of Education, GNCT of Delhi.
3. PA to Director (Education), GNCTD.
4. Director (Education), MCD with the request for issuance of subsequent admission notice.
5. Director (Education), NDMC with the request for issuance of subsequent admission notice.
6. Helpline numbers. & mechanism for redressal of grievances and queries regarding admission under EWS/DG category at entry level in their Private Unaided Recognized Schools.
7. All DDEs districts for necessary compliance.
8. SO (IT) with a request to upload the circular on departmental website as public circular.
9. Guard File.

(RAJPAL SINGH)

DY. DIRECTOR (EDUCATION)