

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

No. DE.23 (28)/Sch.Br./08/ 648

Dated: 29-05-14

C I R C U L A R

**Sub: Instructions for Online Admissions in Class XI in Science and Commerce Streams for the Session 2014-15.**

This is in continuation of our earlier Circular no.DE.23(28)/Sch.Br./08/257 dated 20/03/2014. **The admissions for class XI in the Science & Commerce streams will be done online for the year 2014-15** as per the Admission Plan submitted by the concerned zones.

**A. ADMISSION PROCEDURE for Govt./Govt. Feeder Schools**

- Registrations of the students will be done in their **OWN/FEEDER SCHOOL**. Each student has to compulsorily fill and submit the **OPTION FORM** (Annexure -1) in the school from where he/she appeared in class X exam.
- It is the **responsibility of the HOS** to ensure that all students submit the **option form** in their **own** school.
- HOS will submit **online** the names of those eligible students who have opted for Science/Commerce stream.
- A merit list (ML-1a, ML-1b) for Govt. /Govt. Feeder schools will be generated online and the **same will be displayed by the HOS of own/feeder school** as per schedule mentioned in the circular.
- In case, the number of students who have applied for Science/Commerce stream is more than the seats available in the particular school, another school will be allotted by the E.O at Zonal level in the online module. The name of the allotted school will be reflected in the own/feeder school as well as in the allotted school where the admission will be given to the students as per {ML-1(a)}. In such cases the students will contact the **"Allotted School"** (where admission is to be done) for admission.

- Feeder schools will forward the **S.L.Cs of plan scheme students (ML-1a, ML-1b)** to the concerned allotted school within ten days of the declaration of the respective merit lists.

**B. ADMISSION PROCEDURE (Manual) for Govt. Aided / Feeder Private /Recognized Private / Other Schools.**

All the Heads of Govt. schools are directed to adhere to the following instructions in letter and spirit while preparing the merit list for the following categories of students:

- Govt. Aided school students.
  - Feeder Pvt. School students as per Admission Plan.
  - Public School Students/Outside Students.
1. Application forms for such Admissions are to be filled and submitted by the students directly in the school where they seek admission.
  2. The merit lists for Science and Commerce streams will be prepared separately as ML-2 for students of Govt. Aided schools, ML-3 for Feeder Private School students as per admission plan and ML-4 for students of Other Schools.
  3. The merit lists ML-2, ML-3, ML-4 will be prepared separately for each stream as per the criteria given in the circular dated 20/03/2014.
  4. The Heads of Schools must ensure that first of all, the eligible students of ML-1a & ML-1b shall be given admission in the Science and Commerce streams as per the merit list of "Own/Feeder Govt. School students". Only after all the students of ML-1a, ML-1b have been admitted, then the HOS will consider ML-2 and thereafter ML-3 and then ML-4.
  5. Importantly, admissions will be given to ML-2 i.e. Govt. Aided School students only if seats are vacant after giving admissions to Govt. school students of ML-1a & ML-1b.
  6. If seats are still available, then admissions will be given to Feeder Private School Students as per admission plan (ML-3) and thereafter, Public School / outside students (ML-4) in strict order of merit list. The CBSE / Concerned Board roll numbers of such students must be mentioned in the merit list and grades of the concerned students must be properly checked and verified by the Head of School.  
In order to observe transparency in admission procedure, Heads of schools are hereby directed to prepare Merit lists 2, 3 & 4 for Science and Commerce Streams

by taking into account all applications received in the school. In addition to above, the following instructions should also be complied with:

- Prepare the merit lists including CGPA & Grade points of their required subjects (as per circular no.DE.23(28)/Sch.Br/08/606 dated 28/05/2012).
- The HOS has to prepare the merit list according to these total grade points keeping in view that a student must have obtained minimum qualifying grades in each subject as per admission criteria for Science and Commerce streams.
- It is also important to note that just **getting minimum qualifying grade & CGPA does not guarantee admission in a particular stream.**
- The Education Officers are also directed to monitor the admission process personally and closely and it is their responsibility to ensure that no rules are violated. Transparency is to be maintained at all levels.
- HOSs must ensure compliance of circular no. DE.23(28)/Sch.Br/865 dated 02/07/2013 and circular no. DE.23(28)/Sch.Br/08/606 dated 28/05/2012).

**The HOSs are directed not to force the students of their own school to choose a particular stream.** All the eligible students of their own school must be given the stream of the students' choice, subject to merit and availability of seats.

**The schedule for admission of class XI (Science and Commerce Streams).**

Last date to submit the application	20.06.14 (Friday)
Declaration of 1 <sup>st</sup> List (ML-1a)	24.06.14 (Tuesday)
Last date for admission for 1 <sup>st</sup> list	28.06.14 (Saturday)
Last date for submission of application for second list	02.07.14 (Wednesday)
Declaration of 2 <sup>nd</sup> list (ML-1b)	04.07.14 (Friday)
Last date for admission for 2 <sup>nd</sup> list	11.07.14 (Friday)
Declaration of 3 <sup>rd</sup> List (if required) (ML-2,3 & 4)	14.07.14 (Monday)
Last Date for admission in class XI	31.07.14 (Thursday)

**Note : HOS is directed to display the schedule on the Notice Board.**

  
29/5/14

**DR.(MRS.)SUNITA KAUSHIK )  
ADDL.D.E. (SCHOOL)**

- Encl: (1) Procedure for on line filling of module ( Circular dt 24.06.2013)  
(2) Edit option (circular dt 20.06.2013)  
(3) Admission criteria for class XI (Circular dt.28.05.2012).  
(4) Circular no. DE.23(28)/Sch.Br/865 dated 02/07/2013

**All Heads of Govt. schools through MIS**

No. DE.23( 28)/Sch.Br./08/

Dated:

Copy to:-

1. PS to Secretary(Education)
2. OSD to Director(Education)
3. All RDEs/DDEs
4. All EOs for necessary action and follow up.
5. OS(IT) to please paste it on the website
6. Guard File

  
ADE(SCHOOL)

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

No. DE.23(28)/Sch.Br./08/ 257

Dated: 20/3/14

CIRCULAR

Sub: Admission to class XI for the session 2014-15.

The Admission criteria for class XI to various streams for the session 2014-15 will be the same as per circular no. DE 23(28)/Sch.Br./08/606 dated 28/05/2012 (copy enclosed).

In order to avoid hardship to the students and parents for getting eligible students admitted in the Science & Commerce stream, the Admission to class XI for Science & Commerce stream will be done online like last year, whereby a common merit list will be generated for own Govt. school students and the students of feeder Govt. schools.

All Heads of schools are to inform the following guidelines to students of class X before completion of exams about the admission to class XI.

All class X students should be informed that they have to contact their school after the declaration of class 10<sup>th</sup> Board result to apply for admission to class XI for all streams.

It is mandatory for all the students to fill option form with the option of stream for admission.

Admission to class XI will commence immediately after declaration of class X CBSE result and will continue through out summer vacations.

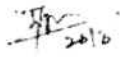
  
DR. (MRS.) SUNITA KAUSI  
ADDL. D.E. (SCHOOL)

All HOS/EOs/DDEs through DEL-E

No. DE.23(28)/Sch.Br./08/ 257

Dated: 20/3/14

- 1 PS to Secretary (Education)
- 2 PS to Director (Education)
- 3 All RDEs
- 4 All DDES./EOs
- 5 OS(IT) to please paste it on the site

  
(USHA RANJAN)  
DEO(SCHOOL)

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

No. DE.23(28)/Sch.Br./08/ 606

Dated: 28.5.2012

CIRCULAR

Sub: Admission Criteria for class XI in Govt./Govt. Aided Schools

In supersession of earlier circular dated 25/05/2010, 04/06/2010, 15/06/2010 and 14/07/2011, the Admission criteria for class XI in Govt./Govt. Aided schools has been revised. All the Heads of Govt./Govt. Aided schools are directed to observe the following criteria while admitting the students in class XI in various streams w.e.f academic session 2012-13.

A student declared passed at the Secondary school examination and getting following grades (without asterix) are eligible for admissions in Class XI.

Name of Stream	CGPA	Subjects/ Grades required
Science	7	English-B-2, Maths-B2, Science B-2
Commerce (With Maths)	6.6	English-C1, Maths-B2, Social Science-C1
Commerce (Without Maths)	6	English-C1, Social, ..... Hind-C1, Science C-1

- Humanities and Vocational
- A student must have been declared passed by the CBSE at the secondary school examination or its equivalent board
  - For giving Economics as a subject a student must have at least 6.00 CGPA
  - For giving Maths as a subject a student must have secured at least C1 grade in Maths.

Note - Admission in Humanities is not to be denied to own students who have been declared passed in class X.

All HCS are hereby informed that relaxation of 1 grade point in any one of the three subjects mentioned for admission in particular stream is to be given in respect of candidates belonging to the following categories i.e. for SC/ST handicapped Kashmere Migrants & those students having 1st III position in National Games.

52/6

Admission of compartment students- The schedule and procedure for admission of compartment students shall be completed within 10 days of the declaration of class 10<sup>th</sup> result as per above criteria.

Encl: Guidelines & schedule for class XI admission

(Dr. (Mrs.) Sunita Kaushik)  
Addl. D.E. (School)

All HOSS, DDEs/EOs through DEL-E

No. DE 23(23)/Sch.Br./08/

Dated.

Copy to:-

1. PS to Secretary (Education)
2. PS to Director (Education)
3. All RDEs
4. All DDEs (District) EOs
5. DSIT, to please paste it on the website
6. Guard File

(KUM KUM LAMBA  
ADE (SCHOOL)

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

No. DE.23(28)/Sch.Br./ 833

Dated: 24-6-13

**C I R C U L A R**

Subject:- Instruction to HOS regarding admission to class XI in Science and Commerce Stream for the session 2013-2014

All Head of schools are to follow the admission procedure as under:-

- (i) Parent schools to display the Merit List I on 26<sup>th</sup> June 2013 at 9.00 a.m.
- (ii) The admission of students has to be done online
  - A. To click the name of the student
  - B. Click for allotment of the Admission number to the students.
  - C. At the time of admission the HOS will accept the duly filled form for admission along with a photocopy of the residence proof of the student (No SLC is required for online admission of student of Govt. schools)

As admission process will continue, HOSs will continue to take the option forms from the students of Govt/Govt Feeder schools and submit their names online.

All DDEs/EOs are to ensure that above admission schedule in followed complied.

( DR.(MRS.) SUNITA KAUSHIK  
ADDL.D.E.(SCHOOL)

**All HOS, EOs/DDEs/RDEs through DEL-E**

No. DE.23(28)/Sch.Br./ 833- 838

Dated: 24-6-13

Copy to:-

1. PS to Secretary(Education)
2. PS to Director(Education)
3. All RDEs
4. All DDEs(District)/EOs
5. OS(IT) to please paste it on the website
6. Guard File

( KUM KUM LAMBA  
ADE(SCHOOL)



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

No.DE.23(28)/Sch.Br./ 798

Dated:- 20-6-13

**CIRCULAR**

**Sub: Online module for admission in Science & Commerce in Class XI – EDIT OPTION.**

In the admission module for admission in class XI the “EDIT” option is available at school level. The HOS may use the option for update in case of change of option for the stream by a student.


The HOS’s are responsible to ensure that as per the option given by the student the name is registered online.

*The concerned HOSs/EOs/DEOs are directed to ensure that no student is left out. In case of negligence the officer concerned will be held responsible.*

The list of defaulter schools is attached. Concerned EOs/DEOs are to submit the status report in “Annexure 1” to School Branch latest by 24/06/2013 (Monday).

If there is any problem in registering the students online the HOS should contact the School Branch by phone 011-23890122 or e-mail – [schbranch@hotmail.com](mailto:schbranch@hotmail.com)

Encl:- As above.

  
( Dr. (Mrs) Sunita Kaushik)  
Addl.D.E.(Schools)


**All DDEs/EOs/HOSs of Govt schools through DEL-E**

No.DE.23(28)/Sch.Br./ 799 - 802

Dated:- 20-6-13

**Copy to:-**

1. PS to Secretary (Education)
2. PS to Director (Education)
3. All RDEs for information
4. . OS (IT) to please paste it on the website.

  
(Kum Kum Lamba)  
ADE (School)

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

No. DE.23(28)/Sch.Br./

Dated:

**C I R C U L A R**

Subject:- Admission criteria for class XI-Extension of benefit of one grade relaxation in one subject to students of Minorities/OBC (non-creamy layer) category.

Please refer to our earlier Circular no. DE.23(28)Sch.Br./08/711 dated 29/05/2013 & 28/05/2012 (copy enclosed)

All HOS are hereby informed that relaxation of 1 grade point in any one of the three subjects mentioned for admission in Science and Commerce stream is to be given in respect of students belonging to the Minorities/OBC (non creamy layer) category of students for the session 2013-14. (Necessary modification is being done in the online admission module).

This issues with the prior approval of Competent Authority.

  
( DR.(MRS.) SUNITA KAUSHIK  
ADDL.D.E.(SCHOOL)

ENCL. AS ABOVE

**All HOS, EOs/DDEs/RDEs through DEL-E**

No. DE.23(28)/Sch.Br./

Dated:

Copy to:-

- 1 PS to Secretary(Education)
- 2 PS to Director(Education)
- 3 All RDEs
- 4 All DDEs(District)/Eos/DEOs for necessary compliance
- 5 OS(IT) to please paste it on the website
- 6 Guard File

( KUM KUM LAMBA)  
ADE(SCHOOL)

**Class XI**  
**OPTION FORM**  
**Session 2014-15**

To be filled by the students

Date: \_\_\_\_\_

1. Name of the student -----
2. Student I D-----
3. Choice of Stream  
(i) Science -----  
(ii) Commerce with maths -----  
(iii) Commerce without maths -----  
(iv) Humanities -----  
(v) Vocational -----
4. Grades in the subjects as per eligibility Criteria.

SL No.	Subject	Grade
1		
2		
3		

Signature of Student

Signature of Parents

**Acknowledgment**

**( To be issued by the school)**

Master/Kum-----s/o/d/o----- have opted for -----

Stream in class XI in session 2014-15.

Date:

Signature of Teacher Incharge

Countersigned by HOS

Name of Teacher Incharge