

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
DIRECTORATE OF EDUCATION, OLD SECRETARIAT, DELHI-54.  
ACT-I BRANCH.

No: F.DE.15/Act-I/2013/5009-5020

Date: 08/12/15

**CIRCULAR**

**Sub:- Admission Schedule for Entry Level Classes (below six years of age) for open seats in Private Unaided Recognized schools of Delhi for the session 2016-17:-**

In order to conduct the admission process smoothly at the Entry Level Classes (below six years of age) in Private Unaided Recognized Schools of Delhi, the following instructions and admission schedule are issued for conducting admissions for the Open Seats (other than EWS/DG category seats) for the academic session 2016-17.

**1. ADMISSION SCHEDULE**

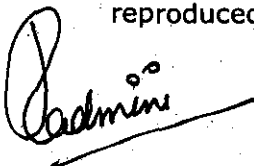
- Commencement of admission process: 01/01/2016 (Friday)
- Commencement of availability of application form for admission: 01/01/2016 (Friday)
- Last date of submission of application form in schools: 22/01/2016 (Friday)
- Uploading details of children who apply for admission under open seats: 30/01/2016 (Saturday)
- Uploading marks (as per point system) given to each of the children who applied for admission under open seats. (Friday) 05/02/2016
- The date for displaying the first list of selected Candidates (including Waiting List): (along with marks allotted under point system) 15/02/2016 (Monday)
- The date for displaying the second list of candidates (If any) (Including Waiting List): (along with marks allotted under point system) 29/02/2016 (Monday)
- Closure of admission Process: 31/03/2016 (Thursday)

*Admin*

2. No deviation from the above schedule shall be permitted. Each school shall display this admission schedule on its notice board and web site. Further each

school shall ensure that applications form for admissions are made available to all applicants till the last date of submission of admission's application forms i.e. 22/01/2016.

3. All Private unaided recognized schools admitting children in pre-school, pre-primary and/or Class-I level shall reserve 25% seats for EWS/DG category students (under the provisions of RTE Act, 2009) at Entry Levels Classes, wherever fresh admissions are made as directed by the Hon'ble High Court of Delhi vide order dated 24/05/2012 in WP(C) No: 8434/2011 and circulated vide this Directorate's circular No: 2393-2004 dated 04/06/2012.
4. Further all schools shall comply with the notification dated 28/02/2012 which directs that the number of seats at the entry level/s shall not be less than the highest number of seats in the entry class during the years 2013-14, 2014-15 and 2015-2016.
5. All the Private Unaided Recognized Schools shall develop and adopt criteria for admission which shall be clear, well defined, equitable, non-discriminatory, unambiguous and transparent. The admissions and draw of lots, if any, shall be conducted in a transparent manner preferably in presence of parents.
6. All the private unaided recognized schools shall upload their criteria adopted (including points for each criterion) for admission of Open Seats at Entry Level Classes (Other than EWS/DG category seats) for the academic session 2016-17 on this Directorate's website [www.edudel.nic.in](http://www.edudel.nic.in) at the link through login ID and Password → School Plant → School Information → Admission Criteria (2016-17). The said information must be filed by 20.12.2015. The schools shall also publicise their admission criteria on their website, if available, also well in advance before the start of admission process for public view. Further, the schools shall display the admission criteria (along with the points for each criterion) and total number of seats available at Entry Level Classes on a Flex Board, prominently, at the entrance of the school and shall upload the compliance of the same in form of photograph on the Directorate's website.
7. All the Private Unaided Recognized Schools shall upload the details of children who apply for admission under Open Seats and marks allotted to each of them by the schools under their point system, on the module developed by the department.
8. All the Private Unaided Recognized Schools shall also upload the details of children admitted and waitlisted under Open Seats and marks allotted to them by the schools under their point system, on the module developed by the department.
9. The process to upload the details as mentioned at para 6 & 7 above shall be communicated soon.
10. The various standing instructions/guidelines/orders in regard to various aspects of admission process issued by this Directorate from time to time and reiterated vide Circular No. F.DE/15/Act-1/2013/6464 dated 11.01.2013 are being reproduced herewith for strict compliance.

  
Admin

i. Regarding prospectus and charging processing fee.

Buying of prospectus of school along with application form is not mandatory for parents and schools can neither force parents to buy prospectus or charge any processing fee. Only Rs. 25/- (Non-refundable) can be charged as admission registration fee from parents.

ii. Regarding separate admission process for main school and Montessori/Pre School

The Directorate of Education vide order No. 15702-15871 dated 23.3.99 clarified/ ordered that all Pre-schools/Montessori schools being run by registered societies/ trusts in Delhi as branches of recognized unaided schools in or outside the school premises shall be deemed as one institution for all purposes, therefore schools have to follow single admission process for their pre - school and main school considering them as one institution.

iii. Regarding Upper Age Limit.

For admission in the Pre-school, the Directorate of Education vide order No. F./DE/15/1031/ACT/2007/7002 dated 24.11.2007 defined the minimum age as three years by 31st March of the year in which admission is being sought and further explained that the age stipulated for different entry classes is minimum age and the issue of uniform upper age limit is being deliberated by Government.

iv. Regarding quantum of minimum seats at entry level.

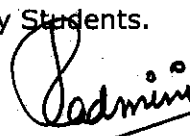
Directorate of Education vide notification dated 28.02.2012 directed that the number of seats at entry level/s shall not be less than the highest number of seats in the entry class during the previous three years.

v. Regarding documents valid as proof of address.

Some of indicative documents which can be considered as proof of residence of parents / child.

- i) Ration card issued in the name of parents (Mother/Father having name of child).
- ii) Domicile certificate of child or of his/her parents.
- iii) Voter I-Card (EPIC) of any of the parents.
- iv) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
- v) Aadhaar card/UID card issued in the name of any of the parents.

11. All the Private Unaided Recognized Schools shall not process the admission of EWS/DG category students manually. The department is in the process of developing a module for online admission of EWS/DG Category Students.

  
(PADMINI SINGLA), IAS  
DIRECTOR (EDUCATION)

Management of all unaided recognized  
Schools/District DDEs.

No. F.DE.15/Act-I/2013/ 5009 - 5020

Dated :- 08/12/15

Copy to

1. Pr. Secretary to Chief Minister, GNCT of Delhi.
2. Secretary to Minister of Education, GNCT of Delhi.
3. OSD to Chief Secretary, GNCT of Delhi.
4. Pr. Secretary (Education), GNCT of Delhi.
5. Director (Education), North/East/South Municipal Corporation of Delhi.
6. Director (Education), New Delhi Municipal Council.
7. Chief Executive Officer, Delhi Cantonment Board.
8. All Addl. Directors/RDEs/JDEs/DDEs/ADEs, Dte. of Education, GNCT of Delhi.
9. All Branch In-charges, Directorate of Education, Govt. of Delhi.
10. OS (IT) with the request to upload it on the Departmental Website.
11. Guard file.

*P. Lata*  
08/12/15

(P. LATA TARA)  
DEPUTY DIRECTOR EDN.(ACT-I)