



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

No. DE.23 (363)/Sch.Br./2018/274

Dated: 14/6/19

**CIRCULAR**

**Sub: Non-Plan Admissions for Classes X and XII for the Session 2019-20.**

This is in continuation of Circular No. DE.23(363)/Sch.Br./2018/2055 dated 05-03-2019 on the above subject wherein detailed guidelines for Non Plan Admissions to Classes X and XII for the session 2019-20 were issued. Many parents are approaching the offices of Directorate of Education for admission of their wards to Classes X and XII in Schools under Directorate of Education. In this regard, it has been decided that one chance will be given to all such students who could not apply in response to the above mentioned Circular. The schedule for admission along with guidelines is as under:

**The schedule for admission process**

- |   |   |                        |
|---|---|------------------------|
| (i) Commencement of Registration                    | : | 20.06.2019 (Thursday)  |
| (ii) Last date for Registration                     | : | 05.07.2019 (Friday)    |
| (iii) Common Admission Test                         | : | 06.07.2019 (Saturday)  |
| Timings of the Test                                 | : | 10:00 AM to 12:00 Noon |
| (iv) Declaration of Result of Common Admission Test | : | 08.07.2019 (Monday)    |

The applications will be received in schools. The Heads of Schools will ensure that all candidates fulfil the eligibility criteria for Class X/XII, before forwarding the applications to DDE (District) for issuing admit cards for Common Admission Test.

**The criteria for admission in class X & XII are as under:**

- a. **For class XII:** The applicant must have passed class XI with desired subject from a recognised school. He/she must have obtained the minimum marks in class X required for a particular stream as given below:-

Name of Stream	Aggregate Pass %	Subjects/Marks Required (Minimum)		
Science (with Maths)	55%	English-50 %	Maths-50 %	Science-50%
Science (without Maths)	55%	English-50 %	Maths-40%	Science-50%
Commerce (with Maths)	50 %	English-45%	Maths-50%	Social Science - 45%
Commerce (without Maths)	50 %	English-45% or Hindi-45%	Social Science 45%	-----
Humanities and Vocational		● A student must have been declared passed by CBSE at the Secondary School Examination or its equivalent board.		

*S. Jain*

	<ul style="list-style-type: none"> <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 .</li> </ul>
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Relaxation of 5% marks in any one of the three subjects mentioned for admission in a particular stream 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 is to be given.

b. **For class X:** The applicant must have passed class IX from a recognised school.

• **Following Documents are 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 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).	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 proof of Delhi	Copy of one of the valid residence proof of Delhi

c. The Head of concerned School will ensure that the documents are verified with the originals before admitting the student.

d. 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 DE.40(20)EVG/IEDC/Circular/98/7109-8699 dated 06.01.2003.

**Guidelines for DDE (Districts)**

a. DDEs (District) will fix the Nodal Centre(s) and depute Nodal Incharge(s) for the Common Admission Test (CAT) 2019-20.

b. The DDE (District) will issue admit cards only to the eligible student (as per above mentioned eligibility criteria) after scrutinizing all the applications submitted by HOS.

c. The Test Paper for CAT provided centrally for Class X will be of two hours duration with maximum 100 marks. The Test Paper will consist of questions based on English, Mathematics and Hindi.

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- d. The Test Paper for CAT provided centrally for Class XII will be of one and half hour duration with maximum 100 marks based on stream wise subjects studied in Class XI as follows:-
- Commerce:** English, Maths, Accounts and Economics.
  - Science:** English, Physics, Chemistry and Maths (for Biology without Maths, Maths will not be considered).
  - Humanities:** English, Hindi, Political Science and Economics.
- e. **The student will be declared pass in the Common Admission Test only if he/she secures minimum 33% marks in each of the subjects separately.**
- f. Result of the Common Admission Test for Classes X and XII will be declared on 08.07.2019 (Monday) and will be displayed in the office of DDE (District), who will allot schools to the selected students.
- g. Concerned HoS will process & submit the files along with countersigned copies of documents for Class X & Class XII **separately** to concerned DDE (District) and get it approved by 15.07.2019.
- h. The file must contain the details on the notesheet 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.									

- i. The concerned HoS will ensure that the countersigned copies of following documents are attached in the file before it is sent to the concerned DDE (District).

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

- Mark sheet of Class IX.
  - 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).
  - Result of Common Admission Test for Class X.
  - School Leaving Certificate of Class IX/X of a recognized school.
  - Anyone 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 child or parents.
    - Voter I card of any of the parents.
    - Electricity bill/MTNL telephone bill/Water bill.
    - Bank Passbook in the name of child or parents.
    - Aadhar card of parents/child.
    - Passport in the name of any of the parents/child.
- **Documents required for approval of DDE (District) for admission of a student in Class XII.**
- Mark sheet of Class X
  - Mark sheet of Class XI.

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- (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) School Leaving Certificate of Class XI/XII of a recognized school.
  - (vi) Anyone of the documents as **residence proof of Delhi** as stated at point i(v) under Guidelines for DDE (District) for admission in class X.
- j. After approval of the admission by concerned DDE (District), student ID will be generated at DDE (District) level.
- k. The process of student ID generation must be completed in time, so that HoS would be able to get the students registered with CBSE as per their guidelines.
- l. The DDE (District) will convey the approval to the concerned HOS.

This issues with the prior approval of Competent Authority.

*S. Sain*  
13.6.19

(Dr. Saroj Sain)

Addl. DE (School)

Dated: 14/6/19

No. F. DE.23 (363)/Sch.Br./2018/ 274

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

Copy to:-

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

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13/6/19

DDE (School)