



GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI

DIRECTORATE OF EDUCATION: SCHOOL BRANCH

OLD SECRETARIAT: DELHI-110054

DE.23 (363)/Sch.Br./2020-21/ 565

Dated: 26/8/2020

CIRCULAR

Sub.: Guidelines For Parents of Children Seeking Admission in Govt. Schools through Online Module in Classes VI to IX under NON-PLAN ADMISSIONS.

All the Parents seeking admission of their children in Govt. Schools under Directorate of Education are informed that for the Academic Session 2020-21 process of online Registration has been introduced in view of the spread of Novel Corona virus (COVID 19). Online application forms for Registration under Non Plan Admissions to Classes VI to IX in Government Schools of the Directorate of Education, GNCT of Delhi are invited as per following schedule:

Registration: From 27.08.2020 (Thursday) to 08.09.2020 (Tuesday).

- The Link for submission of online Registration Form is available on the Home page of Department's website www.edudel.nic.in at "**Govt. School Admissions**".
- The online form has been designed in simple format. It can be filled using normal smart phone also. However, if any parent requires support in filling it, they can approach the Help desk at nearest school. The desk will also assist the parents in filling and submitting online form.
- The applicants will provide the following details while filling the application form online:
 - (i) Personal detail like name, Father's, mother's name & residential address, details of last school attended (if any).
 - (ii) Aadhaar Number/ UID of the child (Desirable).
 - (iii) Bank Account Number of the child along with name of the Bank's Branch & its IFSC (Desirable).
 - (iv) Date of Birth of Child.
- Applicants will have to select Assembly constituency of the school nearest to his/her residence. Drop box will show names of all Govt. school falling in the jurisdiction of said Assembly Constituency and nearby area. The applicant is required to select nearest Govt. school as per his residence. Here it is pertinent to mention that purpose of asking for nearest school is to assess the location of the applicant's residence so that school nearest to his/her residence, where the seats are available, may be allotted. Therefore Applicants are directed to select the nearby school very carefully.

S. Singh

- Parents may either take print out of the registration form after submission or note the online generated Registration Number for future reference. The Registration Number will also be forwarded to the applicant through SMS at the registered mobile number.
- Age Criteria for admission in the classes VI to IX is given as under:

class	Normal age criteria (without any relaxation) as on 31-03-2020
VI	completed the age of 10 yrs but less than 12
VII	completed the age of 11 yrs but less than 13
VIII	completed the age of 12 yrs but less than 14
IX	completed the age of 13 yrs but less than 15

Further, age relaxation of 6 months, in the maximum as well as minimum age, is also granted at the level of HoS.

For Divyang applicants, age relaxation of 6 months in the lower age and 4 years in the upper age is also granted at the level of HoS.

- Parents will be solely responsible for the correctness of the Information submitted online by them in the registration form. They may take the print out of the Application Form and check the correctness of data submitted by them. They may also note the online generated Registration Number for future reference. If any error is noticed by them they may delete the application submitted by them and submit the fresh application before the last date of registration. For this Parent/Candidate will be provided facility to delete online application submitted by them through OTP verification. The link for deletion is available below the Registration Link available at department website i.e. www.edudel.nic.in.
- Help Desk to address admission related queries/grievances will be made available to the applicants as per schedule given below:
 - a) Morning and General Shift Schools : From 09:00 AM to 12:00 Noon
 - b) Evening Shift Schools : From 01:30 PM to 04:30 PM
- A centralized helpline is also made available for any admission related queries at Telephone Number 1800116888 or 10580 from 07:30 AM to 07:00 PM on all working days.
- Once candidate is registered online his/her name will be reflected at the level of respective Cluster Nodal Incharge of the school nearest to residence of the candidate (as declared by the candidate in the Registration Form).

P. Jais

- On the basis of the availability of vacant seats and infrastructure in the cluster, school nearest to residence of the applicant will be allotted by the Cluster Level Admission Committee through the online module available on MIS.
- If no seat is available in any of the schools of the cluster or the candidate is residing outside of the periphery of the cluster and no school is allotted by the Cluster Level Admission Committee, then candidate will be reflected at the level of respective Zone for allocation of school in a nearby cluster of schools. The DDE (Zone) will allot the school to all such applicants who are residing within the zone.
- If candidate is residing outside of the periphery of the zone but within the District then DDE (Zone) will allot the school online with the consultation of the DDE (District).
- Further, if candidate is residing outside of the periphery of the zone as well as District, the concerned DDE (Zone) will allot the school online as decided by the DDE (District) after consultation with the concerned DDE (District) where candidate is residing.
- Following documents are to be submitted for verification at the time of admission by the parent/student to the Head of the allotted School:-
 - (i) One passport size photograph of the child.
 - (ii) **For class VI to VIII** : School leaving certificate of a recognized school OR Original Date of Birth Certificate issued by MCD or any other Local Body OR An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.
For class IX: School leaving certificate of a recognized school.
 - (iii) Mark sheet of previous class passed (if applicable).
 - (iv) Any of the following documents as residence proof:-
 - (a) BPL Card/Ration Card issued in the name of parents having name of the child.
 - (b) Domicile certificate of child or parents.
 - (c) Voter I card of any of the parents.
 - (d) Electricity bill/ MTNL telephone bill/water bill in the name of parents.
 - (e) Bank Passbook in the name of child or any of the parents.
 - (f) Aadhaar Card of child/any of the parents.
 - (g) Passport in the name of any of the parents/ child.
 - (h) Driving licence of parents.
 - (v) Certificate of Caste (in case of SC/ST/ OBC).
 - (vi) Certificate of disability (in case of Divyang Student)
- **Mere submission of online application form does not guarantee the admission in a desired nearest Govt. Schools as admission will be done through online module as per number of seats available in a particular**

S. Jain

Govt. School.

- Admission to selected students through online module will be confirmed only after the physical verification of requisite documents by the concerned Govt. School.

GENERAL INSTRUCTIONS:

- The list of Govt. Schools along with their Zone, District, Cluster and their respective Assembly constituency, is available on Home Page of our website.
- It must be noted that single application shall be submitted by an individual applicant for online admission process. Multiple applications submitted by any individual applicant shall lead to cancellation of candidature. Before filling second form previous submitted form must be deleted as per procedure explained above.
- Any applicant can check the status of his application from website by entering his Registration Number or other desired information through the Link provided at the Home page of our website on or after 22-09-2020. Admission related information including school allotted will also be forwarded to the registered mobile number of the applicants.
- Applicant can confirm his/her admission in the allotted school by submitting the desired documents from 22-09-2020 to 30-09-2020.
- No transfer of student/ change of School will be allowed after admission.

This issues with the approval of the Competent Authority.

A. Jain
26.8.2020
Addl. DE (School)

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

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Dated: 26/8/2020

Copy to:-

1. PA to Director (Education).
2. PA to Addl. DE (School)
3. All RDEs, DDEs (District/Zone) for information.
4. System Analyst (MIS) for uploading on MIS.
5. Guard File.

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26/08/2020
DDE (School)