



GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI

DIRECTORATE OF EDUCATION: SCHOOL BRANCH

OLD SECRETARIAT: DELHI-110054

DE.23 (363)/Sch.Br./2020-21/663

Dated: 25/09/2020

**CIRCULAR**

**Sub.: Guidelines For Parents of Children Seeking Admission in Govt. Schools through Online Module in Classes VI to IX & XI 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). First phase of the online Registration has already closed. It has been noticed that many parents could not get their wards registered online for admission to above said classes and they are anxious about future of their wards. To provide relief to such parents, it is decided to start second phase of online registration under Non Plan Admissions to Classes VI to IX & XI in Government Schools of the Directorate of Education, GNCT of Delhi. The schedule of the second phase is as under:

S.No.	Detailed Steps for Admission Process	Specified Period for Completion
1	<b>Online Registration of Applicants (For Classes VI to IX &amp; XI)</b>	25-09-2020 (Friday) to 03-10-2020 (Saturday)
2	<b>Online checking of the status of allotment of schools (IX &amp; XI)</b>	From 12-10-2020 (Monday 12:30 PM onwards)
3	<b>Physical Verification of Document &amp; Admissions in Schools (IX &amp; XI)</b>	13-10-2020 (Tuesday) to 15-10-2020 (Thursday)
4	<b>Online checking the status of allotment of schools (VI to VIII)</b>	From 16-10-2020 (Friday)
5	<b>Physical Verification of Document &amp; Admissions in Schools (VI to VIII)</b>	16-10-2020 (Friday) to 26-10-2020 (Monday)

*J. Jain*

- The Link for submission of online Registration Form is available on the Home page of Department's website [www.edudel.nic.in](http://www.edudel.nic.in) at "**Govt. School Admissions**" alongwith detailed instruction regarding online process of registration.
- Parents are instructed to read instructions before filling the online form.

This issues with the approval of the Competent Authority.

*A. Jain*  
*25-9-2020*

Addl. DE (School)

Encl: Instructions for parents

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

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

Dated:

Copy to:-

1. Secretary to Hon'ble Dy. CM/MoE.
2. PA to Principal Secretary, Education.
3. PA to Director, Education.
4. All RDEs, DDEs (District/Zone) for ensuring compliance.
5. System Analyst (MIS) for uploading on MIS.
6. Guard File.

*3 अतिरिक्त*  
*25-09-2020*  
DDE (School)

## Instructions for Parents

- Applicants who have applied earlier in first phase and allotted schools or who are already studying or passed the previous class from Govt. / Govt. Aided Schools of the Directorate are not eligible to apply.
- Applicants, who have applied during the first phase of admission process and not allotted schools, will have to register themselves again.
- **Academic Criteria for Non Plan Admissions:-**
  - ✓ **Classes VI to VIII:** Admission will be granted to those children who have passed previous class from a recognized/unrecognized school or **those who are out of school.**
  - ✓ **Class IX:** Admission will be allowed only to those children who have passed class VIII from a recognized school.
  - ✓ **Class XI:** Admission will be granted to those children who fulfil the admission criteria of admission in class XI issued vide Circular No. DE.23(328)/Sch. Br./2020-21 dated 27-08-2020. Students who have passed their Secondary Examination (Class X) directly from NIOS with 55% marks or above in aggregate of 5 main subjects are eligible for admission in Humanities without Skill Subjects & with 50 % marks or above in aggregate of 5 main subjects are eligible for admission in Humanities with Skill Subjects.
- **Age Criteria for Non Plan Admissions:-**

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
XI	completed the age of 15 yrs but less than 17

Further, for admission to classes VI to IX age relaxation of 6 months, in the maximum as well as minimum age, is also granted at the level of HoS.

For admission in class XI age relaxation of 1 year, in the maximum as well as minimum age, is also granted at the level of HoS to the applicants who have passed class X from CBSE or Equivalent Board and there is no Gap Year.

Further the competent authority has allowed relaxation in the minimum age criteria for admissions in class XI to the applicants who have passed class X



from CBSE or Equivalent Board and there is no Gap Year, for the session 2020-21 only.

- 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.
- 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 details like name, father's name, 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.
- Registration process for admission in class XI consists of 2 parts. First part is regarding generation of Login ID and Password. After receiving the Login ID & Password, applicant has to complete the 2<sup>nd</sup> part after login at the next link. If an applicant does not complete both of the parts, his/her application will be rejected.
- After login (for class XI), applicant will have to click the link "Non Plan XI" at the Left Pane of the above screen. If required, same can be clicked during the process of filling the form for refreshing the screen.

In second part, after Login, following steps are to be completed for submission/completion of the Registration form:

- 1. Academic Record of Previous Class**
- 2. Subjects opted in Admission Class**
- 3. Upload Mark Sheet**
- 4. Preview and Submit**

Link for the above 4 steps are provided at the top of the frame. Applicants have to proceed step by step by clicking the respective link. Applicants have to complete the previous step before proceeding to the next step.

- After preview and submitting the form, 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 (for classes VI-IX). In case of class XI, Registration Number will be same as Login ID.

- Applicants are instructed to fill the information carefully, specially Mobile No. as for deletion of the registration form OTP will be sent to that Mobile Number for verification and no correction/deletion can be performed without OTP.
- 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. 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 are provided facility to delete online application submitted by them.
- The deletion process consists of 2 steps. In the first step applicants have to request for deletion at the link provided for this purpose. An OTP will be sent to the registered mobile number of the applicant. In the next step of deletion, applicant can delete the data through OTP verification. The link for deletion is available below the Registration Link available at department website i.e. [www.edudel.nic.in](http://www.edudel.nic.in) at "**Govt. School Admissions**".
- Help Desk to address admission related queries/grievances will be made available to the applicants during registration process 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.
- 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.  
**For class XI:** SLC of a last attended recognized school or Certificate of passing Class X/migration certificate issued by the concerned Board (for admission in class XI if the applicant has passed class X directly from the Board).
  - (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 any of the parent.
- (c) Voter I card of any of the parent.
- (d) Electricity bill/ MTNL telephone bill/water bill in the name of any of the parent.
- (e) Bank Passbook in the name of child or any of the parent.
- (f) Aadhaar Card of child/any of the parent.
- (g) Passport in the name of any of the parent/ child.
- (h) Driving license of any of the parent.

- (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 Govt. School.**
- Applicants can check the status of allotment of schools at the link available below the the link for registration.
- Admission to selected students through online module will be confirmed only after the physical verification of requisite documents by the concerned Govt. School.
- No transfer of student/ change of School will be allowed after admission.

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25/09/2020  
DDE (School)