

**GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF EDUCATION  
(PRIVATE SCHOOL BRANCH)  
OLD SECRETARIAT, DELHI-110054**

No. DE.15(96)/PSB/2021-22/ 3166 - 3171

Dated:- 27/08/21

**CIRCULAR**

**Subject:- Guidelines for admission of EWS/Freeship Category students in Private Unaided Recognized Schools of Delhi running on the Govt. allotted land in 2<sup>nd</sup> onwards classes for the academic session 2021-22 selected through computerized draw of lots.**

In accordance with notification dated 23/03/2018 (copy enclosed) and in continuation of circular dated 05/08/2021 (copy enclosed), regarding admission of children from economically weaker section in neighborhood to the extent of 20% in all fresh admissions made in other classes above entry level in Private Unaided Recognized Schools running on land allotted by Government agencies/DDA, the Directorate of Education conducted computerized draw of lots to fill these seats out of applications, called online by the department, from 06/08/2021 to 24/08/2021, from the candidates of EWS/Freeship category. In this connection, the following instructions are issued for all concerned for taking necessary action:-

1. The computerized draw of lots for online applications received from EWS/Freeship category students for admission in 2<sup>nd</sup> class to 9<sup>th</sup> class has been conducted on 27/08/2021 (Friday).
2. In accordance with clause 8 of the circular dated 05/08/2021, the number of selected candidates for class 9<sup>th</sup> are twice the number of available vacant seats and admission against vacant seats will be done finally by Principal/HoS of allotted schools from this selected list of candidates in accordance with rule 145 of DSEAR, 1973, which provides that:-  
"The head of every recognized unaided school shall regulate admissions to a recognized unaided school or to any class thereof either on the basis of admission test or on the basis of results in a particular class or school."  
However, candidates in case of classes other than IX shall not be subjected to any type of test/interview/screening etc.
3. The successful candidates/applicants of the computerized draw of lots shall be informed about the school allotted for admission under EWS/Freeship category through SMS on their registered mobile number, within 24 hours of completion of draw of lots.
4. The applicants can check the name of the school allotted through computerized draw of lots using Registration ID & Date of Birth at the link EWS/DG/FREESHIP Result 2021-22 in the module "EWS/DG admission and EWS/Freeship admission available at the homepage of the departmental website [www.edudel.nic.in](http://www.edudel.nic.in). The total number of online applications received are more than the total vacancies available in each class. Hence, every applicant cannot be selected in draw of lots.
  - (a) If the applicant has been allotted the school, the screen will show the allotted school name.
  - (b) If the applicant has not been allotted any school, the screen will show a message that **"It is regretted that you have not been selected in the draw of lots"**.
  - (c) If the applicant enters wrong registration ID/ Date of Birth then the screen will show a message that **"No record found"**.



5. The successful applicants shall approach the school allotted through computerized draw of lots on or before 13<sup>th</sup> September, 2021 (Monday) during school hours along with the following documents as per the information filled in the online application form:-
- (a) Print out of the application filled.
  - (b) Two Photographs of the candidate.
  - (c) Self Attested photocopy of proof of date of birth.
  - (d) Self Attested photocopy of Residential Proof.
  - (e) Self Attested photocopy of documentary proof of EWS category.

**The parents/guardians shall also keep the original documents with themselves for verification by the school authority.**

6. If the successful candidate fails to approach/report the school up to 13<sup>th</sup> September, 2021 (Monday) for completing the formalities for admission under EWS/FREESHIP category, his candidature shall be cancelled.
7. The school must check the details of the student/applicant allotted through computerized draw of lots on departmental website i.e. [www.edudel.nic.in](http://www.edudel.nic.in) using the school ID and password through the link **School Plants –EWS-EWS/DG Result 2021-22**.
8. The school must see all the online applications details of the allotted applicants by using the link as mentioned above.

In this connection, respective Unaided Recognized Private Schools running on Govt. allotted land are hereby requested to do the following:-

- (i) Place an enlarged printout of the list of students outside the school gates for the information and ease of parents.
- (ii) Many parents may be approaching private schools for the first time. Therefore, in order to help and facilitate the parents of EWS/FREESHIP category children, the concerned schools must set up Help Desks within the school premises to explain to the parents the formalities regarding paper work etc. required for admission. The Staff manning these helpdesks must be instructed to cooperate with the parents/students.
- (iii) School shall not deny admission to the successful candidates who have filled details of only one of the parents in the online application form.
- (iv) It should be ensured by school authorities that the admission to EWS/FREESHIP category successful candidates shall not be denied on frivolous ground e.g. one or two letters are different in any name in some documents. Absence of Aadhar is also not a ground to deny admission to the successful candidates.
- (v) Heads of the concerned Private Unaided Recognized Schools shall not unnecessarily send the parents to the Department, for making amendments/correction in the online application forms, as the same cannot be done at this stage. Rather, they should be taking a decision based on genuineness/merit of the specific cases and must not deny admission on unjustified/frivolous grounds.
- (vi) Admission is to be granted as soon as possible so that applicant can join the academic session on the very first day itself.

- (vii) The school shall not charge any tuition fee, admission fee or any other fee from the students admitted under EWS/FREESHIP category.
- (viii) The schools are advised to hold Introductory session for all parents together including the parents of EWS/FREESHIP category children.
- (ix) The school must confirm details of the EWS/FREESHIP category successful candidates from the supportive documents produced by them.
- (x) The school shall carefully carry out the necessary scrutiny/verification of the documents produced. The school must also verify the genuineness of EWS/FREESHIP certificates issued by different departments through online (<http://edistrict.delhigovt.nic.in>), if available, or in writing from the office of the issuing Authority.
- (xi) Income certificate issued by the Competent Authority declaring the total annual family income less than Rs.1,00,000/- is a valid document for admission under EWS/FREESHIP category whether it is in the name of mother or father or guardian of the child.
- (xii) The school shall not ask for Income certificate from those EWS category parents who submit copy of BPL/AAY/Food Security Card issued by Food and Civil Supply Department, GNCT of Delhi
- (xiii) The school shall not impose the condition for the copies of the documents produced at the time of admission to be attested by a Gazetted Officer, The self attested documents must be accepted by the school. However, verification with original documents must be carried out by the school.
- (xiv) The school shall issue proper acknowledgment against the request of the parents/guardian seeking admission in the school as declared in the computerized draw of lots.
- (xv) **The school shall call all candidates allotted through computerized draw of lots on their registered mobile number informing about the selection in the school and last date of admission.**
- (xvi) The school shall not refuse to grant admission to EWS/FREESHIP category children on the ground of distance range.
- (xvii) Every selected student has been allotted a Serial Number in order of their selection in the respective school through computerized draw of lots and list of candidates has been forwarded online in the same order to the respective schools. The school shall give admission to selected candidates in order of the serial no. allotted to the candidate through computerized draw of lots as available on the online module
- (xviii) The school by 13<sup>th</sup> September, 2021 (Monday), shall update the correct admission status as per the options available on the web page of the respective schools (Admitted/provisionally Admitted/Not Reported/Rejected/In-waiting) in respect of the applicants allotted through computerized draw of lots. The said details shall be updated daily through the link **School Plant-EWS-EWS/DG Result 2021-22**, available on department website [www.edudel.nic](http://www.edudel.nic)
- (xix) On the above mentioned link, the school shall clearly specify, in detail, the reason of rejection, if any selected applicant is denied the admission. The category of the reasons may be selected from the following grounds:-



- (a) Non-submission of valid Date of birth proof.
- (b) Non-submission of valid residence proof.
- (c) Non-submission of valid EWS/FREESHIP proof.
- (d) For EWS, the Income Certificate does not show annual income rupees One Lakh per annum.
- (e) Mismatch between online details and documentary evidence.
- (f) Duplicate Entry.

**General Instructions for all concerned:**

1. **The school once allotted to the applicant through the computerized draw of lots shall not be changed under any circumstances.**
2. The admission of the child shall be cancelled in case the documents submitted by the applicant at the time of admission are found to be forged/fake at any stage.
3. Multiple/Duplicate entries, if found at any stage, shall be liable to cancellation of the candidature/admission of the candidate.
4. For any clarification/grievances in this context, parents/school may contact on the EWS Helpline numbers 8800355192 and 9818154069 on working days from Monday to Friday between 10:00 am to 5:00 pm. Parents can also file their grievances/complaints on the GRMS portal at <http://doepvt delhi.gov.in>.
5. For any clarification/grievances in this context, parents/school may contact respective Dy. Director of Education (District/Zone). All District DDEs are requested to ensure that above said instructions are adhered strictly by all the Private Unaided Recognized Schools. Further, all Dy. Directors of Education (District/Zones) shall attend the EWS/FREESHIP parents sympathetically and resolve their grievances, if any, related to admission in co-ordination with respective school and shall issue appropriate directions to the schools regarding admission of the applicant, if necessary.

**Note:- It is hereby further directed that in case any vacancy of any class under EWS/Freeship category has remained unfilled. The HoS of respective Private Unaided Recognized School shall display that vacancy at the notice board & gate of the school and get it filled as per prescribed procedure.**

This issues with the approval of the competent authority.



**(YOGESH PAL SINGH)  
DEPUTY DIRECTOR OF EDUCATION (PSB)**

No. DE.15(96)/PSB/2021-22/ 3166 - 3171

Dated: 27/08/21

Copy for information to: -

1. PS to Secretary (Education), Directorate of Education, GNCT of Delhi.
2. PS to Director (Education), Directorate of Education, GNCT of Delhi.
3. All Special/Addl. Directors/RDs/JDEs/DDEs/ADEs, Directorate of Education, GNCT of Delhi.
4. All DDEs (District), Directorate of Education, GNCT of Delhi with the request to ensure strict compliance of the instructions by the concerned school.
5. SO (IT) with the request to upload it on the departmental website.
6. Guard File.



(YOGESH PAL SINGH)  
DEPUTY DIRECTOR OF EDUCATION (PSB)