

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

No. DE.23 (363)/Sch.Br./2022/401

Dated: 20/4/2022

CIRCULAR

Sub: Non-Plan Admissions to Classes X and XII for the Session 2022-23.

All the Heads of Govt. schools are hereby informed that following guidelines will be observed for Non Plan Admissions for Classes X & XII for the session 2022-23.

❖ **Schedule for Admission Process:**

Commencement of issuance of application form	:	25-04-2022 (Monday)
Last date for receipt of filled in application form	:	04-05-2022 (Wednesday)
Distribution of Admit Card (in the school where applicant applied)	:	07-05-2022 (Saturday)
Date of Common Admission Test	:	11-05-2022 (Wednesday)
Timings of the Test	:	10:00 AM to 12:00 Noon
Declaration of Result of Common Admission Test	:	13-05-2022 (Friday)
Last date of submission of files by concerned HoS to DDE (District) for approval	:	24-05-2022 (Tuesday)

❖ **Criteria for Admission:**

- a. **For class XII:** The applicant must have ***passed class XI from a recognised school as a regular student during 2021-22 with desired subjects.*** Moreover, he/she must have obtained the minimum marks in class X required for the stream opted by the applicant, as per given table:

Name of Stream	Aggregate Pass %	Subjects/Marks Required (Minimum)		
Science (with Maths)	55%	English-50 %	Maths/Basic Maths/Std. Maths-50 %	Science-50%
Science (without Maths)	55%	English-50 %	Maths/Basic Maths/Std. Maths -40%	Science-50%

Commerce (with Maths)	50 %	English-45%	Maths/Basic Maths/Std. Maths -50%	Social Science-45%
Commerce (without Maths)	50 %	English-45% or Hindi-45%	Social Science 45%	-----
Humanities	<ul style="list-style-type: none"> • A student must have been declared passed by CBSE at the Secondary School Examination or its equivalent board. • For giving Economics as a subject a student must have at least 45% in Aggregate. • For giving Maths as a subject a student must have secured at least 50% in Maths/Basic Maths/Std. Maths. 			

- Students who have passed their Secondary Examination (Class X) from NIOS with 55% marks or above in aggregate of 5 main subjects are eligible for admission in Humanities without Skill Subjects while others are eligible for Humanities with Skill Subjects.
- Relaxation of 5% marks in any one of the three subjects mentioned for admission in a particular stream of class XII 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 of class XII is to be given.

- b. **For class X:** The applicant must have passed class IX from a recognised school as a regular student during 2021-22.

Documents 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 one of the valid residence proof of Delhi	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

Guidelines for Admissions:

1. Admission will be allowed to children residing in Delhi.
2. Children/Parents seeking admission to class X / XII may fill the attached registration form along with Admit Card and submit it in any school nearer to their residence. A proper acknowledgement of receipt should be provided to the applicant/parents.
3. The Heads of the schools will forward all the applications to the concerned DDE (Distt.) / Nodal Incharge by 05-05-2022 for issue of admit cards. Before forwarding the applications to the concerned DDE (District) / Nodal Incharge, Heads will ensure that all applicants fulfill the eligibility criteria for admission to Class X/XII.
4. DDEs (District) will fix the Nodal Centre(s) and depute Nodal Incharge(s) for the Common Admission Test (CAT) 2022-23.
5. The Heads of the Schools will also submit a consolidated report of registered applicants in the following format:

Sl. No.	Name of the Student	Date of Birth	Present Address	Father's/Guardian's Name	Class	Stream (if applicable)	Fulfill Eligibility Criteria (Yes/No)
1.							
2.							

6. 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.

However, the regular students who have passed previous class during 2021-22 from any Recognised Unaided Schools of Directorate of Education or local bodies of Delhi and having a valid SLC & mark sheet will be exempted from applicability of age appropriate criteria similar to admission of students of feeder schools under Plan Admission.

*Further to this, Director of Education at his discretion may provide age relaxation to any deserving student (not covered under existing provisions) on grounds such as disruption of studies due to death of either of the parents, prolonged illness of either of the parents/child or any trauma faced by the student. In such cases parents of the students are required to submit an application on the attached format to the Head of the school nearer to his/her residence along with supporting documents related to the grounds under which relief has been sought. **Head of that school, after recording his/her comments regarding suitability for age relaxation will forward the case to the concerned DDE (Zone) along with all the relevant documents including application of the applicant. After examination, if case is found fit for age relaxation only then it be forwarded to School Branch through concerned district clearly recording recommendations of the DDE***

(Zone). Such applicants may be allowed to appear in the Common Admission Tests but their admission will be confirmed only after grant of age relaxation by Director Education.

Heads of the schools are hereby directed to counsel/guide students, whose application is not found fit for age relaxation, to get admission in Patrachar Vidyalaya/NIOS.

7. The DDE (District) will issue admit cards (as per attached format) only to the eligible student (as per above mentioned eligibility criteria) after scrutinizing all the applications submitted by Heads of Schools. Photograph of the applicant pasted on Admit Card should be attested by the concerned DDE (Distt.) / Nodal Incharge.
8. The admit cards to all the eligible applicants will be distributed on 09-05-2022 (Monday) in the schools where the applicants got registered themselves.
9. The Test Paper for CAT will comprise Multiple Choice Questions (MCQs). The candidates will provide answers in the Test Booklet itself.
10. Test Paper for CAT will be provided centrally by Examination Branch.
11. For smooth conduct of test, following directions are to be complied with:

- For Class X, Question Booklet will consist of five subjects: English (20 marks), Hindi (20 marks), Science (20 marks), Social Studies (20 marks) & Maths (20 marks).
- For Class XII Subject wise Question Booklet will be provided to the applicant. Test will be conducted stream wise in the following subjects:

- ✓ For Commerce Stream: English (25 marks), Maths (25 marks), Accountancy (25 marks) & Economics (25 marks).

Note: For Commerce without Maths, Maths will not be considered.

- ✓ For Science Stream: English (25 marks), Maths (25 marks), Physics (25 marks), Biology (25 marks) & Chemistry (25 marks).

Note: For Science without Maths, Maths will not be considered. For Science without Biology, Biology will not be considered.

- ✓ For Humanities Stream: English (25 marks), Hindi (25 marks), Pol. Science (25 marks), Economics (25 marks), History (25 marks) & Geography (25 marks).

Note: For class XII, it is mandatory to attempt any one language along with other three elective subjects.

- Student will be declared pass in CAT only if he/she secures minimum 33% marks in each of the subjects separately as well as in aggregate.

- Applicants are advised to carry any photo ID card e.g. Aadhaar Card, Voter ID Card, School ID Card issued by previous school etc. in the examination centre for their identification.
- Heads of Schools are directed to disseminate this information to all the candidates and their parents at the time of submission of the application forms.

12. Result of the Common Admission Test for Classes X and XII will be declared on 13-05-2022 (Friday) at 12:00 Noon and will be displayed in District Office. The same will also be forwarded to all the concerned Heads of Schools. The school will be allotted by the concerned DDE (District) as per vacancy/availability of subject combination in the school and residence of the applicant.

13. It has been noticed that some invalid combination of subjects are being offered to the students which is creating problem at CBSE/University level. All Head of schools are directed to offer those subjects which are in line with CBSE Guidelines as well as applicable at university level. In case of any query, the HoS may contact CBSE for clarification.

14. Concerned HoS will process & submit the files along with countersigned copies of documents for Class X & Class XII **separately** to concerned DDE (District) for approval and generation of Student ID.

15. The file must contain the details on the note sheet 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.									

16. The concerned HoS will ensure that the countersigned copies of the required documents are attached in the file before forwarding it to the concerned DDE (District).

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

- (i) Mark sheet of Class IX.
- (ii) Result of Common Admission Test for Class X.
- (iii) School Leaving Certificate of Class IX/X of a recognized school.
- (iv) Any 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 the child or any of the parents.
 - Voter I card of any of the parents or child.
 - Electricity bill/MTNL telephone bill/Water bill.
 - Bank Passbook in the name of child or any of the parents.
 - Aadhaar number of the child or any of the parents.
 - Passport in the name of child or any of the parents.

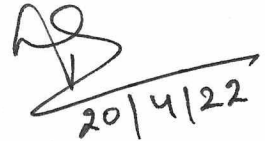
18. Documents required for approval of DDE (District) for admission of a student in Class XII.

- (i) Mark sheet of Class X
- (ii) Mark sheet of Class XI.
- (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.
- (v) Anyone of the documents as **residence proof of Delhi** as stated at point j (V) under Guidelines for DDE (District).

19. After approval of the admission by concerned DDE (District), student ID will be generated at DDE (District) level.

20. The DDE (District) will convey the approval of the admission to the concerned HoS.

This issues with the prior approval of Competent Authority.


20/4/22

(Dr. Rita Sharma)
Addl.DE (School)

Encl: As above

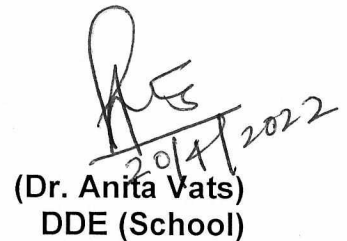
No. DE.23 (363)/Sch.Br./2022/401

Dated: 20/4/2022

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

Copy to:-

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


20/4/2022
(Dr. Anita Vats)
DDE (School)

Registration Form for Common Admission Test 2022-23

Name of the School Nearest to

Residence of the Applicant

Name of the Student:-

Gender:

Date of Birth:

Class of Admission:

Stream (If applicable):

Mother's Name:

Father's Name:

Gurdian's Name (If applicable):

Category:

Residential Address:

Landline Phone No.:

Mobile No.:

Alternate Mobile No. (if any):

Type of Disability (If applicable):

Last class Passed:

Year of Passing last class:

Subjects passed in last class :

.....

.....

Received registration form for CAT 2022-23 from
..... s/o/d/o for admission to class
..... for the academic session 2022-23.

Name of the Teacher (Recipient)

Signature of the Teacher

Name of the School with ID

ADMIT CARD
COMMON ADMISSION TEST 2022-23
FOR ADMISSION TO CLASS X / XII

Date of Examination: 11-05-2022

Timing of Examination: 10:00 AM to 12:00 Noon

Examination Centre:

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Class of Admission:

Stream (If applicable):

Name of the Student:-

Gender:

Date of Birth:

Mother's Name:

Father's Name:

Gurdian's Name (If applicable):

Residential Address:

.....

Space for
Photo

Sign of the Concerned DDE (Distt.)/ Nodal Incharge

**Proforma of Application for Seeking Age Relaxation from Director,
Education for Deserving Applicants**

Name of the Applicant :

Father's Name :

Class of Admission :

Name of the School :

School ID :

Date of Birth of the Applicant :

Quantum of Age Relaxation sought :

Ground of Seeking Age Relaxation :

List of Supportive Documents attached :

Comments of the HoS with signature & seal :

Recommendations of the concerned DDE (Zone)

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

No. DE.23(363)/Sch.Br./2016/ 1553

Dated: 19-09-2016

CIRCULAR

Sub: Age Criteria for Non-Plan Admissions in Govt. Schools.

Section 4 of the Right of Children to Free and Compulsory Education Act 2009 says, "Where a child above six years of age has not been admitted to any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his or her age". The concept of age appropriateness prescribed by the law up to the completion of elementary education cannot be ignored in subsequent classes as it is required from peer learning and pedagogical point of view as well. Therefore, building upon the "age-class" relation established under the RTE Act, the Directorate of Education has continued with the prescribed age in natural progression for subsequent classes as well. Further, the Directorate also recognizes the fact that the stipulation of age cannot be in a straight jacket form. Hence, a relaxation of 6 months in terms of under and over age is also allowed.

In supersession to circulars No. DE.23(363)/Sch.Br./2014/452 dated 04.04.2014, DE.23(363)/Sch.Br./2016/683 dated 29.04.2016, DE.23(363)/Sch.Br./ 2016/1170 dated 13.07.2016 and DE.23(363)/Sch.Br./2016/1246 dated 01.08.2016 regarding Appropriate Age Criteria for Admission in Govt. Schools under Directorate of Education, all the Heads of Govt. Schools under Directorate of Education are hereby informed that the following criteria is to be followed for **Non Plan Admission** in Govt. Schools:

The age criteria for class KG to XII will be as mentioned below:-

Class	Appropriate Age as on 31 st March of the year
KG	The age of child should be 4+ but less than 5 years
I	The age of child should be 5+ but less than 6 years
II	The age of child should be 6+ but less than 7 years
III	The age of child should be 7+ but less than 8 years
IV	The age of child should be 8+ but less than 9 years
V	The age of child should be 9+ but less than 10 years
VI	The age of child should be 10+ but less than 12 years
VII	The age of child should be 11+ but less than 13 years
VIII	The age of child should be 12+ but less than 14 years
IX	The age of child should be 13+ but less than 15 years
X	The age of child should be 14+ but less than 16 years
XI	The age of child should be 15+ but less than 17 years
XII	The age of child should be 16+ but less than 18 years

- In addition to the above Table, further age relaxation is being granted at the level of Heads of Schools in the maximum as well as minimum age for 1 month for classes KG to V level as on 31st March of the year.
- Simultaneously, age relaxation is also being granted at the level of Heads of Schools in maximum as well as minimum age for 6 months as on 31st March of the year to all students seeking admission from class VI to X and XII in all the Govt. Schools under Directorate of Education.

- However, for class XI in addition to the above table, relaxation shall be granted in **maximum and minimum age for one year as on 31st March of the year** to those students seeking admission in class XI in the Govt. Schools under Directorate of Education, who have passed class X from CBSE or equivalent Board and there is no gap year.

Illustration:

A student who has completed 14 years of age on 31st March of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the minimum age criteria.

A student who is above 17 years of age but has not completed 18 years of age on 1st April of the year and has passed Class X from CBSE or an equivalent Board may be granted admission in Class XI after allowing 1 year age relaxation in the maximum age criteria.

- The above age criteria is not applicable to **Plan Admissions** and the existing students of Government Schools.
- The child who is below 14 years of age and have an SLC of a class lower than his age appropriate class may be enrolled in Special Training Centres (STC) and then brought to his age appropriate class. This provision is intended to mainstream all out of school children, including those who due to extreme learning deficiencies cannot be admitted to age appropriate classes.
- The Directorate of Education is going to introduce class IX in Patrachar Vidyalaya from next academic session i.e. 2017-18 for students who do not meet the appropriate age criteria. In case of a student who is at least 13 years old as on 31st March of the year when seeking admission, there will be no upper age bar and neither the School leaving certificate nor class VIII pass certificate is required for admission.
- Patrachar Vidyalaya is already functional for classes X to XII. The child should be at least 14 years of age as on 31st March of the year of seeking admission in Class X. Here again, there is no upper age bar and no requirement for school leaving certificate nor class VIII pass certificate.

This issues with the prior approval of the Competent Authority.


 (DR. (MRS.) SUNITA S KAUSHIK)
 ADDL.D.E.(SCHOOLS)


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

No. DE.23 (363)/Sch.Br./2016/ 1553

Dated: 19-09-2016

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information and necessary action.
4. Commissioner NDMC (North Delhi).
5. Commissioner EDMC (East Delhi).
6. Commissioner SDMC (South Delhi).
7. Director Education NDMC.
8. CEO DCB
9. OS (IT) to please paste it on the website.
10. Guard File.


 (Usha Saini)
 DDE (SCHOOLS)