

**GOVERNMENT OF NCT OF DELHI**  
**DIRECTORATE OF EDUCATION: PRIVATE SCHOOL BRANCH**  
**OLD SECRETARIAT, DELHI-54**

No. DE.15(118)/PSB/ EWS/2<sup>nd</sup> onwards /2024/ 4855-4859

Dated: 29/08/24

**CIRCULAR**

**Subject: Guidelines for admission under EWS/Freeship category in classes from 2nd onwards against available seats in Private Unaided Recognized Schools of Delhi (except minority) running on land allotted by DDA/Govt. allotted land for the academic session 2024-25.**

1. As per clause 3A of Notification no. F.19/DDE(IEDSS)/Admn.Cell/PSB/2018/26923 dated 23/07/2018, Private Recognized Unaided Schools situated on land allotted by the Government shall also admit children from Economically Weaker Section in neighbourhood to the extent of 20% in all fresh admissions made in other classes above the entry level (Pre-school/ Nursery, Pre- Primary/ K.G. and Class-I) in the same manner as provided in this Directorate's Notification No. 15/(172)/DE/ACT/2010/69 dated 07/01/2011.
  2. In WPC No. 4607 titled as "Justice for all Vs Directorate of education, GNCTD Hon'ble High Court of Delhi has observed that seats available under EWS category in the classes from 2nd onwards will be filled and department has also given its consent to develop a mechanism to fill vacant seats of EWS category in the classes 2nd onwards through online admission process.
  3. During the session 2021-22, 2022-23 & 2023-24, department had already conducted online admission process for EWS/Freeship category in classes from 2nd onwards against available seats in Private Unaided Recognized Schools running on DDA/Govt. land for the candidate under EWS/Freeship category. The same process of admission will be followed for the session 2024-25 also.
  4. In compliance of this Directorate's Notification dated 23/07/2018, DoE is facilitating admissions under EWS/Freeship category by receiving of applications through online module and selection by computerized draw of lots for classes from 2nd onwards against available seats in the Private Unaided Recognized Schools running on Government land, for the academic session 2024-25. The applicant may access the Directorate's website i.e. [www.edudel.nic.in](http://www.edudel.nic.in) and click on "EWS/Free-ship admission" link on home page for applying online.
- Further below are the Important instructions to be followed before submission of online application form:**
5. Only a single registration can be done by using one Mobile Number. All communication related to application/admission process will be made only through that phone number.
  6. Only a single application shall be filled for a child by an applicant for online admission process. Multiple/ Duplicate entries/applications, if found at any stage, shall be liable to cancellation of candidature /admission of the child, even after succeeding in the draw of lots for admission. Also, in accordance to circular dated 04.10.2023 issued by Director (Education), it is mandatory to submit Aadhar No. of Parents/Legal Guardian for applying for the admission in classes from 2nd onwards under EWS category in Private Unaided Recognized Schools of Delhi to avoid duplicity of applications. However, the Aadhar No. of child is not mandatory for applying online for admission under EWS category.
  7. A child can avail only one-time benefit for admission in classes from 2nd onwards under EWS category in Private Unaided Recognized Schools (except Minority schools) vide order No. DE.15(1025)/PSB/2023/Pt.file/7706-7711 dated 01.09.23. A child already admitted under EWS

category cannot apply again for admission under EWS category in Private Unaided Recognized Schools.

8 In case, if parents want to change/ correct any information then they may delete the application form and can resubmit with the correct details. This can be done only till the last date of applying online.

9 Any Person residing in Delhi, having the residence proof of Delhi and requisite Income certificate (Less than one lakh rupees annually) issued by the Revenue Department of Govt. of NCT of Delhi, BPL/AAY (Ration Card/Food Security Card holder) are eligible for applying in these Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section category.

10 Economically Weaker Section(EWS):- Income certificate (less than 1 lakh rupees annually) must be issued by the Revenue Department of GNCT of Delhi". Date of Issue of Income certificate or application/Receipt for issue of income certificate must be before the last date of applying for online admission process. BPL/AAY(Ration Card/ Food Security Card Holder) issued from GNCT of Delhi are eligible under Economic Weaker Section for applying in these Private Unaided Recognized Schools for admission of their ward under Economically Weaker Section Category

11 In addition to the above mentioned detailed guidelines, it is clarified that, Private Unaided Recognized Schools are allotted through computerized draw of lots from the choices of school filled online by the parents with respect to the specific residential address. However, if there is any deviation in the residential address documents at the time of the admission from the residential address filled online, the school allotment shall stand cancelled.

12 Residential address is the main criteria for allotment of seat through computerized draw. However, it has been observed that parents/Guardian manipulate by opting wrong Locality/Sub-Locality/ Sub-Sub-Locality deliberately in order to get admission in a preferred school. Therefore, necessary amendment/changes have been done in online registration form in respect of filling details regarding Residential Address. (i.e. Locality/Sub-Locality/Sub-Sub-Locality), Which is as under:-

Residential Address	
Locality	Area
Sub-Locality	Village/Colony/ Apartment/Sector/Pocket/
Sub-Sub-Locality	Block/ Gali etc.

All Parents/Guardian who will fill wrong information regarding residential address as per amendment to get admission in a preferred school, then admission of the child will be liable for cancellation.

13 The admission/allotment of the child shall be cancelled in case the documents submitted by the applicant at the time of admission or at later stage is found to be forged/fake. Candidature/admission shall be cancelled if variation is found in details filled in online application and documents submitted at the time of admission. There is no provision for change in data submitted by Parents/Legal guardian at the time of application, so request for change cannot be considered.

14 Following documents are required at the time of admission:-

- i Printout of application form / School allotment slip.
- ii Two Photograph of the candidate.
- iii Copy of Aadhar card of candidate (Not mandatory).
- iv Copy of Aadhar card of Parents/Legal Guardian.
- v Self attested copy of Legal Guardianship (if applicable).
- vi Self attested copy of Proof of date of birth.
- vii Self attested copy of Residence proof.
- viii Self attested copy of Valid Income certificate Self attested copy of Valid Income certificate/BPL/AAY(Ration Card/ Food Security Card Holder).

- ix SLC of candidate for admission must be countersigned by the Education Officer/DDE of concerned Zone.
- x Any other relevant documents required at the time of admission.

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

15 Regarding Age Limit.

In continuation of corrigendum No. DE.15(298)/PSB/2019/1701-1707 dated 15/02/2019 regarding age criteria for admission under EWS/Freeship category from class 2nd onwards against available seats in Private Unaided Recognized Schools of Delhi for session 2024-25.

Class	Age Limit as on 31.03.2024
IIInd	The age of child should be 6+ but less than 7 years
IIIrd	The age of child should be 7+but less than 8 years
IVth	The age of child should be 8+ but less than 9 years
Vth	The age of child should be 9+but less than 10 years
VIth	The age of child should be 10+but less than 11 years
VIIth	The age of child should be 11+ but less than 12 years
VIIIth	The age of child should be 12+ but less than 13 years
IXth	The age of child should be 13+ but less than 14 years

16 The Tentative schedule and Instruction for the said online admission process is as follows:-

Opening of online Module for filling online application by the EWS/Freeship category applicants	03/09/2024(Thursday)
Last date of submission of online application by the EWS/Freeship category applicants.	13/09/2024(Friday)
The date of 1st computerized draw of lots for EWS/Freeship category	20/09/2024(Friday)

17 **The school once allotted to the applicant through the Computerized draw of lots shall not be changed under any circumstances.**

18 If the successful applicants fails to approach/ report the allotted school upto 04/10/2024 (Friday) upto 01:00 PM as per message communicated through SMS to successful candidates for completing the formalities for admission, his/her candidature shall be cancelled.

19 The school shall clearly specify, in details, the reason of rejection, if any selected applicant is denied for admission. The category of the reasons may be selected from the following grounds:-

- Non-submission of valid Date of Birth proof of the candidate.
- Non-submission of valid residence proof. Non-submission of valid EWS proof.
- Mismatch of address details filled in the online form & documents produced at the time of admission.
- The Income Certificate does not show annual income as more than one lakh per annum.
- Duplicate Entry found at any stage of admission will be liable for rejection.

20 Heads of the concerned schools shall not unnecessarily sends the parents of the candidate to the Department, for making amendments/ correction in the online application forms, as the same cannot be done at this stage. Rather they should take a decision based on genuineness/ merit of the specific cases and must not deny admission on unjustified frivolous grounds.

21 Admission is to be granted as soon as possible so that children can join the academic session at the earliest.


22 Regarding prohibition of demand of capitation fee/ donation at the time of admission "capitation fee means any kind of donation or contribution of payment other than the fee notified by the school" As per the order of Hon'ble High Court in L.PA 196/2004 in the matter of Rakesh Goyal Vs. Mont Fort School and section 13(1) of RTE Act, 2009 no school or person shall, while admitting a child, collect any Capitation fee, donation from the parents. Any school or person who contravenes this provision and receive Capitation fee, shall be punishable with fine which may extent to 10 times the Capitation charged.

23 A Monitoring cell shall be constituted in each district under the chairmanship of the Deputy Director (District), to redress the queries and grievances pertaining to online application for EWS/ Freeship category admissions and to ensure admission of successful candidates selected through computerized draw of lots in accordance with the instructions and guidelines issued by DoE by each and every concerned Private Unaided School Recognized by DoE.

24 In addition to the above, for any grievance relating to admission process in Class 2nd onwards in EWS/ Freeship category in the Private Unaided Schools Recognized By DoE, complaints or queries may be contacted at helpline number 9818154069 (between 10:00 AM to 05:00 PM on all working days (Monday to Friday)).

25 All the above directions are issued for strict compliance by all concerned and non-compliance of the order shall be viewed seriously.

This issues with the prior approval of the Competent Authority.


  
29/08/24  
SUSHITHA BIJU  
DEPUTY DIRECTOR OF EDUCATION (PSB)

No. DE.15(118)/PSB/EWS/2<sup>nd</sup> onwards /2024/ 4855-4859

Dated: 29/08/24

Copy to:-

1. PS to Secretary (Education), Directorate of Education, GNCTD.
2. PS to Director (Education), Directorate of Education, GNCTD.
3. All Regional Director of Education, Directorate of Education, GNCTD.
- 4 All DDEs (District), , Directorate of Education, GNCTD.
5. Incharge (computer cell) with the request to upload the same on the Department's website in **Public Circular.**

  
29/08/24  
SUSHITHA BIJU  
DEPUTY DIRECTOR OF EDUCATION (PSB)