

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

No. DE.15(1025)/PSB/2024/ 5725-5729

Dated: 07/10/24

CIRCULAR

Subject: Guidelines for online admission process under CWSN category students at entry level (i.e. Nursery/KG/Class-1st) against vacant seats in Private Un-aided Recognized Schools of Delhi under RTE Act, 2009 & DSEAR, 1973 by DoE for the academic session 2024-25 through Computerized Draw of lots.

1. As per Section 12(1)(c) of RTE Act, 2009, all Private Unaided Recognized Schools (except Minority Schools) are under obligation to admit at least 3% of strength at the entry level (Pre-School/Nursery, Pre-primary/KG & Primary/Class-1) class(es) by CWSN in neighbourhood and provide free and compulsory education till completion of elementary education.
2. Directorate of Education is once again facilitating admissions of Children with Disabilities Category (CWSN- Children with Special Needs) in Private Unaided Recognized Schools under Delhi School Education Act & Rules, 1973 and RTE Act, 2009, at the entry level classes (Pre-school/Nursery, Pre-primary/KG and Primary/Class-1) for academic session 2024-2025 through COMPUTERIZED ONLINE ADMISSION SYSTEM. The applicant may access the Directorate's Website i.e. www.edudel.nic.in and click on "CWSN Admission" link available on home page for applying.
3. Admission under CWSN category:-
 - In accordance with notification No.F.19/DDE(IEDSS)/Admi.Cel/PSB/2018/26923 dated 23.07.2018, 3% seats will be for Children with Disability (CWSN- Children with Special Needs) within the 25% seat reserved.
 - Income certificate is also not required to the applicant under Children with Disability (CWSN- Children with Special Needs) Category.
4. The Directorate of Education, GNCTD started the process of online allotment of seats in CWSN category by computerized draw of lots at the entry level of class(es) in the Private Unaided Recognized schools (except Minority Schools) recognized under DSEAR, 1973 w.e.f. year 2016-17, and from year 2018-19 it was further extended in Private Unaided Recognized schools (except Minority Schools) recognized under RTE Act, 2009.
6. 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.
7. 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 under

CWSN category students at entry level (i.e. Nursery/KG/Class-1st) against vacant seats in Private Unaided Recognized Schools of Delhi under RTE Act, 2009 & DSEAR, 1973 by DoE for the academic session 2024-25 through Computerized Draw of lots. However, the Aadhar No. of child is not mandatory for applying online for admission under EWS category.

8. A child can avail only one-time benefit for admission at entry level under CWSN 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 CWSN category cannot apply again for admission under CWSN category in Private Unaided Recognized Schools.

9. The schedule for the said online admission process is as follows:-

ADMISSION SCHEDULE FOR VACANT SEATS

Opening of Online Module for filling online application by the CWSN applicants.	10.10.2024 (Thursday)
Last Date of Submission of online application by the CWSN category applicants.	22.10.2024 (Tuesday)
The date of computerized draw of lots for CWSN category applicants.	28.10.2024 (Monday)

10. The applicant under Children with Disabilities Category must have disability certificate issued from a Government Hospital as mentioned in assessment guidelines issued under RPWD Act, 2016. The certificate of disability issued under the persons with disabilities (Equal opportunities, protection or rights and full participation) Act, 1995(1 of 1996) shall continue to be valid after commencement of the act for the period specified therein. Income certificate is also not required to the applicant for admission under Children with Disability (CWSN- Children with Special Needs) Category.

11. **Age criteria for Children with Special Needs:-**The applicant under Children with Disabilities Category must have disability certificate issued from a Government Hospital as mentioned in assessment guidelines issued under RPWD Act, 2016. The certificate of disability issued under the persons with disabilities (Equal opportunities, protection or rights and full participation) Act, 1995(1 of 1996) shall continue to be valid after commencement of the act for the period specified therein. In continuation of the order F.265/DDE(IEDSS)/Admn.Cell/2017- 18/2609-2613 dated 11.09.2017 ('Person with benchmark disability' as a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority") and F.213/DDE(IEB)/Admn.Cell/2022/6417-6431 dated 09.08.2023. The age criteria for Children with Disabilities Category is as under:

Class	Age Limit for Children with Disabilities/CWSN category as on 31.03.2024
Pre-School/ Nursery	3-7 years
Pre-Primary/ KG	4-8 years
Primary/ Class-1st	5-9 years

12. **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.

13. 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/ Block/ Gali etc.
Sub-Sub-Locality	

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.

14. 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.

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

16. A monitoring Cell shall be constituted in each district under the chairmanship of the Deputy Director of Education (Districts) to redress the queries and grievances pertaining to online application of Children with disabilities (CWSN) category admission and to ensure admission of

successful candidates selected through computerized draw of lots in accordance with instructions and guidelines issued by DOE.

17. In addition to the above, for any grievance relating to admission process in Children with Disabilities (CWSN) category in the Private Unaided Recognized Schools of DoE, complaints or queries may be raised at helpline number 9818154069 (between 10.00 AM to 5.00PM on all working days (Monday to Friday).

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

This issue with the prior approval of Competent Authority.



(SUSHITHA BIJU)
DEPUTY DIRECTOR OF EDUCATION (PSB)

No. DE.15(1025)/PSB/2024/ 5725-5729

Dated: 07/10/24

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.



(SUSHITHA BIJU)
DEPUTY DIRECTOR OF EDUCATION (PSB)