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

No. DE.15(1025)/PSB/2024/ 6500-6504

Dated: 12/11/24

CIRCULAR

Subject: Guidelines for admission 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.

In continuation of this Directorate circular dated 07/10/2024 '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.'

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 CWSN category students for admission at entry level classes has been conducted on 12/11/2024(Tuesday).
2. The successful candidates/applicants of the computerized draw of lots shall be informed about the school allotted for admission under CWSN category through SMS on their registered mobile number, within 24 hours of completion of draw of lots.
3. The applicants can check the name of the school allotted through computerized draw of lots using Registration ID & Date of Birth at the link **CWSN Result 2024-25** in the module CWSN admission and EWS/DG/CWSN Admission 2024-25 available at the homepage of the departmental website www.edudel.nic.in.
 - (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**".
4. The successful applicants shall approach the school allotted through computerized draw of lots on or before 22/11/2024 (Friday) upto 01:00 PM during school hours along with the following documents as per the information filled in the online application form:-
 - 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 (wherein the Guardian, instead of Parent/ Parents, has applied for admission of the ward under their guardianship in CWSN category).

- vi Self attested copy of Proof of date of birth.
- vii Self attested copy of Residence proof.
- viii Self attested copy of documentary proof for CWSN Category.

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

- 5. If the successful candidate fails to approach/report the school up to on or before 22/11/2024 (Friday) upto 01:00 PM as per message communicated through SMS to successful candidates for completing the formalities for admission under CWSN category, his/her candidature shall be cancelled.
- 6. The school can check the details of the student/applicant allotted through computerized draw of lots on departmental website i.e. www.edudel.nic.in using the school ID and password through the link School Plants <EWS< [EWS/DG/CWSN Admission 2024-25](#).
- 7. The school can 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 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 CWSN 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 CWSN category successful candidates shall not be denied on frivolous ground e.g. one or two letters are different in any name in some documents.
- (v) Head 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/children can join the school at the earliest.
- (vii) The school shall not charge any tuition fee from the students admitted under CWSN category. **Further, schools have to provide the free books, school uniforms and writing material to each and every student admitted under CWSN category, as is mandated for other children at the time of admission, or in any case, before 22/11/2024(Friday).**
- (viii) The schools are advised to hold Introductory session for all parents together including the parents of CWSN category children.

- (ix) The school must confirm details of the CWSN 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.
- (xi) 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, self attested documents must be accepted by the school. However, verification with original documents must be carried out by the school.
- (xii) 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.
- (xiii) 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.
- (xiv) The school shall not refuse to grant admission to CWSN category children on the ground of distance range.
- (xv) Every selected student shall be allotted a Serial Number in order of their selection in the respective school through computerized draw of lots and list of candidates shall be forwarded online in the same order to the respective school. **The school shall give admission to selected candidates in order of the serial number allotted to the candidate through computerized draw of lots as available on the online module.**
- (xvi) The school 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 latest by **22nd November, 2024 (Friday)**. The said details shall be updated daily through the link School Plant<EWS<CWSN Result 2024-25, available on department website www.edudel.nic
- (xvii) 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:-
 - Non-submission of valid Date of Birth proof of the candidate.
 - Non-submission of valid residence proof.
 - Mismatch of address details filled in the online form & documents produced at the time of admission.
 - Non-submission of valid CWSN category proof.
 - Duplicate Entry found at any stage of admission will be liable for rejection.

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. Multiple/Duplicate entries, if found at any stage, shall be liable to cancellation of the candidature/admission of the candidate.
3. All the grievances related to Private Unaided Recognized schools of Directorate of Education, all aggrieved parents can approach concerned Education Department of Directorate of Education, Delhi where Nodal officers for their respective district have to be appointed and the details have been attached as **Annexure-‘A’**.

DAMC shall look after 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.

5. For any clarification/grievances in this context, parents/school may contact on the CWSN Helpline numbers 9818154069 on working days from Monday to Friday between 10:00 am to 5:00 pm.

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 approval of the competent authority.


12/11/24

SUSHITHA BIJU
DEPUTY DIRECTOR OF EDUCATION (PSB)

No. DE.15(1025)/PSB/2024/ 6500-6504

Dated: 12/11/24

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/DAMC (District), Directorate of Education, GNCTD.
5. Incharge (computer cell) with the request to upload the same on the Department's website in

Public Circular.


12/11/24

SUSHITHA BIJU
DEPUTY DIRECTOR OF EDUCATION (PSB)

Annexure-A

Details of the nodal officers appointed are as follows:-

S.No	Name & Employee ID of the Nodal Officer	District	Designation	Present Place of Posting	Contact Number
1	Mr. Vikash Kulshrestha, 20050119	West-A	Vice Principal	GBSSS Shadi Khampur 1516011	7217704262
2	Saleem Ahmad, Emp ID 20040927	North East-I	Vice Principal	SBV No.-1, B Block, Yamuna Vihar (School ID 1104001)	9891366784
3	Harjeet Panwar, Emp ID 20170762	South	Section Officer	DDE(South), R K Puram, Sec-3, Delhi	8287636838
4	Sh. Kuldeep Singh, Emp ID- 20150648	North West-A	Principal	Adarsh Nagar No. 1, GBSSS, School ID- 1309013	9910332766
5	Sh. Savita Joon	North West B-I	Principal	GGSSS, SV Block, Pitampura	9212073100
6	Ms. Kanta Saini, Emp ID- 19000021	South West-A	Vice Principal	SKV, Ghitorni	9999574389
7	Ms. Radhica Arora, Emp ID- 19930901	South East	Principal	East of Kailash, No.-1, GGSSS, ID- 1924032	9810946364
8	Sh. Brahamjeet Singh, Emp ID 20040780	Central/New Delhi	Vice Principal	SBV Plot No. 6, Jhandewalan, New Delhi, School ID- 2128002	8630177203
9	Dr. Ram Jeet, Emp ID- 19891044	North West B-II	Vice Principal	Rohini, Sector-6, SV-1413004	9818851351
10	Sh. Balwan Singh Dhankhar	West-B (Zone-17)	Principal	Govt. Co-ed. Sr. Sec. School, A-6, Paschim Vihar, New Delhi (1617032)	9968458950
	Sh. Ashok Singh	West-B (Zone-18)	Vice Principal	GBSSS, Hastal, School ID- 1618058)	9013200739
11	Sh. Deepak Kumar (Emp ID- 20232552)	North East-II	Principal	SBV, J&K Dilshad Garden, Delhi-93	9810103979
12	Ms. Renu Gupta (Emp ID- 20232080)	North	Section Officer	Office of District North	9650666886
13	Mr. Shajan John K.	East	Section Officer	Personal branch of DDE(East)	9810312730
14	Sh. Anil Kumar, Emp Id- 20040778	South West B-II	Vice Principal	S.V Najafgarh (18220002)	9911260807
15	Sh. Anisha Grover, Emp Id- 19945133	South West B-I	Vice Principal	Dwarka, Sector- 1, Pocket-7, SKV (18211030)	9910043907