

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

No. DE.23 (363)/Sch.Br./2017-18/475-78

Dated: 28/3/17

**CIRCULAR**

**Sub.: Guidelines for Heads of Schools and Parents of Children Seeking Admission in Govt. Schools through Online Module in Classes VI & IX under NON-PLAN ADMISSION.**

Online application forms for Non-Plan admission to Classes VI & IX in Government Schools of the Directorate of Education, GNCT of Delhi will be submitted by the parents w.e.f. 17.04.2017 (Monday) on Department's website [www.edudel.nic.in](http://www.edudel.nic.in) at the link "Govt. Schools Admission" as per following schedule:

**Registration from 17.04.2017 (Monday) to 29.04.2017 (Saturday).**

- The parents will provide the following details while filling the application form online:
  - a) Personal detail like name, Father's, mother's name & residential address.
  - b) Aadhaar Number/UID of the child.
  - c) Bank Account Number of the child along with name of the Bank's Branch & its IFSC.
  - d) Date of Birth of Child.
- Documents to be submitted for verification at the time of admission:
  - i. One passport size photograph of the child.
  - ii. **For class VI:** School leaving certificate of a recognized school **OR** Original Date of Birth Certificate issued by MCD or any other local Body **OR** An Undertaking by the Parents regarding Date of Birth as per Part-B of the Application Form.  
**For class IX:** School leaving certificate of a recognized school.
  - iii. Mark sheet of previous class pass (V for class VI and VIII for class IX).
  - iv. Anyone of the following documents as residence proof:
    - ✓ BPLCard/Ration Card issued in the name of parents having name of the child.
    - ✓ Domicile certificate of child or parents.
    - ✓ Voter I card of any of the parents.
    - ✓ Electricity bill/MTNL telephone bill/water bill in the name of parents,
    - ✓ Bank Passbook in the name of child or parents.
    - ✓ Aadhaar Card of child/parents issued by GOI.
    - ✓ Passport in the name of any of the parents/child.
    - ✓ Driving licence of parents.
  - v. Certificate of Caste (in case of SC/ST/OBC).
  - vi. Certificate of disability (in case of Divyangs)
- Parents will select 5 Govt. Schools as per their preference.
- **For Class VI:** The application forms of only those students will be considered for admission who have completed the age of 10 yrs but less than 12 as on 31-03-2017( for Class VI).
- **For Class IX:** The application forms of only those students will be considered for admission who have completed the age of 13 yrs but less than 15 as on 31-03-2017.

Contd.....2.....

\*Further, the age relaxation is also being granted in the maximum as well as minimum age for 6 months for Classes VI & IX in all Govt. Schools of Directorate of Education.

- Parents will be solely responsible for the correctness of the Information submitted online by them in the registration form.

**For Class VI:**

- **Mere submission of online application form does not guarantee the admission in a desired Govt. Schools as admission will be done through online module as per number of seats available in a particular Govt. School.**

A school may be allotted to student online depending on availability of seats in the school which may be other than the preferred schools, at nearest available School from his/her residence.

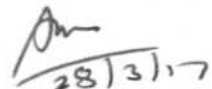
**For Class IX:**

- **Mere submission of online application form does not guarantee the admission in a Govt. Schools as admission will be done through online module as per number of seats available in a particular Govt. School.**
- Admission to selected students through online will be confirmed only after the physical verification of requisite documents by the concerned Govt. School.
- Parents have to take print of the registration form after submission as acknowledgement.

**GENERAL INSTRUCTIONS:**

- The list of Govt. Schools along with the number of vacant seats for admission is available on our website.
- Online declaration of school wise list of selected students and submission of documents for admission to class IX will be as per following schedule:  
**Declaration of list of selected Students: 02.05.2017 (Tuesday),**  
**Submission of documents for admission: from 03.05.2017 to 08.05.2017.**
- The Head of concerned Govt. Schools will display the list of students selected for admission online on school Notice Board on the same day.
- **Admissions will be done within the above mentioned scheduled period on submission and physical verification of requisite documents in the respective Govt. School, failing which the seat will be given to other applicant.**
- **No transfer of student/change of School will be allowed after admission.**

This issues with prior approval of the competent authority.



(DR. (Mrs.) SUNITA S. KAUSHIK)  
ADDL.DE (Schools)


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

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDEs, DDEs (District/Zone) for necessary action.
4. OS (IT) for uploading on MIS.
5. Guard File.

  
28/3/17

DDE(Schools)