



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

No. DE.23 ( 37 )/Sch.Br./2018/6 | 6

Dated: 25/04/2018

CIRCULAR

**Sub: Non-Plan Admission for Classes X and XII for the Session 2018-19.**

**Guidelines for HOS:-**

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 2018-19.

**The schedule for admission process will be as under:**

- |       |                                                                                                                          |   |                             |
|-------|--------------------------------------------------------------------------------------------------------------------------|---|-----------------------------|
| (i)   | Issuance of Public Notice                                                                                                | : | 03.06.2018 (Sunday)         |
| (ii)  | Commencement of issuance of application form                                                                             | : | 04.06.2018 (Monday)         |
| (iii) | Last date for receipt of filled in application form                                                                      | : | 08.06.2018 (Friday)         |
| (iv)  | Common Admission Test                                                                                                    | : | 12.06.2018 (Tuesday)        |
|       | Timings of the Test                                                                                                      | : | 10:00 AM to 12:00 Noon      |
| (v)   | Declaration of Result of Common Admission Test                                                                           | : | 19.06.2018 (Tuesday)        |
| (vi)  | <b>Last date of submission of files by concerned DDE (District) to School Branch for approval of Competent Authority</b> | : | <b>26.06.2018 (Tuesday)</b> |

- The applications will be received in schools. The Heads of Schools will ensure that all candidates fulfil the eligibility criteria for Class XII, before forwarding the application to DDE (District) for issuing admit cards for Common Admission Test.

**The criteria are as under:**

- a. **For class XII:** The applicant must have passed class XI with desired subject from a recognised school. He/she must have obtained the minimum CGPA in class X required for a particular stream as given below:

Name of Stream	CGPA	Subjects/Grades required		
Science (with Maths)	6.4	English-B2	Maths-B2	Science-B2
Science (without Maths)	6.4	English-B2	Maths-B2**	Science-B2
Commerce (with Maths)	6	English-C1	Maths-B2**	Social Science-C1
Commerce (without Maths)	6	English-C1 Hindi-C1	Social Science C1	-----
Humanities and Vocational	<ul style="list-style-type: none"><li>• A student must have been declared passed by CBSE at the Secondary School Examination or its equivalent board.</li><li>• For giving Economics as a subject a student must have at least 6 CGPA.</li><li>• For giving Maths as a subject a student must have secured at least C1 grade in Maths without asterisk.</li></ul>			

*S. Jais*

● **For class X:** The applicant must have passed class IX from a recognised school.

● **Following Documents are 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 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).	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 Aadhaar Number/EID of the Child (desirable)	Copy of Aadhaar Number/EID of the Child (desirable)

- c. The Head of concerned School will ensure that the documents are verified with the originals before admitting the student.
- d. Relaxation of one grade point in any one of the three subjects mentioned for admission in a particular stream is to be given in respect of candidates belonging to the following categories i.e., for SC/ST/Divyangjan/Minorities/OBC (Non Creamy Layer)/Kashmiri Migrants and those students having I/II/III positions in National Games.
- e. 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.

**Guidelines for DDE (Districts)**

- a. DDEs (District) will allot the Nodal Centre(s)/Nodal Incharge(s) for the Common Admission Test (CAT) 2018-19.
- b. The DDE (District) will issue admit cards only to the eligible student (as per above mentioned eligibility criteria) after scrutinizing all the applications submitted by HOS.
- c. The Test Paper for CAT provided centrally for Class X will be of two hours duration with maximum marks 100. The Test Paper will consist of questions based on English, Mathematics and Hindi.
- d. The Test Paper for CAT provided centrally for Class XII will be of one and half hour duration with maximum marks 100 based on subjects studied in Class XI.
- e. Stream wise Test Paper will consist of the following subjects:
  - a) **Commerce:** English, Maths, Accounts and Economics.
  - b) **Science:** English, Physics, Chemistry and Maths (for Biology without Maths, Maths will not be considered).
  - c) **Humanities:** English, Hindi, Political Science and Economics.
- f. **The student will be declared pass in the Common Admission Test only if he/she secures minimum 33% marks in each of the subjects separately.**
- g. Result of the Common Admission Test for Classes X and XII will be declared on 19.06.2018 (Tuesday) at 12:00 Noon and will be displayed In District Office.
- h. Concerned DDE (District) will process & submit the files along with countersigned copies of documents for Class X & Class XII **separately** to School Branch for approval of the Competent Authority by 26.06.2018 (Tuesday) positively.

*J. Jain*

i. The file must contain the details on the notesheet 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 Alloted with ID
1.									
2.									

j. The concerned DDE (District) will ensure that the countersigned copies of following documents are attached in the file before it is sent to Headquarters:

• **Documents required for approval of Competent Authority for admission of a student in Class X.**

- (i) Mark sheet of Class IX.
- (ii) 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).
- (iii) Result of Common Admission Test for Class X.
- (iv) School Leaving Certificate of Class IX/X of a recognized school.

• **Documents required for approval of Competent Authority 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.

k. **Individual files will not be entertained at HQ level. District-wise consolidated files should be sent to School Branch latest by 26.06.2018 (Tuesday) by the concerned DDE (District).**

l. **No file in this regard will be entertained after 26.06.2018 (Tuesday).**

m. The DDE District will convey the approval to the HOS concerned for admission. Only then, the HOS will proceed with the admission procedure and generate student ID to admit the students after completion of all the required formalities.

This issues with the prior approval of Competent Authority.

*S. Sain*  
25.4.18  
(Dr. Saroj Sain)

Addl. DE (Schools)

No. F. DE.23 (37)/Sch.Br./2018/616

Dated: 25/04/2018

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

Copy to:-

1. PS to Secretary (Education), Delhi.
2. PS to Director (Education), Delhi.
3. All RDEs/DDEs (District/Zone)/DEOs to ensure compliance.
4. System Analyst (MIS) for uploading on website.
5. Guard File.

*Tapeshwar Jugran*  
25/04/18  
(Tapeshwar Jugran)  
DDE (Schools)