

EDUCATION DEPARTMENT
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA, NEW DELHI-110001

No./ ⁵⁷¹ /P.A. Dir(Edn.)/2018

Dated: 31/01/2018

CIRCULAR

Sub: Guidelines for admission in NDMC/Navyug schools for the academic session 2018-19.

It has been decided with the approval of the Competent Authority that admissions in NDMC/Navyug schools will commence from 1st February, 2018 for the session 2018-19 from Nursery to Vth. Admissions for class VIth to VIIIth will be commenced in the first week of April after the results of the final exams are declared. The admission for class XIth will start in the month of June (the date will be announced in due course) after the final Board results of class Xth are declared.

2. The following guidelines will be followed by the NDMC/Navyug schools for giving admissions to desirous students for the academic session 2018-19 :

i) The admission in both NDMC and Navyug Schools in classes Nursery to Vth for the year 2018-2019 will be done by the individual schools on spot from 1st February, 2018.

ii) All the schools will provide simplified admission forms, free of cost to the parents.

iii) The spot selection of the students will be done by an Admission Committee on the basis of first come first serve basis on the same day on which the application is received after verifying all the required documents for admission.

iv) If the number of applicants is more than the number of seats available, the selection of the students will be done on the basis of draw of lots in schools through a Committee constituted with the approval of the Competent Authority and in the presence of the parents.

v) The School level Admission Committee may consist of Principal/Vice Principal, Headmistress/Headmaster of the schools, a senior Teacher of the school and one person from the Ministerial Staff of the school.

vi) All the schools will display/upload the final list of the selected students on the Notice board of the schools and NDMC website/link provided to the individual schools by the I.T. Department, NDMC on the daily basis.

vii) Admission for the classes from VI to VIII class will be started in the first week of April, 2018.

viii) Admission in class-XIth will be started just after the declaration of result of Class-X by the CBSE.

ix) The strength of section in all classes will be of 40 students.

x) 10% seats in all the schools and in all classes will be kept at the discretion of the Chairperson, NDMC.

xi) There will be no area restriction for admission in NDMC Schools. **However, the area restriction will continue as earlier for admission in Navyug Schools.** Therefore, in all Navyug Schools, children of NDMC area only will be admitted.

3. GUIDELINES FOR SCHOOLS:

(I) Parents alongwith their child, will directly approach to the nearest NDMC (Nagar Palika schools) or Navyug schools for seeking admission of their wards.

ii) The following documents are required to be produced/submitted by the parents/guardian at the time of admission:

- i) Original Date of Birth Certificate issued by NDMC/MCD or Any other local' body 'OR'
- ii) Anganwadi record 'OR'
- iii) Hospital/Auxiliary Nurse and Midwife(ANM) register record 'OR'

- iv) An Undertaking by the Parents regarding Date of Birth.
- v) One passport size photograph of the child.
- vi) Residence Proof: - Following documents shall be valid in support of residence proof:

Electoral Identity Card/Ration Card/Passport/Driving Licence/Bank Pass Book/electricity Bill/Telephone/any other govt. document in support of residence.

(II) Income certificate: For the purpose of admission in Navyug schools parents are required to submit latest income certificate. For the purpose of income certificate following documents will be accepted as proof:-

- i) For govt. employees, Form 16 under I.T. Act 1961 issued by the head of the department.
- ii) For Non-govt. employees, Certificate of the employer alongwith Form-16 under I.T. Act, 1961.
- iii) For Self Employment, a copy of the latest return of income filled with the Income Tax Department or sales tax return.
- iv) Any other govt. document specifying the level of income.
- v) BPL certificate issued by the govt.

(III). Heads of the schools shall ensure that parents seeking admission of their wards are dealt with due politeness for the purpose of admission. A separate room with proper sitting arrangement and other facilities shall be arranged for the parents coming in for admission of their wards.

(IV). The admission of the candidates will be done by the individual schools on first come first serve basis keeping in view the number of seats available in a particular class and after ascertaining the eligibility of the candidates and if the documents are found in order.

(V). If the candidate is found eligible and his/her documents are in order for a particular class, the schools shall admit the candidate then and there.

(VI). For the purpose of admission, a form has been prepared and is enclosed. The parents/candidates are required to fill up the form before admission. If the candidate has been given admission based on his documents and eligibility criteria, the information given in the application form shall be up-loaded on

the admission link given on the NDMC website by the school concerned on the same day.

(VII). In case a candidate is not found eligible or his documents are not in order, the ward will be given provisional admission and the parents will be requested to submit the particular document up to the date and time given by the school. The information of such candidate shall not be loaded and will be kept pending in the school. The school shall maintain a list of such candidate class-wise and pursue with their parents in case they do not turn up within 2-3 working days. The school may also send the representative to such parents to facilitate the admission of such candidate.

(VIII). Children for admission in Nursery Class are eligible for admission who have completed four years of age as on 31.03.2018 for Nursery (child must be born between 01.04.2013 to 31.03.2014) and who have attained the age of five years as on 31.03.2018 for Class-I (child must be born between 01.04.2012 to 31.03.2013).

(IX). Relaxation in upper age limit for Physically Challenged children will be allowed as per GNCT of Delhi norms.

(X). Heads of the schools note that the relaxation in upper age limit to children with mental disabilities shall be allowed as per rules and that rejection of an application for admission should be based on valid grounds. The parent shall have the right to appeal before the Director (Education), NDMC and before the Secretary, NDMC in second appeal. The decision of Secretary, NDMC shall be final and binding on all concerned.

(XI). In case of selected children the immunization certificate is to be submitted by the parents within 6 months from the date of admission.

(XII). Classes will commence from 01.04.2018.

(XIII). Reservation of seats will be as follows in case of Navyug Schools:-

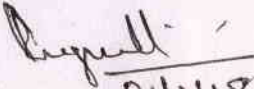
- a. 15% seats for Scheduled Caste candidates.
- b. 7.5% seats for Scheduled Tribe candidates.
- c. 3 % seats for physically handicapped (to be duly certified by a Govt. Hospital)

d. 2% for the wards for the employees of the NDMC/Navyug Schools.

(XIV). In the case of non-availability of candidates in the reserved categories, the vacant seats shall be given to the unreserved candidates as per the order of name in the waiting list which will be prepared and maintained by the Navyug School concerned on the basis of date of filling up of the admission form by the parent in the school.

(XV). Admission Committee comprising of at least 3 members of senior teachers and ministerial staff shall be constituted by the Head of the School which will be solely responsible for issues related to the admission.

(XVI). Admission of children who have not passed out previous class from any recognized school or those who are out of school (class VI-VIII only), the Admission Committee in consultation with the Head of the School shall assess the child to determine the suitability for admission in a particular class.


31/11/18

(R.P. Gupta)

Director (Education)

011-23360114

Copy to:

1. All the heads of NDMC and Navyug Schools for strict compliance.
2. P.S. to Chairman, NDMC for information.
3. P.S. to Secretary, NDMC for information.
4. All the members of the NDMC council.
5. All the Officers of the Education Department.
6. Deputy Director(NSES) for information
7. Office Copy.



नई दिल्ली नगर पालिका परिषद्(शिक्षा विभाग)

(स्कूल में दाखिले के लिए आवेदनपत्र)

नई दिल्ली नगर पालिका परिषद् के विद्यालयों में सत्र 2018-2019 के लिए प्री-स्कूल से कक्षा ८ के प्रवेश के लिए आवेदन पत्र

NEW DELHI MUNICIPAL COUNCIL (EDUCATION DEPARTMENT)

(Application for Admission in School)

FORM FOR ADMISSION IN NDMC/NAVYUG SCHOOLS FOR PRE-SCHOOL TO CLASS-VIII FOR THE SESSION 2018-2019
(THE FORM IS TO BE FILLED IN CAPITAL LETTERS)

- दाखिले के लिए चुने गए विद्यालय/विद्यालयों का नाम:
SCHOOL/SCHOOLS SELECTED FOR ADMISSION:.....
(List of the NDMC/Navyug Schools will be displayed alongwith name of the school, classes available will be displayed)
- कक्षा जिसमें प्रवेश के लिए आवेदन किया है:
CLASS(FOR WHICH ADMISSION IS APPLIED FOR THE SESSION 2018-2019(PRE SCHOOL/PRE-PRIMARY/I/II/III/IV/V/VI/VII/VIII)
- छात्र/छात्रा का नाम
NAME OF THE STUDENT:
FIRST NAME.....MIDDLE NAME.....LAST NAME/SURNAME.....
- लिंग(पुरुष/महिला/अन्य)
GENDER:.....(MALE/FEMALE/OTHER)
- नागरिकता.....(भारतीय/अन्य)
NATIONALITY.....(INDIAN/OTHERS). IF OTHERS STATE THE SAME.....
- जन्म स्थान.....(i) राज्य(ii) जिला.....
PLACE OF BIRTH.....(i) STATE.....(ii) DISTRICT.....
- जन्मतिथि: तारीख.....महीना.....वर्ष.....
शब्दों में.....
DATE OF BIRTH: DATE.....MONTH.....YEAR.....
(IN WORDS.....(TO BE GENERATED BY COMPUTER)
(Selection of date from 1 to 31;Month from Jan to Dec or 01 to 12; Year from-----to-----)(Age calculator)
- श्रेणी
CATEGORY:.....
Option from (SC/ST/OBC/GEN)
- क्या शारीरिक रूप से विकलांग हैं(हाँ/नहीं)यदि हाँ तो श्रेणी.....
WHETHER PHYSICALLY HANDICAPPED....(YES/NO).....IF YES CATEGORY.....(OH/VISUALLY IMPAIRED/HEARING IMPAIRED/OTHERS)
- धर्म(हिन्दू/मुस्लिम/सिख/ईसाई/अन्य)
RELIGION.....(HINDU/MUSLIM/SIKH/CHRISTIAN/OTHERS)
- छात्र/छात्रा का आधार संख्या(यदि है तो):
AADHAR NO. OF STUDENT(OPTIONAL).....
- महत्वपूर्ण सूचना भेजने के लिए ई-मेल/मोबाइल नंबर:
E-MAIL ADDRESS/MOBILE NUMBER FOR SENDING IMPORTANT INFORMATION THROUGH SMS/E-MAIL:
EMAIL ADDRESS.....MIBILE NO.....
- माता का नाम.....मोबाइल.....व्यवसाय.....
MOTHER'S NAME.....MOBILE NO.....OCCUPATION.....
- पिता का नाम.....मोबाइल.....व्यवसाय.....

FATHER'S NAME.....MOBILE NO.....OCCUPATION.....

'OR'

संरक्षक का नाम..... मोबाइल..... व्यवसाय.....

GUARDIAN'S NAME.....MOBILE NO.....OCCUPATION.....

15. वार्षिक आय(सभी श्रोतों से):

ANNUAL INCOME OF FAMILY(FROM ALL SOURCES):.....

16. आवासीय पता/पत्राचार के लिए पता:

RESIDENTIAL ADDRESS/ADDRESS FOR
COMMUNICATION.....

17. स्थायी पता :

PERMANENT

ADDRESS.....

18. जन्म प्रमाणपत्र का विवरण(दाखिले के बाद जमा होगा)

DETAIL OF DATE OF BIRTH CERTIFICATE(TO BE SUBMITTED AT THE SCHOOL AFTER ADMISSION)

BIRTH CERTIFICATE ISSUED BY LOCAL BODY/HOSPITAL/AUXILIARY NURSER AND MIDWIFE(ANM) REGISTER
RECORD/ANGANWADI RECORD/DECLARATION OF THE AGE OF THE CHILD BY THE PARENT OR GUARDIAN

19. Declaration: The above information are correct to my knowledge and belief. If any of the information is found to be false, I shall be held responsible and my application may be rejected.

Date: _____

Place: _____

(Name of the Father/Mother/guardian of the student)