

**E-68207/X-17011/94/2021-NSES
NEW DELHI MUNICIPAL COUNCIL
(EDUCATION DEPARTMENT)**

-X-X-X-X-

Palika Kendra, New Delhi
Dated: 17.03.2025

CIRCULAR

Sub: Guidelines for admission in Atal Adarsh Vidyalayas (AAVs) for the academic session 2025-26.

It has been decided with the approval of the Competent Authority to start admission process in Nursery and KG in Atal Adarsh Vidyalayas **w.e.f. 20.03.2025**. Admissions in Class I to VIII will be subject to availability of vacancies and will start with effect from **01.04.2025**. For admission in class 11th, separate instructions will be issued after declaration of CBSE Board exam result. Tentative schedule of admission is as under:

2. The guidelines/instructions for admission for the academic session **2025-2026** approved by the Chairman, NDMC are as follows:

S/N	Class	Schedule
1	Nursery(+3), and KG(+4)	20.03.2025 to 10.04.2025
2	Class-1 to Class-8 (Depending on availability of seats)	01.04.2025 to 30.04.2025
3	Class-9th	There will be no admission for outsider children in Class-9th. However, if some vacancies become available in a particular school, the admission may be done at the school level.
4	Class-10th	There will be no admission in Class-10th except in exceptionally deserving and justified cases.
5	Class-11th	After the declaration of the CBSE Board Result and on the basis of admission criteria to be approved by the Competent Authority, which will be issued in due course separately.
6	Class-12th	There will be no admission in Class-12th except in exceptionally deserving and justified cases.

2.1 The admission in Atal Adarsh Vidyalayas in classes Nursery and KG will start from **20.03.2025**.

2.2 All the schools will provide simplified admission forms, free of cost to the parents. (**Annexure-I**)

2.3 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.

2.4 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.

2.5 All the schools will display/upload the final list of the selected students on the Notice board of the schools on the daily basis.

2.6 The ideal strength of section in all classes will be of 40 students.

2.7 There will be no area restriction for admission in Atal Adarsh Vidyalayas.

3. GUIDELINES FOR SCHOOLS:

3.1 Parents along with their child, will directly approach to the nearest Atal Adarsh Vidyalaya for seeking admission of their wards.

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

- (a) Original Date of Birth Certificate issued by NDMC/MCD or Any other local body
- ‘OR’
- (b) Anganwadi record ‘OR’
- (c) Hospital/Auxiliary Nurse and Midwife (ANM) register record ‘OR’
- (d) An Undertaking by the Parents regarding Date of Birth.
- (e) One passport size photograph of the child.

3.3 Residence Proof: - Following documents shall be valid in support of residence proof:

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

3.4 Income certificate: For the purpose of admission, parents are required to submit latest income certificate. For the purpose of income certificate following documents will be accepted as proof:-

- (a) For govt. employees, Form 16 under I.T. Act 1961 issued by the head of the department.
- (b) For Non-govt. employees, Certificate of the employer along with Form-16 under I.T. Act, 1961.

- (c) For Self Employment, a copy of the latest return of income filled with the Income Tax Department or sales tax return.
- (d) Any other govt. document specifying the level of income.
- (e) BPL certificate issued by the govt.

3.5 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.

3.6 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.

3.7 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.

3.8 For the purpose of admission, a form has been prepared. The parents/candidates are required to fill up the form before admission.

3.9 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.

3.10 For admission in **Nursery Class** those children are eligible who have completed **three (3) years as on 31.03.2025** (child must be born between **01.04.2021 to 31.03.2022**, **four (4) years** of age as on **31.03.2025** (child must be born between **01.04.2020 to 31.03.2021**) for **Class-KG. Class-I** who have completed the age of **five (5) years as on 31.03.2025** (child must be born between **01.04.2019 to 31.03.2020**).

3.11 Relaxation in upper age limit for Physically Challenged children will be allowed as per applicable norms.

3.12 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 OSD (Education) in second appeal. The decision of OSD (Education) shall be final and binding on all concerned.


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

3.14 Classes will commence w.e.f. **01.04.2025**.

3.15 No student shall be denied for admission. However, in case of non-availability of seats in particular school, the students may be given admission in one of the nearby school of NDMC.

3.16 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 responsible for issues related to the admission.

3.17 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.


(Kritika Choudhary)
Director (Education)

To:

1. All the Heads of Atal Adarsh Vidyalayas for strict compliance.

Copy to:

1. P.S. to Chairman, NDMC for information.
2. P.S. to OSD (Education), NDMC for information.
3. J.D. (Education)
4. All Dy. Education Officers
5. Office Copy.