

NEW DELHI MUNICIPAL COUNCIL
(EDUCATION DEPARTMENT)

No./ ¹¹⁷³ /P.A. Dir(Edn.)/2019

Dated:25.02.2019

C I R C U L A R

Sub: Guidelines for admission in NDMC/Navyug schools for the academic session 2019-2020.

It has been decided with the approval of the Competent Authority that admissions in NDMC/Navyug schools in Class-Nursery and Class-1st for the academic session 2019-2020 will start with immediate effect. Admission in Class-2nd to Class-8th will start from 15th March, 2019. Admissions for class 9th will be started from 01.04.2019 after the results of the final exams are declared. The admission for Class-11th will start in the month of June (the date will be announced in due course) after the final Board results of class 10th are declared.

2. The following guidelines will be followed by the NDMC/Navyug schools for giving admissions to desirous students for the academic session 2019-2020:

2.1 The admission in both NDMC and Navyug Schools in classes Nursery and Class-1st Class will started with immediate effect.

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

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 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.

2.5 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.

2.6 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.

2.7 Admission for the classes from Class-2 to Class-8 will be started from 15.03.2019. In Class-9 the admission will be started from 01.04.2019.

2.8 Admission in Class-11th will be started just after the declaration of result of Class-10th by the CBSE.

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

2.10 10% seats in all the schools and in all classes will be kept at the discretion of the Chairperson, NDMC.

2.11 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:

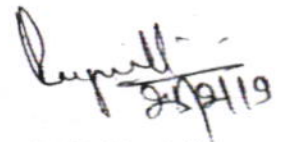
3.1 Parents alongwith their child, will directly approach to the nearest NDMC (Nagar Palika schools) or Navyug schools for seeking admission of their wards.

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

- 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.
- VII. **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:-
 - (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 alongwith 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.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Children for admission in Nursery Class are eligible for admission who have completed four years of age as on 31.03.2019 for Nursery (child must be born between 01.04.2014 to 31.03.2015) and who have attained the age of five years as on 31.03.2019 for Class-I (child must be born between 01.04.2013 to 31.03.2014).
10. Relaxation in upper age limit for Physically Challenged children will be allowed as per GNCT of Delhi norms.
11. 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.
12. In case of selected children the immunization certificate is to be submitted by the parents within 6 months from the date of admission.
13. Classes will commence from 01.04.2019.

14. Reservation of seats will be as follows in case of Navyug Schools:-
- 15% seats for Scheduled Caste candidates.
 - 7.5% seats for Scheduled Tribe candidates.
 - 3 % seats for physically handicapped(to be duly certified by a Govt.Hospital)
 - 2% for the wards for the employees of the NDMC/Navyug Schools.
15. 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.
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 solely responsible for issues related to the admission.
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.



(R.P. Gupta)
Director (Education)

To:

1. All the heads of NDMC and Navyug Schools for strict compliance.

Copy to:

1. P.S. to Chairman, NDMC for information.
2. P.S. to Secretary, NDMC for information.
3. J.D.(Education) for information.
4. All D.E.O.s for information.
5. Deputy Director(NSES) for information
6. Office Copy.