

**GOVT. OF NATIONAL CAPITAL  
TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION, (PRIVATE SCHOOL BRANCH)  
OLD SECRETARIAT: DELHI-110054**

No. F.DE.15(172)/PSB/2016/ 6455-6464

Dated: 11/11/24

**CIRCULAR**

**Subject:- Admission Schedule for Entry Level Classes (below six years of age) for Open seats (other than EWS/DG/CWSN Category Seats) in Private Unaided Recognized Schools of Delhi for the session 2025-26.**

In order to conduct the admission process smoothly at the Entry Level Classes (below six years of age) in Private Unaided Recognized Schools of Delhi the following admission schedule along with instructions is issued for conducting admissions for the Open Seats (other than EWS/DG /CWSN Category seats) for the academic session 2025-26.

**2. ADMISSION SCHEDULE:-**

S. NO.	Particulars	Time Schedule
1	Uploading the criteria and their points in the module of the Department at the link mentioned at points No.7	25.11.2024 (Monday)
2	Commencement of admission process and availability of forms	28.11.2024 (Thursday)
3	Last date of submission of application forms in schools	20.12.2024 (Friday)
4	Uploading details of children who applied to the school for admission under Open Seats	03.01.2025 (Friday)
5	Uploading marks (as per points system) given to each of the children who applied for admission under open seats	10.01.2025 (Friday)
6	The date for displaying the <b>first list of selected children</b> (including Waiting List) (along with marks allotted under points system)	17.01.2025 (Friday)
7	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards for the first list.	18.01.2025- 27.01.2025
8	The date for displaying the <b>second list of selected children</b> (if any) (including Waiting list) (along with marks allotted under points system)	03.02.2025 (Monday)
9	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list.	05.02.2025 to 11.02.2025
10	Subsequent list of admission, if any	26.02.2025 (Wednesday)
11	Closure of admission process	14.03.2025 (Friday)



3. No deviation from the above schedule shall be permitted. Each school shall display the aforesaid admission schedule on its notice board and website. Further each school shall ensure that application forms for admission are made available to all applicants till the last date of submission of admission's application form **i.e. 20.12.2024 (Friday)**. Only **Rs. 25/- (Non-refundable)** can be charged from the parents as admission registration fee. The purchase of prospectus of the school by the parents shall be optional.
4. All private unaided recognized Schools admitting children in pre-school, pre-primary and/or Class-1 level shall reserve **25% seats for EWS/DG** category students & Child with Disability as defined in RPWD Act, 2016 (under Section 12(1)(c) of Right to Education Act, 2009) at entry Level Classes, wherever fresh admission are made as directed by the **Hon'ble High Court of Delhi vide order date 24/05/2012 in WP (C) No. 8434/2011 and circulated vide this Directorate's Circular No. 2393-2004 dated 04/06/2012**.
5. Further, all school shall comply with the **notification dated 28/02/2012** which directs that the number of seats at the entry level(s) shall not be less than the highest number of seats in the Entry level classes during the **last three years i.e. 2022-23, 2023-24 & 2024-25** unless exempted/specified by the Competent Authority. The details of all entry level classes (i.e. Nursery/KG/1<sup>ST</sup>) along with the seats available for admission must be declared by all schools on the module to this directorate's website as well as on their notice board/website and hard copy in Format-1 duly signed by head of the school concerned shall be furnished to the DDE concerned by **13.12.2024 (Friday)** positively. DDE (District) will compare the seats declared online vis-à-vis the hard copy submitted under the signature of Head of the school by **24.12.2024 (Tuesday)**. All DDEs shall verify the completeness and accuracy of number of seats in their district, in online module and send to HQ (Private School Branch) (**Format-1 is enclosed**)
6. The Hon'ble High Court vide judgment **dated 28/11/2014 in WPC-177/2014 and WPC-202/2014** observed that Private Unaided Recognized School shall devise the procedure to admit students but subject to the condition that the procedure is fair, reasonable and transparent.
7. In view of the observation of the Hon'ble High Court as referred above, all the Private Unaided Recognized Schools shall develop and adopt criteria for admission which shall be fair, reasonable, well defined, equitable, non-discriminatory, unambiguous and transparent.
8. Directorate of Education vide order dated 06/01/2016 has abolished 62 criteria adopted by the private schools during the admission process for the academic session 2016-17 which were found to be unfair, unreasonable and non-transparent. The Hon'ble High Court in its judgment dated 04/02/2016 in WPC 448/2016 and WPC 452/2016 stayed the impugned order dated 06/01/2016 with respect to eleven criteria as mentioned in the order dated 06/01/2016 at SI. No. 1,3,5,10,16,31,32,45,47,48 & 61. (**The copy of order dated 06/01/2016 is enclosed as Annexure-1**).
9. In view of the aforesaid judgment, no school shall adopt such criteria as abolished by the department vide order No. DE/15/Act-1/4607/13/2015/5686-5696 dated 06/01/2016 and upheld by Hon'ble High Court in WPC No. 448/2016 vide judgment dated 04/02/2016 as



referred above. (The Hon'ble Court's order dated 04/02/2016 and list of such criteria not to be adopted is enclosed as Annexure-2 & 3).

10. However, the private unaided schools can adopt those criteria which have the sanction of Hon'ble Supreme Court or High Court in favour of the school concerned. Further, the minority schools (Religious/Linguistic) will continue to adopt criteria for the admission of applicants belonging to their minority concerned as guaranteed under the Constitution.
11. All the Private Unaided Recognized Schools shall upload their criteria adopted (including points for each criterion) for admission under **Open Seats** at Entry Level Classes (Other than EWS/DG/CWSN category seats) for the **academic session 2025-26** of this Directorate's website. [www.edudel.nic.in](http://www.edudel.nic.in) at the link through their login ID and password- **School Plant-School Information-Admission Criteria (2025-26)**. The said information must be uploaded by **25.11.2024 (Monday)**. DDE (District) will ensure that admission process is kept in abeyance for those private unaided recognized schools that fail to upload criterion by **29.11.2024 (Friday)**.
12. All the schools must ensure that the criterion wise break up of points of all applicant children are displayed on their website also.
13. All the Private Unaided Recognized Schools shall ensure that their admission criterion is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 in respect of admissions of Children with Disabilities.
14. The criteria and their points uploaded by the schools on the portal of this Directorate shall be available for public viewing by the parents in the scroll of the official website, i.e. [www.edudel.nic.in](http://www.edudel.nic.in) under head **Admission Criteria (2025-26)**. Thus schools may ensure that the information uploaded on this Directorate's website is accurate and corresponds in totality with the information on their own website.
15. All the Private Unaided Recognized Schools shall upload the details of children who apply for admission under Open Seats and points allotted to each of them by the schools under their point system, on the module available on the departmental website at the link through login Id and password- **School Plant-School Information-details of applicants under open seats 2025-26**.
16. The draw of lots (if any either computerized or through slips), shall be conducted in a transparent manner in presence of parents. All the eligible parents of students in draw of lots will be informed at least two days before the date of draw through website, notice-board & e-mail by the school. The draw of lots will be conducted under videography and its footage to be maintained/retained by the school. The slips will be shown to the parents before putting in the box, being used for draw of lots.
17. All the Private unaided Recognized Schools shall also upload the details of children admitted and in-waiting under Open Seats and marks allotted to them by the schools



under their point system on the module developed by the department at the link mentioned above.

18. As the school shall be uploading the criteria along with the related points for admission and would declare the first list of shortlisted candidates along with the points earned by them as per their criteria on **17.01.2025 (Friday), 10 days time from 18.01.2025 (Saturday) to 27.01.2025 (Monday)** (Col. No. 7) is being kept for the schools to answer queries of parents regarding the points allotted to their ward on school's criterion. Schools shall have a well documented mechanism of responding to parent's queries either through email or through letters and to maintain the details in a register.
19. The various standing instructions/guidelines/orders in regard to various aspects of admission process issued by this Directorate from time to time and reiterated vide circular No. F.DE/15/Act-1/2013/6464 dated 11/01/2013 are being reproduced herewith for strict compliance.

**(i) Regarding prohibition of demand of Capitation fee/Donation at the time of admission.**

"Capitation fee means any kind of donation or contribution or payment other than the fee notified by the school" As per the order of Hon'ble High Court in LPA 196/2004 in the matter of Rakesh Goyal V/s Montfort School and Section 13(1) of RTE Act, 2009, no school or person shall, while admitting a child collect any Capitation fee/Donation from the parents. Any school or person who contravenes this provision and receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged.

**(ii) Regarding prospectus and charging processing fee**

Buying of prospectus of school along with application form is not mandatory for parents and schools can neither force parents to buy prospectus nor can charge any processing fee. **Only Rs. 25/- (non-refundable)** can be charged as admission registration fee from parents.

**(iii) Regarding separate admission process for main school and Junior/Montessori/Pre- School.**

The Directorate of Education vide order No. 15702-15781 dated 23/03/1999 clarified/ordered that all Junior-schools/Pre-schools/Montessori schools being run by registered Societies/trusts in Delhi as branches of recognized unaided school in or outside the School Premises shall be deemed as one institution for all purposes, therefore, schools have to follow single admission process for their pre-school and main school considering them as one institution.

**(iv) Regarding Age Limit.**

- (a) For admission in the **Pre-School (Nursery), Pre-primary (KG) and class-1**, the **minimum age** for admission in this class shall be **three years, four years and five years respectively by 31<sup>st</sup> March** of the year in which admission is being sought in accordance



with this Directorate of Education, order No.F./DE/15/1031/Act/2007/7002 dated 24/11/2007.

(b) Vide order dated 18/12/2015, this Directorate fixed the upper age limit for admission in entry level classes, which is as under:-

For Pre-School (Nursery)	Less than 04 years as on 31 <sup>st</sup> March of the year in which the admission is sought.
For Pre-Primary (KG)	Less than 05 years as on 31 <sup>st</sup> March of the year in which the admission is sought.
For Class- 1 <sup>st</sup>	Less than 06 years as on 31 <sup>st</sup> March of the year in which the admission is sought.

(c) The **age relaxation for admission of upto 30 days** may be granted at the level of head of school in the minimum & upper age limit for these classes. The parents may approach the Head of School/Principal for seeking age relaxation through a manual application.

**(v) Regarding Quantum of minimum seats at entry level.**

Directorate of Education vide notification dated 28/02/2012 directed that the number of seats at entry level/s shall not be less than the highest number of seats in the entry class during the previous three years unless exempted/specified by the Competent Authority.

**(vi) Regarding documents valid as proof of address.**

Some of indicative documents which can be considered as proof of residence of parents/child:

- (a) Ration Card/Smart Card issued in the name of parents (Mother/Father having name of child).
- (b) Domicile certificate of child or of his/her parents.
- (c) Voter I-Card (EPIC) of any of the parents.
- (d) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
- (e) Aadhaar Card/UID card issued in the name of any of the parents.

20. District Admission Monitoring Committee (DAMC) shall ensure that each Private Unaided Recognized Schools must upload the criteria and their points on the online module available on this Directorate website [www.edudel.nic.in](http://www.edudel.nic.in) as per the time line as prescribed in para-1 and further ensure that the school shall not adopt those criteria which were abolished by the department and upheld by the Hon'ble High Court, Delhi in **WP(C)-448/2016**.
21. The Committee shall also ensure that all the school must upload the details of children who applied for admission under open seats and points allotted to each of them under their point system and details of all the children admitted in the school on DoE website.



22. It will also redress the grievance of the parents, if any, against the school regarding adopting the unjustified criteria, received in the District manually or through online which may be filed by the applicants at the link available in the scroll on this Directorate's website i.e. [www.edudel.nic.in](http://www.edudel.nic.in) under heading **Grievance Redressal and Monitoring System**.
23. After closure of the admission process, Deputy Directors of Education (Distt.) shall compile the school-wise details of vacant seats under General Category in the Format-2 and forward the same to this branch latest by **15.03.2025 (Saturday)** for publicizing the school-wise vacant seats details in the public domain in order to facilitate the schools to get vacant seats filled. **(Format-2 is enclosed)**.
24. No Private Unaided Recognized Schools shall process the admission of EWS/DG/CWSN free ship category students manually. The department shall conduct computerized draw of lots for admission of EWS/DG/CWSN Category Students in r/o all the Private Unaided Recognized Schools & Freeship category students in r/o all the Private Unaided Recognized Schools running on Government allotted land and regulated by Directorate of Education.

  
(VEDITHA REDDY)  
DIRECTOR (EDUCATION)


**Management of all Private Unaided Recognized Schools of Delhi.**

No. F.DE.15(172)/PSB/2016/ 6455-6464

Dated: 11/11/24

Copy for information & necessary action please:-

01. Secretary to Hon'ble Dy. Chief Minister/MoE, GNCT of Delhi.
02. OSD to Chief Secretary, GNCT of Delhi.
03. PS to Secretary (Education), Dept. of Education, GNCT of Delhi
04. PA to Director (Education), Dte. Of Education, GNCT of Delhi.
05. Director (Education), Municipal Corporation of Delhi, Civic Centre, Delhi.
06. Director (Education), New Delhi Municipal Council, Delhi.
07. Chief Executive Officer, Delhi Cantonment Board, Delhi
08. All Addl. Director/Spl. Directors/RDEs/DDEs/ADEs, Dte. Of Education, GNCT of Delhi.
09. All Branch In-charges, Directorate of Education, GNCT of Delhi.
10. OS (IT) with the request to upload it on the Departmental website.
11. Guard File.

  
4/11/24  
(SUSHITHA BIJU)  
DEPUTY DIRECTOR OF EDUCATION (PSB)