

**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

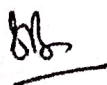
**CIRCULAR**

**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)



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.





**ITBP PUBLIC SCHOOL, SECTOR-16B, DWARKA,**  
**NEW DELHI-78**

**ADMISSION OPEN FOR KG/PRE-PRIMARY CLASS  
FOR THE ACADEMIC SESSION 2025-26**

- Eligibility Criteria:- Minimum age 4 years but less than 5 years as on 31.03.2025.
- Forms available w.e.f. 28.11.2024 at school reception and application form may also download from school website i.e. [www.itbppsdwarka.com](http://www.itbppsdwarka.com) and to be submitted at the reception physically.
- Last date of submission of application form in school 20.12.2024.
- Photo copy of the following valid self-attested document submitted along with the application form:
  - i) Birth Certificate
  - ii) Aadhar Card of Parent and Children.
  - iii) Passport size colour photo of parent and children.
  - iv) Proof of distance ITBP School to your home by road ( download from Google).

**Address Proof:-** Any of the following:-

- a) Photo copy of 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 ID Card of any of the parents.
- d) Electricity bill/Telephone bill/Water bill/Passport in the name of the any of the parent or child.

**Note: Incomplete forms will not be considered and it will be rejected automatically.**

S/d  
Principal  
ITBP Public School