

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

No. F.DE.15(172)/PSB/2016/ 8873-8882

Dated: 18/10/23

**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 2024-25.**

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 2024-25.

**1. 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	20.11.2023 (Monday)
2	Commencement of admission process and availability of forms	23.11.2023 (Thursday)
3	Last date of submission of application forms in schools	15.12.2023 (Friday)
4	Uploading details of children who applied to the school for admission under Open Seats	29.12.2023 (Friday)
5	Uploading marks (as per points system) given to each of the children who applied for admission under open seats	05.01.2024 (Friday)
6	The date for displaying the <b>first list of selected children</b> (including Waiting List) (along with marks allotted under points system)	12.01.2024 (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.	13.01.2024- 22.01.2024
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)	29.01.2024 (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.	31.01.2024 to 06.02.2024
10	Subsequent list of admission, if any	21.02.2024 (Wednesday)
11	Closure of admission process	08.03.2024 (Friday)

2. 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

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