

From The District Education Officer,
UT, Chandigarh

To The Heads of all Govt./Govt. Aided Schools,
In UT, Chandigarh

Memo No. DEO/UT/CA/2023/ 3/298-99
Dated Chandigarh, the 14/11/2023

Subject Common Admission Schedule 2024-25.

Please refer to the subject cited above.

As per the decision taken by the Education Department, you are directed to follow the Common Admission Schedule as given below for the year 2024-25 for admission in **Entry class** in your school:-

| | | |
|----|--|---|
| a) | Display of information relating to Admission by each school on the notice board and website of the school (Information should be given for dates of admission, total no. of seats, age requirement, fees structure, admission criteria, documents required, date of draw etc.) | Before 6 th December, 2023 (Wednesday) |
| b) | Issue and receipt of Admission forms Forms would be available free from the school website | From 7 th December, 2023 (Thursday) to 20 th December, 2023 (Wednesday) |
| c) | List of Eligible Candidates to be displayed (On notice board as well as on school website) | By 16 th January, 2024 (Tuesday) |
| d) | Finalization and display of selected candidate and waiting list | By 2 nd February, 2024 (Friday) |

Following details as also to be uploaded on website and Notice Board of the school:-

- Names of the Children (Category-wise) who have applied for the admission on their website after the closing date as per the Schedule.
- Names of the children selected (Category-wise) for admission to entry class after completion of admission process as per the schedule.
- The age criteria to be followed for admission in the entry class for the session 2024-25 as per NEP 2020 is as under:-

| Age Limit (as per NEP, 2020) for the session 2024-25 as on 1.04.2024 | |
|---|--|
| Classes | Age Criteria Child Born b/w |
| Pre-Primary - Level I Exact nomenclature will be indicated by the school | 1.04.2020 to 31.03.2021 (3 to 4 years) |
| Pre-Primary - Level II Exact nomenclature will be indicated by the school | 1.04.2019 to 31.03.2020 (4 plus to 5 years) |
| Pre-Primary - Level III Exact nomenclature will be indicated by the school | 1.04.2018 to 31.03.2019 (5 plus to 6 years) |

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14/11/23
District Education Officer,
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CC: The Director School Education, Chandigarh Administration for information please.

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District Education Officer,
UT, Chandigarh.

Duly filled application form for admission along with the following documents shall be required:

| | | |
|---|--|---|
| 1 | Proof of Date of Birth | (i) Child's Unique Identity card (Aadhar) issued by UIDAI; or (ii) Child's Passport; or (iii) Child's Birth Certificate issued by the Registrar of Births and Deaths of Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the Birth of a Child born in India. |
| 2 | Residential Proof (Parents residential proof in case Child's residential proof is not available) | (i) Ration Card issued in the name of parents having name of child in Ration Card; or (ii) Domicile certificate of child or of his/her parents; or (iii) Residence Certificate of the child or of his/her parents; or (iv) Voter I – Card (EPIC) of any of the parents; or (v) Electricity bill/BSNL telephone bill/water bill in the name of either parent; or (vi) Unique Identity card (Aadhar) of mother/ father/child issued by UIDAI Note- Rent agreement will not be accepted as a proof of Residence/Address |
| 3 | One passport size photograph | |

2024-2025

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EDUCATION DEPARTMENT, U.T., CHANDIGARH



ADMISSION FORM

ADMISSION/ RE-ADMISSION TO CLASS _____

Affix Passport
Size
Photograph

1. Name of the Student : _____
2. Gender : Male/Female/Other _____
3. Date of Birth (Christian era) (in figures) : _____
(in words) _____
4. Mother's Name : _____
5. Father's Name : _____
6. Guardian's Name : _____
7. Class Passed : _____ (Session) _____
8. Name of the school last attended : _____
9. Category : General/SC/ST/BC/OBC (TICK ANY ONE)
10. Residential Address with Phone No. : _____

Phone No. _____

- | | | |
|----------------------------------|----------------------------------|---|
| 11. Profession Father's _____ | Mother's _____ | Guardian's _____ |
| Office Address _____ _____ | Office Address _____ _____ | (if applicable) Office Address _____ _____ |
| Phone No. _____ | Phone No. _____ | Phone No. _____ |

12. Annual family income (from all sources) : _____
13. Aadhaar Card No. (student) : _____
14. Name and Account No. of Nationalized Bank (student) : _____
15. Medium of Instruction : ENGLISH / HINDI
16. First Language : PUNJABI / HINDI
17. School Leaving Certificate Attached (SLA) : YES / NO
18. Migration attached : YES / NO
19. Vaccination : _____
20. Whether suffering from any chronic disease ? : YES / NO
If yes, give details _____
21. Is any brother/sister of the student studying in this school ? : YES / NO
If yes, Name _____ Class _____

Declaration by the Parents/Guardian

Certified that the above given particulars are correct to the best of my knowledge and belief and the date of birth is accordance with Municipal or Chowkidar's record. I will not apply for change of date of birth subsequently under any circumstances.

(Signature of the father/mother/guardian)

EDUCATION DEPARTMENT, U.T., CHANDIGARH

The Principal/Headmaster/Headmistress,

I request for admission of my daughter/son/ward whose name is _____
_____ Necessary information has been given on the
reverse.

I certify that he/she was never admitted in any recognized school before.

Or

I am submitting his/her School Leaving Certificate.

Dated _____

(Signature of Father/Mother/Guardian)

CHECK LIST

DOCUMENTS-ATTACHED

- | | |
|--|--------------------------|
| 1. Date of Birth Certificate from Municipal Corporation/Panchayat (Self attested photo copy) | <input type="checkbox"/> |
| 2. Report Card of last class passed (Self attested photo copy) | <input type="checkbox"/> |
| 3. Character Certificate (original) | <input type="checkbox"/> |
| 4. School Leaving Certificate (original) (Counter Signed by DEO for students from outside Chandigarh) | <input type="checkbox"/> |
| 5. Migration Certificate (original) (for students from schools other than CBSE) | <input type="checkbox"/> |
| 6. Aadhaar Card (Self attested photo copy) | <input type="checkbox"/> |
| 7. First page of student's Bank Pass Book (Self attested photo copy) | <input type="checkbox"/> |

(For Office Use only)

Verification by Teacher-in-charge

Admission No. Allotted By The School

Signature of the Teacher-in-charge
Name (in Block Letters) _____

Signature Admission Withdrawal-in-charge
Name (in Block Letters) _____

(Signature of the Head of the Institution)

Seal

Note :

- (A) The date of birth is not liable to change subsequently under any circumstances.
(B) If the information relating to the income proves to be false suitable action will be taken.