

From The District Education Officer,
UT, Chandigarh.

To The Heads of all Unaided Recognized School,
In UT, Chandigarh.

Memo No. DEO/UT/CA/2017/ 29232-33
Dated Chandigarh, the 16/11/18

Subject Common Admission Schedule 2019-20.


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 2019-20 for admission in **Entry class** in your school:-

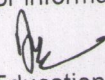
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| a) Display of information relating to Admission by each school on the notice board and website of the school (Information should be given for dates of Admission, Total no. of seats, age requirement, fees structure, admission criteria, Documents required, date of draw etc.) | Before 2 nd December, 2018 |
| b) <u>Issue & receipt of Admission forms</u>
(Forms would be available free on School website). | 3 rd to 14 th December, 2018 |
| c) <u>Eligible Candidates List to be displayed</u>
(On the school notice board as well as on School website). | Before 16 th January, 2019 |
| d) Finalization and display of selected and Waiting list. | By 31 st January 2019 |
| e) Deposit of Fee of Selected Children | By 12 th February, 2019 |

In addition to above, the schools will also upload the following information on their official website or will release in public domain through Notice Board or media advertisements.

- I. All schools will upload admission notice carrying the details of admission in the admission form on their school's website with the following detail.
 - i) Name of the Entry Class
 - ii) Age Criteria (alongwith cut-off date)
 - iii) No. of seats in the Entry Class (alongwith seats breakup)
 - iv) Criteria for admission
 - v) Detail of the documents required for admission and
 - vi) Fee structure
- II. The admission form will be free of cost.
- III. Only Rs. 100/- will be charged as Registration fee at the time of submission of the admission form.
- IV. If there is draw of lots, a representative from the department will be sent to the schools.


District Education Officer,
UT, Chandigarh.

CC: The Director School Education, Chandigarh Administration for information please.


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UT, Chandigarh.