

**EDUCATION DEPARTMENT : CHANDIGARH ADMINISTRATION**

**Online Admission Process for admission at Pre-primary Level -1 (Pre-Nursery) in Govt. Schools of UT, Chandigarh 2024-25.**

Details regarding Online Admission Process, eligibility age criteria, required documents are available on the website of Education Department i.e. [www.chdeducation.gov.in](http://www.chdeducation.gov.in).

<b>Issue of Schedule &amp; Guidelines</b>	<b>26.12.2023</b>
<b>Start date for filling of Online Application Form</b>	<b>27.12.2023</b>
<b>Last date for filling of Online Application Form</b>	<b>10.02.2024</b>
<b>Confirmation/Verification of candidate admission by the allotted school</b>	<b>by 8.03.2024</b>

Note: Online Application Form for admission in at Pre-primary Level -1 (Pre Nursery) in Govt. Schools of UT, Chandigarh can be filled and submitted only from any of the Govt. School of UT, Chandigarh.

**District Education Officer,  
UT, Chandigarh.**

## **GUIDELINES FOR THE ACADEMIC SESSION 2024-25 ONLINE ADMISSION IN ENTRY LEVEL CLASSES (PRE-NURSERY level-I) IN GOVERNMENT SCHOOLS OF UT CHANDIGARH**

These criteria/guidelines for admission of students at entry class of government schools (Pre-primary Level- I ( Pre-Nursery) ) of UT, Chandigarh through the Online Admission Process for the year 2024-25 shall be as follows: -

1. The children shall be admitted, in Government Schools in UT Chandigarh, as per the Area of Neighborhood detailed in the Right of Children to Free and Compulsory Education (RTE) Act, 2009, RTE Rules 2010 and guidelines issued thereunder. The admission shall be as per the following order of priority:
  - (i) Children residing in the vicinity of 1 Km of the Government School
  - (ii) Children residing in the vicinity of 3 Kms of the Government School
  - (iii) Children residing beyond 3 Kms of the Government School.

2. The age criteria to be followed for admission in Government Schools in UT Chandigarh at Pre-primary level-1, is as under (Age as on 31.03.2024):

<b>Class</b>	<b>Age</b>	<b>Child born between</b>
Pre- Primary Level –I (Pre- Nursery)	3 years +	01.04.2020 to 31.03.2021

3. Admissions in Pre-primary Level-I of Govt. Schools for the Academic Session 2024-25 shall be conducted **only through the Department's Centralized Online Admission Module accessible only at any of the Government Schools of UT Chandigarh.**

**No Govt. Schools of UT, Chandigarh Schools shall admit any child in the Entry Level Class through offline mode.**

4. The online forms can only be filled from any Government Schools for which all schools will put up atleast two help desks/school to facilitate the process. Because of this restricted access, the Parents may visit any Government School of UT Chandigarh to fill up for their ward the common online admission form where the teachers will guide the parents, verify the documents and help them complete the online form at Rs 0 cost to the parents. Each Govt. School will designate atleast the following staff and make available of the following infrastructure for facilitating the filling up the Online Admission form:

- (a) Atleast 02 Computers with internet facility with printers
- (b) 02 Computer Teachers OR any other teacher Teachers of the school for verification of documents and filling the online form

5. For completing the form Online Admission Form the following documents shall be required:

**(a) 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.

- (b) **Residential Proof** (Parents residential proof in case Child's residential proof is not available)

- (i) Unique Identity card (Aadhar) of mother/ father/child issued by UIDAI
- (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 parents.
- (vi) Rent agreement (registered) in the name of the parents.

**(c) One passport size photograph**

6. The Parent/guardian of the eligible children shall select multiple schools for admission of their child as per his/her choice in order of priority.

SN	Preference of the eligible applicants for admission at Pre-primary Level-I Classes in Govt. Schools of UT, Chandigarh	Option for Selecting Schools on the online module in Preference mode
1	1 <sup>st</sup> Category/Preference ( 0 to 1 KM)	In total 15
2	2 <sup>nd</sup> Category/Preference (1+ to 3 KM)	
3	3 <sup>rd</sup> Category/Preference (Beyond 3KM)	

7. The computerized draw of lots for Online Applications received from candidates for admission in Pre-primary level-I Classes of Govt. Schools will be conducted based on the school preference criteria of the applicant.
8. Admission granted vide online allotment of school to a child will be on provisional basis, to be confirmed only after the documents are verified by the allotted School.
9. The successful candidates/applicants of the computerized draw of lots shall be informed about the school allotted by uploading list on the department website. However, SMS on their registered mobile number may also be sent.
10. The successful candidates/applicants will be able to check the name of the school allotted through 'Computerized Draw of Lots' using Registration ID and Date of Birth available at the home page of the departmental website [www.chdeducation.gov.in](http://www.chdeducation.gov.in).
11. **Cancellation of admission:** If the successful applicant fails to approach/report the allotted School within 7 days (details to be communicated through SMS/by school to successful candidates) of allotment for completing the formalities for admission in pre-primary level-I, his/her candidature shall be automatically cancelled.
12. In case of the rejection of admission by the school, the school shall clearly specify, in detail, the reason of rejection. The category of the reasons may be selected from the following grounds: -
- (a) Non-submission of valid residence proof
  - (b) Duplicate entry.
  - (c) Candidate did not report for document checking/admission in spite of repeated reminders.
  - (d) Other reason—to be specified by the schools
13. **The admission of the child shall be cancelled in case the documents submitted by the applicant at the time of admission or at later stage are found to be forged/fake/incorrect/manipulated etc. and strict penal action shall follow on the**

parents/guardian of the child.

14. **Monitoring Committee for Online Admission in Pre-Primary Level-I in Govt. Schools:**To redress the queries and grievances, a monitoring cell shall be constituted under the Chairmanship of the Deputy Director of the Department of Education, which is as under: -
- (a) Dy. Director-IV, O/o DSE, UT, Chandigarh-Chairperson
  - (b) District Education Officer, UT, Chandigarh –Member
  - (c) DA O/o DEO, UT, Chandigarh-Member
15. Any grievance/ complaints or queries relating to admission process may be registered at the link [grievancecellgovt@gmail.com](mailto:grievancecellgovt@gmail.com) or at help line numbers 0172-5021692 (between 10.00 AM to 5.00PM (except lunch time 1.00 pm to 1.30 pm) on all working days (Monday to Friday).
16. In case any requisite admission document is unavailable with the parents, provisional admission for 30 days may be allowed on an undertaking by the parents/ guardians of the child confirming that they meet the school admission criteria and that within this provisional period, the admission requirements shall be supplied/complied with by them so that the provisional admission may be regularized.
17. In case of selection of the child at the school, the immunization certificate is to be submitted by the parents /guardians within 6 months from the date of admission.
18. Following is the schedule to be followed for Online Admission Process at Pre-primary Level –I in all Govt. schools of UT, Chandigarh for session 2024-25:

SN	Details	Dates
1	Issue of Guidelines and Schedule	26.12.2023
1	Registration of candidates on the portal	27.12.2023 to 10.02.2024
2	Online Draw - Release of list of selected candidates	Process to be completed by 8.03.2024 (dates to be notified later)
3	Confirmation/verification of candidate admission by the allotted School	

19. **Parents for admission of their ward at Pre-primary Level-I of any Government School of UT Chandigarh, for the academic session 2024-25, may approach any of the Govt. School for the assistance and completing the online admission forms as per the following schedule:**

SN	Dates	Timings
(i)	27.12.2023 to 9.1.2024 (Winter Break)	10.30 am to 12.30 pm (except Sunday and Holidays).
(ii)	10.1.2024 to 10.2.2024	10.00 am to 1.00 pm (except Sunday and Holidays).