

### **SUBMISSION OF ADMISSION FORM (ONLINE ONLY)**

Candidates are required to abide and ensure the instructions given on the website for filling of application vis-à-vis pop-up instructions regarding respective column of application while filling of application form.

#### **Important Rule/Instructions for candidate to ensure & adhere**

1. Candidates are required to apply ONLINE only through prescribed website. No other means/ mode of application will be accepted, otherwise rejected.
2. The procedure/steps for applying through ON-LINE for Admission can be seen on the prescribed Admission website mentioned in the prospectus.
3. **Candidate are required to have a valid personal e-mail ID for registration and mobile number for sending SMS for direct access to the candidates.** It should be kept active and checked regularly till the completion of admission process.

**MANDATORY: In case a candidate does not have a valid personal e-mail ID, she shall need to create valid e-mail ID before applying on-line. PHONE NUMBER /E-MAIL ID OF CYBER CAFÉ OR ANY THIRD PARTY IS NOT ALLOWED, IT WILL LEAD TO CANCELLATION OF CANDIDATURE.**

4. Payment of application fee or any other fee prescribed must be paid by applicant by Debit Card/Credit Card/ Net Banking only.
5. No offline Application and Fee through Demand Draft/ Cheques/ Money Orders/ Postal Orders etc. will be accepted & the same done/submitted will not be refunded.
6. The candidate is required to fill the application form carefully. Information given must be accurate. **Incomplete application form will be rejected out rightly. No change in the information furnished in the application form will be allowed after specified date.** Hence, candidates are advised to fill up all columns with full information required to be given in application form very carefully and correctly.
7. While filling the application form, candidates are required to ensure that for calculating percentage of marks of Secondary Examination (10<sup>th</sup>class) appropriate prescribed CGPA/GPA conversion formula must be applied. For example for conversion of CGPA of 10<sup>th</sup> class of CBSE will be multiplied by 9.5 (i.e. CGPA X 9.5). The candidate has to mention the conversion formula of the board mentioned in the mark sheet.

Candidates are advised to see whether they have passed 10<sup>th</sup> with

grade system/marks system.

8. **Applicant must report for mandatory verification of documents before allocation of seats on mentioned dates as per schedule in the prospectus. Non reporting for verification will leads to cancellation of your candidature.**
9. **Candidate must report with all valid original documents/certificates as mentioned in application form for support of category/sub-category as per provisions in the prospectus. Candidates without valid original document will be rejected.**
10. **Error committed by candidate in filling online forms is allowed to be edited during/after mandatory verification (for candidate issued deficiency letter) of documents as per schedule prescribed in the prospectus. Candidate have to make online payment of Rs.100/- (Debit/Credit Card/Net banking) and then edit the form as per allowed provision in prospectus at any of the Govt. DIETs only. Candidate must report for re-verification within schedule time mentioned in the prospectus. Candidate with deficiencies/non reported will be removed from allocation list of all rounds.**
11. It will be the sole responsibility of the candidate to make sure that she is eligible and fulfills all the conditions prescribed for admission to DPSE course such as age, marks etc. as mentioned in the prospectus under eligibility condition.
12. If a candidate is found to be ineligible at any stage after admission or during the course, her candidature/admission will be cancelled immediately without any prior notice and disciplinary action will be taken against her and entire fee will also be forfeited.
13. While filling up of the application form, the candidate must verify the correctness of all the particulars furnished by them. In case any candidate is found to have furnished false information or is found to have concealed any material information in her application, she will not be considered for admission. Further, such candidate shall also be liable for legal action. The candidate must check the details and click the SUBMIT button only after ensuring correction of data, in case of error in form.
14. **In case of any dispute the territorial jurisdiction will be the courts of GNCT of Delhi**

**HOW TO FILL FORM : Instructions for filling up the Application form which shall be adhered to while filling respective columns as per direction given on the admission website for filling point wise columns of application of Admission website mentioned in the prospectus**

1. **Applying for** : Two year regular Diploma for – Diploma in Elementary Education (D.El.Ed.) and Diploma in Pre-School Education (DPSE).
2. **Name** : Candidate is required to fill up his/her name as per his/her Class-X or equivalent certificate.  
(No change of name is permitted after submission of online application form)
3. **Father/Guardian Name** : Candidate is required to fill up the name of his/her father/ guardian exactly as is in his/her Class-X or equivalent certificate in the concerned column.
4. **Mother Name** : Candidate is required to fill up the name of his/her mother exactly as is in his/her Class-X or equivalent certificate in the concerned column.
5. **Date of Birth** : Candidate is required to mention date, month and year of his/her birth as recorded in Class-X or equivalent certificate as per English Calendar in the concerned column.
6. **Gender** : Candidate is required to mention his/her gender in the concerned column (Some SFS institutes are only for girls, check before filling choices).
7. **Educational Qualification** : Candidate is required to mentioned name of board, roll number, year of passing maximum marks/CGPA/GPA and obtained marks/CGPA/GPA secured as per format/provision given in the application form in the prescribed column.  
**(CALCULATING PERCENTAGE OF MARKS OF SECONDARY EXAMINATION (10<sup>TH</sup>CLASS) APPROPRIATE PRESCRIBED CGPA/GPA CONVERSION FORMULA MUST BE APPLIED. FOR EXAMPLE FOR CONVERSION OF CGPA OF 10<sup>TH</sup> CLASS OF CBSE WILL BE MULTIPLIED BY 9.5 (I.E. CGPA X 9.5). THE CANDIDATE HAS TO CHECK THE CONVERSION FORMULA OF THE BOARD MENTIONED IN THE MARK SHEET).**
8. **Category** : Candidate is required to fill up the category/sub-category in which she/he wish to apply in the prescribed column.

**(AUTOMATIC CONSIDERATION REGARDING CATEGORY/SUB-CATEGORY IS NOT ALLOWED)**

- Select the appropriate quota i.e qualifying examination from Delhi Pass Out (DP) or other Than Delhi (OP) Pass Out.

Candidate has to apply to any one of the above two categories to which candidate belongs to avail benefit of 85% or 15% reservation as the case may be. Automatic consideration in any category will not be allowed without applying.

9. **Address** : Candidate is required to fill up his/her Name with Complete Postal Address alongwith PIN code, Telephone Number with STD code, e-mail and Mobile number for any communication.  
**Candidate are required to have a valid personal e-mail ID and mobile no.** It should be kept active and checked regularly till the completion of admission process.

**MANDATORY : In case a candidate does not have a valid personal e-mail ID, he/she shall need to create valid e-mail ID before applying on-line.**

**PHONE NUMBER /E-MAIL ID OF ANY CYBER CAFÉ OR THIRD PARTY MAY LEAD TO CANCELLATION OF YOUR CANDIDATURE, SCERT WILL NOT BE HELD RESPONSIBLE FOR ANY DELAY IN COMMUNICATION IF ANY.**

2. **Fee payment of Rs.250/- for online application form** : After filling online application form, candidate have to pay Rs.250/-(non refundable) as online application fee through Net Banking/Credit Card/Debit Card. It is mandatory, candidate without application fee will be outrightly rejected.
3. **Choices/Preferences** : Candidate is required to fill code number where she want admission of Self Financing Recognized Private Institute Affiliated to SCERT, Delhi in order of her preferences.

**(CANDIDATE WILL BE CONSIDERED AS PER HER CHOICES/PREFERENCES ACCORDING TO THEIR MERIT, AUTOMATIC CONSIDERATION IS NOT ALLOWED)**

**CANDIDATES WITHOUT ANY CHOICES/PREFERENCES OF DIET/INSTITUTE WILL BE REJECTED OUTRIGHTLY AND NO SEAT ALLOCATION WILL BE DONE AT ANY STAGE TO THEM.**

4. Candidate is advised to fill-up maximum option in order of their choices/preferences for SFS private Institutes

Sl. No	Name and Address of Self Financing Recognized Private Institutes Affiliated to SCERT, Delhi	Code No.
1	Aaryan College of Education, Survey No.803 & 813, Village Nawda, Shiv Shankar Road, Om vihar Phase-I, Uttam Nagar, New Delhi-110059	1
2	Air Force Vocational College, Old Willington Race Course Camp, New Delhi-03	2
3	Amity Institute of Education, Amity Campus, M-Block, Saket, New Delhi-17	3
4	B.R.M.T. College of Education 92, Min North, 94 Min South, 95 Min south village 154 Nanda Enclave Dhansa Road, Najafgarg, Delhi-110043	4
5	Drishhti Institute, Plot No.41/7,41/8, & 41/9, Street No.Uday Vihar, Village Nilothi, Nangloi, Delhi-110041	5
6	Great Mission Teacher's Training Institute, Sector-5, Dwarka, New Delhi-110075	6
7	ICS Infotech Institute, 49-C, Vashist Park, Street No.8(Opp.D-Block, Janakpuri Instt.Area) Pankha Road, New Delhi-46	7

8	Jain Bharti Institute of Higher Education, E-Block, Sector-16 Rohini, Delhi-110089	8
9	Kaushalaya Institute for Nursery Teacher Education, Badarpur, Jaitpur, Delhi-110042	9
10	L.R. College of Advance Studies, H-3, Pocket-1, Sect.11, Rohini, Delhi-110085	10
11	Lingaya's Lalita Devi Institute of Management and Sciences, 847-848, Mandi Road, Village Mandi, New Delhi-47	11
12	Lovely Teachers' Training Institute, Priyadarshni Vihar. Delhi-92	12
13	M.A. Education Institute, Pocket-H, Sector-18, Rohini Delhi-85	13
14	M.R.Bharti College of Education, Survey No.53/6(4-16), Village Mundka Street/Road-main Road, Mundka, Dehi-110041	14
15	Manav Bharti Nursery Teacher Training Institute, Panchsheel Park, Sadhna Enclave, New Delhi-110017	15
16	Manvi Institute of Education and Technology, Block-C7, Sector-7, Rohini, Delhi-110085	16
17	Modelways Nursery Teacher's Training Institute, I-Block, Ashok Vihar Phase-I, Delhi-52	17
18	Pradeep Memorial Comprehensive College of Education, Pratap Vihar, Kirari Ext., Nangloi, Delhi-110086	18
19	Pragati Institute of Education and Training, Sector-13, Phase-II, Dwarka, New Delhi-78	19
20	Prayas College of Education, 37/222, Khizrabad, New Friends Colony, New Delhi-110065	20
21	Rama Krishna Teacher Training Institute, M-Block, Vikas Puri, New Delhi-110018	21
22	Rishab Institute, Pocket-IV, Main Road, Mayur Vihar, Phase-I, Delhi-110091	22
23	Rukmini Devi College of Education, Pocket B-5, Sector-4, Rohini, Delhi-85.	23
24	Sai Institute for Girls, Sai Bhawan, Raja Ram Kohli Marg, Delhi-110 031	24
25	Satyam International Polytechnic, GD- Block, Pitam Pura, New Delhi-110088	25
26	Tecnia Institute of Teacher Education, F-19, Sector-8 Rohini, Delhi-85	26
27	Vidya Training Institute, Vidya Bhawan, Bangla Sahib Road, Opp. Kali Mandir, Connaught Place New Delhi-110001	27