

# PROSPECTUS

( SESSION-2019-2021 )

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DIPLOMA IN PRE-SCHOOL EDUCATION (DPSE)

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**Application Fee of Rs.250/- through online only**

**Examination Cell**  
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S.No	CONTENT
1.	<b>CHAPTER –I</b> <ul style="list-style-type: none"> <li>• ABOUT SCERT, DELHI – INTRODUCTION</li> <li>• LIST OF SELF FINANCING RECOGNIZED INSTITUTES (PRIVATE) AFFILIATED TO SCERT, DELHI</li> </ul>
2.	<b>CHAPTER –II : SCHEDULE OF ADMISSION PROCESS</b>
3.	<b>CHAPTER –III : COURSE OF STUDY IN DPSE COURSE &amp; CODE OF CONDUCT</b>
4.	<b>CHAPTER –IV : ADMISSION PROCEDURE</b> <ul style="list-style-type: none"> <li>• ELIGIBILITY CONDITIONS</li> <li>• PHYSICAL FITNESS</li> <li>• AGE LIMIT</li> <li>• RESERVATION PROVISIONS (CATEGORY-WISE)</li> <li>• TABLE REPRESENTING CATEGORY-WISE DISTRIBUTION OF SEATS AS PER RESERVATION PROVISIONS</li> <li>• ESSENTIAL REQUIREMENTS FOR AVAILING RESERVATION</li> <li>• SUBMISSION OF ONLINE ADMISSION FORM</li> <li>• HOW TO FILL ONLINE APPLICATION FORM</li> </ul>
5.	<b>CHAPTER V : SELECTION PROCEDURE</b>
6.	<b>CHAPTER –VI : MANDATORY VERIFICATION OF DOCUMENTS</b>
7..	<b>CHAPTER –VII : ONLINE FORM EDITING AFTER VERIFICATION</b>
8.	<b>CHAPTER –VIII : DECLARATION OF ADMISSION LISTS</b> <ul style="list-style-type: none"> <li>• ALLOCATION OF SEAT TO CANDIDATE</li> <li>• FREEZING OF SEAT BY CANDIDATE</li> <li>• SLIDING BASED ON CHOICES FILLED</li> <li>• SLIDING AFTER 5<sup>TH</sup> ROUND – ON REQUEST ONLY</li> <li>• PHYSICAL REPORTING AT ALLOTTED INSTITUTE</li> </ul>
9	<b>CHAPTER –IX : NO MIGRATION CLAUSE</b> <b>COURSE FEE</b>
10	<b>CHAPTER –X : WITHDRAWAL OF SEAT</b>
11	<b>CHAPTER –XI : OTHER IMPORTANT INSTRUCTION</b> <ul style="list-style-type: none"> <li>• FAQs</li> <li>• ADVISORY TO THE CANDIDATES</li> </ul>

**CHAPTER –I**  
**ABOUT SCERT, DELHI**

**INTRODUCTION**

State Council of Educational Research and Training (SCERT), Delhi is an autonomous body of the Government of NCT of Delhi established in 1988. It is a nodal agency recognized by the National Council of Teacher Education (NCTE) for admission, curriculum construction, course conduct, guidance, examination and certification of pre-service training programme in the area pre-primary and elementary education viz Two year Diploma for – Diploma in Elementary Education (D.El.Ed.) and Diploma in Pre-School Education (DPSE). The curriculum is renewed periodically by a Curriculum Committee comprising experts with long experience in the area of education. The quality of teacher education being offered has received appreciation from Department of Education. The Course consists of theory and practical work in the DIETs/Institutes schools and the community. A variety of activities undertaken in the DIETs/Institutes such as morning assembly, sports and cultural programmes, debates, work experience, art and craft work etc. offer an opportunity to the students to experience a reflection of life in schools. Students are also given the exposure & experience in the area of action research, and experimentation for improving classroom pedagogy, teaching-learning, development of curricula and community involvement in school education, publications. While all DIETs/Institutes offer curricular content of equivalent quality and engage in similar functions, each DIET/Institute has a unique history of development that has generated unique resources. Engaging in the activities of the DIETs/Institutes is a rich experience that can be fully appreciated in later years of professional advancement. D.El.Ed./DPSE are professional programmes. Candidates selected for admission are required to take the programme years of rigorous educational experience with a commitment to become teacher.

Diploma in Elementary Education (D.El.Ed.) and Diploma in Pre-School Education (DPSE) in Delhi is an area full of exciting opportunities for learning and professional growth. Those who are offered for admission must appreciate the unique opportunity being offered to them over thousands of other aspirants and hence live upto expectations to become some of the finest teachers in Delhi. We are committed to impart high quality education and to contribute in the process of nation building.

**LIST OF SELF FINANCING (PVT.) RECOGNIZED INSTITUTE AFFILIATED TO SCERT FOR DPSE COURSE**

Sl.No	Name of Institute	Telephone No.	Total No. of Seats	Institutes	
				Abbrevia tion	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	25372062	50	AC	1
2	Air Force Vocational College, Old Willington Race Course Camp, New Delhi-03	23010231, 23792786	50	AF	2
3	Amity Institute of Education, Amity Campus, M-Block, Saket, New Delhi-17	29561182, 29561208	50	AI	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	8851893977	50	BR	4
5	Drishhti Institute, Plot No.41/7,41/8, & 41/9, Street No.Uday Vihar, Village Nilothi, Nangloi, Delhi-110041	28362096	50	DI	5
6	Great Mission Teacher's Training Institute, Sector-5, Dwarka, New Delhi-110075	25084112, 8459527490	50	GT	6
7	ICS Infotech Institute, 49-C, Vashist Park, Street No.8(Opp.D-Block, Janakpuri Instt.Area) Pankha Road, New Delhi-46	28520440	50	ICS	7
8	Jain Bharti Institute of Higher Education, E-Block, Sector-16 Rohini, Delhi-110089	27853000, 27883790	100	JB	8
9	Kaushalaya Institute for Nursery Teacher Education, Badarpur, Jaitpur, Delhi-110042	26666573, 32545715	50	KI	9
10	L.R. College of Advance Studies, H-3, Pocket-1, Sect.11, Rohini, Delhi-110085	27573100, 20904141	50	LR	10
11	Lingaya's Lalita Devi Institute of Management and Sciences, 847-848, Mandi Road, Village Mandi, New Delhi-47	26651112, 26651113	50	LD	11
12	Lovely Teachers' Training Institute, Priyadarshni Vihar. Delhi-92	22547753, 28822375	40	LT	12
13	M.A. Education Institute, Pocket-H, Sector-18, Rohini Delhi-85	27872787 9312628221	100	MA	13
14	M.R.Bharti College of Education, Survey No.53/6(4-16), Village Mundka Street/Road-main Road, Mundka, Dehi-110041	28342900	50	MR	14
15	Manav Bharti Nursery Teacher Training Institute, Panchsheel Park, Sadhna Enclave, New Delhi-110017	26013749	50	MB	15
16	Manvi Institute of Education and Technology, Block-C7, Sector-7, Rohini, Delhi-110085	27045080, 27046989	50	MI	16
17	Modelways Nursery Teacher's Training Institute, I-Block, Ashok Vihar Phase-I, Delhi-52	27228317	50	MW	17
18	Pradeep Memorial Comprehensive College of Education, Pratap Vihar, Kirari Ext., Nangloi, Delhi-110086	25470655, 65498301	50	PMC	18
19	Pragati Institute of Education and Training, Sector-13, Phase-II, Dwarka, New Delhi-78	40396488, 28033100	50	PI	19
20	Prayas College of Education, 37/222, Khizrabad, New Friends Colony, New Delhi-110065	26918189	50	PC	20
21	Rama Krishna Teacher Training Institute, M-Block, Vikas Puri, New Delhi-110018	25550497, 25529748	80	RK	21
22	Rishab Institute, Pocket-IV, Main Road, Mayur Vihar, Phase-I, Delhi-110091	22752055, 22758240	100	RI	22
23	Rukmini Devi College of Education, Pocket B-5, Sector-4, Rohini, Delhi-85.	27047074, 27044711	50	RD	23
24	Sai Institute for Girls, Sai Bhawan, Raja Ram Kohli Marg, Delhi-110 031	22505060, 22016866	50	SI	24
25	Satyam International Polytechnic, GD- Block, Pitam Pura, New Delhi-110088	27317069, 27313042	50	SP	25
26	Tecnia Institute of Teacher Education, F-19, Sector-8 Rohini, Delhi-85	27942400, 27948900	50	TI	26
27	Vidya Training Institute, Vidya Bhawan, Bangla Sahib Road, Opp. Kali Mandir, Connaught Place New Delhi-110001	23346890, 23740596	130	VT	27

SCERT may add or delete any of the institute Recognized by NCTE, subject to their new affiliation/ de-affiliation with SCERT.

**Schedule for admission in DPSE will be uploaded on the admission website separately.**

\*The attendance of the teacher trainee will be calculated from the date of commencement of the session.

\*\* Any change in schedule will be notified on the admission website only. No other individual communication will be made with applicants.

**In case any working day is declared as holiday by the Government, the process of admission/counseling scheduled on that day will be held on next working day, however any change will be notified on admission website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)**

- The lists with addresses 27 Self financing Institutes Affiliated to SCERT, Delhi have been provided under heading of 'List of Institutes offering DPSE course'.

**Note :** In case of availability of vacant seats after 5<sup>th</sup> list of admission in DIETs/Self Financing (Pvt.) Institutes, next wait list in rank-wise, category-wise, for admission, will be declared and uploaded on the website on the notified dates to be announced on 22.07.2019. For updated details please see admission website regularly i.e. [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) regarding final closure of admission, date will be notified on the website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) as per the status/situation of vacancy. **After notified date of closure of admission, all admissions shall be summarily closed even if any seats are vacant, keeping in view the compulsory number of working days (200 days) prescribed in NCTE Act/Regulation.**

Candidates are advised to continuously check website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) getting updated information till completion of admission process.

## CHAPTER-I

### DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION (DPSE) COURSE

DPSE course is a full-time Diploma course of two year duration. There are total intake of 1600 candidates in 27 Private Recognized Institutes shall be admitted. The medium of instruction for all subjects/activities and examinations shall be English/Hindi.

The syllabus of the course consists of theory papers, school experience programme, assignments, seminars, workshops and practical work etc. The distribution of course outline is as follows:

#### A. FIRST YEAR

Sr.No.	Courses	Total Credits	Theory	Practical	Marks
<b>First Year</b>					
1	Early Childhood Care & Education (ECCE) in India	4	4	0	100
2	Understanding Child and Childhood	5	4	1	125
3	Pre-school Education Curriculum: Principles and Priorities	5	4	1	125
4	Development of Mathematical Concepts in Children	3	2	1	75
5	Development of Language and Literacy in Children	4	3	1	100
6	Health, Care and Nutrition of Children	3	2	1	75
7	Methods and Materials in ECCE	4	3	1	100
8	School Experience Programme	6	0	6	150
	<b>Total Credits (Year I)</b>	<b>34</b>	<b>22</b>	<b>12</b>	<b>850</b>
<b>Second Year</b>					
9.	Developing Understanding of Environment in Children	4	3	1	100
10.	Proficiency in Languages : Hindi and English	4	4	0	100
11.	Gender, Diversity and Discrimination	5	3	2	125
12.	Working with Children with Special Needs	4	4	0	100
13	Planning and Organisation of a Pre-school Education Programme	4	3	1	100
14.	Working with Families and community	3	2	1	75
15.	Self-Development	4	0	4	100
16.	School Experience Programme	6	0	6	150
	<b>Total Credits (Year-2)</b>	<b>34</b>	<b>19</b>	<b>15</b>	<b>850</b>
	<b>Grand Total For two years</b>	<b>68</b>	<b>41</b>	<b>27</b>	<b>1700</b>

**Note 1** The detailed curriculum may be obtained from the institute concerned and may be downloaded from SCERT+ website [www.scertdelhi.nic.in](http://www.scertdelhi.nic.in).

## **School Experience Programme (SEP)**

Every student will have to undertake School Experience Programme being conducted by Institutes for minimum 40 working days. This is compulsory every year i.e. 1<sup>st</sup> year and 2<sup>nd</sup> year as per NCTE norms.

The students will be required to teach all the four teaching subjects viz one language, Maths, EVS(Science) and EVS (Social Science) alongwith other subjects mentioned in the DPSE curriculum during School Experience Programme.

School Experience Programme for DPSE Teachers Trainees will be conducted in MCD Schools/NDMC Schools/ Govt. and Private Recognized Schools of the Directorate of Education, GNCT of Delhi.

Teacher Trainees will be placed under the over all control of the respective heads of schools identified for SEP and shall perform all duties assigned to them in addition to the compulsory activities under SEP.

Regular/Rotational Supervision will be made by the faculty of concerned Institute. Principal of the concerned Institute will also supervise and monitor the SEP, as and when required.

### **Instruction to be followed by all the Institutes regarding Internal Assessment and SEP Evaluation**

#### **No change in Internal Assessment/SEP after its submission to SCERT**

**Principals will submit an undertaking that no changes in the evaluation, data/SEP etc. will be allowed after its submission to SCERT.**

*Furnishing of certificate from Principal of Pvt. DPSE institute to the effect that they have personally checked and verified the Internal assessment and SEP evaluation of Teachers-trainees of their institutes before submission to SCERT and Principal will furnish an undertaking that no change in the evaluation data (mark/roll no./name etc. of examinee)of any candidate will be sought by the institution after its submission to SCERT as the same will not be entertained by SCERT.*

*Original award list signed by all evaluators of in respect of parameters must be retained up to next academic session, after declaration of result in a sealed cover. The marks of evaluation by different evaluators/faculty will be sealed after the signature of all faculty/evaluators involved in it, putting cello tape on their signatures. These records may be asked for Examination Cell, SCERT in case of any query/inquiry.*



## **2. RULE APPLICABLE FOR THE TEACHERS-TRAINEES STUDYING IN DPSE COURSE**

1. Diploma in Pre-School Education (DPSE) course is a two year full time regular teacher training course. Since DPSE diploma course is skill oriented programme based on theory and lot of practical activities, such as School Experience Programme in different schools located all over Delhi. **STUDENTS WHILE PURSUING DPSE DIPLOMA CANNOT PURSUE ANY OTHER COURSE, BE IT REGULAR FULL TIME/REGULAR PART TIME/ CORRESPONDENCE/ ANY OTHER.** If at any stage, it is found that any student is pursuing/has pursued other course while undergoing DPSE course, her Candidature/Diploma shall stand cancelled.
2. It is mandatory for all the students to attain minimum 85% attendance in theory classes and 100% attendance i.e 40 working days in School Experience Programme (SEP) of the session. Those students who do not meet the prescribed attendance criterion shall not be allowed to appear in annual examination.
3. The requisite attendance criterion is to be met out separately in 1st year as well as in 2<sup>nd</sup> year of the Diploma Course.
4. The requirement of percentage of attendance is also to be met out afresh in case the student is retained/re-admitted in 1st year or in 2nd year on account of any reason, whatsoever.
5. A student, who is not allowed to take annual examination due to shortage of attendance, shall have to seek re-admission and repeat the entire course of 1<sup>st</sup> year or 2<sup>nd</sup> year, as the case may be. The re-admission in any Institute shall be over and above allotted seats.
6. Condonation of shortage of attendance :
  - (i) Up to five percent (5%) in theory classes may be granted by the Principal of concerned Institute on the basis of medical and other justified ground on the recommendation of Admission Committee of the DIET/Institute.
  - (ii) Further condonation of shortage of attendance up to ten percent (10%) in theory classes only may be granted by the Director, SCERT on the valid recommendations of Admission Committee and Principal of respective DIET/Institute on the basis of medical and other justified grounds.
  - (iii) It shall be full responsibility of the teacher-trainee to have a continuous check on her attendance as per prescribed criterion to avoid any action taken by Institute such as non-issuance of admit card and refusal of permission to appear in the exams.
7. 100% attendance (i.e 40 working days) and 50% marks in SEP is must for appearing in the examination. If any Teacher-Trainee do not fulfill any of the aforesaid criteria she has to take re-admission to complete the course as the case may be (1<sup>st</sup>/2<sup>nd</sup> year).

8. Any candidate, who has got admission at later stage after closure of admission, in compliance to direction of authorities/judiciary, will be required to complete the minimum required attendance of the full session as indicated in aforesaid Rule-2 of Chapter-II in theory and SEP.
9. The DPSE programme shall be of a duration of two academic years. However, the students shall be permitted to complete the programme within a maximum period of three years from the date of admission to the programme.
10. (a) A teacher-trainee who does not obtain qualifying marks in four or less than four papers will be given chance to re-appear in those subjects, but allowed to study in the next class with the condition to obtain qualifying marks in those papers in subsequent examination (subject to provision of clause 10 (c) as mentioned below).  
(b) A teacher-trainee who does not obtain qualifying marks in more than four papers will have to repeat the same class.  
(c) However, the teacher-trainee has to complete the programme within a period of 3 years from the date of admission as per NCTE Regulation dated 28.11.2014, Appendix u/s 2.1, hence only one chance to repeat in either of the class shall be available. If a student does not pass within the maximum duration of three years, the trainee will be disqualified for award of diploma.
11. No teacher-trainee shall remain absent continuously from the Institute for more than six working days without permission/intimation to the concerned Principal, failing which the student's name will be struck off the rolls by the Principal without any intimation to the concerned teacher-trainee. Student can give request to the concerned Principal within 30 days from the date of striking off her name, for readmission with valid reasons and on the recommendation of Admission Committee of Institute and concerned Principal, Director SCERT may consider and allow the same for readmission. No request for re-admission after 30 days of striking off the name will be entertained in any case.

**3. CODE OF CONDUCT FOR THE STUDENT-TEACHERS OF THE INSTITUTES i.e. DIETS AND SELF FINANCING RECOGNIZED PRIVATE INSTITUTES AFFILIATED TO SCERT, DELHI :-**

1. Discipline includes the observance of good conduct and orderly behaviour by the student-teachers of the Institute.
2. The following, shall be strictly observed by the student-teacher of the Institute.
3. Every student-teacher of the Institute shall maintain discipline and consider it her duty to behave decently at all places. Male students-teacher shall, in particular, show due courtesy and regard to female student-teacher.
4. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Principal of the Institute.
5. No student-teacher shall visit places or areas declared by the Principal of the Institute as "Out of Bounds" for the students-teacher.
6. Every student-teacher shall always carry her identity card issued by the institute, and shall have to produce or surrender the Identity Card as and when required by the Institute, Teaching and Library Staff and the officials of the Institute.
7. Any student-teacher found guilty of impersonation or of giving a false name or found guilty of forgery shall be liable to disciplinary action.

**Breach of discipline, inter alia, shall include :**

8. Late coming, irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.
9. Causing disturbance to a Class or an office or to the library, the auditorium/multipurpose hall or the play ground etc.
10. Disobeying the instructions of faculty or the authorities.
11. Misconduct or misbehaviour of any nature towards a faculty or any employee of the DIET/Institute or any visitor of Institute.
12. Causing any damage, spoiling or disfiguring the property/equipment of the institute.
13. Inciting others to do any of the aforesaid acts.
14. Giving publicity to misleading accounts amongst the student-teachers.
15. Visiting places declared by the institute as out of bounds for the student-teachers.
16. Not carrying the Identity Card issued by the institute.

17. Refusing to produce or surrender the identity card as and when required by the institute and other staff of the Institute.
18. Using phones in class room and in the campus during class and other activities is prohibited in the Institute premises. Any violation will entail a fine of Rs.1000/- in the first instance and cancellation of admission subsequently.
19. Any other conduct anywhere which is considered to be unbecoming of a student-teacher.
20. If student-teacher is found guilty of breach of discipline shall be liable to such punishment, as prescribed below :-
  1. Fine
  2. Campus ban
  3. Expulsion
  4. Rustication

However, no such punishment shall be imposed on an erring student-teacher unless she is given a fair chance to defend herself. This shall not preclude the Director, SCERT from suspending an erring student during the pendency of disciplinary proceedings against her.

All powers relating to discipline and disciplinary action in relation to the student-teachers shall vest in the Director, SCERT, Delhi. However, the Director, SCERT may delegate all or any of her powers as he deems proper to the Principal or to the Discipline Committee of the institute as the case may be or any other functionary of the SCERT, Delhi.

21. The student-teacher who violate the discipline of the Institute will be expelled from the Institute and no re-admission will be permitted.

## CHAPTER –IV : ADMISSION PROCEDURE

### 1. ELIGIBILITY CONDITIONS

**A candidate must fulfill the below-mentioned eligibility conditions in totality by the last date of submission of application form otherwise her application form will be rejected.**

- (i) *Candidates seeking admission to DPSE Course must have passed Senior School Certificate Examination (10+2) of CBSE, or its equivalent examination from any other recognized Board/University. The minimum percentage of marks in qualifying examination required for admission to DPSE course is 50% in aggregate. For calculating percentage of marks of 10+2 examination conducted by CBSE, best 5 subjects including at least one language will be considered.***
- (ii) Five percent relaxation of marks in the qualifying examination is allowed for candidates belonging and applying under the categories of Scheduled Caste, OR Scheduled Tribe OR Person with Disability (PwD) only. Therefore, the candidates belonging to above mentioned three categories and having 45% marks in qualifying (10+2) exam are also eligible to apply.**
- (iii) For other boards/universities, aggregate of marks in best 5 subjects including at least one language (i.e. four subjects + one language) in which she is required to pass for qualifying in Sr. Sec. Examination (10+2) or its equivalent as per rules laid down by the concerned board/university will be considered for calculating percentage of marks.**
- (iv) For calculating percentage of marks of Secondary Examination (10<sup>th</sup>) CGPA awarded by the CBSE board (qualifying subjects including at least one language) for qualifying in Secondary Examination (10<sup>th</sup>) will be considered for calculating percentage of marks. For other equivalent boards number of subjects (including at least one language) in which she is required to pass, for qualifying in Secondary Examination (10<sup>th</sup>) as per rules laid down by the concerned board will be considered for calculating percentage of marks (out of total maximum marks).**
- (v) *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 the CGPA (i.e. CGPA X 9.5). The candidate has to mentioned the conversion formula of the board mentioned in the mark sheet.***

### 4. PHYSICAL FITNESS

A candidate must be in good mental and physical health and should be free from any defect/communicable disease which is likely to interfere with her studies including active outdoor duties required of a teacher. Accordingly, all the candidates shall be required to submit a Medical Certificate from a Registered **MBBS or equivalent recognized degree, that she is in good mental and physical health and is free from any defect/communicable disease which are likely to interfere with her studies including active outdoor duties required of a teacher.**

## **5. AGE LIMIT**

- (i) The maximum age should not be more than 24 years as on 30th September, 2019.
- (ii) 5 years relaxation of age in upper limit is allowed for candidates belonging and applying under the categories of Scheduled Caste, Scheduled Tribe and Persons with Disability (PwD) only, subject to submission of certificate from competent authority.

**SCERT DOES NOT TAKE ANY RESPONSIBILITY FOR ANY PERSON WHO COMPLETES THE SAID COURSE LATE, DUE TO RE-APPEAR EXAMINATION AND THEREFORE BECOMES INELIGIBLE FOR APPOINTMENT AS A TEACHER AS PER RECRUITMENT RULES OF GNCT OF DELHI OR ANY OTHER RECRUITING ORGANIZATION/AGENCY**

## **6. RESERVATION PROVISIONS**

### **I. There is a provision for reservation of seats for following categories :**

- (a) 85% seats are reserved for those candidates who have passed qualifying examination (12<sup>th</sup> pass) from school/study center located in National Capital Territory (NCT) of Delhi.
- (b) 15% seats are reserved for candidates who have passed the qualifying examination (12<sup>th</sup> pass) from schools/study center outside NCT of Delhi will be States/UT, other than National Capital Territory (NCT) of Delhi.

### **II. No need of submission of Domicile Certificate by any candidate applying under any of categories mentioned above.**

### **III. Candidate has to apply to any one of the above two categories to which candidate belong, to avail benefit of 85% or 15% reservation as the case may be. There is no provision for automatic consideration from one category to another category.**

### **IV. ANY CHANGE IN RESERVATION PROVISIONS BY GOVERNMENT WILL NOT BE AUTOMATIC, INFORMATION REGARDING THIS WILL BE COMMUNICATED ON THE ADMISSION WEBSITE [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) ,IF ANY**

**IT IS MADE CLEAR TO THE CANDIDATES APPLYING FOR ADMISSION FROM OUTSIDE DELHI THAT THERE IS NO HOSTEL/RESIDENTIAL FACILITY AVAILABLE AT DIETs/ SCERT, DELHI. THE CANDIDATES WOULD BE REQUIRED TO MAKE THEIR OWN ARRANGEMENTS OF STAY IN DELHI, IF THEY ARE SELECTED.**

**CATEGORY-WISE DISTRIBUTION OF RESERVATION OF SEATS (FOR SFS (PRIVATE) INSTITUTE AFFILIATED TO SCERT)**

**CATEGORY-WISE DISTRIBUTION OF RESERVATION OF SEATS**

Sl. No.	Category	Abbreviation of categories	Quantum of reservation in percentage	Total Seats reservation wise	
<b>BREAK-UP OF RESERVATION OF 85% SEATS FOR CANDIDATES PASSED QUALIFYING EXAMS. (12<sup>TH</sup> PASS) FROM NCT OF DELHI (DP)</b>					
1	General	GEN	--	<b>655</b>	
2	Other Backward Classes	OBC	<b>15</b>	<b>184</b>	
3	Scheduled Caste	SC	<b>15</b>	<b>184</b>	
4	Scheduled Tribe	ST	<b>7.5</b>	<b>92</b>	
5	NCC (National Cadet Core)	NCC	<b>1</b>	<b>12</b>	
6	Sports (SMW)	SMW	<b>2</b>	<b>24</b>	
7	Wards of Ex- Servicemen/ serving Defence personnel	W-EX	<b>1</b>	<b>12</b>	
8	Wards of Delhi School Teachers	W-DST	<b>2</b>	<b>24</b>	
9	Person with Disability	PwD	<b>1</b>	<b>36</b>	
	Total			<b>1223</b>	
<b>BREAK-UP OF RESERVATION OF 15% SEATS FOR CANDIDATES PASSED QUALIFYING EXAMS. (12<sup>TH</sup> PASS) FROM OTHER THAN NCT OF DELHI (OP)</b>					
12	General	GEN	--	<b>130</b>	
13	Other Backward Classes	OBC	<b>15</b>	<b>32</b>	
14	Scheduled Caste	SC	<b>15</b>	<b>32</b>	
15	Scheduled Tribe	ST	<b>7.5</b>	<b>16</b>	
16	Person with Disability (PwD)	PwD	<b>03</b>	<b>06</b>	
		<b>Total</b>	<b>15</b>	<b>217</b>	
	<b>Management Quota</b>	<b>Total</b>	<b>10</b>	<b>160</b>	
<b>Grand Total of DP+ OP+ Management Quota =</b>				<b>1600</b>	

In case, candidates are not available in the ST Category, the seats will be transferred to SC Category and vice-versa, after exhausting complete list of applicants of the respective category. Regarding PwD category the sub-categories are inter convertible among sub categories after exhausting complete list of applicants of the respective category among all sub-categories. Allocation of seats will be done on merit basis. If candidates are exhausted/not available in NCT of Delhi under PwD category, the seats will be filled by available PwD candidates from other than NCT of Delhi and vice versa on merit basis. In case seats reserved for SC, ST, PwD remain unfilled even after exhausting complete list of applicants of the respective categories, the same will remain vacant. Pertaining to other categories the remaining unfilled vacant seats will be converted into General category.

**CATEGORY-WISE DISTRIBUTION OF SEATS AS PER RESERVATION PROVISIONS AT  
RECOGNIZED SELF FINANCING (Pvt.) DPSE INSTITUTES**

Sr. No.	Name of Institute	Name of Instt.		GEN	OBC	SC	ST	NCC	SMW	W-EX	W-DST	PwD	Total	Total	Mgt. Quota	Grand Total
1	Aaryan College	01	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	5	1	1	0	0	0	0	0	0	0	7		
2	Air Force	02	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	5	1	1	0	0	0	0	0	0	0	7		
3	Amity Institute	03	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
4	B.R.M.T.	04	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
5	Drishhti Institute	05	DP	20	6	6	3	0	1	1	1	1	38	45	5	50
			OP	3	1	1	1	0	0	0	0	0	0	7		
6	Great Mission	06	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
7	ICS Institute	07	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
8	Jain Bharati	08	DP	39	11	11	6	2	1	2	2	3	77	90	10	100
			OP	7	2	2	1	0	0	0	0	0	1	13		
9	Kaushalyaya Inst.	09	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	5	1	1	0	0	0	0	0	0	0	7		
10	L.R. College	10	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
11	Lingaya's Lalita	11	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	5	1	1	0	0	0	0	0	0	0	7		
12	Lovely Institute	12	DP	17	4	4	2	1	0	1	1	1	31	36	4	40
			OP	3	1	1	0	0	0	0	0	0	0	5		
13	M.A. Educatiaon	13	DP	39	11	11	6	2	1	2	2	3	77	90	10	100
			OP	7	2	2	1	0	0	0	0	0	1	13		
14	M.R.Bharti	14	DP	21	6	6	3	0	1	0	0	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
15	Manav Bharti	15	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
16	Manavi Institute	16	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
17	Modelways	17	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
18	Pradeep Memo.	18	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
			OP	4	1	1	1	0	0	0	0	0	0	7		
19	Pragati Institute	19	DP	21	6	6	3	0	1	0	0	1	38	45	5	50
			OP	5	1	1	0	0	0	0	0	0	0	7		
20	Prayas Institute	20	DP	21	6	6	3	0	1	0	0	1	38	45	5	50
			OP	5	1	1	0	0	0	0	0	0	0	7		



21	Rama Krishna	21	DP	35	8	8	5	1	0	1	1	3	62	72	8	<b>80</b>
			OP	4	2	2	1	0	0	0	0	1	10			
22	Rishab Institute	22	DP	42	11	11	5	2	0	2	2	2	77	90	10	<b>100</b>
				OP	7	2	2	1	0	0	0	0	1	13		
23	Rukmini Devi	23	DP	19	6	6	3	1	1	1	0	1	38	45	5	<b>50</b>
				OP	5	1	1	0	0	0	0	0	0	7		
24	Sai Institute	24	DP	20	6	6	3	1	1	0	0	1	38	45	5	<b>50</b>
				OP	5	1	1	0	0	0	0	0	0	7		
25	Satyam International	25	DP	20	6	6	3	0	1	1	0	1	38	45	5	<b>50</b>
				OP	5	1	1	0	0	0	0	0	0	7		
26	Tecnia Institute	26	DP	22	6	6	3	0	1	0	0	1	39	45	5	<b>50</b>
				OP	4	1	1	0	0	0	0	0	0	6		
27	Vidya Institute	27	DP	59	13	13	5	2	1	2	2	3	100	117	13	<b>130</b>
				OP	10	2	2	1	0	0	0	0	2	17		
		<b>Total</b>	DP	655	184	184	92	12	24	12	24	36	1223	1440	160	1600
		<b>Total</b>	OP	130	32	32	16	0	0	0	0	6	217	0	0	0
				785	216	216	108	12	24	13	24	42	1440	1440	160	<b>1600</b>

**DP = 85% seats for candidates passed qualifying exams. (12<sup>th</sup> pass) from NCT of Delhi.**

**OP = 15% seats for candidates passed qualifying exams. (12<sup>th</sup> pass) from other than NCT of Delhi**

## 7. Essential Requirements for Availing Reservation

Following conditions must be fulfilled for availing reservation under different reserved categories. In case a candidate selected for admission under any reserved category fails to produce certificate of that particular category at the time of admission in accordance with requirement mentioned under particular category, failing which she will not be considered for admission and the seat will be given to the next candidate of same category in order of merit. **Candidates who do not possess the required valid certificate of reserved category in her name, for the category she has applied for, are hereby advised to apply for the same immediately** to the Competent Authority to avoid refusal for admission, if selected in her respective category. The admission will be given on the basis of merit of 10+2 percentage of marks in the respective category only.

### (i) SC/ST Candidates\*

A candidate belonging to SC/ST category has to submit her category certificate **in her name ONLY** as per Government rules, from Competent Authority of concerned state i.e. District Magistrate, Additional District Magistrate, Deputy Commissioner, Additional Deputy Commissioner and SDM, Chief Presidency Magistrate and Presidency Revenue Officer not below the rank of Tehsildar.

**(ii) OBC Candidates (non-creamy layer) \***

A candidate applying under Delhi Pass out (DP) belonging to OBC category as recognized by Government of NCT of Delhi is required to submit her category certificate from the Competent Authority of Government of NCT of Delhi in **her name ONLY**. The candidates of other states applying under Other than Delhi pass out (OP) are required to submit her category certificate from the Competent Authority of the State/UT of residence in her name ONLY. **OBC (NCL) candidates are required to produce a caste certificate issued after 30<sup>th</sup> June-2018 from the concerned authorities.**

**\*NOTE :**

- 1. The candidate seeking admission under reserved categories has to mandatorily produce the caste/category certificate in her name at the time of admission. The certificate in the name of either of the parents (Mother/Father) or any other family member is not acceptable and the candidate will not be entitled even for provisional admission.**
- 2. The reservation certificate should be issued from the respective state in which the reservation is being claimed, e.g. in case, a candidate claims the seat reserved for the Delhi pass out candidate, she has to bring SC/ST/OBC certificate issued by Govt. of NCT of Delhi and should have also passed her qualifying examination from a School located in NCT of Delhi.**
- 3. OBC (NCL) candidates are required to produce a caste certificate issued after 30<sup>th</sup> June-2018 from the concerned authorities as mentioned above. However, if the certificate is issued prior to June 30,2018, it must be accompanied with an additional certificate regarding the present non-creamy layer status of the candidate, issued by the same competent authority. This additional certificate must have reference of her already issued original caste certificate.**

**(iii) Persons with Disabilities (PwD)**

Candidates belonging to Visual Impairment (VI), Hearing Impairment (HI) and Orthopedic Impairment (OI) categories or any other category as mentioned in **THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016** are required to submit the relevant certificate issued by a Medical Board of a Government hospital only, certifying minimum 40% disability. **Certificate below 40% disability will not be considered for admission under this category.**

**(iv) NCC (National Cadet Core)**

- NCC certificate of A/B Level issued by the Commanding Officer NCC obtained at Secondary/Sr. Secondary Level (during class IX to XII only).
- Certificate from Head of School certifying that student has obtained A/B Level NCC certificate during her stay in school at Sec./Sr.Sec. Level.

**(v) Sports Person (SP)**

1. Certificate for participation at National Level at Sr. Secondary or Secondary stage issued by National Sports Federation of India or School Games Federation of India duly recognized by Indian Olympic Association/ Ministry of Youth and Sports, Government of India.
2. The certificate is to be counter signed by the competent authority of State Sports Federation/Association representing the state.
3. Certificate from Head of School certifying that the candidate participated at National Level at Sr.Sec. or Secondary stage with full details, viz name of game, year and position, if any etc.

**(vi) Ward of Ex-Service Defence Personnel (W-EX)**

A Certificate from competent authority with regard to ward of Defence Personnel (Ex-servicemen/killed in action/widow of Defence Personnel), subject to fulfilling the eligibility criteria applicable for admission.

**(vii) Ward of Delhi School Teacher (W-DST)**

This reservation is for wards of regular teachers only working in Delhi and serving in Government/ Government Aided schools of Directorate of Education (DoE), Municipal Corporation of Delhi (MCD)/ Aided schools of MCD, New Delhi Municipal Council (NDMC), Delhi Cantonment Board (DCB) Schools. A ward certificate issued by Principal/Head of the School and countersigned by the concerned Deputy Director of Education/ Zonal Education Officer is must at the time of admission

**Note** # may be read with the decision of EC, SCERT notification vide notification no. vide F.No.20(37)/SCERT/Admn./9545-65 dated 26.12.2016 already conveyed to Principal DIET.

**NOTE :**

- a. **The required certificate (s) for reserved categories/classes is essential at the time of verification/admission/ counseling and no provisional admission shall be granted without original certificate of caste/category etc. as the case may be, from the competent authority. Further, the caste/category certificate should invariably be in the name of candidate herself and not in name of respective parents/guardians.**

**In case of any married woman applying to any course under reserved**

- b. **category she will have to produce the caste certificate in her name only. Certificate in the name of husband/mother/father will not be accepted.**
- c. **Candidate are advised to check her name, fathers/guardian name mention in respective reservation certificate. It must match your name exactly in 10<sup>th</sup> class certificate. Any deviation will leads to cancellation of your candidature in respective category during verification.**

## **8. 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**

2. Candidates are required to apply ONLINE only through prescribed website. No other means/ mode of application will be accepted, otherwise rejected.
3. The procedure/steps for applying through ON-LINE for Admission can be seen on the prescribed Admission website mentioned in the prospectus.
4. **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.**

5. Payment of application fee or any other fee prescribed must be paid by applicant by Debit Card/Credit Card/ Net Banking only.
6. 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.
7. 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.
8. 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.
9. **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.**

10. **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.**
11. **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.**
12. 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.
13. 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.
14. 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.
15. **In case of any dispute the territorial jurisdiction will be the courts of GNCT of Delhi**

**10 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.**

9. **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.

10. **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.**

11. 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-I, 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

12. **Candidate must to take printout of application form and recheck all details carefully in filled up online application form.**

## **CHAPTER- V : SELECTION PROCEDURE : For Rank List**

1. All the eligible candidates applying for this course will be considered first under General Merit irrespective of the category. In case reserved category candidates do not stand in general merit, they will be considered in order of merit in the particular reserved category/sub-category they have applied for. It is further clarified that the candidates of any category/sub-category given admission in general merit shall not be counted in the reserved category.
2. **Admission to the DPSE course will be done on the basis of merit in qualifying examination i.e. 10 + 2 or its equivalent exam (Sr. Secondary examination).** Only those candidates who fulfill eligibility conditions at the time of submission of form will be considered eligible for admission in order of merit. For calculating percentage of marks of 10+2 examination conducted by CBSE, best 5 subjects including at least one language will be considered. In case of boards other than CBSE, the percentage of marks shall be calculated as per passing criteria laid down by concerned board, keeping in view Eligibility Conditions mentioned in the prospectus.
3. In case of tie in percentage of marks in 10+2 examination, the percentage of marks of class X examination up to two places of decimal shall be considered to break the tie. However in case of tie in class-X percentage of marks also, the older candidate in age (determined by Date of Birth), will be given preference. **However if further the tie remains at the level of age also, then draw of lots shall be adopted during preparation of merit.**
4. For calculating percentage of marks of Secondary Examination CGPA/GPA please refer to **ELIGIBILITY CONDITION** prescribed in the respective section of prospectus.
5. A candidate not fulfilling eligibility conditions laid down in this prospectus, will not be considered for admission to DPSE course irrespective of her higher merit. No representation will be entertained in this regard.
6. Selection of all candidates called for admission on the basis of merit of qualifying exams. shall be provisional subject to production of following certificates in original at the time of admission:-
  - (a) Original certificate of Secondary School Examination (Class X) or its equivalent examination.
  - (b) Mark sheets of Sr. Secondary School and Secondary School Examination or its equivalent examinations.
  - (c) Certificate of reserved category/sub-category, if applicable as prescribed in the prospectus, from Competent Authority.
  - (d) Candidate seeking admission from NIOS or any other distance mode must furnish certificate specifying that candidate has attended/studied/passed Sr. Secondary from the concerned study center along with other documents.
  - (e) Medical fitness certificate from a registered MBBS/BAMS doctor.



In case a candidate fails to produce any of the aforesaid certificates in original or is found not eligible for DPSE course as per eligibility criteria at the time of Mandatory Verification/admission, her candidature for admission in DPSE course shall stand cancelled. No further correspondence in this regard shall be entertained.

7. In case a candidate fails to report at allotted Institute for mandatory verification, allocation rounds, physical reporting round, it will lead to cancellation of candidature on the notified dates, her candidature shall stand cancelled in all category/sub-category in Institute. Candidate will not be considered for admission in subsequent lists of the same category in that Institute.

**NOTE: NON PAYMENT OF FEES FOR APPLICATION FEE (RS.250/- NON REFUNDABLE), PART ADMISSION FEE (RS.1800/- NON REFUNDABLE, BUT ADJUSTABLE AT THE TIME OF PAYMENT OF 2<sup>ND</sup> QUARTER FEE OF THE COURSE), EDITING FEE (RS.100/- NON REFUNDABLE- IF ONLINE APPLICATION FORM IS EDITED) WILL LEADS TO CANCELLATION ACCORDINGLY.**

8. Candidates are advised to see regularly the admission list, till the Admission Process is over. No other individual communication will be send to candidates.

## **CHAPTER-VI : MANDATORY VERIFICATION OF DOCUMENTS**

All Candidates have to report for mandatory verification of all mentioned documents as per schedule prescribed in the prospectus.

Non-reporting by candidate will lead to rejection/cancelation of her candidature. **In case of exigencies like death of family member, accident, hospitalization of the candidate etc., the guardian/ representative of candidate along with written request by verified candidate and countersigned by parent/guardian and with all original documents and proof of hospitalization or death etc. must report to the Principal of allotted DIET on the specified date and time as mentioned in prospectus for MANDATORY VERIFICATION.**

**Verification of documents of all candidates is mandatory as schedule given below:-**

Sr.No	Activities	Date & time	Venue
1	Verification of documents of candidates who passed qualifying examination (12 <sup>th</sup> pass) from other than NCT of Delhi (15% seats)	06.06.2019 to 10.06.2019 (from 10 AM to 04 PM)	Any of 9 Govt. DIETs Name & address of DIET as mentioned in Chapter-I
2	Verification of documents of candidates who passed qualifying examination (12 <sup>th</sup> pass) from NCT of Delhi (85% seats)	11.06.2019 to 17.06.2019 (from 10 AM to 04 PM)	Any of 9 Govt. DIETs Name & address of DIET as mentioned in Chapter-I

**\* Any change in schedule will be notified on the admission website only. No other individual communication will be made with applicants.**

**\*\*In case number of candidates applying for DPSE is higher then 15000, initially candidate 7 times, the number of seats in respective category will be called for verification.**

Notification or any change in schedule will be notified on the admission website only. No other individual communication will be made with applicants.

Candidate will be called for provisional admission on the basis of merit/choices/preferences filled by the candidate in online application form subject to verification and production of following certificates in original at the time of mandatory verification :-

- (a) Original certificate of Secondary School Examination (Class X) or its equivalent examination.
- (b) Mark sheets of Sr. Secondary School and Secondary School Examination or its equivalent examinations.
- (c) Certificate of reserved category/sub-category, if applicable as prescribed in the prospectus.
- (d) Candidate seeking admission from NIOS or any other distance mode must furnish certificate specifying that candidate has attended/studied/passed Sr. Secondary from the concerned study center alongwith other documents.
- (e) Medical fitness certificate from a registered MBBS/BAMS doctor.
- (f) Printout of online application form.

In case a candidate fails to produce any of the aforesaid certificates in original, deficiency letter will be generated. Candidate have to remove this deficiency online by payment of Rs.100/- (non refundable) as editing/deletion/addition in candidates application form in her login ID during the verification process as per scheduled mentioned in prospectus and report to any of the 9 Govt. DIET for re-verification with valid documents.

If candidate, failed to remove deficiency and did not re-verified her documents or fail to reproduce the valid certificate from concerned issuing authority, her candidature stand cancel and remove her candidature from seat allocation process for Admission in DPSE course of SCERT, Delhi. No further correspondence in this regard shall be entertained.

**NOTE : Candidate must ensure that verification letter is issued to her after mandatory verification of documents. All non-reported or candidate with deficiency letter will not be considered for final rank generation/allocation of seats.**

## **CHAPTER-VII : ONLINE FORM EDITING AFTER VERIFICATION**

If deficiency/discrepancy letter is issued to candidate during mandatory verification of document. Online **facility is available** to remove discrepancy/correction/addition/ deletion/change in data or any other information in online application form after depositing Rs.100/- (non refundable) through online mode.

After online editing, candidate is advised to re-verified her documents at any of the 9 Govt. DIETs and take verification letter **It is mandatory. Candidate with discrepancy/deficiency will be removed from allocation of seat in any further round.**

**BUT CORRECTION/CHANGES IS NOT ALLOWED IN NAME OF CANDIDATE, DATE OF BIRTH, E-MAIL ID AND MOBILE NUMBER.**

AFTER MANDATORY PERIOD IS OVER **FINAL RANK** WILL BE DECLARED FOR ALL VERIFIED CANDIDATES ONLY. NON REPORTED AND NON VERIFIED CANDIDATES WILL BE OUT OF THIS LIST.

CANDIDATES ARE ADVISED TO CHECK AND **EDIT CHOICE OF INSTITUTE BASED ON FINAL RANK** ALLOTTED. *CANDIDATE WITHOUT ANY CHOICE OR LESS CHOICE WILL BE CONSIDERED FOR ALLOTMENT IN CANDIDATES MENTIONED INSTITUTES ONLY.*

## **CHAPTER-VIII**

### **DECLARATION OF ADMISSION LISTS**

- (a) The First, Second, Third, Four, Fifth and subsequent lists if required shall be uploaded on the admission website as mentioned in the schedule for admission in DPSE course in Pvt. Institute in respective section as per schedule mentioned in the prospectus.
- (b) **MANDATORY REPORTING: If any verified candidate does not report for admission at allotted Institute on specified date, and time alongwith all original documents and course fee, her right of admission will stand cancelled.**
- (c) **If the VERIFIED candidate has applied for admission in other Self Financing Recognized Private Institutes Affiliated to SCERT, Delhi under different category/sub-category also, she is advised to see the next admission list as per given schedule regularly and carefully on the website.**
- (d) **In case of exigencies like death of family member, accident, hospitalization of the candidate etc., the guardian/ representative of candidate along with written request by verified candidate and countersigned by parent/guardian and with all original documents and proof of hospitalization or death etc. must report to the Principal of allotted DIET on the specified date and time as mentioned in prospectus for Reporting to allotted Institutes for Provisional Admission Letter after payment of Part Admission Fee .**

## 1. Allocation of Seats to Candidate

All verified candidates will be considered for allocation of seats based on merit and choices filled by her in respective category/ sub category only.

All such candidates, as listed below, will not be considered for allotment of seat.

- Candidates who have failed to report for mandatory verification of document.
  - Candidates who have deficiency letter i.e. deficiency is not removed within prescribed scheduled time or not verified shall not be considered in any of subsequent round for allocation of seats and she failed to get verification letter from any of the Govt. DIET.
1. After mandatory verification, allocation of seats will be done based on choices/preferences filled according on merit/category/sub-category.
  2. Allotment of seats can be checked by the candidates in their login ID given during the registration process. Complete list of allotment will also be available on admission website as per schedule prescribed in the prospectus.
  3. Candidate ARE ADVISED TO print **Provisional Allotment Letter**, if the seat is allotted to her after payment of Rs.1800/- through online mode (as Part Admission Fee not refundable, but adjustable with the 2<sup>nd</sup> quarter course fee) in her login ID.
  4. The option of printing the Provisional Allotment Letter will be available only for the respective round for seat allotment to candidate only.
  5. Candidate will then report to allotted DIET/Institute with all original documents, verification slip, part admission fee receipt, provisional allotment letter, and self certified 2 seats of photo copy of all verified documents submitted during verification process within schedule time as prescribed in the prospectus.
  6. **Provisional Admission Offer Letter** will be generated after reporting by candidate at allotted Institute. **Non-reporting by any candidate to allotted Institute within prescribed time schedule will lead to cancelation/rejection of her candidature.**
  7. Candidate who are verified and deposited online Part Admission fee but did not reported during respective allocation round will not be considered for allocation of seats in any further allocation round for admission. **NON REPORTED Candidate will not be considered for allocation of seats in any further allocation round for admission.**
  8. Candidates who were allotted a seat in any round but did not pay the part admission fee of INR 1800/- (non refundable) shall not be considered in subsequent round of counselling for allocation of seats.

9. Candidates who are allocated a seat in any round, pay the part admission fee of INR Rs.1800/- (non refundable) and then withdrew the admission will not be considered for allocation of seats in any further allocation round for admission.

## **2. Freezing of Allotted Seat by Candidate**

***After Allocation of seats (during round 1<sup>st</sup> to 5<sup>th</sup> only) candidate is advised to freeze allotted seat if she/he is satisfied with allocation and he/she do not want to participate for further allocation in subsequent allocation list/round.***

1. After every round of admission, if the candidate is satisfied with the seat allotted to her and does not want to participate in subsequent rounds of admission for up-gradation, candidate can freeze (OTP based) her allotted seat by clicking the freeze option available in her account in the admission website within the specified time period( before declaration of allocation list for next round)
2. **If candidate does not freeze the allotted seat, the next higher preference may be allotted to her in the next round subject to availability of seats based on merit, choices/preferences filled by the candidate in online application form, and the candidate will not be allowed to retain the earlier allotment under any circumstances. In case candidate is upgraded to next Institute, her claim in previous Institute will end automatically.**
3. At the end of 5<sup>th</sup> round candidates are advised to freeze their seat and physically report at allotted Institute.
  - a. Candidate can freeze allotted seat if they are satisfied with allocation and report to allotted Institute for physically reporting.
  - b. If candidate want further participation in next round for upgradation, online request has to be given **in each further round**.

Candidate will finally report to allotted Institute or Institute candidate freed during 1<sup>st</sup> to 5<sup>th</sup> allocation round for physical reporting.

## **Withdrawal and Fee Refund after online Rounds of Admission.**

1. After depositing of Part Admission Fee of Rs.1800/- (non refundable), if a candidate wants to withdraw the admission against the allotted seat, he/she can apply for withdrawal by **withdrawal option** through online mode as schedule prescribed in the prospectus.
2. After withdrawal of admission, the candidates will not be considered in the subsequent round of online admission.
3. All candidates who have not verified their documents, withdrawn, freed their seat, not paid the Part Admission Fee of Rs. 1800/- (non refundable), non reported and who do not fulfill the eligibility criteria, **WILL NOT PARTICIPATE IN THE ALLOCATION ROUND OF ONLINE ADMISSION AS THE CASE MAY BE.**

### **Last Round of Allotment of Seats for Online Admission:**

1. After third round or later round of online-admission, the reserved category seats will be converted category-wise to unreserved category **as per provisions in prospectus** only after doing seat allotment of the reserved category. Conversion will start in any allocation round for respective category if seat is exhausted in that particular category **as per provisions mentioned in the prospectus**.
2. Only the **verified candidate** not allocated seats shall be eligible for allotment of online admission for left over seats in order of merit and choices/preferences filled in the online application form i.e allocation round after 5<sup>th</sup> round (if any) alongwith candidates opted online for further upgradation only.

### **3. Sliding Based on Choices Filled by Candidates (up to fifth round only)**

1. Only the verified candidates who have been allocated seats and paid Part Admission fee of INR Rs.1800/- (non refundable) and reported with Provisional Allotment Letter during allocation rounds will be considered for sliding. Sliding of seat is applicable for candidate who did not withdraw their admission or did not freeze the allotted seat by following due procedure as prescribed in the prospectus, **ONLY**. Candidate shall be eligible for sliding subject to availability of seats and choices/preferences filled by candidate in online application form on merit basis.
  2. **The sliding round shall be based on the choices already entered by the candidates in the online application form on the basis of merit of the candidates.**
  3. **If candidate paid the Part Admission Fee, Reported and still does not want to participate in the sliding round, then such candidates must freeze (OTP based) their allotment through her login ID.**
  4. During each sliding round, the allocated candidates should report to the allocated Institution for submission of documents and payment of the course fee as prescribed in the prospectus.
  5. After 5<sup>th</sup> round of allocation candidate will finally report to allotted Institute or Institute candidate freed during 1<sup>st</sup> to 5<sup>th</sup> allocation round for physical reporting.
- 4. SLIDING OF ALLOTTED SEATS AFTER FIFTH ROUND- ON ONLINE REQUEST ONLY**  
Sliding of seats is allowed after 5<sup>th</sup> allocation round **to only those candidates** who submit their online request OTP based. Sliding will be on merit basis subject to choices filled by candidate in respective category/Sub category.

Non submission of online request after 5<sup>th</sup> round and further round, her name remove from Admission Process-2019.

## **5. Physical Reporting of candidates to the allotted Institute**

1. SFS institutions shall report the status of reported and non-reported candidates to the admission website online only. The vacant seats after the sliding round of online counseling and seats vacant due to non-reporting of candidates only shall be considered for next list spot counseling to be conducted as per schedule in prospectus of the Admission year-2019-20.
2. Candidates who physically reported to the allocated institutions and are reflected in the list submitted by the institutions as reported / admitted, shall be called “admitted students”, and if they wish to withdraw/cancel their admission, then they have to apply as per the refund policy of SCERT, Delhi. The detailed refund policy of the SCERT shall be notified on the website/prospectus.
3. Non reporting during physical reporting will remove candidates candidature from Admission Process-2019.

## **6. Spot Counseling/Last Admission List/Lists**

1. This round shall be held after completion of the admission process, only for the purpose of filling up vacant seats, if any.
2. After completion of all rounds of online counselling last Admission list/online Counselling’ shall be done.
2. The vacant seats left after reporting /admission of candidates to institutions only shall be considered for filling in the last round/online counseling.
3. Any candidate, who was admitted in any round and subsequently withdrawn as per procedure, will not be eligible to participate in the last round/online counseling.
4. All “NOT ALLOTTED” & “VERIFIED” candidates are only eligible to participate in the last round/rounds **alongwith** candidates who have given consent for further up gradation or SLIDING after 5<sup>th</sup> round.
5. Seats left vacant, (if any), after fifth round only shall be considered for admission process of last admission lists for filling up of vacancies before closure of the admission year, as announced in the prospectus.
6. Counseling shall be preferably completed on or before 31st of July, of the admission year.

## **7. After last round/notified date of closure of Admission all admission process will be closed in respective of vacant seats.**

### **I. PHYSICAL REPORTING**

- (a) A total number of 1600 seats available in 27 SFS institutes shall be filled up from the merit list prepared on the basis of qualifying examination (10+2).
- (b) All candidates must give their option for 27 SFS private institutes in order of preference.**
- (c) Candidates must appear for admission at the time of physical reporting in person alongwith fees to be paid at the allotted DIET, date & time of admission. Admission under any circumstance will not be granted after expiry of specified date and time.**

In case of exigencies like death of family member, accident, hospitalization of the candidate etc., the guardian/ representative of candidate alongwith written request by candidate and countersigned by parent/guardian and all original documents and fee as well as proof of hospitalization or death etc. must report to the Principal of allotted Institute on the specified date and time, so that her seat may be retained accordingly. **In case neither candidate nor parent/guardian report with original documents and fee at allotted Institute on specified date and time, right of admission of candidate will stand cancelled and seat will be offered to the next candidate in order of merit.**

**After Physical Reporting at Institute Provisional Admission Offer Letter will be given to candidate by concerned Institute.**

**CHAPTER- IX : NO MIGRATION CLAUSE & course fee for SFS Recognized private institute affiliated to SCERT, Delhi**

**1. Migration from one Institute to another Institute will not be allowed.**

**2. CHAPTER-X Course Fee (FOR SELF FINANCING RECOGNIZED PRIVATE INSTITUTE)**

Fee is to be paid quarterly and in case of withdrawal of admission, quarterly fee will be forfeited. Private Recognized Institutes are permitted to charge a maximum sum of Rs.30000.00 per year inclusive of all kinds of fees, excluding examination fee of Rs.1100/- per annum. The fee is to be paid quarterly (@ Rs.7500/- per quarter (i.e Ist Inst at Admission, IInd Inst till 5<sup>th</sup> Sep, IIIrd Inst till 5<sup>th</sup> Dec, IVth Inst till 25 Feb) at the time of admission to the institute in which the candidate is admitted. Candidates are advised to pay prescribed fee only preferably by Cheque/ Online Mode.

- 1. The candidate seeking withdrawal in mid-session will need to submit written request for withdrawal at allotted DIET/Institute and will also be required to pay fee till the end of that quarter as per mentioned dates in Chapter-IX point no.3.**
- 2. Amount of Rs. 2000/-(as Admission processing fee) will be deducted if the candidate withdraws the admission before the last day of admission of concerned course of the institute.**
- 3. In case of counselling being held, the first quarter fee of such candidates shall be deposited at counselling site through Cash which will not be refunded.**
- 4. After Admission Process is over : For withdrawal of admission, candidate will submit written request to allotted institute and final approval of withdrawal will be given by Competent authority of SCERT, Delhi.**



## **CHAPTER- X : Withdrawal of Seat**

### **WITHDRAWAL OF CANDIDATURE AFTER 5<sup>TH</sup> ROUND**

Online withdrawal request will be submitted by candidate in her login ID after which candidate will generate **provisional withdrawal letter**. Candidate will submit provisional withdrawal letter signed by her parents and candidate herself.

Candidate report to SCERT(HQ) at Defence Colony, New Delhi-110024 for approval of withdrawal online as well as Provisional Withdrawal Letter.

Finally candidate report to her admitted Institute and take all original documents back and pay or received amount as prescribed in the prospectus

### **After commencement of session or closure of Admission**

- *The candidate seeking withdrawal in mid-session will need to submit written request for withdrawal at allotted institute and will also be required to pay fee till the end of that quarter.*
- *Amount of Rs. 2000/-(as Admission processing fee) will be deducted if the candidate withdraws the admission before the last day of admission of concerned course of the institute.*
- *In case of admission being held, the first quarter fee of such candidates shall be deposited at site through Cash which will not be refunded.*
- *After Admission Process is over : For withdrawal of admission, candidate will submit written request to allotted institute and final approval of withdrawal will be given by SCERT, Delhi.*

## **CHAPTER-XI**

### **A. OTHER IMPORTANT INFORMATION**

1. At any stage if it is found that a candidate is not fulfilling the required qualifications and norms, her candidature will stand cancelled. Therefore, the candidates are advised to ensure their eligibility conditions themselves before submitting application form.
2. Use of any unfair means such as submitting forged marksheets/ certificates or any false information for getting admission will lead to liable cancellation of admission and may also legal action against parents/ candidate.
3. If a candidate has wrongly mentioned the marks or percentage of marks in the application form (even after editing schedule/date) and then claim for admission on the basis of her correct marks/percentage at the time of admission, will not be entertained even if her correct marks are within cut off score of admission list. However, Admission Committee SCERT is empowered to issue special recommendation to resolve any specific issue if so warranted subject to approval by Director, SCERT.

4. The candidate should note that the original certificates of the candidates admitted to DPSE Course will be retained by the Principal of the SFS Recognized Private Institute, where the candidate is admitted till six months from the date of admission. Therefore candidates are advised to keep sufficient number of attested photocopies of all their certificates with them.
5. In case of any dispute regarding the admission of any candidate, on the recommendation of Admission Committee the decision of the Director, SCERT will be final and binding upon the candidate.
6. All the Principals/Incharge of Affiliated Self Financing (Pvt.) Institutes are required to take print out of all the admission lists from the website and display the hard copy of the list at the notice board as well facilitation center for convenience of the student.
7. Candidate seeking/applying for admission to DPSE course are required to fill the application ON-LINE separately for each respective course.
8. The application fee once paid shall not be refunded for each course respectively.
9. In case of any dispute the territorial jurisdiction will be the court of GNCT of Delhi

## **B. IMPORTANT INSTRUCTIONS PRECAUTIONS FOR CANDIDATES TO ABIDE AND ENSURE**

It has been observed that some of the candidates belonging the General category and having less than 50% had applied for admission. Candidates are therefore advised to ensure that there must be not less than exact 50% for General Category, even candidate of General Category having 49.99% will not be eligible. Similarly reserve category candidates claiming relaxation of 5% marks will also not be eligible if the percentage is less than 45%, even candidate of reserved category candidate having 44.99% will not be eligible.

- 1.1 No need of submission of Domicile Certificate by any candidate applying under any of categories either 85% or 15% reserved seats.
- 1.2 **Candidate has to judiciously apply in any one of the two categories, either reservation for 85% seats or reservation for 15% seats as per their eligibility condition mentioned in the prospectus. Automatic consideration in any category will not be allowed without applying and no change of categories is allowed later on after prescribed date of edit option mentioned in the prospectus.**

- 1.3 Some of the candidates do not fill-up all the options of preferences of the SFS Private Institute concerned in order of their choice. **Therefore, giving less number of preferences will result in to non-acceptation of seats by the computer. Therefore, it is advised that candidate must fill-up maximum option in order of their preferences for all SFS private Institute**
- 1.4 **Some of the candidates do not keep record of Application form, password, e-mail I.D. etc. which are required in case of any enquiry. It is advised that candidates should keep a record of these information's with them (third party information not allowed).**
- 1.5 In previous year some of the candidates have given the mobile number of their friend/relative and whenever SCERT sent SMS to the candidate, they were not able to see it, therefore all the candidates are hereby advised to give only that mobile number which is being used by accessible to them.
- 1.6 Some of the candidates do not see/read carefully the admission schedule given in the prospectus or shown at the website of SCERT and report for admission after expiry of specified date and time leading to cancellation of right of admission.

Therefore, candidates are advised to see the admission list very carefully as per schedule specified on the website and report on prescribed date and time at allotted Institute for admission promptly.

- 1.8 All candidates are advised to check admission website regularly. Any change in schedule will be notified on the admission website only. No other individual communication will be made with applicants.

### **IMPORTANT INSTRUCTIONS REGARDING PAYMENTS**

1. All applicants must note that all payments made as online application fee (Rs.250/-) form editing/deletion/correction/remove discrepancies (Rs.100/-) and Part Admission Fee (Rs.1800/- adjustable) are non refundable.
2. During online payments SCERT(HQ) will not responsible for non-payments duplicate payments any technical problem etc.. However, as per bank procedure failed payments, if deducted will be refunded by the bankers themselves, SCERT will not responsible and not communicate in this regard.
3. Non payments will lead to cancellation of candidature of applicant with immediate effect.

## **FAQs related with ON-LINE submission of application** (Please adhere to instructions given on website mentioned on front page of Prospectus)

### **1. What is the website for taking admission in DPSE course of SCERT, Delhi?**

**Reply-** Admission website for taking admission in DPSE course of SCERT, Delhi is [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)

### **(ii) Whether we can use phone and e-Mail ID of family during Login Registration?.**

**Reply-** Phone number/e-Mail ID of yourself and family member is allowed. But Phone number/e-Mail ID of cyber café or any other third party may lead to cancellation of your candidature.

### **(iii) How do I know the Eligibility criteria?**

**Reply-** In case of any queries regarding eligibility criteria and other course related details please see the prospectus under heading Eligibility Condition mentioned in the respective section of prospectus.

### **(iv) If Name is different in 10<sup>th</sup> and caste certificate is it permissible?**

**Reply-** If name of candidate or either parent is different in caste certificate, then it is not permissible. As provision prescribed in the prospectus, candidate have to submit Valid certificate.

### **(v) What options can I use for fee payment service?**

**Reply-**You can use Master/ Visa Debit or Credit cards or Internet Banking for online fee payments.

### **(vi) If ONLINE Application Fee is not paid by candidate what will happen?**

**Reply-** ONLINE Payment of **application fee** of Rs 250/-/**part admission fee** of Rs 1800/-/ **editing fee** of Rs 100/-/ etc as per prospectus is mandatory NONPAYMENT will lead to cancellation of candidature. See Prospectus for details.

### **(vii) If candidate failed to report during Mandatory verification whether any chance is available for further consideration.**

**Reply-** Non reporting by candidate during mandatory verification will cancel his/her candidature. **It is mandatory.** Candidate must follow the schedule for verification of documents. **Non reporting of candidates in allocation/reporting rounds will also leads to cancellation of her candidature. Time line must be ensured as per schedule for reporting**

(viii) **Is it possible to change / correct the details I entered in the Application?**

**Reply-**Yes, the change/correction in application form data is allowed for candidates as per the schedule and provisions in prospectus. **After mandatory verification by online payment of editing fee of Rs.100/-editing in some data of form is allowed, but no correction/changes is allowed in name of candidate, date of birth, E-mail ID and mobile number.**

**9. If choices of PVT SFS Institutes are not filled or less choices are given by candidate what Non filling of choices/filling of less choices, what will happen?.**

**Reply-** 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 HIS/HER CHOICES/PREFERENCES ACCORDING TO THEIR MERIT, AUTOMATIC CONSIDERATION IS NOT ALLOWED). SEAT WILL NOT BE ALLOTTED IF CHOICES ARE NOT FILLED. IN CASE OF LESS CHOICES CANDIDATE WILL BE CONSIDERED FOR ONLY THOSE ALLOCATIONS.**

**10. Whether sliding is allowed after 5<sup>th</sup> round?**

**Reply-** If seats are available and candidate filled choices, sliding is allowed as per provisions in prospectus only. It is not automatic, online request has to be submitted by candidate through her login ID.

**11. How to freeze my allotted seat?**

**Reply-** OTP based freezing facility is available during first to fifth allocation round, as per schedule mentioned in prospectus.

**12. How can I withdraw my candidature after taking admission?**

**Reply-** For withdrawal of candidature ONLINE WITHDRWAL FACILITY is available in your Login. See provisions of Prospectus for more details.

**ACTIVITY SCHEDULE/GUIDELINE/PROCESS TO BE PERFORMED IN  
THE ADMISSION PROCESS**

Sr. No	Activities to be executed/performed by SCERT(HQ)	Activities to be executed/performed by Candidates <b>REPORTS TO BE GENERATED</b>
<b>STAGE-1</b>		
1	Online Application Form	1. Rs.250/- (non refundable) slip 2. Print out of Application Form
2	Editing of form	
3	Choices/preferences	
<b>STAGE-2</b>		
1	Provisional Rank List	1. <b>VERIFICATION letter.</b> 2. <b>Discrepancy letter</b> 3. Deposited 100/- through online mode take <b>payment slip</b> 4. Revised application form AFTER EDITING
2	<b>Mandatory Verification</b> of all documents as per schedule prescribed in the prospectus at 9 Govt. DIET	
3	Remove discrepancy/correction/ addition/ deletion/change in data or any other information in application after deposited of Rs.100/- (not refundable) through online mode.	
<b>STAGE-3</b>		
1	Final Rank	
2	Final Editing in choices/preference of DIET/Institutes	
<b>STAGE-4</b>		
1	Allocation list 1 <sup>st</sup> to 5 <sup>th</sup>	1. Printout of <b>Provisional Allotment Letter</b> 2. <b>RECEIPT OF Part Admission Fee RS 1800/-</b> 3. <b>Provisional Admission Offer Letter</b>
2	Payment of Rs.1800/- (not refundable) as Part Admission Fee (adjustable)	
3	Verification of original documents with verification letter	
4	Submitted/deposited 2 sets of all verified documents photocopy	
5	Sliding of seats till 5 <sup>th</sup> round/or after 5 <sup>th</sup> round as per provision prescribed in the prospectus	
6	Freezing of allotted seat, if candidate is satisfied with allocation else give online option for further sliding/upgradation	

<b>STAGE-5</b>		
1	Finally Physical reporting at allocated DIET/Institute after 5 <sup>th</sup> round or DIET/Institute that candidate have frozen	1. <b>Provisional Admission letter</b> generated after physical reporting by the candidate  2. Withdrawal letter by candidate online
2	Submission of fee as prescribed in the prospectus	
3	Submission of all original documents	
4	Commencement of session after declaration of 5 <sup>th</sup> round	
5	Display notification/information regarding 6 <sup>th</sup> or online/spot counseling and list/further lists, <u>if required</u> depending upon availability of seats uploaded on the website	
6	Online withdrawal of seat as per provision prescribed in the prospectus	