

## CHAPTER-IV : 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, he/she shall need to create valid e-mail ID before applying on-line.

4. Payment of application fee prescribed must be paid as per procedure prescribed by Debit Card/Credit Card/ Net Banking of applicant.
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. 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.
7. The candidate is required to fill the application form carefully. Information given must be accurate. Incomplete application form will be rejected outrightly. 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. It will be the sole responsibility of the candidate to make sure that he/she is eligible and fulfills all the conditions prescribed for admission to D.El.Ed. course such as age, marks etc. as mentioned in the prospectus under eligibility condition.
9. If a candidate is found to be ineligible at any stage after admission or during the course, his/her candidature/admission will be cancelled immediately without any prior notice and disciplinary action will be taken against him/her and entire fee will also be forfeited.

*[Handwritten signatures and initials]*

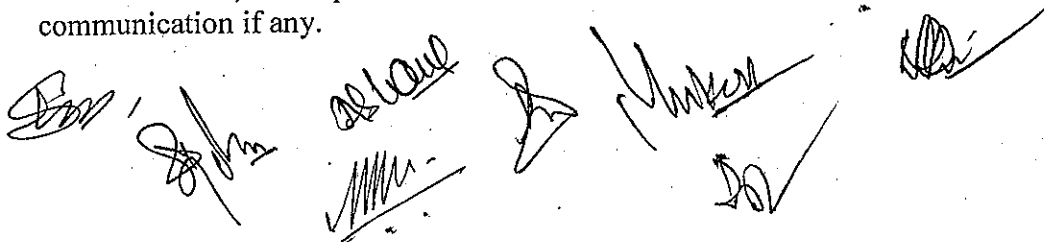
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10. While filling up of the application form, the candidate must verify the correctness of all the particulars furnished by them. In case any candidate is found to have furnished false information or is found to have concealed any material information in his/her application, he/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.

11. In case of any dispute the territorial jurisdiction will be the courts of GNCT of Delhi

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. Candidate is required to fill up his/her name as per his/her Class-X or equivalent certificate.
2. Candidate is required to fill up the name of his/her father and mother/ guardian exactly as is in his/her Class-X or equivalent certificate in the concerned column.
3. 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.
4. Candidate is required to mention his/her gender in the concerned column.
5. Candidate is required to select & fill-up their category as per instruction given for filling online-application form.  
An eligible candidate of a particular category will be considered for admission in that category as per provision of admission policy in order of merit and number of seats allocated to that particular category as per reservation criteria to availability of seat in that particular category. **However, all the candidates will be considered first in General Merit irrespective of their category.** If they are not stand/selected in General Merit, they will be considered in their respective category under which they have applied for.
6. Select the appropriate quota i.e qualifying examination from Delhi Pass out (DP) or other than Delhi (OP) pass out.
7. 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.
8. The candidate is required to give option for one teaching language only to be offered by him/her. Select the appropriate option **Hindi, Urdu or Punjabi.** This is not as option for "medium of instructions in DIETs" but is an option for "language teaching" only as a subject.
9. The 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, if required, SCERT will not be held responsible for any delay in communication if any.

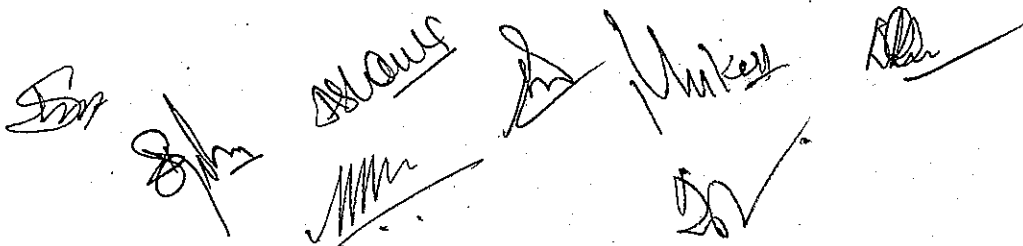


10. Candidate is required to attach scanned full signatures.
11. The candidate is required to fill up year of passing and percentage of marks/CGPA/GPA secured as per format/provision given in the application form.
12. The candidate is required to fill up the name of Examining Board in the prescribed column.
13. The candidate is required to fill up Roll Number (allotted by the Board) of Class XII in the prescribed column.
14. The candidate is required to fill up Pin Code of Residential Address in the prescribed column.
15. Candidates are allowed to apply in any number of DIETs/SFS institute as per their choice in order their preferences. They are advised to give maximum number of choices preferably all the DIET/Institute in order to their preference to avoid their chance of missing the opportunity of admission. Their candidature shall be considered only in those DIETs in which they have applied and not in those DIETs in which they have not applied.
16. 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 his/her application, he/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.

## FAQs related with ON-LINE submission of application

(Please adhere to instructions given on website mentioned on front page of Prospectus)

1. **Is it possible to change / correct the details I entered in the Application?**  
Yes. The correction in data can be done by a candidate as per the schedule given in the prospectus.
2. **What payment options can I use for this service?**  
You can use Master/ Visa Debit or Credit cards or Internet Banking as mentioned for payment of fee on the website
3. **How do I know the Eligibility criteria?**  
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.



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