

E 130254 X-17011/116/2023-NSES
OFFICE OF THE DIRECTOR (EDUCATION)
NEW DELHI MUNICIPAL COUNCIL

Room No. 5016, 5th Floor,
Palika Kendra, Sansad Marg, New Delhi-110001
director.education@ndmc.gov.in

Subject: Uploading the guidelines of admission in KG and Class-I (Entry level) for the academic year 2023-2024 in Navyug Schools on NDMC's website.

With the approval of the Chairman, NDMC/NSES it has been decided to start admission process for the academic session 2023-2024 in Navyug Schools from 13.04.2023. Like previous years admission guidelines and other related information are to be uploaded on the NDMC's website.

2. You are, therefore, requested to kindly get upload the admission guidelines and other related information on the NDMC website on **Marque** and under public notice at the earliest. Copy of the guidelines and approval of the Chairman, NDMC/NSES are enclosed herewith.

Encls:As above.


(R.P. Sati)

Director (Education/NSES)

The Director (IT), NDMC.
Palika Kendra, New Delhi

Copy to:

All HoSs of Navyug Schools for similar action.

U.O. No./44/Dir(Edn)/2023

Dated:12/04/2023

NAVYUG SCHOOL EDUCATIONAL SOCIETY
(A Society registered under Societies Registration Act, XXI of 1860
vide Registration No. S/23704 of 1992 dated 28th December 1992.
and 100% funded by the New Delhi Municipal Council)

Head office:
NDMC School of Science & Humanities,
Tughlak Road, New Delhi-110001
011-23742170, 011-23347296

No./ 43/P.A. Dir (Edn/NSES)/2023

Dated:12.04.2023

C I R C U L A R

Sub: Admission in Navyug schools for the academic session 2023-2024.

With the approval of the Competent Authority, admission for the Academic Session 2023-2024 in various classes in Navyug Schools will start w.e.f. 13/04/2023 as per the schedule given below:

S/N	Class	Schedule	Remarks
1	Entry Level K.G./ Class-1 (as the case may be)	13/04/2023 to 19/04/2023	Size of class will be 35 students per Section.
2	Class-2 to Class-9 (Depending on availability of seats)	13/04/2023 to 30/04/2023	These terms and conditions will not be applicable for admission in class 6 of Navyug School, Sarojini Nagar for which admissions are being done through entrance test - NSSNET -2023
3	Class-10 th	There will be no admission in Class-10th except in exceptionally deserving and justified cases.	
4	Class-11 th	After the declaration of the CBSE Class X Board Result and on the basis of admission criteria to be approved by the Competent Authority in due course.	
5	Class-12 th	There will be no admission in Class-12th except in exceptionally deserving and justified cases.	

2. Further, pursuant to the decision taken in the Board of Governors (B.O.G.) meeting held on 29.03.2023, the following will be guidelines for admission at entry level (KG/Class I, as the case may be) in Navyug Schools from the academic session 2023-2024 onwards:

(i) Admission Application Form will be free of cost. Admission forms can be downloaded and printed from the school website and also from NDMC website. School may also arrange

to provide print out of the form from its counters. A uniform copy of admission application form is attached herewith.

(ii) Applicant can apply in as many Navyug Schools as he wishes. Separate admission forms will have to be filled for separate schools.

(iii) In all Navyug Schools, as in the past, residents of only NDMC area will be eligible to apply except for the wards of NDMC/NSES employees residing outside NDMC area for whom this condition will not apply. Further, the child and the parents should be residing in NDMC area for at least one year prior to the date of beginning of the admission process i.e. for the academic year 2023-2024 they should have been staying in NDMC area for at least one year before 13.04.2023.

(iv) Any valid Govt. document with photo ID such as Voter ID card or Aadhar card, in the name of parents (legal guardian in case neither of the parents is alive) of child will be accepted as residence proof. In addition to it, to certify the residency of past one year in NDMC area, Bank Passbook of any Nationalized bank having regular valid transactions during last one year/Electricity bills/water bills/Gas bills (at least one in each quarter of the last financial year. For the first quarter (April-June), bill of the month April and for the last quarter (Jan-March), bill of the month March in the name of parents will required to be submitted.

(v) The competent authority of NDMC/NSES has the right to cancel the admission and take suitable action in case it is proved at any stage/time that the documents submitted were fake.

(vi) Duration clause of residing in NDMC area for the last one year (Ref. point (iii) above) will be relaxed if the parent has taken possession of Govt. accommodation in NDMC area in his/her name within last one year and he submits documentary proof thereof in the form of recent electricity/water bill of such govt. accommodation.

(vii) The address proof of grandparents or local guardians (*unless the applicant is legally adopted by them*) shall not be considered valid for admission purpose.

(viii) Selection of the children for admission will be on the basis of list prepared by **"Point system"** and if further required on the basis of **"Draw of Lots"**.

(ix) The ideal strength of each section at entry level class (K.G./Class-I as the case may be) will be 35 students from the academic year 2023-24 onwards. All 35 seats per section at entry level (KG/Class-I) shall be filled strictly as per point system/draw of lots after applying reservation quota for SC/ST candidates.

(x) Further, 30% of these seats will be kept for Category "A" applicants and remaining 70% of the seats will be for Category "B" applicants. Annual Income limit of Rs. 2 lakhs will be taken as criteria for defining Category "A". Thus, if the annual income of both

parents/legal guardian (as the case may be) from all sources is less than or equal to Rs 2 lakhs in previous financial year, then the child will be said to belong to category "A", otherwise the child will be considered in Category "B". Parents have to clearly indicate the Category (A or B) in the application form.

(xi) Within Category "A" and "B", reservation of seats for sub-categories i.e. SC/ST shall be made as per the past practice followed in Navyug Schools. Accordingly, the number of seats available in each sub-category (i.e. General/SC/ST) within Category "A" as well as "B" shall be determined separately in each school by using the same criteria.

(xii) Such Category "A" students who fail to get admission through points earned or draw of lots from amongst Category A applicants, they will also be considered in Category "B" draw. Further, after point based selection and draw of lots of applicants of (Category 'A'), the remaining Category A applicants will be eligible to be considered along with in draw of lots meant for Category 'B' applicants.

(xiii) Point Based System:

After considering the basic eligibility, on the basis of NDMC area residency and age appropriateness, sub-category-wise (UR/SC/ST) provisional merit list [within each of the Category (A/B)] shall be prepared separately on the basis of points earned by the applicant as per the following point system:-

S. No.	Criteria for open seats	Points allotted
1.	Is the child residing in close proximity to school? Distance of residence from school as mentioned in the application form with supporting documents as per Google map.	Maximum points – 30: i. Distance < 3 Km..... 30 points. ii. Distance between 3 to 5 Km...20 points. iii. Distance > 5 Km..... 10 points
2.	If the child has sibling (real brother/sister) in the same branch of the school?	20 Points
3.	If the parent of the child is a regular Govt./NSES/NDMC employee?	Maximum Points:20 If the parent is a regular NDMC/ NSES Employee 20 points. If the parent is a regular Govt. employee other than NDMC/NSES.... 15 points

S. No.	Criteria for open seats	Points allotted
4.	If the child is a Girl child/ First born child	10 Points
5.	If the child belongs to Person with Disability category as per RPWD Act 2016.	10 Points
6.	If the child is having single parent or no alive parents	10 Points
	Total	100 Points

(xiv) Category-wise provisional score-list shall indicate the number of seats available in each sub-category i.e. UR/SC/ST as per Govt. of India Guidelines - within "A" and "B" Categories. It shall also indicate shortlisted applicants of each sub-category within "A" and "B" category on the basis of scores earned as per the above point system. Thus, separate score lists will be prepared for each sub-category within each category. Such provisional lists shall be displayed on the school notice board and website.

(xv) 2 days' time shall be given to parents for resolving the grievances, if any, on the displayed provisional score list. For this, the parents will require to visit the respective schools along with application and all supporting documents. After correction(s), if any, the final list of shortlisted eligible candidates shall be displayed for selection as per merit list prepared on the basis of point system and if required, subsequently through draw of lots. It will be the responsibility of the parent(s) to check the provisional list, to get the rectification done in time, if so required and verify the corrected list. Although school shall work meticulously for preparing the provisional lists however, school shall not be responsible if the parent does not take any initiative for corrections, if any required, within the stipulated time period.

(xvi) If the number of eligible applicants short-listed on the basis of stipulated point system is more than the number of seats available in the respective sub-category (UR/SC/ST) of the category(A/B) or there is a tie of points of applicants vying for lesser number of vacancies available, then draw of lots (Sub Category-wise) will be conducted through slips/tokens in a transparent manner in presence of parents in each Category(A/B) separately.

(xvii) All the parents of applicants eligible for draw of lots shall be informed at least two days before the date of draw of lots through website, notice board, email and SMS message by the school. The school will keep record of all such communications made. Communication through telephone/mobile may be made in addition to above said measures. The draw of lots shall be conducted under videography and its footage to be maintained/retained by the school for 1 year from the date of videography.

(xviii) It will be the responsibility of the parent(s) to attend the draw of lots process in person. School will not be responsible for showing the video to the parent(s), in case, they fail to attend the draw of lots in person on the scheduled date/time or other-wise. In

justified cases, the videography may be shown by charging a fee of Rs.1000/ per child from parents for each time, if approved by competent authority i.e. Director (Education/NSES) in this case.

(xxix) The slips/tokens shall be shown to parents before putting them in the box, being used for draw of lots.

(xx) Draw of lots shall be done separately for each sub-category (UR/SC/ST) within category "A" and category "B".

(xxi) First list of selected candidates by merit/scores on the basis of Point system/draw of lots (as applicable) shall be prepared in accordance with the number of seats available in each sub-category (UR/SC/ST) within Category "A" and "B" separately.

(xxii) First list of selected candidates for each sub-category within the category "A" and "B" of seats shall be displayed on the school notice board/website of respective schools indicating the last date (and time) for submission of documents and amount payable.

(xxiii) Category-wise Waiting list of candidates in the ratio of 1:5 for each sub-category separately shall also be prepared as per the merit drawn on the basis of Point system on the same day and details of waitlisted candidates shall also be displayed on the respective school website and School Notice Board. Candidates/parents will also be communicated through email and SMS. Communication through telephone/mobile may be done in addition to the above said measures. The same will be followed in case of candidates selected on the basis of draw of lots, if so required *when the number of candidates is more than the number of seats available*.

(xxiv) Parents are required to submit the amount payable and relevant documents within 3 days of display of list of selected candidates, else the selection shall stand forfeited, and the seat shall be transferred to next candidate in Waiting list in the same sub-category (UR/SC/ST) of the Category (A/B). Therefore, parents are advised to complete all documents in advance.

(xxv) In case any seat remains/falls vacant then the waitlisted candidates shall be called in the order of merit in the waiting list same sub-category (UR/SC/ST) of the Category (A/B). In case any 2nd or subsequent waiting list is required to be prepared, the same will also be displayed on school notice board, website. Parents/students will be communicated through website, email, school notice board, SMS or any medium for which documentary proof of communication will be kept in school record.

(xxvi) In case of a seat of SC/ST sub category remains vacant even after exhaustion of all waiting lists and no eligible candidate of that sub-category (SC/ST) is available for consideration, the vacant seat will be filled up by UR category candidate in the waiting list of that Category (i.e. Category 'A' and Category 'B').

(xxvii) No school or person shall, while admitting a child collect any capitation fee/donation from the parents. Strict action will be taken against the erring official if such an incident comes to notice.

(xxviii) **Age limit:-** For entry level admission in Pre-primary (KG) / Class -I, the age shall be minimum four(4) years for admission in KG (*child must be born between 01.04.2018 to 31.03.2019*) and minimum five(5) years for admission Class-I (*child must be born between 01.04.2017 to 31.03.2018*). As per DOE Circular no. F. DR.15(172) PSB/2016.9483-9492 dated 21/11/22, the crucial date for determining the age will be 31st March of the calendar year in which admission is being sought, i.e. for the academic year 2023-2024, the age limit will be calculated as on 31.03.2023.

a) Vide DOE circular No. F. DR.15(172) PSB/2016.9483-9492 dated 21/11/22, the age relaxation for admission up to 30 days may be granted at the level of Head of School in the minimum and upper age limit for entry level classes.

b) The HoS may grant such relaxation at his/her own level at the time of giving admission, if the child is otherwise eligible. There is no need to seek the separate written request from the parent in this regard.

(xxix) Each school will have a duly constituted 5 members "Admission Monitoring Committee" consisting of school teachers/employees, as decided by the HoS, and among them will be at least one SC/ST teacher/employee in the Committee. The Committee shall undertake the admission process under the aegis of the Hos and will ensure full transparency and fairness in the admission process.

(xxx) An amount of Rs. 1200/-per annum (@Rs. 100/- per month) from all students (KG to Class-XII) will be charged as school development fee from the academic session 2023-24 onwards.

(xxxi) **One time refundable caution money amounting to Rs.1000/-** will be charged from all students at the time of admission. The amount of fine will be deducted from this caution money of the student concerned in case the student is involved in damaging school infrastructure/school property. In such a case, the student shall have to maintain the caution money amount to Rs. 1000/- by depositing the amount deducted. This fine shall be deposited in the school account and the receipt of the same will be given to the parent/student. Thus, the caution money shall be forfeited if the student is involved in damaging the school property. The parents will be asked to deposit additional amount in case the damage to school property amounts more than Rs. 1,000/-. Further once the student leaves the school, the school will refund the amount to the student/parent's bank account already available with the school, without waiting for submission of claim of refund by the parents.

(xxxii) As per the extant practice, one time admission fee amounting to Rs. 40/- will be charged from the students at the time of admission. However, for Category 'A' students, it will be Rs. 20/- only.

3. Following Self-attested documents will be submitted at the time of filling up of form which shall be verified through original documents at the time of submission of form.

3.1 Date of Birth Certificate issued by NDMC/MCD or Any other Local Municipal body and one passport size photograph each of the child, mother and father..

3.2 Income certificate: For the purpose of seeking admission in Category 'A' in Navyug schools, parents are required to submit latest income certificate (i.e. of the immediate previous financial year). For the purpose of income certificate, following documents will be accepted as proof:-

(a) For govt. employees, Form 16 under I.T. Act 1961 issued by the head of the department.

(b) For Non-govt. employees, Certificate of the employer alongwith Form-16 under I.T. Act, 1961.

(c) For Self-Employment, a copy of the latest return of income filled with the Income Tax Department or sales tax return.

(d) Any other govt. document specifying the level of income.

(e) BPL certificate issued by the govt.

3.3 Voter ID card/Aadhar card of parents for proof of residence.

3.4 Bank passbook/Electricity bill/Gas bill/Water bill in the name of parent for proof of residence in the last one year at the given residential address– At least one of each quarters of previous financial year – April 2022 to March 2023. For the first quarter (April-June), bill of April and for the last quarter (Jan-March), bill of March in the name of parents, will required to be submitted .

3.5 Copy of Google map showing distance from residence to school.

3.6 SC/ST certificate in case of SC/ST category

3.7 For PWD category child, valid documentary proof as per RPWD Act 2016

3.8 Valid documentary proof such as Development fee receipt in respect of sibling studying in same branch of school, if applicable

3.9 Regular employees of Govt./NSES/NDMC –Copy of Identity card of parent or any other valid documentary proof, if applicable.

3.10 Self declaration by the parent in case of First child/Girl child.

3.11 Valid legal document for single parent/no parent alive, if applicable, to the legal guardian.

3.12 In case of selected children, the immunization certificate is to be submitted by the parents within 6 months from the date of admission.

4. At the time of admission, all claims made by the parents in the application form shall be again verified from original documents. Further, original date of birth certificate alongwith 02 photos each of child and parents/legal guardian will also required to be submitted.

5. Total amount to be deposited at the time of admission is Rs. 2240/ as per the details given below:

(a) One time admission fee Rs. 40/- (for Category 'A' students - Rs. 20/-)

(b) Annual Development Fee: Rs. 1200/-

(c) Caution Money: Rs. 1000/-

6. In case of any other query heads of the respective Navyug Schools may be contacted personally on all working days. The school will set up a help desk for assistance / replying to query of the parents by deploying one/two employees well versed with all terms of admission processes who will be available for the parents queries on the given contact number.


(R.P. Sati)

Director (Education)

To:

All Heads of Navyug Schools for strict compliance and uploading these admission guidelines on school website in bilingual form (Hindi and English).

Copy for information to:

1. All members of the NDMC Council.
2. Director (IT), NDMC with a request to upload the circular on NDMC's website.
3. P.S. to Chairman, NDMC.
4. P.S. to Secretary, NDMC.
5. Deputy Director (G), NSES.
6. J.D.(Education/NSES).
7. All officers of Education Department.



नवयुग विद्यालय शैक्षणिक समिति

मुख्य कार्यालय : न.दि.न.प. विज्ञान एवं मानविकी विद्यालय
तुगलक रोड, नई दिल्ली - ११०००१



(नवयुग विद्यालय में सत्र २०२३-२४ के लिए पंजीकरण के लिए आवेदन पत्र)

NAVYUG SCHOOL EDUCATIONAL SOCIETY

HEAD OFFICE: NDMC SCHOOL OF SCIENCE & HUMANITIES
TUGHLAK ROAD, NEW DELHI-110001

(APPLICATION FOR REGISTRATION IN NAVYUG SCHOOLS FOR THE SESSION 2023-2024)
(THE FORM IS TO BE FILLED IN CAPITAL LETTERS)

(Separate form is to be filled for different Navyug Schools)

- पंजीकरण के लिए चुने गए विद्यालय का नाम :
SCHOOL SELECTED FOR REGISTRATION :
- कक्षा जिसमें प्रवेश के लिए आवेदन किया है :
ENTRY LEVEL CLASS FOR WHICH ADMISSION IS APPLIED (KG / I)
- छात्र/छात्रा का नाम :
NAME OF THE STUDENT :
FIRST NAME **MIDDLE NAME**
LAST NAME/SURNAME
- लिंग (पुरुष/महिला/अन्य)
GENDER (MALE/FEMALE/OTHER):
- नागरिकता (भारतीय/अन्य)
NATIONALITY (INDIAN / OTHERS).....
IF OTHERS STATE THE SAME
- जन्म स्थान : (i) राज्य (ii) जिला
PLACE OF BIRTH : (i) STATE **(ii) DISTRICT**
- जन्मतिथि: तिथि महीना वर्ष
DATE OF BIRTH : DATE **MONTH** **YEAR**
- धर्म (हिन्दू/मुस्लिम/सिख/इसाई/जैन/अन्य)
RELIGION **(HINDU/MUSLIM/SIKH/CHRISTIAN/JAIN/OTHER)**
- छात्र/छात्रा का आधार संख्या :
AADHAR NO. OF STUDENT :
- महत्वपूर्ण सूचना भेजने के लिए माता-पिता/कानूनी अभिभावक का ई-मेल व मोबाईल नंबर :
**E-MAIL ADDRESS & MOBILE NUMBER OF PARENTS/LEGAL GUARDIAN FOR SENDING
IMPORTANT INFORMATION THROUGH SMS/E-MAIL:**
E-MAIL ADDRESS
MOBILE NO.
- आवासीय पता/पत्राचार के लिए पता :
RESIDENTIAL ADDRESS / ADDRESS FOR COMMUNICATION
.....
.....
- स्थायी पता :
PERMANENT ADDRESS
.....

13. क्या छात्र/छात्रा शारीरिक रूप से दिव्यांग हैं : (हाँ/नहीं) यदि हाँ तो श्रेणी
श्रेणी (ओएच/दृष्टिबाधित/श्रवणबाधित/अन्य)

**WHETHER THE CHILD IS PERSON WITH DISABILITY : (YES / NO) IF YES
CATEGORY (OH/VISUALLY IMPAIRED/HEARING IMPAIRED/OTHERS)**

14. माता का नाम मोबाइल व्यवसाय

MOTHER'S NAME

MOBILE NO..... OCCUPATION

15. पिता का नाम मोबाइल व्यवसाय

FATHER'S NAME

MOBILE NO..... OCCUPATION

OR

संरक्षक का नाम मोबाइल व्यवसाय

LEGAL GUARDIAN'S NAME

MOBILE NO..... OCCUPATION.....

16. वार्षिक आय (सभी स्रोतों से) :

ANNUAL INCOME OF FAMILY DURING FINANCIAL YEAR 2022-23 (FROM ALL SOURCES):

वार्षिक आय के आधार पर श्रेणी **CATEGORY ON THE BASIS OF ANNUAL INCOME :**

(यदि माता-पिता/कानूनी अभिभावक दोनों की वार्षिक आय (जैसा भी मामला हो) सभी स्रोतों से पिछले वित्तीय वर्ष में 2 लाख रुपये से कम या उसके बराबर है, तो बच्चे को श्रेणी "ए" से संबंधित कहा जाएगा, अन्यथा बच्चे को श्रेणी "बी" में माना जाएगा।

If the annual income of both parents/legal guardian (as the case may be) from all sources is less than or equal to Rs 2 lakhs in previous financial year, then the child will said to belong to category "A", otherwise the child will be considered in Category "B".)

17. उप-श्रेणी **SUB CATEGORY (SC/ST/UR):**

18. अंकों का आवंटन **Allotment of Points**

S. No.	Criteria (To be filled by parents)	Maximum Points as per System	Points allotted by Admission Committee
1.	गूगल मैप के अनुसार स्कूल से निवास की दूरी (कि.मी. में) Distance of residence from school (in Km) as per Google map	Total - 30 Points (i)Distance < 3 Km - 30 points. (ii)Distance between 3 to 5 Km - 20 points. (iii)Distance > 5 Km - 10 points	
2.	सिब्लिंग की संख्या (एक ही स्कूल में पढ़ने वाले सगे भाई-बहन) No. of Sibling(s) (Real brothers & sisters studying in same school) Name of Sibling(s) सिब्लिंग का नाम Class & Section कक्षा एवं वर्ग 1. 2.	20	
3.	यदि बच्चे के माता-पिता नियमित सरकारी/NSES/NDMC कर्मचारी हैं? If the parent of the child is a regular Govt./NSES/NDMC employee. Name (नाम) Designation (पदनाम) Employee Code (कर्मचारी कोड)..... Name of Organisation (संस्था का नाम)..... Address(संस्था का पता)	Total - 20 Points If the parent is regularNDMC/ NSES Employee - 20 points If the parent is a regular Govt. employee other than NDMC/ NSES - 15 points	
4.	क्या संतान बालिका है?/ क्या संतान पहली संतान है? हाँ / नहीं Is the child a Girl child / first born child? Yes/No यदि हाँ, तो संबंधित विकल्प लिखें..... If Yes, write the relevant option	10	
5.	क्या छात्र/ छात्रा RPWD अधिनियम 2016 के अनुसार दिव्यांग श्रेणी से है? Does the child belong to Person with Disability category as per RPWD Act 2016? Yes / No	10	
6.	क्या छात्र / छात्रा एकल माता-पिता की संतान है या कोई जीवित माता-पिता नहीं हैं ? Is the child having single parent or no alive parent? Yes/No यदि हाँ, तो संबंधित विकल्प लिखें..... If Yes, write the relevant option	10	
	TOTAL	100	

19. जन्म प्रमाण पत्र का विवरण (प्रवेश के समय स्कूल में मूल जन्म प्रमाण पत्र जमा किया जाना है) स्थानीय नगर निकाय द्वारा जारी किया गया जन्म प्रमाण पत्र।
DETAILS OF BIRTH CERTIFICATE (ORIGINAL BIRTH CERTIFICATE TO BE SUBMITTED IN THE SCHOOL AT THE TIME ADMISSION) BIRTH CERTIFICATE ISSUED BY LOCAL MUNICIPAL BODY.
Registration No. पंजीकरण संख्या।
Issuing Authority जारी करने वाला प्राधिकरण

20. **Declaration: The above information is correct to my knowledge and belief. If any of the information is found to be false, I shall be held responsible and my application may be rejected/admission may be cancelled.**

घोषणा: उपरोक्त जानकारी मेरी जानकारी और विश्वास के अनुसार सही है। यदि कोई जानकारी झूठी पाई जाती है, तो मुझे जिम्मेदार ठहराया जाएगा और मेरा आवेदन अस्वीकृत हो सकता है/ प्रवेश रद्द किया जा सकता है।

Attach Photographs

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Mother

Father

Legal Guardian
(If applicable)

Child

Signature of Mother

माता के हस्ताक्षर

Signature of Father

पिता के हस्ताक्षर

Signature of Legal Guardian

कानूनी अभिभावक के हस्ताक्षर

(Name of the Mother)

(माता का नाम)

(Name of the Father)

(पिता का नाम)

**(Name of the Legal Guardian)
(If applicable)**

(कानूनी अभिभावक का नाम)(यदि लागू हो)

Date: _____

Place: _____

Self Attested Documents to be submitted along with the Admission Form:

1. Date of Birth Certificate issued by NDMC/MCD or Any other Local Municipal body.
2. One passport size photograph each of the child, mother and father.
3. **Income certificate** : For the purpose of seeking admission in Category 'A' in Navyug schools, parents are required to submit latest income certificate. For the purpose of income certificate, following documents will be accepted as proof:-
 - (a) For govt. employees, Form 16 under I.T. Act 1961 issued by the head of the department.
 - (b) For Non-govt. employees, Certificate of the employer along with Form-16 under I.T. Act, 1961.
 - (c) For Self-Employment, a copy of the latest return of income filled with the Income Tax Department or sales tax return.
 - (d) Any other govt. document specifying the level of income.
 - (e) BPL certificate issued by the govt.
4. Voter ID card/Aadhar card of parents and child for proof of residence.
5. Bank passbook/Electricity bill/gas bill/Water bill in the name of parent for proof of residence in last one year at the given residential address– At least one of each quarter of previous financial year – April 2022 to March 2023. For the first quarter (April-June), the bill of the month April 2022 will have to be submitted. For the last quarter (Jan-March), the bill of the month of March 2023 in the name of parents need to be submitted.
6. Copy of Google Map showing distance from residence to school.
7. SC/ST certificate in case of SC/ST category.
8. For PWD category child, valid documentary proof as per RPWD Act 2016.
9. Valid documentary proof such as latest Development fee receipt in respect of sibling studying in same branch of school, if applicable. This benefit will be given upto second child only.
10. For Regular employee of Govt./NSES/NDMC –Copy of Identity card of parent or any other valid documentary proof, if applicable.
11. Self declaration by the parent in case of First child/Girl child.
12. Valid legal document for single parent/no parent alive, if applicable for the legal guardian.
13. In case of selected children, the immunization certificate is to be submitted by the parents within 6 months from the date of admission.
14. At the time of admission, all original documents shall be verified again.
15. At the time of admission original date of birth certificate along with 2 photos each of child, mother and father/legal guardian are to be submitted.
16. Application form complete in all respects along with the entire set of self attested documents only will be accepted. Incomplete application form without the entire set of documents will not be considered for admission.
17. No capitation fee or any other amount except fee as mentioned in guidelines to be paid to the school or any other person.

SOME MAIN SCHOOL WISE NEIGHBORHOOD AREAS IN N.D.M.C.

Navyug School, Sarojini Nagar
Sarojini Nagar Netaji Nagar Narouji Nagar Palika Avas Sindhiaaya Pottery Pilanji Village
Navyug School, Vinay Marg
Vinay Marg Chankya Puri Sardar Patel Marg (Palika Kutumb) Ashoka Hotel
Navyug School, Laxmibai Nagar
Laxmibai Nagar Kidwai Nagar (West & East) AIIMS Safdarjung Ansari Road Raj Nagar

Navyug School, Pandara Park
Tilak Marg Police Station Bhagwandas Road Kaka Nagar Bapa Nagar Sikandra Road Golf Link Pandara Park Ravinder Nagar Khan Market
Navyug School, Darbhanga House
Aurangzeb Lane Southend Lane Man Singh Road Darbhanga House Akbar Road Humayun Road Prithviraj Road Lok Nayak Bhawan Tuglak Crescent Race Course

Navyug School, Peshwa Road
Gole Market R.K Ashram Marg Shahid Bhagat Singh Marg Park Street Ram Manohar Lohia Hospital Gandhi Sadan K.G. Marg Raja Bazar Teen Murti Balmiki Basti
Navyug School, Moti Bagh
Moti Bagh, (I&II) North R.K. Puram Ring Road Sec - 13 Nyay Marg Bapudham
Navyug School, Jor Bagh
Jor Bagh Aliganj Karbala Ravinder Nagar Lodhi Complex Khan Market Safdarjung Airport Authority

Navyug School, Lodhi Road
Lodhi Colony
Navyug School, Mandir Marg
Mandir Marg Balmiki Basti Havlock Square Kali Bari Palika Dham President Estate Talkatora Road North & South Avenue
Navyug School, Pataudi House
Harish Chander Mathur Lane Kasturba Gandhi Marg Atul Grove Marg Janpath Bhartiya Vidhya Bhawan Bangali Market Copernicus Marg Bhagwan Das Road Ashoka Road Curzon Road India Gate