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./ D/43/P.A. Dir(Edn/NSES)/2026 Dated: 03.03.26

C I R C U L A R

Sub: Instructions/Guidelines for Admission in Navyug schools for the academic session 2026-2027.

Online registration for admission in Class-1 and Class K.G. in Navyug Schools for the Academic Session **2026-2027** will start from **05/03/2026** for the seats available in different Navyug Schools as per detail given below:

S.No.	School	Number of seats available		Remarks
		Class-KG	Class-1	
1	Navyug School, Peshwa Road	00	70	2 Sections
2	Navyug School, Laxmibai Nagar	00	70	2 Sections
3	Navyug School, Lodhi Road	00	70	2 Sections
4	Navyug School, Moti Bagh	00	35	1 Section
5	Navyug School, Vinay Marg	35	00	1 Section
6	Navyug School, Mandir Marg	00	35	1 Section
7	Navyug School, Pandara Park	35	00	1 Section
8	Navyug School, Pataudi House	00	70	2 Sections
9	Navyug School, Darbhanga House	35	00	1 Section
10	Navyug School, Jor Bagh	00	35	1 Section
11	Navyug School, B-Avenue, Sarojini Nagar	00	70	2 Sections
	Total sections	03	13	16
	Total Seats	**105**	**455**	**16 Sections**

Last date of online registration is 31.03.2025 (upto 05.00 PM)

- NDMC/NSES reserves the right to postpone or cancel the process of registration if exigencies so warrant, which are beyond the control of NDMC/NSES.
- Parents can apply for registration for their ward “Online” only on the admission portal at NDMC website www.ndmc.gov.in. There is no fee for online application form.
- The Application Forms other than online mode will not be accepted.
- Parents must follow the instructions/guidelines strictly as given herein under. Candidates not complying with the instructions/guidelines shall be summarily disqualified. If fake/false/incomplete information is provided, the application can be rejected and admission can be cancelled at any point of time.
- Parents must ensure that mobile number and e-mail address provided in the “Online Application Form” are their own, as all information/communication will be sent by NDMC/NSES through SMS on given mobile number/email only.

2. Instructions for filling Online Application Form for class K.G./1:

i. There is no fee for online registration and online application.

ii. Visit the admission portal at NDMC website www.ndmc.gov.in. for filling online application. You may study the user manual given on this portal. This user manual will guide you through the process of registering, logging in, filling out application forms, and checking the status of your application.

iii. Download and read the instructions/guidelines to ensure the eligibility.

iv. If eligible, register online using unique Mobile Number. Please note that Registration is only the first step to fill the Online Application Form and not equivalent to submission of online application form. Once registered, you will receive a login code on your registered mobile number. You can "Fill Application Form" online using this login code and registered mobile number. Note down the Login code for filling out the application form(s) and for future reference. Keep a record of system generated application number which will be unique for each application form submitted and Print out of filled up online application form for future reference.

v. Using the same Log in code, you can "Fill online Application Form" for as many Navyug Schools as you want **(Annexure 1 and 2).** Please note that a separate application number will be generated for each application submitted. However, only one application form can be filled for each school in a session. It may be noted that filling the application form does not guarantee admission; admission will be done as per the admission guidelines. After filling out and submitting one application form, you may use the auto - populate feature to use the prefilled information and documents uploaded by you (which are common to all Navyug schools) for filling online application form for other Navyug Schools. However, school specific data shall be filled separately for each school along with the submission of necessary documents. In case of any difficulty in online application, you may visit facilitation centre/Help Desk set up in concerned Navyug schools **(Annexure 1 and 2)**.

vi. Fill in the Online Application Form and Upload the following documents:

A. <u>Mandatory documents:</u>

- Scanned Images of Candidate's Photograph-(file size: 10kb-200kb) in JPG format.
- Scanned Images of Parents (Mother and Father/legal guardian) Photograph-(file size: 10kb-200kb each) in JPG format.
- Date of birth certificate - (File size:100 kb to 500 kb) in PDF format.
- ID Proof of parents (Aadhar Card/voter K.GID /any other Photo ID Card issued by any Govt. Authority with residential address - (File size 100 kb to 1 mb) in PDF format.
- For proof of residence of last one year at the given residential address in NDMC area: Electricity bill/Gas bill/Water bill in the name of parent–at least one bill of each quarter of previous financial year–April 2025 to March 2026. For the first quarter (April to June), the bill of the month April 2025 and for the last quarter (January 2026 to March 2026), the bill of the month of February/March 2026 in the name of parents need to be submitted. In case of non – availability of any of these because of the house being allotted in the name of grandparents/officer, letter from the officer on the letter head and history of Aadhar card of parents and child for last one year (April 2025 to March 2026) or Bank passbook of parent(s) with last one year history of address in the bank account and regular transactions in each quarter of last one year (April 2025 to March 2026) to be submitted as proof of residence for last one year at the given residential address in NDMC area.(File size: 100 kb to 1 mb) in PDF format

  OR Proof of taken possession of Govt. accommodation recently along with the latest electricity and water bills for that period. - (File size: 100 kb to 1 mb) in PDF format

  OR For Regular employee of Govt./NSES/NDMC – Copy of Identity card or any other valid documentary proof of parent only, if applicable. (File size:100 kb to 500 kb) in PDF format

- Google map showing the distance of home from school (File size: 100 kb to 500 kb) in PDF format.
- Mandatory Self–declaration **(Annexure 3)** - (File size:100 kb to 500 kb) in PDF format.

B. <u>Documents to be submitted, If applicable</u>:

- **Income Certificate:**

  For the purpose of seeking admission in Category 'A 'in Navyug schools, parents are required to submit their latest income certificate. For the purpose of income certificate, following documents will be accepted as proof: -

  (I) For govt. employees, Form16 under I.T. Act, 1961 issued by the head of the department.

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

  (III) For Self-Employment, a copy of the latest return of income filled with the Income Tax Department or sales tax return or Income certificate issued by SDM/First class Magistrate from Department of Revenue, Govt. of NCT of Delhi.

  (IV) BPL certificate issued by the govt.

(V) Any other govt. document specifying the level of income- if applicable (file size: 100 kb to 500 kb) in PDF format.

- Caste (SC/ST/OBC) Certificate from the competent authority, if applicable (file size: 100 kb to 500 kb) in PDF format.
- For PWD category child, valid documentary proof as per RPWD Act2016, if applicable - (File size: 100 kb to 500 kb) in PDF format.
- Valid documentary proof such as latest 'Development fee receipt' in respect of sibling studying in same branch of school, if applicable. This benefit can be availed for the two eldest surviving children only except when the number of children exceeds two due to second child birth resulting in multiple births. (File size: 100 kb to 500 kb) in PDF format.
- Valid legal document for single parent/no parent alive, if applicable for the legal guardian. (File size:100 kb to 500 kb) in PDF format

NOTE:

(If the information given or documents uploaded are not correct or incomplete or cannot be corroborated with the required original certificates at the time of admission, the candidate is liable to be rejected and admission will be denied to him or her.

(i) Candidates are advised to keep the Login Code generated during registration and system generated application number of each application form filled by them and Print out of the application form submitted by them for future reference.

(ii) The entire process is online, including uploading of scanned images and certificates. Therefore, parents are not required to send/submit any document(s) through Post/Fax/by Hand.

(iii) Parents are advised to keep visiting the admission portal on NDMC website www.ndmc.gov.in for updates and to check SMS/email.

(iv) Candidates are advised to read the instructions/guidelines carefully given at admission portal on NDMC website before filling of Online Application Form.

(v) Candidates should ensure that all information entered during the online registration form is correct.

(vi) Online information provided by parents like candidate's name, mother's name, father's /legal guardian name, gender, contact/address details, phone number, email ID, date of birth, category, sub-category, income etc. during online registration will be treated as correct/final and the department will not entertain, under any circumstances, any request for change in any information provided by the parents.

(vii) NDMC/NSES disclaims any liability that may arise to candidate(s) due to incorrect information provided by the candidate(s) during online submission of form.

(viii) NDMC/NSES does not edit/modify/alter any information entered by the parents after submission of online application under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, aspirants are

advised to exercise utmost caution while filling up correct details in registration system.

(ix) NDMC/NSES will set up facilitation counters/Help desk in Navyug Schools for registration purpose only.

3: Other instructions:

(A) For admission at entry level (K.G.)/Class I, as the case may be) in Navyug Schools for the academic session 2026-2027:

(i) Online application form is available at admission portal on NDMC website www.ndmc.gov.in from **05.03.2026.**

(ii) Applicant can apply in as many Navyug Schools as he/ she wishes. Separate online application form will have to be filled for separate schools. However, the admission will be done on the basis of admission criteria as laid down in the admission guidelines.

(iii) **Age Limit**: For admission in entry level **K.G./Class-I**:
For admission in **K.G.,** the age shall be minimum four (4) years and less than five years (child must be born between **01.04.2021 to 31.03.2022**) and For admission Class–I, minimum five (5) years and less than 06 years (child must be born between **01.04.2020 to 31.03.2021**) as per DoE circular DE.23(749)/Sch. Br./2025/976 dated 24.10.2025 and as per DOE circular no. F. DE.15(172) PSB/2016/9179 -9188 dated 22/11/25, the crucial date for determining the age will be **31st March of the calendar Year** in which the admission is being sought, i.e. for the academic year 2026- 2027 the age limit will be calculated as on **31.03.2026.**

(a) Vide DOE circular no. F. DE.15(172) PSB/2016/9179 -9188 dated 22/11/2025, 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. This will applicable for Navyug Schools also. **No permission for this is required to be taken by the HoS.**

(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.

(iv) In all Navyug Schools, as in the past, residents of only **NDMC area** will be eligible to apply except for the wards of regular 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 continuously prior to the date of beginning of the admission process i.e. for the academic year 2026-2027 they should have been continuously staying in NDMC area from **April 2025 to Feb/March 2026**.

(v) Any valid Govt. document with photo ID such as Voter ID card/ Aadhar card, in the name of parents (legal guardian in case one/both the parents are not alive) of the child will be accepted as residence proof.

(vi) In addition to it, to certify the residency of past one year in NDMC area, Electricity bill/Gas bill/Water bill in the name of parent–at least one bill of each quarter of previous financial year– April 2025 to Feb/March 2026.

(vii) For the first quarter (April to June), the bill of the month April 2025 and for the last quarter (January 2026 to March 2026), the bill of the month of February/March 2026 in the name of parents needs to be submitted. In case of non – availability of any of these because of the house being allotted in the name of grandparents or govt. officer if the parent is residing as a help in a govt. accommodation etc. then a letter from the officer concerned on the letter head and history of Aadhar card of parents and child for last one year(April 2025 to Feb/ March 2026) or Bank passbook of parent(s) with regular transactions in each quarter of last one year with a certificate from an authorized person in the bank for last one year's history of address in the same bank account of parents (April 2025 to March 2026) to be submitted as proof of residence for last one year at the given residential address in NDMC area.

(viii) 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 incorrect, false or fake.

(ix) Duration clause of residing in NDMC area for the last one year (Reference point (iv) above) will be relaxed if the parent has taken possession of Govt. accommodation in NDMC area in his/her name with in last one year and he /she submits documentary proof thereof in the form of recent electricity/water bill of such govt. accommodation. The address proof of grandparents or local guardians (unless the applicant is legally adopted by them) shall not be considered valid for admission purpose.

(x) The selection of the children for admission will be on the basis of list prepared as per **"Point system".** If the number of applicants is more than the number of seats in a particular category or sub category, the selection will be on the basis of **"Draw of Lots".**

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

(xii) Further, 30 % of these seats will be kept for category "A" applicants and 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 Rupees 2 lakhs in previous financial year then the child will said to belong category to "A", otherwise the child will be considered in category "B".

(xiii) Within Category "A" and "B" reservation of seats for sub – categories (i.e. SC 15% and ST 7.5%) shall be made as per Govt of India norms already practiced in Navyug Schools.

Accordingly, the number of seats available in each sub – category (i.e. UR, SC, ST) within "A" as well as "B" category shall be determined separately in each school by using the same criteria.

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

(xv) **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 (with in each of the Category "A"/Category "B") shall be prepared separately on the basis of points earned by the applicant as per the following point system :-

S. No.	Criteria for point allotment	Points allotted
1	Are the child and parents 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
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**

***This benefit can be availed for the two eldest surviving children only except when the number of children exceeds two due to second child birth resulting in multiple births.**

(xv) Category – wise provisional score list shall indicate the number of seats available in each sub - category i.e. UR/ SC/ ST etc. (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 score/ points earned as per the

above point system. Thus, separate score list will be prepared for each sub - category within each category. Provisional list shall be displayed on the school notice board and/NDMC website/admission portal.

(xvi) 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 candidates shall be displayed on the school notice board and/NDMC website/admission portal 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 put up on School Notice Board/admission portal, to get the rectification done in time, if so required and verify the corrected list. Although school shall work meticulously for preparing the provisional list, however, school shall not be responsible if the parent does not take any initiative for corrections, if any required, with in the stipulated time period.

(xvii) 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 in the applicants applying for lesser number of vacancy available , than 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.

(xviii) 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/SMS /whatsapp message by the school. School will keep a record of the mode of communication done in this regard. It will be the responsibility of parents to check the website/admission portal for announcements in this regard. 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.

(xix) 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 case, the videography may be shown to parents only 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.

(xx) The slips/tokens being used for draw of lots shall be shown to parents before putting them in the box. 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 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.The merit list shall be prepared Category wise (A and B separately) and within each category, separate merit list shall be prepared sub- category wise (SC, ST and UR). A

common merit list shall not be the basis for selection of candidates as the admission list is not based on the performance/competence or the ability of the candidates, it indicates the points earned as per the point system and sub- category stated by the parents of the child.

(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/ NDMC website/ admission portal 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 by merit on the basis of Point system on the same day and details of wait listed candidates shall also be displayed on the admission portal/NDMC website/School Notice Board. Candidates/parents will also be communicated through SMS/email. Communication through telephone/mobile may be done in addition to 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, self attested copy of printout of the online application submitted by them and relevant documents in the school within 3 days of display of list of selected candidates (in only one school in case of selection in more than one school). In case of non-payment of fees or inability to submit the documents as per the schedule, the selection shall stand forfeited in all schools, and the seat shall be transferred to next candidates in the Waiting list in 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/waiting list of 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 admission portal/NDMC website/ school notice board. Parents/students will be communicated through website/email/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 candidates in the waiting list of that category (i.e. category 'A' and category 'B' respectively).

(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) 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 there will be at least one SC/ST teacher/employee in the Committee. The committee of school shall undertake the admission process under the aegis of the HoS and will ensure transparency and fairness in the admission process.

(xix). 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.

(xxx) 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 amounting 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, 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. 1000/-. 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 by the parents.

(xxxi). As per the extant practice, pupil fund @RS.10/ per annum will be charged from the students at the time of admission. In addition to this, 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(B): For other Classes: Admission in other classes will be as per the following schedule:

S/N	Class	Area restriction	Schedule	Remarks
1	Class-2 to 4 and Class-7 **(Depending on availability of seats)**	Residents of only **NDMC area** except for the wards of regular NDMC/NSES employees residing outside NDMC area	**04/04/2026 to 18/04/2026 (After declaration of Annual examination result)**	These terms & conditions will not be applicable for admission in class VI & VII in Navyug School, Sarojini Nagar for which admissions are being done through entrance test– **NSSNET- 2026**
2	Class-5th, 6th and 8th **(Depending upon the availability of seats)**	Residents of only **NDMC area** except for the wards of regular NDMC/NSES employees residing outside NDMC area	**2nd May to 6th May 2026 tentative (Only after the declaration of the result of Re - examination)**	Depending upon the availability of vacancy
3	Class-9th	Residents of only **NDMC area** except for the wards of regular	**There will be no admission for outside children in Class-9th**. However, if some vacancies become available in a particular	

		NDMC/NSES employees residing outside NDMC area	school, the admission may be done at the school level on the basis of the merit of the student.
4	Class-10th	Residents of only **NDMC area** except for the wards of regular NDMC/NSES employees residing outside NDMC area	**There will be no admission in Class-10th except in exceptionally deserving and justified cases (subject to approval from CBSE).**
5	Class-11th	**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.**	
6	Class-12th	**There will be no admission in Class-12th except in exceptionally deserving and justified cases (subject to approval from CBSE).**	

- **Each school will display the vacancies in different classes on school notice board.**
- The school where vacancies exist will seek applications **on plain paper** from the willing parents approaching the school for seeking admission as per above schedule.
- After receiving applications from the parents, the school will draw a merit list as per eligibility criteria which will be displayed on school notice board and website on **25.04.2026 for** classes 2nd to 4th and 7th and on **8th May 2026 for 5th, 6th and 8th class.**
- The candidates/parents will be given 3 days' time to take admission. If the parents do not report in the given time period, the next candidate in the waiting list will be called for admission.
- In case, the vacancy still remains, any application received after the last date may be considered by the school for admission subject to meeting all prescribed eligibility criteria to ensure that the seat does not waste.

4. Following Self attested documents will be uploaded (pdf) for online application in class K.G /1 as per the details already given in point 2 above and are to be submitted for all classes at the time of admission along with the admission form. The school authorities shall verify them through original documents before finalizing the admission.

a. School leaving certificate of the recognized school (duly attested by education officer) and copy of the Report card from the last school attended (except for entry level class).
b. At the time of admission in entry level class (KG/1) – Original date of Birth Certificate of child issued by NDMC/MCD or any other Local Municipal body is to be submitted.
c. Three passport size photographs each of the child, mother and father/legal guardian (if applicable) are to be submitted.
d. ID Proof - Adhar Card/ voter ID /any other Photo ID Card issued by any Govt. Authority – of parents for proof of residence.
e. Mandatory Self-declaration by the parent as given in Annexure 3.

f. For entry level class - For proof of residence of last one year at the given residential address in NDMC area: Electricity bill/Gas bill/Water bill in the name of parent–at least one bill of each quarter of previous financial year–April 2025 to March 2026. For the first quarter (April to June), the bill of the month April 2025and for the last quarter (January 2026 to March 2026), the bill of the month of February/March 2026 in the name of parents need to be submitted. In case of non – availability of any of these because of the house being allotted in the name of grandparents/officer, letter from the officer on letter head and history of Aadhar card of parents and child for last one year (April 2025 to March 2026) or Bank passbook of parent(s) with last one year history of address in the bank account and regular transactions in each quarter of last one year (April 2025 to March 2026) to be submitted as proof of residence for last one year at the given residential address.

g. For entry level class – Copy of Google Map showing distance from residence to school.

h. **Income Certificate:**

For the purpose of seeking admission in Category 'A 'in Navyug schools, parents are required to submit their latest income certificate. For the purpose of income certificate, following documents will be accepted as proof: -

i. For govt. employees, Form16 under I.T. Act, 1961 issued by the head of the department.

ii. For Non-govt. employees, Certificate of the employer along with Form-16 under I.T. Act,1961.

iii. For Self-Employment, a copy of the latest return of income filled with the Income Tax Department or sales tax return or Income certificate issued by SDM/First class Magistrate from Department of Revenue, Govt. of NCT of Delhi.

iv. BPL certificate issued by the govt.

v. Any other govt. document specifying the level of income.

i. SC/ST/OBC certificate in case of SC/ST/OBC category.

j. For PWD category child, valid documentary proof as per RPWD Act2016.

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

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

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

n. For admission in entry level class (K.G. /1), self attested copy of print out of online application form shall also be submitted along with all other documents.

5. 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.

6. No capitation fee or any other amount except fee as mentioned in guidelines to be paid to the school or any other person.

7. In case of selected children, the immunization certificate (at entry level class) is to be submitted by the parents within 6 months from the date of admission.

8. Fee to be deposited at the time of admission is as per the details given below:
   A. Admission fee: Rs 40/ (Category "B") or Rs. 20/ (Category "A")
   B. Annual Development Fee: Rs. 1200/-
   C. Caution Money: Rs. 1000/
   D. Pupil Fund: Rs. 10/-

9. In case of any other query Heads of the respective Navyug Schools may be contacted personally on all working days. List of Navyug Schools and some suggested NDMC areas in the neighborhood are given in **Annexure-1** and **Anexure-2** respectively. However, residing in these areas does not guarantee admission in Navyug School. Admission will be done as per the guidelines given above.

3/3/26

(Kritika Choudhary)
Director (Education)

To:

1. All the Heads of Navyug Schools for strict compliance.

Copy for information to:

1. P.S. to Chairman, NDMC.
2. P.S. to Secretary, NDMC.
3. J.D. (Education/NSES).
4. All officers of Education Department.

ANNEXURE 1

LIST OF NAVYUG SCHOOLS

S. N.	Name of School	Entry level Class	Name of HOS	Contact No.	School email
1	Navyug School, **I Avenue, Sarojini Nagar (SR. SEC.)**	6th (Admission through NSSNET-2026 only)	Ms. Mridula Arora	26870393	nsjn-ss-ndmc@ndmc.gov.in
2	Navyug School, **Peshwa Road (SR. SEC.)**	Class-1	Ms. Meenakshi Kaushik	23363820	npsh-ss-ndmc@ndmc.gov.in
3	Navyug School, **Laxmibai Nagar (SR. SEC.)**	Class-1	Ms. Archana Kumari	24109545	nlbn-ss-ndmc@ndmc.gov.in
4	Navyug School, **Moti Bagh (SR. SEC.)**	Class-1	Ms. Sunita Deewan	24102029	nmtb-ss-ndmc@ndmc.gov.in
5	Navyug School, **Lodhi Road (SR. SEC.)**	Class-1	Dr. Dinesh Kumar	24626165	nldr-ss-ndmc@ndmc.gov.in
6	Navyug School, **Mandir Marg (SR. SEC.)**	Clas-1	Ms. Taruna Sikri	23366022	nmdr-ss-ndmc@ndmc.gov.in
7	Navyug School, **Vinay Marg (SR. SEC.)**	Class-KG	Mr. Rajesh Kumar	26874415	nvnm-ss-ndmc@ndmc.gov.in
8	Navyug School, **Pandara Park (SECONDARY)**	Class-KG	Ms. Nidhi Mago	27033754	ntlk-p-ndmc@ndmc.gov.in
9	Navyug School, **Pataudi House (Primary)**	Class-1	Ms. Jyotishna Sharma	23389863	nptd-p-ndmc@ndmc.gov.in
10	Navyug School, **Jor Bagh (Primary)**	Class-1	Mr. Brahma Parkash Upadhyay	24619854	njbg-p-ndmc@ndmc.gov.in
11	Navyug School, **Darbhanga House (Primary)**	Class-KG	Ms. Kamla Yadav	23015240	ndbr-p-ndmc@ndmc.gov.in
12.	Navyug School **B-Avenue, Sarojini Nagar (Primary)**	Class-1	Ms. Vineeta Sharma	24122087	sn1-p-ndmc@ndmc.gov.in

XXXXXXXXXX

ANNEXURE-2

SOME SUGGESTED AREAS FOR ADMISSION IN NAVYUG SCHOOLS

S.No.	Branch	Some suggested areas in neighbourhood
1.	Navyug School, Darbhanaga House	Aurangzeb lane, Southend Lane, Man Singh Road, Darbhanaga House, Akbar Road, Humayun Road, Prithviraj Road, Lok Nayak Bhawan, Tughhlaq Crescent, Race Course.
2.	Navyug School, Pandara Park	Tilak Marg Police Station, Bhagwan Das Road, Kaka Nagar, Bapa Nagar, Sikandra Road, Golf Link, Pandara Park, Ravinder Nagar, Khan Market.
3.	Navyug School, Vinay Marg	Vinay Marg, Chankya Puri, Sardar Patel Marg, Palika Kutumb, Ashoka Hotel.
4.	Navyug School, Jor Bagh	Jor Bagh, Aliganj, Karbala, Ravinder Nagar, Lodhi Complex, Khan Market, Safdarjung Airport Authority
5.	Navyug School, Pataudi House	Harish Chander Mathur Lane, Kasturba Gandhi Marg, Atul Grove Marg, Janpath, Bhartiya Vidya Bhawan, Bangali Market, Copernicus Marg, Bhagwan Das Road, Ashoka Road, Curzon Road, India Gate
6	Navyug School, Sarojini Nagar, B- Avenue	Sarojini Nagar, Palika Awas, Sindhiya Pottery, Pilanji Village.
7	Navyug School, Moti Bagh	Moti Bagh, (i&ii) North, R.K Puram Ring Road Sec-13, Nyay Marg, Bapudham.
8	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
9	Navyug School, Mandir Marg	Mandir Marg, Balmiki Basti, Havelock Square, Kali Bari, Palika Dham, President Estate, Talkatora Road, North & South Avenue
10	Navyug School, Laxmibai Nagar	Laxmibai Nagar, Kidwai Nagar (West & East) AIIMS, Safdarjung, Ansari Road, Raj Nagar

ANNEXURE-3

SELF- DECLARATION BY PARENTS

The Head of School

Navyug School

_____

New Delhi

Subject: Self - declaration by parents of _____for application in Class____Session 2026-27

Sir/Madam

I/We,_____mother&_____father/Legal guardian of _____(name of child) residing at _____ _____do solemnly declare that:

1. I/We am/are citizen(s) of India.

2. _____is my/our real/legally adopted child.

3. He/she is _____(daughter/son). His/her date of birth is _____.

4. He/she is first–born/second - born/third - born_____child.

5. He/she has_____(no/1/2/3/as applicable) siblings (real brothers or sisters). Details of siblings are as follows:

a. Name_____Class & Section_____School Name and address_____

b. Name_____Class & Section_____School Name and address_____

6.I/we am/are aware that the points for girl child/siblings/any other benefits provided by the Institution/Govt. during registration/schooling can be availed for the two eldest surviving children only except when the number of children exceeds two due to second child birth resulting in multiple births.

7. The information filled in the application form is complete and correct to my/our knowledge and belief. If any of the information or documents is found to be incomplete, false or incorrect at any stage, I /we shall be held responsible and the application may be rejected and admission of my/our ward may be treated as cancelled.

8. I/we am/are also aware that in case it is detected at any time that the declaration given by me is false, appropriate action will be taken by the school authorities/NSES against me/us.

Signature of mother_____Signature of father/legal guardian_____

Name of mother_____Name of father/legal guardian_____

Mobile No. of mother:_____Mobile No. of father/legal guardian_____

Date: _____

ANNEXURE-4

CATEGORY AND SUB- CATEGORY WISE ALLOCATION OF SEATS IN ENTRY LEVEL CLASS (K.G./1)

FOR SINGLE SECTION SCHOOL

TOTAL NUMBER OF SEATS = 35

CATEGORY A		CATEGORY B	
CATEGORY /SUB - CATEGORY	SEATS	CATEGORY /SUB – CATEGORY	SEATS
CATEGORY A	30 % = 11	CATEGORY B	70% = 24
SC	15% = 02	SC	15% = 04
ST	7.5% = 01	ST	7.5% = 02
UR	08	UR	18

FOR DOUBLE SECTION SCHOOL

TOTAL NUMBER OF SEATS = 70

CATEGORY A		CATEGORY B	
CATEGORY /SUB - CATEGORY	SEATS	CATEGORY /SUB – CATEGORY	SEATS
CATEGORY A	30 % = 21	CATEGORY B	70% = 49
SC	15% = 03	SC	15% = 07
ST	7.5% = 02	ST	7.5% = 04
UR	16	UR	38

NOTE: In case adequate numbers of SC/ST applicants are not available then vacant seats of SC/ST will be filled with UR candidates of the same category.