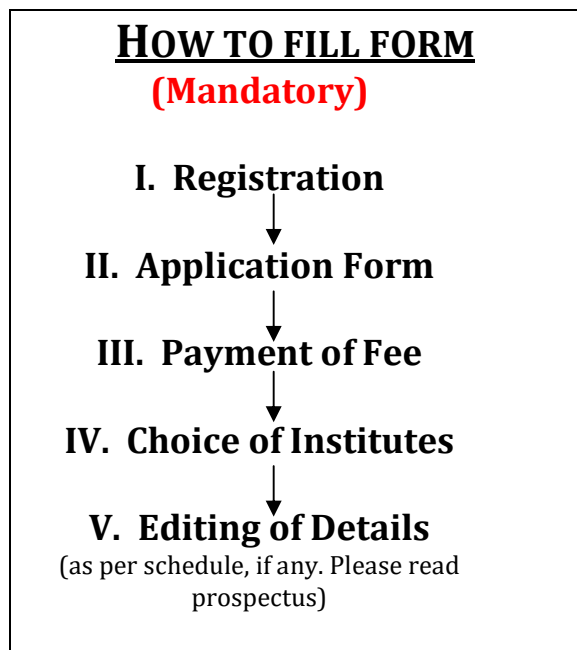


## **HOW TO FILL FORM**

The Application forms for admission may only be submitted On-line at SCERT website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in). There is no printed application form for admission.



### **(a) Registration Process**

Instructions for filling up the ONLINE 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. **ONLY ONLINE APPLICATION IS ALLOWED.**

#### **APPLYING FOR**

- Two year regular Diploma for – Diploma in Elementary Education (D.El.Ed.) and/or
- Two year regular Diploma for Diploma in Pre-School Education (DPSE).
- Applying for Both (D.El.Ed. & DPSE)

### **REGISTRATION DETAILS**

- **Name of Candidate:** 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.

- **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.
- **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.
- **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.
- **Gender:** Candidate is required to mention his/her gender in the concerned column (Some SFS institutes are only for girls, check before filling choices).
- **Contact Details:** Candidate is required to mention his/her Mobile Number and e Mail ID. **Candidates 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.
- **Choose Password** of your choice as per policy and keep it remembered for all future use during Login.
- **Enter Security PIN**
- **REVIEW REGISTRATION DETAILS**  
Candidate is required to recheck all the REGISTRATION DETAILS. Editing of Details is not permitted after mentioned schedule

## **(b) Application Form Submission**

### **❖ APPLICATION DETAILS**

- Candidate is required to mention his/her **Qualifying status passing out (12<sup>th</sup>)** and fill “marks obtained” detail in the application. There is a provision for reservation of seats for reserved categories as discussed in ‘RESERVATION PROVISION’ in the prospectus.
- **Those students waiting for class 12<sup>th</sup> result can also fill form by marking “appearing” category but after examination (and declaration of result) they must have to edit their marks in submitted application form later through EDIT window as per mentioned schedule on portal**

- (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.
  - (c) However appearing students are allowed subject to submission of document at the time of verification/Physical reporting for admission.

➤ **Category**

Candidate is required to fill up the category/sub-category in which she/he wishes to apply in the prescribed column.

**NOTE:**

- 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 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.
- Candidates 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.
- **OBC (NCL)** candidates are required to submit a caste certificate issued after **1<sup>st</sup> June-2024** from the concerned authorities.

***For OBC/SC/ST candidates,***

- ❖ ***Candidates who are passed out qualifying examination (12<sup>th</sup>) from Delhi state (Home State), will have to produce their caste certificate i.e. OBC/SC/ST issued from concerned authorities of Delhi state at the time of verification and admission. Certificates issued from other state are NOT VALID for Delhi state seats.***
- ❖ ***Candidates who are studying Outside Delhi state (Home State), will have to produce their caste certificate i.e. OBC/SC/ST issued from concerned authorities of state outside Delhi at the time of verification and admission. Certificate issued from Delhi state is not valid for these seats.***

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

## ❖ QUALIFICATION DETAILS

- Candidate is required to mentioned PASSING STATUS, YEAR OF PASSING, BOARD, ROLL NUMBER, NAME & ADDRESS OF INSTITUTE, RESULT MODE, MAXIMUM MARKS, MARKS OBTAINED, PERCENTAGE  
( FOR 10<sup>TH</sup>)

- CANDIDATE IS REQUIRED TO MENTIONED APPEARING STATUS AND PASSING STATUS, YEAR OF PASSING, BOARD, ROLL NUMBER, RESULT MODE, MAXIMUM MARKS, MARKS OBTAINED, PERCENTAGE and SUBJECT WISE MARKS ( FOR 12<sup>TH</sup>).

(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).

**Note:-** If marks of (10+2)/12<sup>th</sup> and 10<sup>th</sup> examination are not filled in the admission form, then it will be treated as Zero during rank preparation.

**In case of incorrect information about marks, applicant's candidature will be cancelled during verification**

## ❖ Filling of Choices/Preferences OF DIETs/INSTITUTES

Candidate is required to fill code number where she wants 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 DIETs/INSTITUTE WILL BE REJECTED OUT RIGHTLY AND NO SEAT ALLOCATION WILL BE DONE AT ANY STAGE TO THEM**

## ❖ CONTACT DETAILS

- Candidate is required to fill up his/her Name with Complete Postal Address along with PIN code, Telephone Number with STD code, e-mail and Mobile number for any communication.
- However, no communication will be forwarded to applicant by SCERT. All information will be displayed on admission portal only.
- **Candidates 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.

### (c) Choices of Entrance Test Centers

- I. Entrance Tests will be conducted in Delhi and NCR.
- II. No change in the Entrance Test Centre will be allowed later.
- III. After the last date of edition of online application form, the data of the Candidate (i.e. category, sub category, program etc.) shall not be changed by the SCERT at any stage.
- IV. Candidates must fill out choices of exam centers based on their preferences.
- V. The tentative entrance center choices are given below:  
East Delhi, West Delhi, North Delhi, South Delhi, Delhi-NCR, Outside Delhi
- VI. SCERT may increase or decrease entrance test centers based on number of applicants

#### ❖ UPLOAD DOCUMENTS / IMAGES

Candidate is required to UPLOAD SIGNATURE AND PHOTOGRAPH (in less than 100 KB size)

### (d) Payment of Fee

#### ❖ PAY REGISTRATION FEE (ONLINE ONLY)

**Application fee:** After filling online application form, candidate have to pay on-line application fee (non refundable) through Net Banking/Credit Card/Debit Card only. It is mandatory; candidate without application fee will be out rightly rejected.

- I. While submitting the application, the candidate is required to make a payment of Application Fee:

Sr. No	Name of Courses	Application Fee
1	D.El.Ed.	Unreserved : Rs. 500/- Reserved (SC/ST/PwD) : Rs. 250/-
2	Applying for Both (D.El.Ed. & DPSE)	Unreserved : Rs. 1000/- Reserved (SC/ST/PwD) : Rs. 500/-

- II. The application fee may be paid either by Credit card/Debit card/Net banking/RuPay/UPI only.
- III. The application fee once received successfully at SCERT's end is non-refundable and no correspondence on this subject will be entertained.
- IV. 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.
- V. Non payments will lead to cancellation of candidature of applicant with immediate effect.

## **2. Download Filled Application Form**

**Take a final review of filled application form, if all informations are correct then submit and take a printout to keep the record for further communication.**