

# PROSPECTUS

(Session: 2026-2028)

## DIPLOMA IN PRE – SCHOOL EDUCATION (DPSE)



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### Examination Cell

State Council of Educational Research and Training

Varun Marg, Defence Colony, New Delhi-110024

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Website: [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)

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# 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.

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.

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## List of Self financing recognized Private Institutes affiliated to SCERT, Delhi for DPSE course

Sl. No	Name of Institute	Telephon e No.	Total Abbre No. ofviatio Seats	Email ID
1	<b>Aaryan College of Education</b> , Survey No.803 & 813, Village Nawda, Shiv Shankar Road, Om vihar Phase-I, Uttam Nagar, New Delhi-110059	8130643394	50	AC <a href="mailto:aaryancollege2017@gmail.com">aaryancollege2017@gmail.com</a>
2	<b>B.R.M.T. College of Education</b> 92, Min North, 94 Min South, 95 Min south village 154 Nanda Enclave Dhansa Road, Najafgarh, Delhi-110043	8851893977 9650514244	50	BR <a href="mailto:brmtcollege@gmail.com">brmtcollege@gmail.com</a>
3	<b>Drishhti Institute</b> , Plot No.41/7, 41/8 & 41/9, Street No.Uday Vihar, Village Nilothi, Nangloi, Delhi-110041	65912370 9811107549	50	DI <a href="mailto:institutedrishhti@gmail.com">institutedrishhti@gmail.com</a>
4	<b>Great Mission Teacher's Training Institute</b> , Sector-5, Dwarka, New Delhi-110075	8459527490 8459517480	50	GT <a href="mailto:greatmission.education@gmail.com">greatmission.education@gmail.com</a>
5	<b>ICS Infotech Institute</b> , 49-C, Vashist Park, Street No.8(Opp.D-Block, Janakpuri Instt.Area) Pankha Road, New Delhi-46	9871246757 9582301608	50	ICS <a href="mailto:icssince97@gmail.com">icssince97@gmail.com</a>
6	<b>Jain Bharti Institute of Higher Education</b> , E-Block, Sector-16 Rohini, Delhi-110089	9717899431 7678669938	100	JB <a href="mailto:Jbihe@yahoo.co.in">Jbihe@yahoo.co.in</a>
7	<b>Lingaya's Lalita Devi Institute of Management and Sciences</b> , 847-848, Mandi Road, Village Mandi, New Delhi 47	9871310707 18002575611	50	LD <a href="mailto:Director.ldims@gmail.com">Director.ldims@gmail.com</a>
8	<b>Lovely Teachers' Training Institute</b> , Priyadarshni Vihar. Delhi-92	01171859592 01171218226	40	LT <a href="mailto:lttipdv@gmail.com">lttipdv@gmail.com</a>
9	<b>M.A. Education Institute</b> , Pocket-H, Sector-18, Rohini Delhi-85	011-47018707 9312628221	100	MA <a href="mailto:maisdelhi@rediffmail.com">maisdelhi@rediffmail.com</a>
10	<b>M.R. Bharti College of Education</b> , Survey No.53/6(4-16), Village Mundka Street/Road-main Road, Mundka, Dehi-110041	9999272338 8860045578	50	MR <a href="mailto:info@mrbharti.co.in">info@mrbharti.co.in</a>
11	<b>Manvi Institute of Education and Technology</b> , Block-C7, Sector-7, Rohini, Delhi-110085	8851738056 7011677474	50	MI <a href="mailto:miet13@yahoo.com">miet13@yahoo.com</a>
12	<b>Modelways's Nursery Teacher Training Institute</b> , I-Block, Ashok Vihar Phase-I, Delhi-52	27228317 9650866060	50	MW <a href="mailto:principalgupta@rediffmail.com">principalgupta@rediffmail.com</a>
13	<b>Pragati Institute of Education and Training</b> , Sector-13, Phase-II, Dwarka, New Delhi 78	9811011183 011-40104641	50	PI <a href="mailto:Piet_2005@rediffmail.com">Piet_2005@rediffmail.com</a>
14	<b>Pradeep Memorial Comprehensive College of Education</b> , Pratap Vihar, Kirari Ext., Nangloi, Delhi-110086	7290037803 7290037804	50	PMC <a href="mailto:pmc_coll@yahoo.com">pmc_coll@yahoo.com</a>
15	<b>Rama Krishna Nursery Teacher Training Institute</b> , M-Block, Vikas Puri, New Delhi-110018	25550497 25529748	80	RK <a href="mailto:ramakrishnateachertraining@gmail.com">ramakrishnateachertraining@gmail.com</a>
16	<b>Rishab Institute</b> , Pocket-IV, Main Road, Mayur Vihar, Phase-I, Delhi-110091	011-41671411 9891086668	100	RI <a href="mailto:rishabhinstitutediet@gmail.com">rishabhinstitutediet@gmail.com</a>
17	<b>Rukmini Devi College of Education</b> , Pocket B-5, Sector-4, Rohini, Delhi-85.	48018033 8882708401	50	RD <a href="mailto:contact@rdpsrohini.edu.in">contact@rdpsrohini.edu.in</a>
18	<b>Sai Institute for Girls</b> , Sai Bhawan, Raja Ram Kohli Marg, Geeta Colony, Delhi-110 031	9625656947 011-43306567	50	SI <a href="mailto:saiinstitute16@gmail.com">saiinstitute16@gmail.com</a>
19	<b>Satyam International Polytechnic</b> , GD- Block, Pitam Pura, New Delhi-110088	9711396842 9873705514	50	SP <a href="mailto:satyam_international_polytechnic@yahoo.co.in">satyam_international_polytechnic@yahoo.co.in</a>
20	<b>Vidya Training Institute</b> , Vidya Bhawan, Bangla Sahib Road, Opp. Kali Mandir, Connaught Place New Delhi-110001	23346890 23740596	1301	VT <a href="mailto:vidyainstitute01@gmail.com">vidyainstitute01@gmail.com</a>

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

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

\*\* **Change, if any, in schedule will be notified on the admission website only. No other individual communication will be made with applicants. Visit admission website regularly.**

**NOTE:**

All applicants are **advised to fill the Online Application Form carefully** and take a printout of the **final corrected application form**. **No editing is allowed** after the schedule mentioned during allocation rounds.

Seats will be **provisionally allocated based on the CBT (Computer Based Test) rank** of applicants in the respective category and sub – category. If any **discrepancy in documents** is noticed during verification/ reporting, **his/her candidature will be rejected** from the admission process.

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

The lists of addresses of the **21 Self financing Institutes** affiliated to SCERT, Delhi is provided under heading **“List of Institutes offering DPSE course”**.

**NOTE:**

In case of vacant seats are available after the **3rd list of admission** in DIETs/Self Financing (Private) Institutes, the **next waiting list (rank – wise & category – wise)** will be declared and uploaded on the website on notified dates as per schedule. For updated details, regularly check the admission website i.e. [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) regarding **final closure of admission**. The closing date will be notified on the website as per the status of vacancies.

After the **notified date of closure of admission, all admissions shall be closed**, even if seats remain vacant, keeping in view the **mandatory 200 working days prescribed by the NCTE Act/Regulations**.

Candidates are advised to **continuously check** website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) for updates information until the completion of the admission process.

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# CHAPTER - II

## Schedule of Admission

Candidates to check  
Detailed and Updated  
Schedule on Admission  
website

[www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)

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# CHAPTER – III

## Diploma in Early Childhood Care & Education Course (DPSE)

The **Diploma in Pre – School Education (DPSE)** course is a **full – time Diploma programme of two years’ duration**. A **total** intake of 1,450 candidates will be admitted across **24 Private Recognized Institutes**. The **medium of instruction** for all subjects, activities, and examinations shall be **English or Hindi**.

The syllabus of the course consists of **theory papers, School Experience Programme, assignments, seminars, workshops** and **practical work**. The distribution of the course outline is as follows:

### FIRST YEAR

S no.	Courses	Total Credits	Theory	Practical	Marks
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>

### SECOND YEAR

S no.	Courses	Total Credits	Theory	Practical	Marks
1	Developing Understanding of Environment in Children	4	3	1	100
2	Proficiency in Languages : Hindi and English <sup>4</sup>	4	4	0	100
3	Gender, Diversity and Discrimination	5	3	2	125
4	Working with Children with Special Needs	4	4	0	100
5	Planning and Organisation of a Pre – School Education Programme	4	3	1	100
6	Working with Families and Community	3	2	1	75
7	Self – Development	4	0	4	100
8	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:

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

## School Experience Programme (SEP)

Every student must undertake the **School Experience Programme (SEP)** conducted by their respective Institutes for a **minimum 40 working days each year**. This is **compulsory** in both the **1<sup>st</sup> and 2<sup>nd</sup> year**, as per **NCTE norms**.

The student – teachers will be required to teach **all four teaching subjects – one language, Mathematics, EVS (Science) and EVS (Social Science)** along with other subjects prescribed in the **DPSE curriculum** during the SEP.

The SEP for DPSE teacher trainees will be conducted in the following schools:

- **MCD Schools**
- **NDMC Schools**
- **Government and Private Recognized Schools** under the Directorate of Education, GNCT of Delhi.

Teacher – trainees will work **under the overall supervision of the Head of the respective school** assigned for SEP and will perform all duties given to them **in addition to compulsory SEP activities**.

There will be **regular/rotational supervision** by the faculty of concerned Institute. The **Principal of the Institute** will also monitor and supervise the SEP as required.

### 1. Instruction to be followed by all Institutes regarding Internal Assessment and SEP Evaluation

- **No change in Internal Assessment/SEP after its submission to SCERT.**
- **Principals must submit an undertaking** confirming that no changes in evaluation data/SEP records will be made after submission to SCERT.
- The **Principal of each Private DPSE Institute** must furnish a certificate stating that they have **personally verified** the Internal Assessment and SEP evaluation of all teachers – trainees before submission to SCERT.  
They must also undertake that **no request for change** in evaluation data (marks/roll number/name etc.) will be made after submission, as **SCERT will not entertain any such request**.
- The **original award list**, signed by all evaluators for all parameters, must be **retained in a sealed cover** until the next academic session, after declaration of results.  
All evaluators/faculty must **sign the evaluation sheets**, after which the sheets must be **sealed with tape** over the signatures.  
These records may be required by the **Examination Cell, SCERT** for verification or inquiry.

## 2. RULE APPLICABLE FOR THE TEACHER – TRAINEES STUDYING IN THE DPSE COURSE

### 1. Nature of the Course

The **Diploma in Pre-School Education (DPSE)** course is a **two – year full – time regular teacher training course**. Since the DPSE programme is **skill – oriented**, involving both theory and extensive practical activities such as the School Experience Programme (SEP), students pursuing DPSE cannot pursue any other course – whether **regular full – time, regular part – time, correspondence, or any other programme**.

**If at any stage it is found that a student is pursuing/has pursued any other course during the DPSE programme, her candidature/diploma shall stand cancelled.**

### 2. Attendance Requirement

It is **mandatory** for all the students to achieve a **minimum of 85% attendance** in theory classes and **100% attendance (40 working days)** in School Experience Programme (SEP) of the each session.

Students who fail to meet the attendance requirements will not be allowed to appear in the annual examination.

### 3. Separate Attendance Requirement for Each Year

The **attendance requirement must be fulfilled separately** in both the **1<sup>st</sup> year** and the **2<sup>nd</sup> year** of the Diploma Course.

### 4. Attendance requirement in Case of Re-admission

The attendance requirement must also be fulfilled **afresh** if a student is **retained or re – admitted** in the **1<sup>st</sup> or 2<sup>nd</sup> year** for any reason.

### 5. Re-Admission due to Shortage of Attendance

A student, who is **not permitted to take the annual examination due to attendance shortage** must seek **re – admission** and **repeat the entire year (1<sup>st</sup> or 2<sup>nd</sup> year)**. Re – admission will be granted **over and above the allotted seats**.

### 6. Condonation of Shortage of Attendance :

→ Up to **5% shortage** in theory classes may be condoned by the **Principal** of the Institute, based on valid medical or justified grounds, and on the recommendation of the Admission Committee.

→ An additional **10% shortage** in theory classes may be condoned by the **Director, SCERT**, upon valid recommendations from the Admission Committee and concerned Principal.

→ It is the **full responsibility** of the teacher – trainee to regularly monitor her attendance to avoid actions such as **non – issuance of the admit card or refusal of permission to appear in the examination**.



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7. **Attendance and Performance Requirement for SEP**  
Each teacher – trainee must complete **100% attendance (40 working days) in SEP** and **at least 50% marks in SEP** are **compulsory** to be eligible for appearing in the annual examination.  
Trainees not meeting these criteria must take **re – admission** to complete the respective year.
8. **Attendance for Late Admissions**  
Any candidate who receives admission **after closure of admissions**, due to any authority/judicial direction, must still complete the **full attendance requirement** under Rule – 2 of Chapter – II for both **theory and SEP**.
9. **Duration and Completion of Programme**  
The **DPSE programme** must be completed within **two academic years**, but students may take **up to three years** to complete it in accordance with NCTE regulations.
10. **Academic Performance Rules:**
  - A teacher – trainee who does not qualify **in three or fewer papers** may re – appear in those papers and is allowed to study in the next class, provided she clears them in the next examination (subject to clause 10 (c)).
  - A teacher – trainee who does not obtain qualifying marks **in more than three papers** must **repeat the same class**.
  - As per NCTE Regulation (28.11.2014), a student must complete the programme within **three years**, and therefore only **one chance** to repeat either year will be given.  
**If the student does not pass within three years, she will be disqualified from receiving the diploma.**
11. **Continuous Absence and Re – admission**  
No teacher-trainee may remain absent for **more than six consecutive working days** without permission/intimation to the Principal.
  - In such cases, the **Principal** shall strike off the student’s name from the rolls **without any prior notice**.
  - The student may submit a **written request for re – admission** within **30 days** from the date of removal, citing valid reasons.
  - Based on the recommendations of the **Admission Committee** and the **Principal**, the **Director, SCERT** may consider and approve re – admission.
  - **No requests** for re – admission will be entertained **after 30 days** of name removal from the rolls.



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### 3. CODE OF CONDUCT FOR STUDENT – TEACHERS

(APPLICABLE TO DIETS AND SELF FINANCING RECOGNIZED PRIVATE INSTITUTES AFFILIATED TO SCERT, DELHI)

1. **Discipline includes observance of good conduct and orderly behaviour** by all student – teachers of the Institute.
2. The following rules **shall be strictly observed** by every student-teacher of the Institute.
3. Every student – teacher shall maintain discipline and consider it **her duty to behave decently at all places.**  
**Male students-teachers shall show due courtesy and regard to female student-teachers.**
4. **Loss of the Identity Card** must be immediately reported in writing to the Principal of the Institute.
5. No student-teacher shall visit any place or area **declared “Out of Bounds”** by the Principal.
6. Every student-teacher shall **always carry her identity card** issued by the Institute and shall produce or surrender it whenever required by the Institute authorities, teaching staff, library staff, or other officials.
7. Any student-teacher found guilty of **impersonation, giving a false name, or committing forgery** shall be liable to disciplinary action.

#### **Breach of discipline, shall include, but not to be limited to:**

8. **Late coming, irregular attendance, persistent idleness, negligence or indifference** towards assigned work.
9. **Causing disturbance** in a class, office, library, auditorium/multipurpose hall, playground etc.
10. **Disobeying instructions** of faculty or authorities.
11. **Misconduct or misbehaviour** towards any faculty member, employee of the Institute/DIET, or any visitor.
12. **Damaging, spoiling, or disfiguring** Institute property or equipment.
13. **Inciting others** to commit any of the above acts.
14. **Spreading misleading information** among student-teachers.
15. Visiting any place **declared out of bounds** by the Institute.
16. **Not carrying the Identity Card** issued by the Institute.
17. **Refusing to produce or surrender the Identity Card** when required by Institute staff.



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18. **Using mobile phones** in classrooms or campus during classes or activities is strictly prohibited.  
→ **Any Violation** will result in a **fine of ₹1000** for the **first instance and cancellation of admission** thereafter.

19. Any other behaviour **considered unbecoming of a student – teacher**, anywhere, on or off campus.

20. **DISCIPLINARY ACTION**

If a student-teacher is found guilty, she may be subjected to the following actions:

- **Fine**
- **Campus ban**
- **Expulsion**
- **Rustication**

However, **no punishment** shall be imposed without giving the student – teacher a **fair chance to defend herself**.

This does not prevent the **Director, SCERT** from **suspending a student during disciplinary proceedings**.

**All disciplinary powers rest with the Director, SCERT, Delhi**, who may delegate these powers to the Principal, Discipline Committee or any appropriate authority.

21. **Expulsion Clause**

**The student-teacher who violates the discipline of the Institute will be expelled, and no re – admission will be permitted.**

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# CHAPTER - IV

## ADMISSION ELIGIBILITY CRITERIA

The admission to the **D.P.S.E. programme** will be based on the applicant's **rank in the Online Computer Based Test (CBT)**.

**Online allocation of seats** will be carried out according to the **choices of institutes** submitted by applicants and their **rank in the respective category/sub – category**.

Candidates will be **provisionally allocated seats** based on the information submitted in the online application form.

**It is the sole responsibility of the applicant to ensure that all eligibility conditions are fulfilled.**

**Any deficiency or discrepancy** in documents or information **will lead to removal from the seat allocation process in all rounds.**

### 1. **ELIGIBILITY CONDITIONS**

A candidate must fulfill all the following **eligibility conditions** mentioned below by the **last date of submission** of the application form; otherwise, her application will be **rejected**.

#### (i) **Educational Qualification**

Candidates seeking admission to the **D.P.S.E. Course** must have **passed the Senior School Certificate Examination (10+2)** of **CBSE** or its **equivalent examination** from any recognized **Board/University**.

The **minimum percentage required** in the qualifying examination is **50% aggregate**.

For calculating the percentage in the CBSE 10 + 2 examination, the best five subjects, including **at least one language**, will be considered.

#### (ii) **Relaxation for Reserved Categories**

A **5% relaxation** in the qualifying examination marks is allowed **only** for candidates belonging to the following categories:

- Scheduled Caste(SC)
- Scheduled Tribe(ST)
- Person with Disability (PwD)

Thus, candidates from these three categories with **45% marks** in the 10 + 2 qualifying exam are **eligible to apply**.

**(iii) Other Boards / Universities**

For other recognized boards/universities, the **aggregate of marks in best 5 subjects** including **at least one language** (i.e. four subjects + one language) shall be considered as per the rules of the respective board/ University.

**(iv) Calculation of Percentage for Secondary Examination (Class 10)**

For the CBSE board, the **CGPA obtained in the 10<sup>th</sup> examination** shall be converted to percentage using the **prescribed conversion formula** (i.e.,  $CGPA \times 9.5$ ).

For other equivalent boards, the percentage shall be calculated as per the rules of the concerned board.

**(v) Mention of Conversion Formula**

For calculating the percentage of the **Secondary Examination (10<sup>th</sup> class)**, the **prescribed CGPA/GPA conversion formula** must be applied.

For example:

CBSE 10th CGPA  $\rightarrow$  Percentage =  $CGPA \times 9.5$ .

The candidate must mention the **conversion formula** followed by their board as printed on the mark sheet.

**NOTE :**

Candidates whose qualifying examinations result have **not yet been declared** are also **eligible to apply for appear for the Computer Based Test (CBT)**.

**2. PHYSICAL FITNESS**

A candidate must be in **good mental and physical health** and should be **free from any defect or communicable disease** that may interfere with her studies or the active outdoor duties required of a teacher.

Accordingly, **all candidates must submit a Medical Fitness Certificate** issued by a **Registered MBBS doctor** (or equivalent recognized medical practitioner) stating that the candidate is physically and mentally fit for admission.

**3. AGE LIMIT**

a. The **maximum age should not be more than 24 years** as on **30th September, 2026**.

b. A **relaxation of 5 years** in the upper age limit is allowed only for candidates belonging and applying under the **Scheduled Caste (SC), Scheduled Tribe (ST), and Persons with Disability (PwD) categories**, subject to submission of a valid certificate from the competent authority.



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## IMPORTANT NOTE :

**SCERT shall not be responsible** if any candidate becomes **ineligible for appointment as a teacher** under the Recruitment Rules on GNCT of Delhi or any other recruiting organization / agency **due to completing the course late on account of re – appear examination.**

### 4. RESERVATION PROVISIONS

#### I. Reservation of Seats

- **85% seats** are reserved for candidates who have passed the **qualifying examination (12<sup>th</sup> pass)** from a school/study center located in **National Capital Territory (NCT) of Delhi.**
- **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** i.e., from other States/UTs.

#### II. Domicile Certificate

There is **no requirement** to submit a Domicile Certificate for any of the above categories.

#### III. Category Selection

Candidate must apply under **one category only** (either 85% Delhi quota or 15% Outside Delhi quota). There is **no automatic transfer** between categories.

#### IV. Changes in Reservation Rules

Any **change in reservation provisions** by the Government will not be applied automatically.

Such changes, if any, will be notified only on the admission website:

[www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)

### Important Information for OUTSIDE DELHI candidates

Candidates applying from **outside Delhi** are hereby informed that **no hostel / residential facility** is available at **DIETs/SCERT, Delhi.**

If selected, candidates **must make their own accommodation arrangements** in Delhi.

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## 5. 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	--	533
2	Other Backward Classes	OBC	15	148
3	Scheduled Caste	SC	15	148
4	Scheduled Tribe	ST	7.5	74
5	NCC (National Cadet Core)	NCC	1	12
6	Sports (SMW)	SMW	2	18
7	Wards of Ex- Servicemen/ serving Defence personnel	W-EX	1	13
8	Wards of Delhi School Teachers	W-DST	2	20
9	Person with Disability	PwD	1	30
		Total		996
<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>				
10	General	GEN	--	102
11	Other Backward Classes	OBC	15	26
12	Scheduled Caste	SC	15	26
13	Scheduled Tribe	ST	7.5	14
14	Person with Disability (PwD)	PwD	03	6
		Total	15	174
	Management Quota	Total	10	130
<b>Grand Total of DP+ OP+ Management Quota =</b>				<b>1300</b>
<p>In case, candidates are <b>not available in the ST Category</b>, the seats will be <b>transferred to SC Category and vice – versa</b>, after exhausting the complete list of applicants of the respective category.</p> <p>For the <b>PwD category</b>, the <b>sub – categories are interchangeable</b> among all sub – categories after exhausting the complete list of applicants within each sub-categories.</p> <p>Allocation of seats will be done <b>strictly on a merit basis</b>.</p> <p>If PwD candidates are <b>not available in the NCT of Delhi</b>, the seats will be filled by <b>available PwD candidates from outside NCT of Delhi</b>, and vice versa, <b>on the basis of merit</b>.</p> <p>If seats reserved for <b>SC, ST or PwD</b> remain unfilled even after exhausting complete list of applicants of the respective categories, <b>such seats will remain vacant</b>.</p> <p>For all <b>other categories</b>, any <b>remaining unfilled seats</b> will be <b>converted into General category seats</b>.</p>				

- ✓ As recommended by the Admission Committee in its meeting dated **05.12.2019**, a **10% EWS reservation** at SCERT, Delhi shall be implemented in principle as per the **Government of India Notification No. 12-4/2019 – U1** dated **17.01.2019** and the **NCTE Letter No. Reg/011/19/2019 – US (Regulation) – HQ** dated **08.07.2019**, subject to approval by the appropriate Regulatory Body (**NCTE**) regarding the enhancement of seats in DIETs/Institutes.



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**CATEGORY-WISE DISTRIBUTION OF SEATS AS PER RESERVATION PROVISIONS  
MATRIX FOR DPSE INSTITUTES**

Sr. No	Name of Institute		GEN	OBC	SC	ST	NCC	SMW	W-EX	W-DST	PwD	Total	Total	Mgt. Quot	Grand Total
1	Aaryan College	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	5	1	1	0	0	0	0	0	0	7			
2	B.R.M.T.	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	4	1	1	1	0	0	0	0	0	7			
3	Drishhti Institute	DP	20	6	6	3	0	1	1	1	1	39	45	5	50
		OP	3	1	1	1	0	0	0	0	0	6			
4	Great Mission	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	4	1	1	1	0	0	0	0	0	7			
5	ICS Institute	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	4	1	1	1	0	0	0	0	0	7			
6	Jain Bharati	DP	39	11	11	6	2	1	2	2	3	77	90	10	100
		OP	7	2	2	1	0	0	0	0	1	13			
7	Pragati Institute	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	4	1	1	1	0	0	0	0	0	7			
8	Lingaya's Lalita	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	5	1	1	0	0	0	0	0	0	7			
9	Lovely Institute	DP	17	4	4	2	1	0	1	1	1	31	36	4	40
		OP	3	1	1	0	0	0	0	0	0	5			
10	M.A. Education	DP	39	11	11	6	2	1	2	2	3	77	90	10	100
		OP	7	2	2	1	0	0	0	0	1	13			
11	M.R.Bharti	DP	21	6	6	3	0	1	0	0	1	38	45	5	50
		OP	4	1	1	1	0	0	0	0	0	7			
12	Manavi Institute	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	4	1	1	1	0	0	0	0	0	7			
13	Modelways	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	4	1	1	1	0	0	0	0	0	7			
14	Pradeep Memo.	DP	20	6	6	3	0	1	0	1	1	38	45	5	50
		OP	4	1	1	1	0	0	0	0	0	7			
15	Rama Krishna	DP	35	8	8	5	1	0	1	1	3	62	72	8	80
		OP	4	2	2	1	0	0	0	0	1	10			
16	Rishab Institute	DP	42	11	11	5	2	0	2	2	2	77	90	10	100
		OP	7	2	2	1	0	0	0	0	1	13			
17	Rukmini Devi	DP	19	6	6	3	1	1	1	0	1	38	45	5	50
		OP	5	1	1	0	0	0	0	0	0	7			
18	Sai Institute	DP	20	6	6	3	1	1	0	0	1	38	45	5	50
		OP	5	1	1	0	0	0	0	0	0	7			
19	Satyam International	DP	20	6	6	3	0	1	1	0	1	38	45	5	50
		OP	5	1	1	0	0	0	0	0	0	7			
20	Vidya Institute	DP	59	13	13	5	2	1	2	2	3	100	117	13	130
		OP	10	2	2	1	0	0	0	0	2	17			
Total		DP	511	142	142	71	12	17	13	20	29	957	1125	125	1250
		OP	98	25	25	14	0	0	0	0	6	168	0	0	0
Grand Total			609	167	167	85	12	17	13	20	35	1125	1125	125	1250

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

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



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

## 6. **Proposed Enhancement of Seats under EWS Category**

The **10% Economically Weaker Section (EWS) reservation in SCERT, Delhi** will be implemented **subject to approval** of the appropriate Regulatory Body i.e., the **National Council for Teacher Education (NCTE)**, regarding the enhancement of seats in DIET/Institute.

Notification regarding the number of seats under the EWS category in the respective **DIETs/SFS Private Recognized Institutes Affiliated to SCERT, Delhi** will be issued on the Admission Website **after approval** from NCTE and the Executive Committee (EC) of SCERT, Delhi.

Detailed information in this regard will be published on the Admission Website once approval is received from NCTE. **Until then, allocation under the EWS category will not be carried out.**

## 7. **Essential Requirements for Availing Reservation**

Candidates claiming reservation must **produce valid certificates** in their **own name** issued by the **competent authority** at the time of verification/admission.

Failure to produce valid certificates shall result in **forfeiture of the seat**, and it will be **allocated to the next eligible candidate** of the same category in order of merit.

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

Candidates must produce a **category certificate** issued in her name only by a **competent authority** (District Magistrate, Additional District Magistrate, Deputy Commissioner, SDM etc.) of the **respective state**.

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

- Delhi – pass candidates must submit an **OBC certificate issued by GNCT of Delhi**.
- Candidates from outside Delhi must submit an **OBC certificate issued by her respective state authorities**.
- **The OBC (NCL) certificate** must be issued **after 1<sup>st</sup> June 2025**, or be accompanied by an additional certificate verifying current **non-creamy layer status**.



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## NOTE

*(Applicable to All Reserved Categories)*

1. A candidate seeking admission under any reserved categories must **mandatorily** produce the caste/category certificate **in her own name** at the time of admission. Certificates in the name of **parents or any other family member are NOT acceptable**, and such candidates will not be admitted even provisionally.
2. The reservation certificate must be issued by the **same State** from which the reservation is being claimed.  
If a candidate is seeking admission under the Delhi Pass Out reserved category, she must:
  - Hold an **SC/ST/OBC certificate issued by the Government of NCT of Delhi, and**
  - Have passed her qualifying examination from a school located **within NCT of Delhi.**
3. OBC (NCL) candidates must produce a caste certificate **issued after 1<sup>st</sup> June 2025**. If the certificate was issued before this date, it must be accompanied by an **additional certificate** confirming the candidate's **current non – creamy layer status**, issued by the same authority, and referencing the original certificate.

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

Candidates under Visual Impairment (VI), Hearing Impairment (HI), Orthopedic Impairment (OI) categories and any other categories recognized under **THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016** must produce a certificate issued by a **Government Medical Board** certifying minimum 40% disability.

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

- **NCC Certificate of A/B Level** issued by the Commanding Officer, obtained at Secondary/Senior Secondary Level (Class IX – XII).
- Certificate from the **Head of the School** confirming that the candidate obtained the NCC certificate during her schooling at Sec. /Sr. Sec. Level.

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

- Certificate of participation at **National Level** at Secondary or Sr. Secondary stage issued by **National Sports Federation of India** or **School Games Federation of India**, recognized by Indian Olympic Association/ Ministry of Youth Affairs & Sports.
- The certificate must be **counter – signed** by the competent authority of the respective **State Sports Federation/Association**.
- Certificate from the Head of School confirming participation at National Level with full details (game, year, position, etc.).

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

A Certificate issued by the **competent authority** confirming that the candidate is the ward of a Defence Personnel (Ex – serviceman/ killed in action/ widow of Defence Personnel), subject to eligibility conditions.

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

This reservation applies only to wards of regular teachers serving in:

- Government schools of DoE.
- Government – aided schools.



- MCD / aided MCD schools.
- NDMC schools.
- Delhi Cantonment Board schools

A **Ward Certificate** issued by the **Principal/Head of School** and **countersigned** by the **Deputy Director of Education/ Zonal Education/ Zonal Education Officer** is mandatory at the time of admission.

(Refer to EC, SCERT Notification No. F.NO. 20(37)/SCERT/Admn./9545-65 dated 26.12.2016.)

**(viii) Economically Weaker Section (EWS)**

A candidate belonging to the EWS category must submit a **EWS certificate in her own name ONLY**, issued by one of the following authorities:

- District Magistrate
- Additional District Magistrate
- Deputy Commissioner
- Additional Deputy Commissioner
- SDM
- Chief Presidency Magistrate
- Presidency Revenue Officer (not below Tehsildar rank).

The EWS certificate must be issued for the **latest financial year (2026 – 2027)**.

**Economically Weaker Section (EWS) reservation – IMPORTANT NOTICE**

*The 10% Economically Weaker Section (EWS) reservation in SCERT, Delhi will be implemented **subject to approval** from the appropriate regulatory body i.e. **the National Council for Teacher Education (NCTE)**, regarding enhancement of seats in DIETs/Institute.*

Notification regarding the number of seats under the **EWS category** in the respective **DIETs/SFS Private Recognized Institutes Affiliated to SCERT, Delhi** will be issued on the Admission Website **only after approval** from NCTE and the Executive Committee (EC) of SCERT, Delhi.

Detailed information will be published on the admission website once approval is granted. **Until then, allocation under the EWS category will not be carried out.**

**NOTE**

**Mandatory Requirements for Reserved Category Certificates**

- a. The required certificate(s) for reserved categories/classes is **essential at the time of verification/ admission/ counseling**.  
No provisional admission shall be granted without the original caste certificate/category certificate issued by the **competent authority**. The certificate must be **in the name of candidate's own name**, and not in the name of parents/guardians.
- b. In the case of a **married woman** applying under reserved category, the **certificate must be in her own name only**.
- c. Candidates must ensure that **their name and their father's/guardian's name** on the reservation certificate exactly match the names in the Class 10 certificate.  
Any discrepancy will result in cancellation of candidature under the reserved category during verification.



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# CHAPTER V

## Admission Process (Criteria for Rank List)

1. The Admission Process-2026 is based on online Computer Based Test (CBT).
2. The Computer-based tests will be administered in designated testing centers, and no requests for center changes will be considered for any category of candidates.
3. The Computer Based Test (CBT) will include 150 questions and will be of 150 marks. The medium of test will be Hindi and English and will be of 2 hours duration. No negative marks will be deducted for wrong answers. All candidates are required to appear for the test to take admission.
4. Admission to the DPSE course-2026 will be done on the basis of rank/merit in entrance examination. Only those candidates who are eligible according to the rank/merit of entrance exam (CBT) and full fill eligibility criteria will be considered for admission.
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/rank. No representation will be entertained in this regard. However candidates of C.B.S.E./other board where result is not declared at the time of declaration of list. They will be provisionally allowed to take admission subject to fulfillment of eligibility criteria during physical reporting.

### Tie Breaking Criteria

6. In case of tie in the score of entrance examination, the following criteria will be followed:
  - The percentage of marks of Class 10+2 (Senior Secondary) examinations up to two places of decimal shall be considered to break the tie.
  - If the tie persists, the percentage of marks obtained in the Class 10 (Secondary) examination, up to two decimal places, shall be considered.
  - If the tie still remains unresolved, the candidate older in age (as per Date of Birth) shall be given preference.
  - Furthermore, sequence of name of candidate in Alphabetical order will be consider to break the tie (e.g. Amita will come before Bhanu or Chitra).

#### 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

### Verification of Documents



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7. Candidates called for **verification** on the basis of **merit/rank** obtained in the **Entrance examination (CBT)**, shall be required to produce the following **original documents/certificates** at the time of 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.

If the original mark sheet has not yet been received/ issued, a **printout of the result** duly **verified by the Principal/HOS of school** will be accepted **with an undertaking** that the candidate will submit **original mark sheet** upon receipt.

c. Certificate of **reserved category/sub-category**, if applicable as prescribed in the prospectus, issued by the **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**.

8. In case a candidate fails to produce any of the aforesaid **original certificates** 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.

9. In case a candidate **fails to report at allotted DIET/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 DIET/Institute. Candidate will **not be considered for admission in subsequent lists** of the same category in that DIET/Institute.

#### Note:

**Non-payment of the non-refundable application fee (Rs. 500/- for UR and ₹ 250/- for Reserved Category) and the part admission fee (Rs. 3,600/- - non-refundable, but adjustable: ₹ 1,800/- at the time of payment of the course fee in the first year and ₹1,800/- at the time of payment of the course fee in the second year) will lead to cancellation of candidature** accordingly.

10. Candidates are advised to **visit website regularly** to see admission list, **till the Admission Process is over**. No other individual communication will be made with candidates.

## 11. Entrance Test Syllabi



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The syllabi for Entrance Tests along with the structure of the question paper and other necessary details including marks breakup, important instructions etc. is given below and can be downloaded from the SCERT's website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in).

Sr. No.	Subject		No. of Questions
1	General Awareness (Current Affairs)		10
2	Social Science	History -10	40
		Pol. Science -10	
		Geography -10	
		Economic -10	
3	General Science	Physics -10	40
		Chemistry -10	
		Biology -10	
		Basic Computers -10	
4	Mathematics(Numerical ability)**	30	10
5	General Mental ability, aptitude and attitude (as regards to Education/Teaching)		10+10=20
6	English and Hindi		10+10=20

\* **Level of Test – Class X**

\* The **Detailed syllabus** can be downloaded from website.

\*\* The Level of **Numerical Ability** questions will be **upto Class VIII**.

## SUBMISSION OF ON-LINE APPLICATION FORM

### 12. General Instructions for Submission of Application Form

- Candidates are advised to carefully read and follow the **instructions provided online** during the Form Submission Process.
- To register for admission candidates are required to use the online form available at **SCERT's Admission Portal: [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)**
- The Online Form submission process consists of two-phases viz.

Phase I	Candidate's Registration	Entry of Basic details of the Candidate
Phase II	Entrance Application Submission	Selection of Programme(s), Category, Choices of DIETs and <b>Mandatory submission of Entrance Application Fee.</b>

- Before applying for admission, a candidate is advised to ensure her eligibility as per the criteria laid down in the prospectus.
- A candidate must have appeared/passed the qualifying examination from a national/state recognized board.

- **Candidates whose results for the qualifying examinations have not been declared (12<sup>th</sup> result-2026) are also allowed to apply.**
- During the Registration process, the following information/details should be available with the candidates:
  - A valid and readily accessible Email Id. **Please note that, if required, SCERT may use the registered email for future communication with the candidate.**
  - **A personal cell phone number is required for OTP.**
  - Soft copy of candidate's coloured passport size photograph (Maximum 100 KB in size) in JPG format with White Background preferably.
  - Soft copy of candidate's signature (Maximum 100 KB in size) in JPG format.
- Candidates may use the **preview option** to verify the correctness of entries confirming the submission of form.

**Any required correction(s) except in "Name" and "Date-of-Birth" in the Registration Information may be made before completing/Confirming the registration portion in the form.**

Candidates will also be able to **edit the information during choice filling/editing window**, as per schedule given in prospectus/website.

Any additional changes for editing due to technical issues on declaration of 12<sup>th</sup> result will be intimated as per schedule on admission website.

The detail guideline of choice filling/editing will be published on:  
[www.scertdelhiadmission.nic.in/prospectus](http://www.scertdelhiadmission.nic.in/prospectus)

- Once the registration of admission form is successfully submitted, the system will send an **SMS regarding registration.**
- The **Entrance Application Fees** may be remitted through **Online Mode** using Credit cards/Debit cards/Net banking/RuPay/UPI only.



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- A candidate is allowed to submit **ONLY ONE application form (either applies for D.El.Ed. and/or DPSE)**. SCERT reserves the right to **reject her** candidature if a candidate fails to fulfill eligibility.

The Admission form **fee is NON-REFUNDABLE** as per prospectus.

- Candidates are advised **not to send hard copy** of the application to SCERT.

However, they are advised to retain hard copy of the application form which they may print after logging into the admission portal at:

[www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)

- Candidate may check the **status of their application form** on SCERT website, [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)
- In case of submission of Online form through **Cyber Café/at any other place**, a candidate is also advised to go through the guidelines and get the form filled **in her presence** and provide her contact information such as **email and mobile number** wherever required. The SCERT will not be responsible for any mistake done by the candidate while filling the admission form.
- Applicants must ensure that **e-mail ID and phone number** given is **accessible and active**. **No changes** will be allowed in these.

All OTPs will be sent to the **registered email ID and phone number**.

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## HOW TO FILL FORM

The Application forms for admission may only be submitted **Online only** through the SCERT website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)

There is no printed application form for admission.

### A. REGISTRATION PROCESS

Follow the instructions for filling up the **ONLINE Application Form**, as provided on the admission website. Candidates must carefully adhere to the **point – wise directions** mentioned in the prospectus.

**Only ONLINE applications are allowed.**

#### APPLYING FOR

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

#### REGISTRATION DETAILS

##### ⇒ **Name of Candidate**

Candidate is required to fill up **her name as per 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 her father/ guardian exactly as is in her Class-X or equivalent certificate** in the concerned column.

##### ⇒ **Mother Name**

Candidate is required to fill up the **name of her mother exactly as is in her Class-X or equivalent certificate** in the concerned column.

##### ⇒ **Date of Birth**

Candidate is required to **mention date, month and year of her birth as recorded in Class-X or equivalent certificate** as per English Calendar in the concerned column.

##### ⇒ **Gender**

Candidate is required to **mention her gender** in the concerned column  
(Some SFS institutes are only for girls, check before filling choices).

##### ⇒ **Contact Details**

Candidate is required to mention 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**

The candidate must create a password as per the **password policy** and remember it

for future logins.

⇒ **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 her **Qualifying status** passing out (12<sup>th</sup>) or appearing Status (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.

- 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**

The candidate must select the **category/ sub – category** under which he/ she 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. **KINDLY CHECK PROSPECTUS FOR MORE DETAILS**.
- ⇒ 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 produce a **caste certificate issued after 1<sup>st</sup> June-2025** from the concerned authorities.

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

## C. QUALIFICATION DETAILS

- The candidate is required to mention the **Passing Status, Year of Passing, Board, Roll Number, Name & Address of Institute, Result Mode, Maximum Marks, Marks Obtained, and Percentage** for the **Class 10** examination.
- The candidate is required to mention **Appearing Status or Passing Status, Year of Passing, Board, Roll Number, Result Mode, Maximum Marks, Marks Obtained, Percentage and Subject Wise Marks** for the **Class 12** examination.
- For calculating the percentage of marks of the **Secondary Examination (Class 10)**, the appropriate **prescribed CGPA/GPA conversion formula** must be applied. For example for conversion of CBSE Class 10 CGPA, the formula is: **CGPA × 9.5**. The candidate must check and apply the **correct conversion formula** as mentioned by the respective board on 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

## D. Filling of Choices/Preferences OF DIETs/INSTITUTES

- The candidate is required to fill in the **code numbers** of the DIETs/Self-Financing Recognized Private Institutes affiliated to SCERT, Delhi, **in the order of her preferences**.
- Candidates will be considered **strictly as per their filled Choices/Preferences** and according to their **merit**.

**Automatic consideration is NOT allowed.**

- Candidates who do **not** fill any Choice/Preferences of DIETs/Institutes will be **rejected outright**, and **NO seat allocation** will be done for them at any stage.

## E. CONTACT DETAILS

- ⇒ Candidate is required to fill up 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, she shall need to **create valid e-mail ID before applying on-line.**
- ⇒ Use of **cyber café's or third – party email ID/ phone number** may lead to **cancellation of candidature.** SCERT will **not be responsible** for any communication delay in such cases.

### 1. Choices of Entrance Test Centers

- Entrance Tests will be conducted in **Delhi and NCR.**
- **No change** in the Entrance Test Centre will be allowed later.
- 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.
- Candidates must fill out **three choices of exam centers** based on their priorities.
- The tentative entrance center choices are given below:
  - East Delhi, West Delhi, North Delhi, South Delhi,
  - Ghaziabad, Noida, Faridabad, Sonipat, Gurugram, Bahadurgarh
- SCERT may **increase or decrease entrance test centres** based on number of applicants

### 2. UPLOAD DOCUMENTS / IMAGES

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

## F. Payment of Fee

### ⇒ PAY REGISTRATION FEE (ONLINE ONLY)

The **application fee** must be paid **online only**. After filling the online application form, the candidate must pay the **non-refundable** application fee through **Net Banking/Credit Card/Debit Card/RuPay/UPI**.

- 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 : ₹1000/-
		Reserved (SC/ST/PwD) : ₹ 500/-
2	Applying for Both (D.El.Ed. & DPSE)	Unreserved : ₹ 2000/-
		Reserved (SC/ST/PwD) : ₹ 1000/-

- 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.

### 3. Download Filled Application Form

Candidates must review the filled application form carefully.

If all information is correct, submit the form and **take a printout** for future reference.

### 4. Download of Admit Card *(CHECK SCHEDULE AT ADMISSION WEBSITE)*

- On the admission web portal, information on the availability of Admit Card status will be supplied.
- Once Admit Card is available, a candidate should print it by logging into the admission Portal link:

[www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)



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- Candidate should follow the **printed instructions on admit card**. Candidates are advised to print **two copies of their admit card** generated online as they have to surrender one admit card to the invigilators at the Entrance Test center.
- The candidates are required to **bring valid ID card at the time of Entrance Test**.

## 5. Online Computer Based Test at Allotted Centres:

The Agency will conduct the **Online Computer Based Test (CBT)** in the designated centers as mentioned in admit card.

## 6. Result Declaration *(Announcement of Results/Ranks/Scores)*

- ⇒ The SCERT shall prepare the **rank list strictly as per the merit of the entrance test score**, of candidates in various programs/courses based on the provisions made in the SCERT Ordinances and in accordance with various applicable reservations and relaxations.
- ⇒ The list of provisionally selected candidates for admission will be displayed on the SCERT's website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) as given in the schedule in this prospectus or as notified on the SCERT website. **No intimation to the candidates will be sent by post.**
- ⇒ The list of candidates selected for course, wherever applicable, shall be displayed on SCERT's website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) on the date given in the admission schedule or update on website.
- ⇒ SCERT may display **additional merit lists** of candidates selected from the waiting list in order of merit as per the SCERT procedure. Candidates are advised to check the SCERT website regularly.

## 7. Editing of Data

After display the list of provisionally selected candidates for admission, **Candidates may edit preferences of DIETs/Institutions**. The candidate's fundamental **information cannot be changed**.

# CHAPTER – VI

All candidates must report for **verification of all required documents** as per the schedule prescribed in the prospectus after filling out the online application form, at the **allotted Institute on the prescribed dates**.

## ➤ **Provisional Admission and Mandatory Verification**

A candidate will be called for **provisional admission** on the basis of **merit and choices/preferences** filled in the online application form, subject to verification and production of the following **original certificates** 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 (Class XII) and Secondary (Class X)** 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 along with other documents.
- (e) **Medical fitness certificate** from a registered MBBS/BAMS doctor.
- (f) **Printout of online application form.**

## ➤ **Non – Reporting and Cancellation**

**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 Institute on the specified date and time** as mentioned in application form.

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

If a candidate fails to produce any of the above – mentioned original certificates at the time of verification, her allotted seat will be cancelled and offered to the next eligible candidate based on merit in the subsequent round.

During counseling, if a candidate fails to remove deficiencies, does not provide verified



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documents, or fails to produce valid certificates from the concerned issuing authority, **her candidature will stand cancelled**, and she will be removed from the admission process for the **DPSE course of SCERT, Delhi**.

**No further correspondence in this regard shall be entertained.**

The candidature must pay the **counseling participation fee and editing fee (if applicable)** for participation in counseling.

## CHAPTER – VII

### Procedure for Declaration of Admission Lists & Allocation Rounds

- (a) The **First, Second, Third and subsequent lists (if required)** shall be uploaded on the admission website as mentioned in the schedule mentioned in the prospectus.
- **First Admission List** – Exact number of candidates as per the seat matrix.
  - **Second Admission List** – Number of candidates as per vacant seats.
  - **Third Admission List** – Number of candidates as per vacant seats.
- (b) **MANDATORY REPORTING:**  
If any candidate fails to report for admission at allotted DIET/Institute on specified date, and time **with all original documents and course fee**, her right of admission will stand **cancelled**.
- (c) If the candidate has applied for admission in other DIETs/ Self – Financing recognized Private Institutes affiliated to SCERT, Delhi under different category/sub – category also, she must **regularly and carefully check the subsequent admission lists** on the website as per the schedule.
- (d) In case of exigencies such as **death of family member, accident, hospitalization of the candidate** etc., the guardian/ representative may report on the candidate's behalf. They must visit the Principal of the allotted DIET on the specified date and time with:
- A **written request** by the parent/ guardian.
  - The request **countersigned by the parent/ guardian**.
  - **All original documents**.
  - Supporting **proof of hospitalization, accident, or death**, etc.
- This is required for issuing the **Provisional Admission Letter**, after payment of the **Part Admission Fee**.
- (e) If a candidate fails to provide **essential documents** at allotted DIET/Institute, her candidature will be **cancelled**, as **no provision of editing** is available during allocation rounds.

## 1. Allocation of Seats to Candidate

- A. All candidates will be considered for allocation of seats based on **merit and choices filled by her in respective category/ sub – category only.**
- B. The Allotment of seats can be checked by the candidates in their **Login ID** given during the registration process.  
The Complete list of allotment will also be available on **Admission Website** as per schedule prescribed in the prospectus.
- C. Candidate are **ADVISED to print Provisional Allotment Letter**, if a seat is allotted to her after payment of Rs.3600/- through online mode (as Part Admission Fee not refundable, but adjustable with the 2<sup>nd</sup> quarter course fee) in her login ID.
- D. The option of printing the **Provisional Allotment Letter** will be available **only for the respective round for seat** allotment to candidate only.
- E. The candidate must report to the allotted **DIET/Institute** within the prescribed schedule along with:
- **All original documents**
  - Verification slip
  - Part Admission Fee receipt
  - Provisional Allotment Letter
  - **Two self – certified photocopies of all documents.**
- Non – reporting will remove the candidate from the allocation process.**
- F. A **Provisional Admission Offer Letter** will be generated after the candidate reports to allotted DIET/Institute.  
**Failure to report within the prescribed time schedule will lead to cancellation / rejection of candidature.**
- G. Candidates who are allocated a seat in any round, pay the **part admission fee of INR Rs.3600/- (non refundable and will adjust Rs.1800/- in term fee of first year and another Rs. 1800/- in term fee of second year)** and then withdraw their admission will **not be considered for allocation of seats in any further allocation round** for admission.

### **Candidates Not Eligible for Further Allocation**

The following candidates will be removed from the allocation list as per the rules prescribed in the prospectus:

- a. Candidates who fail to report at allotted DIET/Institute prescribed date and time.
- b. Candidates who fail to provide the required documents.
- c. Candidates who fail to pay **Rs.3600/- as part admission fee non refundable, but adjustable.**
- d. Candidates having discrepancy in their application forms.



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Such candidates will not be allotted a seat. However, they may participate in counselling rounds after following the prescribed procedure.

### Note

If a candidate fails to fill **choice/preferences of DIETs/Institutes** in the application form, she will **not be considered for any allocation round and will be excluded from the allocation process.**

#### H. Important Provisions to be Adhered to by Candidates :

##### ⇒ Admission Lists

There will be **only three (03) admission lists.**

Sliding will be permitted accordingly, enabling candidates to take final admission in their **most preferred available institute** based on merit and choices.

##### ⇒ Online Spot Counseling (After 3 Admission Lists)

For filling the remaining vacant seats, after 03 admission lists, **Online Spot Counseling** will be conducted by SCERT as per the following modus-operandi:-

- a. The **Detailed vacancy status** of each institution will be declared online at the **Admission Website.**
- b. Options for vacant seats will be taken **online only** from candidates who have applied and desire admission.  
This includes candidates who:
  - Were allotted seats in the previous three admission lists but did not take admission,
  - Were not verified,
  - Did not report, or
  - Were not allotted any seat.Such candidates may participate in spot counseling after payment of **Rs. 1000/- (Counseling Participation Fee).**
- c. Candidates who were allotted seats but did not physically report to the allotted institute after verification may also participate in spot counseling. However, **their previously allotted seats will not be retained.**

For further sliding in the spot round, candidates must give **fresh consent in each round.**  
**Non-submission of consent or non-reporting will result in cancellation of the seat/candidature.**

Allotted seats may not be retained during spot rounds.



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- d. To ensure selection of **meritorious and willing candidates**, those who were allotted seats in the previous three admission lists but could not take admission for any reason may also be considered in the online counseling process.

To ensure participation of only serious candidates, SCERT will charge a **one-time Counseling Participation Fee of Rs. 1000/- (non-refundable and non-adjustable)**.

After payment of the counseling fee and submission of preferences/choices, seats will be allotted strictly against **available vacancies only**.

The candidate must then report to the allotted **DIET/Institute** for admission and physical submission of documents along with payment of the remaining fee.

### **COUNSELING PARTICIPATION FEE**

Candidates are required to deposit **Counseling Participation Fee of Rs.1000/-** through **online mode only**.

This fee is **non-refundable**.

### **IMPORTANT**

The allotment of seats to candidates who opt for online counseling will be **virtual**, subject to the **availability of seats in the respective DIETs/ Institutes**.

## **2. Freezing of seats by Candidate**

After Allocation of seats (during **Rounds 1 to 3 only**), a candidate is advised to **freeze allotted seat** if she is satisfied with allocation and does not wish to participate in further allocation rounds.

### **⇒ Freezing Option After Each Round**

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, she may **freeze her allotted seat** by clicking the **“Freeze” option** available in her login account on the admission

### **⇒ If Seat is Not Frozen**

If a candidate does not freeze her allotted seat:

- She may be allotted a **higher preference seat** in the next round, subject to availability and merit.
- She **will not be allowed to retain the earlier allotted seat under any circumstances**.
- If upgraded to another DIET/Institute, her claim to the previously allotted DIET/Institute will **automatically stand cancelled**.

### ⇒ After the 3<sup>rd</sup> Round

At the end of 3<sup>rd</sup> round, candidates are advised to:

- Freeze their seat, and
- Physically report to the allotted DIET/Institute within the prescribed schedule.

## 3. Participation in Counseling After 3<sup>rd</sup> Round

- If a candidate is satisfied with the allotted seat, she should freeze it and report to the allotted DIET/Institute for physical reporting.
- If the candidate wishes to participate in further counseling rounds for up-gradation after the 3<sup>rd</sup> round:
  - She must submit an **online request in each counseling round**, and
  - Pay the **Counseling Participation Fee of Rs. 1000/- (non-refundable)** through online mode (payable only once after the 3<sup>rd</sup> round).

## 4. Final Reporting

A candidate who has frozen her seat during the **1st to 3<sup>rd</sup> allocation rounds** must finally report to the allotted **DIET/Institute for physical reporting** as per the prescribed schedule.

## 5. Fee Refund Policy : Fee refund provisions

Sr. No.	Refund Policy	
	Non-Refundable	Refundable
1	Application Fee (UR/OBC: ₹1000/- & Reserved ₹500/-)	<ul style="list-style-type: none"> <li>• The candidate seeking withdrawal in the mid-session must submit a written request for withdrawal at the allotted institute and will also be required to pay the fee up to the end of that quarter.</li> <li>• An amount of ₹2000/- (as Admission processing fee) will be deducted if the candidate withdraws the admission before the last day of admission of the concerned course of the institute.</li> </ul>
2	Counseling Participation Fee - ₹1000/-	<ul style="list-style-type: none"> <li>• In case admission is taken in the last admission list, the first-quarter fee of such candidates shall be deposited in cash at the institute, which will not be refunded.</li> <li>• After the Admission Process is over: For withdrawal of admission, the candidate must submit a written request to the allotted institute, and the final approval of withdrawal will be given by SCERT, Delhi.</li> </ul>
3	Part Admission Fee - ₹3600/- (Non-refundable but adjustable: ₹1800/- in first-year fee & ₹1800/- in second-year fee)	

- After depositing of Part Admission Fee of Rs.3600/- (non refundable), if a candidate wants to withdraw the admission against the allotted seat, she can apply for withdrawal by **withdrawal option** through online mode as schedule prescribed in the prospectus.
- After withdrawal of admission, the candidates will not be considered in the subsequent round of online admission.
- All candidates who have not verified their documents, withdrawn, frozen their seat, not paid the Part Admission Fee of Rs. 3600/- (non refundable), non reported and who do not fulfill the eligibility criteria, **will not be allowed to participate in the Allocation Round of Online Admission, as applicable.**
- 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.
- Non payments will lead to cancellation of candidature of applicant with immediate effect.

## 6. Sliding procedure for Candidates

- A. In the counselling/spot rounds after the 3<sup>rd</sup> list, the applicant must give consent for further participation in each round. However, his/her previously allotted seat will not be retained in these rounds.
- B. Only the verified candidates who have:
  - Been allocated seats,
  - Paid the Part Admission fee of ₹ 3600/- (non refundable but adjustable),
  - Reported with the Provisional Allotment Letter, will be considered for sliding.

Sliding is applicable for candidate who have *not withdrawn* their admission and *not frozen* the allotted seat.

A candidate shall be eligible for sliding **subject to availability of seats** and the **choices/preferences filled** in the online application form, **based on the CBT rank.**

- C. The sliding round shall be based on:
  - **choices already entered** in the online application form
  - the candidate's **CBT rank**



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- D. If a candidate has paid the Part Admission Fee and reported but **does not want to participate** in the sliding round, he/she must **freeze (OTP – based) the allotted seat** through his/her login ID.
- E. **During each sliding round, candidates must report** to the newly allocated DIET/Institution **for submission of documents and payment of the course fee.**
- F. After the 3<sup>rd</sup> round of allocation, the candidate **must finally report to allotted DIET/Institute** or the DIET/Institute where he/she froze the seat, for physical reporting

## 7. Sliding of Seats (After 3<sup>rd</sup> Allocation Round)

Sliding of seats is allowed **only after 3<sup>rd</sup> allocation round** and only for those candidates who submit their **online request.**

Sliding will be done on the basis of **CBT rank**, subject to the **choices/preferences filled by the candidate in the respective category/Sub category**, and after payment of the **Counselling Participation Fee of Rs. 1000/- (non-refundable).**

If a candidate does not submit the **online request and the required fee after the 3<sup>rd</sup> round and in subsequent rounds**, her name will be **removed from the Admission Process – 2026.**

The allotment of seats to candidates who opt for online counseling will be **virtual**, subject to the **availability of seats in respective DIETs/Institutes.**

During counseling rounds, candidates must either:

- **Freeze the allotted seat and take admission**, or
- **Submit consent for further participation** in allocation for each round separately.

In the absence of freezing the seat or submitting a participation request in any counseling round, the candidate will be **removed from the allocation process.**

**No further queries in this regard shall be entertained.**

## 8. Physical Reporting of candidates to the Allotted Institute

- **DIETS/SFS Institutions** shall report the status of **reported and non-reported candidates** on the admission website **through online mode only.**

The vacant seats after the **sliding round of online counseling**, as well as seats vacant due to **non-reporting of candidates**, shall be considered for the **next round of online counseling**, to be conducted as per the schedule mentioned in the prospectus for the **Admission year 2026 – 2028.**

- Candidates, who have **physically reported to the allocated institutions** and whose name appear in the list submitted by the institutions as **“reported / admitted”**, shall be treated as **“Admitted Students”**,



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If such candidates wish to withdraw or cancel their admission, they must apply in accordance with the **Refund Policy of SCERT, Delhi**.

The detailed refund policy shall be available on the **website/prospectus**.

- **Non-reporting during physical reporting will result in removal of the candidate's candidature from the Admission Process-2026.**

## CHAPTER - VIII

### Online Counseling / Declaration of List after Counseling Admission List(s)

#### Eligibility:-

- A. There will be **03 Admission lists** only. Sliding will be provided accordingly so that candidate may take final admission in their preferable possible institute.
- B. For filling remaining vacant seats, **online counseling** will be conducted by SCERT as per the following procedure:
  - **Detailed vacancy status** of each institution will be displayed on the admission website.
  - Options will be taken **online only** from candidates who have applied and desire admission (including those who could not take admission despite allotment in the previous three lists).
  - In order to get **meritorious and willing prospective teachers**, candidates who were left out **in the previous three admission lists** may also be considered in the **Online Counseling Process**.

Only those candidates who were allotted seats in previous three admission lists but could not take admission due to any reason will be eligible for considered.

To ensure participation of only willing candidates, SCERT will charge a **one-time Counseling Fee Rs.1000/- (non-refundable and non-adjustable)**.

After payment of the Counseling Fee and submission of preferences/ choices for online counseling, seat will be allotted strictly against the **available vacancies only**.

The candidate will then be required to report to the allotted **Institute** for admission and **physically submit all required documents along with the remaining fee**, as applicable.

## IMPORTANT

During counseling rounds, candidates must either

- *Freeze the seat and take admission, or*
- *Submit consent for further participation in each round.*

Failure to freeze or submit consent **in any round** will result in removal from the allocation process. No further queries will be entertained.

### COUNSELING PARTICIPATION FEE:

**Rs. 1000/- (non-refundable)** is to be paid **online only** by candidates participating in counseling rounds.

## COUNSELLING & LAST ROUND OF ADMISSION

1. This round will be conducted **after completion of all three regular admission lists**, solely for filling up vacant seats, if any.
2. After all three rounds of online admission are completed; the **last admission list/ online counseling** shall be carried out.
3. Only the seats that remains vacant **after reporting/ admission** will be considered for the final round of counseling.
4. Any candidate, who was admitted earlier and then **withdrew**, will **NOT** be eligible for the last round of counseling.
5. Only the following candidates are eligible for counseling rounds:
  - ➔ **NOT ALLOTTED**
  - ➔ **VERIFIED**
  - ➔ **NON-VERIFIED participating candidates**
  - ➔ Candidates who submitted **consent for up gradation/ sliding** after the 3<sup>rd</sup> round.
6. Seats left vacant (if any) after the **third round only** shall be considered for further **admission rounds** to fill vacancies before the **closure of the admission year**, as announced in the prospectus.
7. **CLOSURE OF ADMISSION PROCESS:**  
After last round or notified date, **Admissions will close completely**, even if seats remain vacant.

## PHYSICAL REPORTING

- (a) A total of 1500 seats available in twenty five SFS Institutes will be filled up from the rank list prepared on the basis of the qualifying Computer Based Test (CBT).
- (b) All candidates must give their option for 25 SFS private institutes in order of preference.
- (c) Candidates must appear in person for admission at the time of physical reporting, along with the prescribed fees, at the allotted Institute, on the specified date and time.

**Admission will not be granted under any circumstances after the expiry of the specified date and time.**

In case of exigencies such as death of a family member, accident, or a hospitalization of the candidate, the guardian/ representative of the candidate along with a written request signed by the candidate and countersigned by the candidate and countersigned by parent/guardian, and all original documents, prescribed fee, and valid proof (hospitalization/ death certificate etc.), must report to the Principal of allotted Institute on the specified date and time, so that her seat may be considered for retention.

If neither the candidate nor the parent/guardian reports with the original documents and fee at the allotted Institute on the specified date and time, the right to admission will stand cancelled, and the seat will be offered to the next eligible candidate in order of merit.

After physical reporting at the Institute, the Provisional Admission Letter will be issued to the candidate by the concerned Institute.

# CHAPTER - IX

## NO MIGRATION CLAUSE

(for SFS recognized private Institutes affiliated to SCERT, Delhi)

**Migration from one Private Institute to another Private Institute will not be permitted under any circumstances.**

# CHAPTER - X

## Course Fee

(For self financing recognized Private Institute)

### Fee Structure (For SFS Recognized Private Institutes)

The fee shall be paid **quarterly**. In case of withdrawal of admission, the **quarterly fee will be forfeited**.

Private Recognized Institutes are permitted to charge a **maximum sum of Rs.30,000/- per year**, inclusive of all kinds of fees, **excluding the Examination fee of Rs.1,100/- per annum**.

The fee shall be paid quarterly at **Rs.7500/- per quarter**, as per the following schedule:

- **1<sup>st</sup> Installment:** At the time of admission (1<sup>st</sup> July 2026)
- **2<sup>nd</sup> Installment:** On or before 10<sup>th</sup> September 2026
- **3<sup>rd</sup> Installment:** On or before 25<sup>th</sup> November 2026
- **4<sup>th</sup> Installment:** On or before 25<sup>th</sup> January 2027

Candidates are advised to pay the prescribed fee **preferably through Cheque or Online Mode only**.

### Withdrawal Rules

1. A candidate seeking withdrawal during the mid-session must submit a **written request** at the allotted DIET/Institute and shall be required to pay the fee up to the end of that quarter, as per the schedule mentioned in **Chapter-IX point no.3**.
2. An amount of **Rs. 2000/- (Admission Processing Fee)** will be deducted if the candidate withdraws admission **before the last day of admission** of the concerned course of the Institute.
3. In case admission is granted through counselling, the **first quarter fee deposited at counselling site** (in cash) **shall not be refunded**.
4. After the completion of the admission process, a candidate seeking withdrawal must submit a **written request to the allotted Institute**, and final approval of withdrawal shall be granted by the **competent authority of SCERT, Delhi**.

# CHAPTER – XI

## Withdrawal of Seat

### Withdrawal of Candidature after 3<sup>rd</sup> round

- The candidate must submit an **online withdrawal request** through her login ID.
- After submitting the request, the candidate shall generate a **Provisional Withdrawal Letter**.
- The Provisional Withdrawal Letter must be **signed by the candidate and her parents/guardians**.
- The candidate must then report to **SCERT (HQ), Defence Colony, New Delhi – 110024**, for approval of the online withdrawal request and submission of the **Provisional Withdrawal Letter**.
- Finally, the candidate must report to her **admitted Institute** to collect all original documents and settle any **payable/ refundable amount** as prescribed in the prospectus.

### After Commencement of Session or Closure of Admission

- A candidate seeking withdrawal during the **mid-session** must submit a **written request** at the allotted Institute and will be required to pay the fee up to the end of that quarter.
- An amount of **Rs. 2000/- (Admission Processing Fee)** will be deducted if the candidate withdraws admission **before the last date of admission** of the concerned course of the Institute.
- If admission is granted in the **last admission list**, the **first quarter fee deposited at the counselling site (in cash) shall not be refunded**.
- After the completion of the admission process, the candidate must submit **written withdrawal request to the allotted Institute**, and final approval will be granted by **SCERT, Delhi**.

# CHAPTER-XII

## A. OTHER IMPORTANT INSTRUCTIONS

- At any stage if it is found that a candidate does not fulfilling the required qualifications or norms, her candidature will be cancelled.**  
Therefore, the candidates are advised to ensure their eligibility conditions themselves before submitting application form.
- Use of any unfair means**, such as submitting **forged mark sheets/ certificates** or providing false information, will lead to **cancellation of admission** and may also result in **legal action** against the parents/ candidate.
- If a candidate has **incorrectly entered marks or percentage** in the application form (even after the editing window) and later claims admission based on her correct marks/percentage at the time of admission, **the request will not be entertained** even if her correct marks fall within the cut off score of admission list.  
However, the **Admission Committee, SCERT**, may issue a **special recommendation** to resolve any specific issue, **subject to approval by the Director, SCERT**.
- Candidates must note that the **original certificates** of those admitted to DPSE. Course will be **retained by the Principal** of the DIETs/SFS recognized Private Institute, for **six months from the date of admission**. Therefore, candidates are advised to **keep sufficient attested photocopies** of all their certificates with them.
- The allotment of seats to the candidates (who has opted for online counseling) will be virtual**, subject to availability of seats in respective diet/institutes
- In case of any dispute regarding the candidate's admission, the **decision of the Director, SCERT**, based on the recommendation of the Admission Committee, shall be **final and binding**.
- All Principals/In-charge of DIETs/Affiliated Self Financing (Private) Institutes are required to **take print out of all the admission lists** from the website and **display them on the notice board** as well as in the **facilitation center** for convenience of the student.
- Candidates applying for admission to the **D.El.Ed./DPSE course must fill out the online application separately for each respective course**.
- The **application fee, once paid, shall not be refunded** for any course.
- In case of any dispute, the **territorial jurisdiction will lie with the court of GNCT of Delhi**.



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## B. Important instructions precautions for candidates to abide and ensure

It has been observed that some candidates from the General category with **less than 50% marks** applied for admission. Candidates are therefore strictly advised that:

⇒ **General Category candidates must have a minimum of 50% marks.**

*Even 49.99% will be considered ineligible.*

⇒ **Reserved Category candidates (SC/ST/PwD) must have a minimum of 45% marks after relaxation.**

*Even 44.99% will be considered ineligible.*

### Important Precautions

- a. **No Domicile Certificate** is required for candidates applying under either category – **85% Delhi quota** or **15 % Outside Delhi quota**.
- b. Candidate must **carefully choose the correct category** (85% for class 12<sup>th</sup> students passed in Delhi NCT or 15% for class 12<sup>th</sup> students passed outside Delhi NCT) based on their eligibility.
  - **Automatic category change is not allowed.**
  - **No changes** will be permitted after the last date of the editing window mentioned in the prospectus.
- c. Candidates often misunderstand the option of medium of instruction.
  - There is **no medium choice** for Urdu/Punjabi.
  - The option is for **language teaching**, i.e., **Hindi/Urdu/Punjabi** as a teaching subject.
  - **20 seats for Urdu** are reserved at **DIET Darya Ganj**, and **20 seats for Punjabi** at **DIET Karkardooma**.
- d. Many candidates do not fill all available **preferences of DIETs/SFS institutes**.
  - Filling fewer choices may result in **no seat being allotted**.
  - Candidates must fill **maximum preferences** in order of choice.
- e. Some of the candidates do not keep record of their **Application number, Password, Email ID etc**.
  - These details are essential for enquiry.



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- Candidates must keep a **secure record** of all login details (no third – party details allowed).
- f. Candidates sometimes provide the **mobile number of friends/ relatives**.
  - This leads to missing important SMS alerts.
  - Candidates must use **their own mobile number only**, which is **accessible at all times**.
- g. Some candidates do not read the **admission schedule** properly and report **after the deadline**, resulting in cancellation of admission rights.
- h. Candidates must **carefully follow the admission lists and schedule** uploaded on the website and **report on time** to the allotted DIET for admission.
- i. Candidates must **regularly check the admission website**.
  - Any change in the schedule will be notified **only on the website**.
  - **No individual communication** will be sent.
- j. **Economically Weaker Section (EWS)**
  - A candidate applying under **EWS must submit an EWS certificate in his/her own name**, issued by the competent authority:
    - **District Magistrate / Additional District Magistrate / Deputy Commissioner / Additional Deputy Commissioner / SDM / Chief Presidency Magistrate / Presidency Revenue Officer**, not below the rank of Tehsildar.
    - The EWS certificate must be issued for the **latest financial year (2025 – 2026)**.
    - **10% EWS reservation** in SCERT, Delhi will be implemented **only after approval** from the National Council for Teacher Education (NCTE) regarding seat enhancement.
    - Notification regarding EWS seats in DIETs/SFS institutes will be uploaded on the **admission website** only after approval of **NCTE and the Executive Committee (EC) of SCERT, Delhi**.
    - Until such approval, **allocation under the EWS category will not be conducted**.

## C. Important instructions regarding payments

- i. All applicants must note that all payments made as **online only** through any of the following modes:

Net Banking / Credit Card / Debit Card / UPI / RuPay	
Application Form Fee	Unreserved/OBC: ₹1000/- Reserved (SC/ST/PwD) : ₹ 500/-
Part Admission Fee	₹ 3600/-
Counseling Participation Fee	₹1000/-
<b>All the above fee are non – refundable</b>	

- ii. **SCERT (HQ) will not be responsible for non-payments, duplicate payments, or any technical issues during online transactions.**  
However, as per banking procedures, if an amount is deducted due to a failed transaction, **the refund will be processed directly by the bank.**  
SCERT will not be responsible and will **not** communicate regarding such refunds.
- iii. Non payments will lead to cancellation of candidature of applicant with immediate effect.

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# FAQs Related to ONLINE Submission of Application

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

- 1. What is the website for taking admission in the D.El.Ed. & DPSE courses of SCERT, Delhi?**  
The admission website for D.El.Ed. and DPSE courses of SCERT, Delhi is [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)
- 2. Can we use the phone number and email ID of a family member during registration?**  
Yes. You may use your own or your family member's phone number/email ID.  
However, using contact details of **cyber cafes or any third party is strictly prohibited** and may lead to cancellation of your candidature.
- 3. How do I know the Eligibility criteria?**  
Refer to the *ELIGIBILITY CONDITION* section of the prospectus for complete details.
- 4. If the name differs in the Class 10 certificate and caste certificate, is it permissible?**  
No. If the candidate's or parent's name differs in the caste certificate, it is not permissible. All information in certificates must match exactly. A valid certificate must be submitted as per the prospectus.
- 5. What payment options are available for fee submission?**  
You can use **Master/ Visa Debit or Credit cards, Internet Banking, UPI, or RuPay** for online fee payments.
- 6. What happens if the online application fee is not paid?**  
Payment of the application fee (**₹ 1000/- or ₹ 500/-**)/part admission fee (**₹ 3600/-**), and **counselling fee of (₹1000/-) is mandatory.**  
Non – payment will result in cancellation of candidature.
- 7. If a candidate fails to report during an Allocation Round, is another chance available?**  
No. Failure to report during allocation rounds leads to automatic cancellation of candidature.  
However, the candidate may participate in the online counseling round after paying the counseling **fee of ₹1000/- (non-refundable)**
- 8. Can I change or correct the details entered in the application?**  
Yes. Edits/corrections are allowed **only as per the schedule** and provisions mentioned in the prospectus.
- 9. What happens if a candidate fills fewer choices or does not fill choices of DIETs/SFS Institute?**
  - Candidates **must** fill the institute codes according to preference.
  - **Seat WILL NOT be allotted** if choices are not filled.



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- With fewer choices, the candidate will be considered **only** for those selected options. Automatic consideration is **not allowed**.

**10. Is sliding allowed after the 3<sup>rd</sup> round?**

Yes, sliding is allowed only **if seats are available** and the candidate has filled choices as per the prospectus.

It is **not automatic** – an online request must be submitted through the candidate's login.

During counseling rounds, candidates must either:

- **Freeze the seat**, or
- **Submit consent for further participation** in each round.

Failure to do so will result in remove from the allocation process.

**11. How do I freeze my allotted seat?**

The online freezing option is available **during the 1<sup>st</sup> to 5<sup>th</sup> allocation rounds** as per the admission schedule.

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

Online withdrawal is available through your login.

Refer to the withdrawal provisions in the prospectus for full details.

**13. What should I do in case of double payment?**

For errors such as double payment, contact the **respective bank/ payment gateway**. SCERT, Delhi **will not entertain queries** regarding online payment issues.

**14. Is there any negative marking in CBT?**

No. There is **no negative marking** for wrong answers in the Computer Based Test.

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## 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 REPORTS TO BE GENERATED	
<b>STAGE-1</b>			
1	Online Application Form opening	4. Apply online only 5. Pay slip of amount Rs.500/- (Unreserved) (non refundable) or Rs. 250/- (Reserved) (non refundable) Take Print out of Application Form	
2	Editing of form opening (till prescribed dates only)		
3	Acceptance of filling of Choices/preferences of DIETs/Institutes		
<b>STAGE-2</b>			
1	Rank Declaration		
<b>STAGE-3</b>			
1	Allocation list 1 <sup>st</sup> to 3 <sup>rd</sup>	<b>Take Printout of</b> 1. <b>Provisional Allotment Letter</b> 2. <b>RECEIPT OF payment of Part Admission Fee</b> RS 3600/- paid by candidate 3. <b>Provisional Admission Offer Letter</b>	
2	Acceptance of Payment (online only) of Rs.1800/- (not refundable) as Part Admission Fee (adjustable)		
3	Verification of original documents including medical certificate at allotted DIETs/institute only		
4	Submitted/deposited all verified documents photocopy with verification letter at allotted DIET/Institute		
5	Sliding of seats till 3 <sup>rd</sup> round as per provision prescribed in the prospectus during online counseling		Report at allotted DIETs/ Institutes alongwith original documents as well as 2 set of Xerox copies
6	Freezing of allotted seat, if candidate is satisfied with allocation else give online option for further sliding/up-gradation		Freezing only by candidate
<b>STAGE-4</b>			
1	Finally Physical reporting at allocated DIET/Institute after 3rd round or DIET/Institute that candidate have frozen	1. Candidate to ensure the payment of Rs.3600/-if not paid already and take print out of the same after allotment of seats. 2. <b>Provisional Admission letter</b> generated after physical reporting by the candidate	
2	Submission of fee as prescribed in the prospectus		
3	Submission of all original documents		
4	Submission of fee as prescribed in the prospectus		
5	<b>Request for Online Counseling by candidates after depositing Rs.1000/-(non refundable) through online mode only in her login ID without online request candidate will not be considered for online counseling</b>	<b>Submit option of online counseling Depositing Rs.1000/-(non refundable) through online mode only</b> <b>Print out of counseling participation letter</b>	
6	Commencement of session after declaration of 3rd round as per schedule mentioned in the prospectus		
7	Display notification/information regarding 6 <sup>th</sup> or online counseling and list/further lists, <u>if required</u> depending upon availability of seats uploaded on the website as per schedule.	Withdrawal letter by candidate online only	
8	Online withdrawal of seat as per provision prescribed in the prospectus		