



**ALL OTPs WILL BE SENT TO THE REGISTERED EMAIL ID AND PHONE NUMBER.**

## 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 Elementary Education (D.El.Ed.)** and/or
- Two year regular Diploma –**Diploma in Pre-School Education (DPSE)**.
- Option to apply for **both** (D.El.Ed& DPSE)

#### **REGISTRATION DETAILS**

##### ⇒ **Name of Candidate**

The candidate must enter his/her name as per his/her **Class-X or equivalent certificate**.

(No change of name will be permitted after submission of online application form.)

##### ⇒ **Father/Guardian Name**

The candidate must enter the **father's/guardian's name exactly as recorded in the Class X or equivalent certificate**.

##### ⇒ **Mother Name**

The candidate must enter the **mother's name exactly as recorded in the Class X or equivalent certificate**.

##### ⇒ **Date of Birth**

The candidate must fill in the **date, month, and year of birth** exactly as recorded in the **Class X certificate**, using the **English Calendar**.

##### ⇒ **Gender**



Candidate must select **his/her gender** in the designated column.

⇒ **Contact Details**

The candidate must enter a **valid personal mobile number and email ID**.

These must remain **active and regularly checked** throughout the admission process, as all communication may be sent via these.

⇒ **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**

The candidate must carefully **recheck all the REGISTRATION DETAILS** before submission. Editing of details will **not be permitted** after the schedule mentioned on the website.

## **B. APPLICATION FORM SUBMISSION**

### **APPLICATION DETAILS**

→ The candidate is required to mention his/her **Qualifying status** (passing Class 12<sup>th</sup>) and the **“marks obtained”** detail in the application form.

There is a provision for reservation of seats for reserved categories as detailed under **‘Reservation Provisions’** in the prospectus.

(a) **85% seats** are reserved for candidates who have passed the 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** (i.e., from any State/UT other than NCT of Delhi).

(c) Candidates **appearing** in the qualifying examination are also allowed to apply, **subject to the submission of required documents** 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 **MANDATORY** at the time of **verification/admission/counseling**. No provisional admission shall be granted without the **original caste/category certificate**, issued by the competent authority. The certificate must be **in the name of the candidate** and **not in the name of the parents/guardians**.
- ⇒ In case of any **married woman** applying under reserved category, the **caste certificate must be in her own name**. Certificate in the name of the **husband/mother/father** will **not be accepted**.
- ⇒ Candidates are advised to carefully **verify their name and their father's/guardian's name** mentioned in the reservation certificate. These must **exactly match** the details in the **Class 10 certificate**. Any mismatch will lead to **cancellation of candidature** under the respective category during verification.
- ⇒ OBC (NCL) candidates must submit a **Caste Certificate (Non Creamy Layer) issued after 1st June-2025** by the concerned authorities.

### For OBC/SC/ST candidates,

- ⇒ 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 Delhi is not valid for these seats.

**(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 Class10 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 the **Class 12th (10 + 2) or Class 10th** marks are **not filled** in the admission form, they will be **treated as zero** during rank preparation.
- ⇒ In case of **incorrect information** regarding marks, the 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

- ⇒ The candidate is required to fill in his/her **name, complete postal address with PIN code, Telephone Number with STD code, e-mail ID and mobile number** for any communication purposes.
- ⇒ However, **no individual communication** will be sent to the applicant by SCERT. All information will be displayed only on admission portal.
- ⇒ Candidates must have a **valid personal e-mail ID and mobile number**, which should remain active and checked regularly till the completion of the admission process.
- ⇒ **MANDATORY:** If a candidate does not have a valid personal email ID, he/she must **create one before applying online**.
- ⇒ 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 editing of online application form, the candidate's data (category, sub category, program etc.) **will not be changed** by the SCERT at any stage.
- Candidates must fill **three choices of exam centers** in order of preference.
  - Tentative entrance test center choices are as follows:
    - ✓ East Delhi,
    - ✓ West Delhi,
    - ✓ North Delhi,
    - ✓ South Delhi,
    - ✓ Ghaziabad,
    - ✓ Noida,



- ✓ Faridabad,
- ✓ Gurugram.

→ SCERT may **increase or decrease** the number of entrance test centers based on the number of applicants.

## 2. Upload Documents / Images

The candidate is required to **UPLOAD his/her SIGNATURE AND PHOTOGRAPH** (each 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**.

**Payment of the application fee is mandatory; candidates who do not pay the fee will be rejected outright.**

#### I. Application Fee Structure

Sr. No	Name of Courses	Application Fee
1	D.El.Ed.	Unreserved/OBC : ₹1000/-
		Reserved (SC/ST/PwD) : ₹ 500/-
2	Applying for Both (D.El.Ed. & DPSE)	Unreserved/OBC : ₹ 2000/-
		Reserved (SC/ST/PwD) : ₹ 1000/-

II. The application fee may be paid only through Credit card/Debit card/Net banking/RuPay/UPI only.

III. Once the application fee is successfully received at SCERT's end, it is non - refundable, and no correspondence in this regard will be entertained.

IV. SCERT (HQ) will not be responsible for non - payments, duplicate payments, or any technical problems during online transactions.



As per bank procedure, any failed payment – if deducted – **will be refunded by the bank itself**. SCERT will not be responsible and will not communicate regarding such matters.

- V. **Non payments of the application fee will lead to immediate cancellation of candidate's application.**

### 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*)

- Information regarding the availability of the Admit Card will be displayed on the admission portal.
- Once available, candidates should must log in to the portal [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in)
- Candidate should print **two copies** of the Admit Card, as one copy must be surrendered to the invigilator at the test center.
- Candidates must also bring a **valid ID card** (Printed Hard Copy) to the Examination Centre.

### 5. **Online Computer Based Test at Allotted Centers:**

The Agency will conduct the **Online Computer Based Test (CBT)** at the designated test centers mentioned in Admit Card.

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

- (i) SCERT will prepare the **rank list strictly on the basis of the entrance test score**, according to SCERT guidelines and applicable reservation rules.
- (ii) The list of provisionally selected candidates will be displayed on the SCERT's website [www.scertdelhiadmission.nic.in](http://www.scertdelhiadmission.nic.in) as per the schedule. **No postal communication** to the candidates will be sent.
- (iii) Course – wise lists of selected candidates will be displayed on the website as per schedule.