

1. ELIGIBILITY OF CANDIDATES

Admission of students to a School, Transfer/Migration of Students.

1. ADMISSION-GENERAL CONDITIONS

1.1 A student seeking admission to any class in a 'School' will be eligible for admission to that class only if he :-

- (i) has been studying in a school recognised by or affiliated to this Board or any other recognised Board of Secondary Education in India:
- (ii) has passed qualifying or equivalent qualifying examination making him eligible for admission to that class:
- (iii) satisfies the requirements of age limits (minimum & maximum) as determined by the State/U.T. Government and applicable to the place where the School is located:
- (iv) produces:-
 - (a) the School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned; and,
 - (b) documents(s) in support of his having passed the qualifying or equivalent qualifying examination.

Explanation:-

- (a) A person who has been studying in an institution, which is not recognised by this Board or by any other recognised Board of Secondary Education or by the State/U.T. Government of the concerned place, shall not be admitted to any class of a 'School' on the basis of certificate(s) of such unrecognised institution attended by him earlier.
- (b) 'Qualifying Examination' means an examination-the passing of which makes a student eligible for admission to a particular class and 'equivalent examination means—an examination conducted by any recognised Board of Secondary Education/Indian University or an institution recognised by or affiliated to such Board/University and is recognised by this Board equivalent to the corresponding examination conducted by this Board or conducted by a "School" affiliated to/recognised by this Board.

1.2 No student migrating from a school in a foreign country other than the school affiliated to this Board, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Board. For obtaining eligibility certificate from the Board, the Principal of the School to which admission is being sought will submit to the Board full details of the case and relevant documents with his own remarks/recommendations. The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Board.

1.3 No person who is under the sentence of rustication or is expelled from any Board/University/School or is debarred from appearing in the examination for whatever reason by any Board/University shall be admitted to any class in a School affiliated to this Board.

1.4 No student shall be admitted or promoted to any subsequent higher class in any school unless he has completed the regular course of study of the class to which he was admitted at the beginning of the

academic session and has passed the examination, at the end of the concerned academic session qualifying him for promotion to the next higher class.

2. ADMISSION : SPECIFIC REQUIREMENTS

- 2.1** Admission upto Class VIII (i.e. class VIII and below) shall be regulated by the rules, regulations, orders of the State/U.T. Governments applicable to the place where the school is located.
- 2.2** Admission to class IX in a school shall be opened only to such a student who has passed class VIII examination from an institution affiliated to this Board or to any recognised Board or is recognised by the Education Department of the Government of the State/U.T. in which such an institution is located.
- 2.3** Admission to class X in a school shall be opened only to such a student who :-
- (a) has completed a regular course of studies for class IX and;
 - (b) has passed class IX examination from an institution affiliated to this Board or to any recognised Board or is recognised by the Education Department of the Government of the State/U.T. in which such an institution is located.
- 2.4** The admission of students passing qualifying examination from an examining body outside India shall be regulated according to the provisions contained in Examination bye-laws; provided that the condition of completing regular course of study for class IX is satisfied in cases of admission to class X.

3. ADMISSION PROCEDURE

- (i) Admission register in the form prescribed by the State Government concerned/Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti as the case may be, shall be maintained by the "School" where the name of every student joining "the School" shall be entered.
- (ii) Successive numbers must be allotted to students on their admission and each student should retain this number throughout the whole of his career in the school. A student returning to the school after absence of any duration shall resume his original admission number.
- (iii) If a student applying for admission to a school, has attended any other school, an authenticated copy of the Transfer Certificate in the format given in Exam bye-laws from his last school must be produced before his name can be entered in the Admission register.
- (iv) In no case shall a student be admitted into a class higher than that for which he is entitled according to the Transfer Certificate.
- (v) A student shall not be allowed to migrate from one "School" to another during the session after his name has been sent up for the examination of the Board. This condition may be waived only in special circumstances by the Chairman.
- (vi) A student leaving his school at the end of a session or who is permitted to leave his school during the session shall on a payment of all dues, receive an authenticated copy of the Transfer Certificate up-to-date. A duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be so marked.
- (vii) In case of student from an institution not affiliated to the Board seeks admission in a school affiliated to the Board, such a student shall produce a transfer certificate duly countersigned by an authority as indicated in the format given in Examination Bye-Laws.

- (viii) If the statement made by the parent or guardian of a student or by the student himself/herself if he/she was major at the time of his/her admission to a school, is found to contain any wilful misrepresentation of facts, regarding the student's career, the head of the institution may punish him/her as per provision of the Education Act of the State/Union Territory or Kendriya Vidyalaya Sangathan/Navodaya Vidyalaya Samiti rules, as the case may be respectively and report the matter to the Board.

4. ADMISSION TO EXAMINATIONS

4.1 General

No student who has been expelled or is under punishment or rustication or is debarred for appearing in or taking an examination for any reason whatsoever shall be admitted to any examination of the Board.

5. ACADEMIC QUALIFICATIONS FOR UNDERTAKING EXAMINATION:

5.1 A candidate for All India/Delhi Secondary School Examination should have :—

- (a) passed the Middle School Examination (Class VIII) of a Board or of an affiliated/recognised school at least two years earlier than the year in which he would take Secondary School (Class X) Examination.
- (b) secured a grade higher than grade E in each of the subjects of internal assessment at the examination referred to at (a) above; and
- (c) passed the third language as per requirement laid down in the scheme of studies.

6. ADMISSION TO EXAMINATIONS : REGULAR CANDIDATES

All India/Delhi Secondary School Examination will be opened to such regular candidates who has submitted his duly completed application for admission to the concerned examination, and/or his name has been registered in the manner prescribed by the Board alongwith the prescribed fee forwarded to the Controller of Examinations by the Head of the Institutions/school with the following duly certified by such Head:

- (i) that he possesses the academic qualifications as laid down in Examination Bye Laws;
 - (ii) that he has not passed equivalent or higher examination of any other Board or University;
 - (iii) that he is on the active rolls of the School;
 - (iv) that he has completed a “regular course of study” as defined and detailed in Examination Bye Laws in a school in the subjects in which he would appear in the examination;
 - (v) that he bears a good moral character and is of good conduct; and
 - (vi) that he satisfies all other provisions, applicable to him/her, of the examination Bye Laws and any other provision made by the Board governing admission to the examination concerned, if any.
- 6.1**
- (i) It is mandatory upon a school affiliated to Board to follow the Examination Bye-Laws of the Board in toto.
 - (ii) No affiliated school shall endeavour to present the candidates who are not on its roll nor will it present the candidates of its unaffiliated branch/schools to any of the Board's examinations.

- (iii) If the Board has reasons to believe that an affiliated school is not following the sub-section (i) and (ii) of this section, the Board will resort to penalties as deemed fit.

7. A REGULAR COURSE OF STUDY

- 7.1**
- (i) The expression “a regular course of study” referred to in the Exam Bye-Laws means atleast 75% of attendance in the classes held: counted from the day of commencement of teaching of classes X upto the 1st of the month preceding the month in which the examination of the Board commences. Candidates taking up subject(s) involving practicals shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Head of Institutions shall not allow a candidate who has offered subject(s) involving practicals to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.
 - (ii) The candidates who had failed in the same examination in the preceding year and who rejoins class X shall be required to put in 75% of attendance calculated on the possible attendance from the 1st of the month following the publication of the results of that examination by the Board upto the 1st of the month preceding the month in which the examination of the Board commences.
 - (iii) In the case of migration from other institution, attendance at the institution school recognised by the Education Department of the State/Union Territory from which the candidate migrates will be taken into account in calculating the required percentage of attendance.

7.2 Requirement of Attendance in Subjects of Internal Assessment

- (i) No student from a School affiliated to the Board shall be eligible to take the examination unless he has completed 75% of attendance counted from the opening of Class X upto the 1st of the month preceding the month in which the examination commences in the subjects of internal assessment.
- (ii) Exemption from W.E./Art Education/P & HE may be granted to a candidate on medical grounds provided the application is supported by a certificate given by a Registered Medical Officer of the rank not below that of Asstt. Surgeon and forwarded by the Head of the School with his recommendations.
- (iii) the Chairman shall have powers to condone shortage of attendances in subjects of internal assessment.

8. RULES FOR CONDONATION OF SHORTAGE OF ATTENDANCES

- (i) If a candidate’s attendance falls short of the prescribed percentage, the Head of the School may submit his name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of the examination, the Head of the institution shall report the case to the regional Officer concerned immediately. If in the opinion of the Head of the institution, the candidate deserves special consideration, he may submit his recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendances by the Chairman, CBSE, who may issue orders as he may deem proper. The Head of the School, in his letter requesting for condonation of shortage in attendance should give the maximum possible attendance by a student counted from the day of commencement of teaching of classes X (beginning of the session) upto the 1st of the month preceding the month in which the examination of the Board commences, attendance by the Candidate in question during the aforesaid period & the percentage of attendance by such candidate during the aforesaid period.

- (ii) Shortage upto 15% only may be condoned by the Chairman. Cases of candidates with attendance below 60% in Class-X shall not be considered and Class-XII, as the case may be, shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like Cancer, AIDS, T.B. or any other disease or injury requiring long period of hospitalization.
- (iii) The Principal shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.
- (iv) The following may be considered valid reasons for recommending the case of the candidates with attendance less than the prescribed percentage :-
 - (a) Prolonged illness;
 - (b) loss of father/mother or some other such incident leading to his absence from the school and meriting special consideration; and
 - (c) any other reason of similar serious nature.
- (v) Authorised participation in sponsored tournaments and Sports' meet of not less than inter school level and at NCC/NSS Camps including the days of journeys for such participation shall be counted as full attendance.

9. DETAINING OF ELIGIBLE CANDIDATES.

Heads of affiliated schools shall not detain eligible candidates from appearing at the examination of the Board except for very grave reasons and with the previous permission of the Chairman.

10. PRIVATE CANDIDATES

Definition : Refer Examination Bye-Laws.

10.1 Persons eligible to appear as Private Candidates for Delhi Secondary School Examination:

The following categories of candidates shall be eligible to appear as private candidates at the Delhi Secondary School Examination of the Board in the Syllabus and courses as prescribed for the examination concerned on the conditions as laid down below:-

- (a) Candidates who had failed at the Delhi Secondary School Examination of the Board.
- (b) Teachers serving in educational institutions affiliated to the Board.
- (c) (i) Woman candidates who are bonafide residents of the National Capital Territory of Delhi and satisfy the following additional conditions:-
 - (a) that they have privately pursued the prescribed course of study under proper guidance; and
 - (b) that they are unable to join a Secondary School affiliated to the board or there are such other reasons compelling them to appear at the examinations as a private candidate.
- (ii) A Woman student who had left an institution at a stage earlier than or in Class IX shall not be permitted to appear at the examination as a private candidate a year earlier than in which she would have appeared, had she continued her studies in a recognised institution upto

Secondary Examination.

- (a) Physically handicapped students on producing reasonable evidence of having difficulty to attend normal institution in the subjects not involving practical training/examination.

10.2 Persons eligible to appear as Private Candidates for All India Secondary School Examination.

- (i) A candidate who had failed at the All India Secondary School Examination of the Board, will be eligible to reappear at the subsequent examination as a private candidate in the syllabus and text books as prescribed for the examination of the year in which he will reappear.
- (ii) Teachers serving in institutions affiliated to the Board.

11. PROCEDURE FOR SUBMISSION OF APPLICATIONS OF PRIVATE CANDIDATES AT ALL INDIA/DELHI SECONDARY SCHOOL EXAMINATION

- (i) The application forms for teachers shall be countersigned by the Director of Education of the State/U.T. concerned and those of others by a member of the Governing Body of the Board or by the Head of an institution affiliated to the Board.
- (ii) A private candidate must submit within the prescribed date to the regional Officer concerned, an application in the form prescribed together with the prescribed fee for the examination and three copies of the passport size photograph duly signed by the candidate and countersigned by one of the authorities mentioned at (i) above.
- (iii) If the application of a private candidate is received after the prescribed date, he shall pay late fee as prescribed.
- (iv) When a private candidate's application for admission to the examination is rejected, the examination fee including late fee, if any paid by him less Rs. 10/- or the amount as decided by the Chairman from time to time will be refunded to him provided that in the case of candidates whose applications have been rejected on account of the candidates' producing a false certificate or making false statement in the application, the full amount of fees shall be forfeited.
- (v) Those regular candidates who have failed to obtain promotion to class X of the school affiliated to the Board or any other recognised Board shall not be admitted to the Delhi Secondary School Examination of the Board as private candidates.
- (vi) Every year in the beginning of the session, the heads of schools shall send to the Regional Officer Delhi, a list of female and handicapped students who have been detained in Class IX containing student's name, date of birth, name of his/her father or guardian and the place of residence.
- (vii) Women Private Candidate shall not be allowed to offer Science with practical work, unless she has put in a regular course of study in an institution affiliated to the Board and produces a certificate to that effect to the satisfaction of the Board. However, notwithstanding this condition they can offer Home-Science with Practical without such a certificate.
- (viii) Private Candidates shall not be allowed to offer for their examination a subject (even if the subject is recognised for the examination) which is not being taught in an affiliated institution.