

From

The District Education Officer,
UT, Chandigarh

To

✓ The Heads/Principal,
Private Unaided Recognized Schools of UT Chandigarh

Memo No. DEO/UT/CA/2025/ 33649-80
Dated Chandigarh, the 21/12/2025

Subject: Admission Schedule for Entry level Classes for seats other than EWS/DG category in Private Unaided Recognized Schools of UT Chandigarh, for the session 2026-27.

1. The admission schedule along with instructions for admissions for the Seats **other than EWS/DG Category seats at the Entry Level Classes** in Private Unaided Recognized Schools of UT Chandigarh is being issued for the Academic session 2026-27 that must be followed in letter and spirit. The details are:

(i) Schedule: -

a)	Display of information regarding Admission Notice	before 08.12.2025
b)	Issue and Receipt of Admission forms	Between 09.12.2025 to 22.12.2025
c)	List of Eligible Candidates to be displayed on the school notice board as well as on school website.	by 16.01.2026
d)	Display of list of selected Candidates	by 02.02.2026
e)	Deposit of Fee by Selected Candidates	by 13.02.2026

(ii) The Admission Notice must contain the information, interalia:--

- Admission schedule with dates
- Admission Criteria
- Name of the Entry class
- Total No. of seats (along with seats breakup)
- Age Criteria
- Documents required for admission
- Date of draw
- Fee Structure

(iii) The admission form will be free of cost. However, Rs. 150/- may be charged by the school from the non-EWS/DG students as Registration fee at the time of submission of the admission form.

(iv) No deviation from the above schedule is permitted.

2. The Age criteria (reference NEP2020) for the session 2026-27 as on 01.04.2026 should be: -

Classes	Children Born Between
Pre-Primary Level I	01.04.2022 to 31.03.2023 (3 to 4 years)
Pre-Primary Level II	01.04.2021 to 31.03.2022 (4 to 5 years)
Pre-Primary Level III	01.04.2020 to 31.03.2021 (5 to 6 years)

3. The number of seats at the Entry Level classes shall not be less than the highest number of seats in the Entry level classes during the last three years i.e. 2023-24, 2024-25, 2025-26 unless exempted/specified by the Competent Authority at the Department of Education, UT Chandigarh. The details of all entry level classes along with the seats available for admission in the session (2026-27) must be declared and displayed on the respective notice boards/website and hard copy for the same in **Annexure-1 format (on school letterhead) duly signed by head of the concerned school be furnished to the DEO Office by 05.12.2025 positively i.e. before the admission information is displayed.**
4. No school or person shall collect any Capitation fee/Donation from the parents/guardians of any applicant/student. Any school or person who contravenes this provision shall be liable for the consequences as per the extant rules.

5. All Private Unaided Recognized Schools are to ensure that their admission criterion is in strict compliance with the extant law and Rules/Regulations/instructions issued from time to time by the Department of Education, UT Chandigarh.
6. No Private Unaided Recognized Schools shall process the admission of EWS/DG category students manually. The admission for EWS/DG Category Students for all schools shall be through the Department's Centralized EWS/DG Category Admission portal.

Note: All schools shall display the Admission Schedule/Notice and related information on their respective notice boards and websites.

Raj
District Education Officer
UT, Chandigarh

CC:

The Director School Education for information please.

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District Education Officer
UT, Chandigarh