

**GOVERNMENT OF WEST BENGAL**  
ELEMENTARY EDUCATION BRANCH  
BIKASH BHAWAN, SALT LAKE CITY  
KOLKATA-700091

No. 867-SE(EE)/10M-186/2010

Date:19/11/2015

**MEMORANDUM**

The following methodology shall be followed for admission of children in elementary classes including Pre-Primary Class in all Government schools including Model schools for the academic session-2016.

- i) As per provision of RTE Act, 2009, no child or his/her parents or guardian will be subjected to any kind of screening procedure. All children from 6-14 years shall be admitted to their age appropriate classes in neighbour-hood schools and elementary education including pre-primary education shall be provided to them free of cost.
- ii) It has been decided that admission in elementary classes including pre-primary class shall be done through draw of lots if number of candidates seeking admission to a class is more than the number of seats available for admission.

**Mode of conducting draw of lots shall be as follows:**

- (a) At first a general draw of lots from amongst all applicants praying for admission irrespective of category [viz. SC/ST/OBC(A)/OBC(B) etc.] is to be done to select the unreserved candidates.
- (b) Thereafter a series of draw of lots from the left over applications are to be arranged category-wise to fill up the reserved seats.

**Category-wise percentages of reserved seats are as below:**

Scheduled Caste-22%, Scheduled Tribe-6%, OBC (A) - 10%, OBC (B)- 7% and Children with Special Need-3%.

It may be mentioned here in this connection that if seats reserved for SC remain unfilled by SC candidates they may be filled by ST candidates and vice versa. However, after completion of the aforesaid exercise if more seats are available which could not be filled up due to non-availability of SC/ST candidate they should be taken in the unreserved pool. Moreover seats meant of OBC(A) & OBC(B) candidates if could not be filled up due to non-availability of OBC(A) & OBC(B) candidates will also be taken in the unreserved pool. Such unreserved seats shall be filled by candidates as per norm. For this a waiting list may be maintained in the first draw of lots as at (ii) (a) above.

iii) Children seeking admission for pre-primary class shall be 5 years of age or above and below 6 years as on 01.01.2016. All children of the age of 6-14 years shall be admitted to their age appropriate classes as below:

- (a) For Class I, the age of 6 years and above but less than 7 years of age.
- (b) For Class II, the age of 7 years and above but less than 8 years of age:
- (c) For Class III, the age of 8 years and above but less than 9 years of age:
- (d) For Class IV, the age of 9 years and above but less than 10 years of age:
- (e) For Class V, the age of 10 years and above but less than 11 years of age:
- (f) For Class VI, the age of 11- years and above but less than 12 years of age:
- (g) For Class VII, the age of 12 years and above but less than 13 years of age:
- (h) For Class VIII, the age of 13 years and above but less than 14 years of age.

However children who have completed any class at a lesser age as per prevalent rule in force at the material point of time in any school may be allowed to proceed to the next class.

(Contd.....2)

Any school which wishes to increase the number of seats may send proposal to the Department.  
This may be communicated to all concerned for strict compliance.

Sd/- A. Roy  
Pr. Secretary  
School Education Department

No.: 867/1(112)-SE(EE)/10M-186/2010

Date: 19/11/2015

Copy forwarded to the:

- 1) Commissioner of School Education, West Bengal,
- 2) State Project Director, PBSSM,
- 3-7) Joint Secretary, (P&B Branch)/(Law Branch)/Secondary Branch  
/(Primary Branch)/(Admn. Branch), School Education Department,  
Bikash Bhawan, Salt Lake, Kolkata-700 091,
- 8) Commissioner, Kolkata Municipal Corporation,  
5, S. N. Banerjee Road, Kolkata-700 013, Fax 22S61434
- 9) President, West Bengal Board of Primary Education,  
Acharya Prafulla Chandra Bhawan, DK-7/1, Sector-II,  
Salt Lake, Kblkata-700 091, Fax No. 23211202
- 10) Administrator, West Bengal Board of Secondary Education,  
Nivedita Bhawan, Karunamoyee, Bidhan Nagar, Kol-91. Fax No; 2321- 3812
- 11-30) District Magistrate, .....  
..... (all Districts)
- 31-50) District Inspector of Schools (SE), .....  
..... (all Districts)
- 51-70) District Inspector of Schools (PE), .....  
..... (all Districts)
- 71-90) Chairman, DPSC .....  
..... (all Districts)
- 91-110) District Project Officer, SSM .....  
..... (all districts)
- 111) Shri Subrata Roygupta, Senior Scientist, NIC - for up loading in the Web portal of this Deptt.
- 112) OSD to Hon'ble MIC, School Education Deptt.- for kind perusal of Hon'ble MIC.

OSD & ex. Officio Special Secretary  
School Education Department