

# User Manual

Login with [http://117.239.183.208/rte\\_admission/](http://117.239.183.208/rte_admission/)

1. Click on “**Register Here!!**” button to start the registration.



The screenshot shows the login page for the Department of School Education Haryana. The header includes the department name and the portal title 'ADMISSION UNDER RTE ACT-2009 (UJWAL PORTAL)'. On the left, there is a 'Steps to Apply Online' section with an illustration of children and a 'Step 1: Register Here !!' button. On the right, there is a login form for 'Only Registered Candidate Login Here' with fields for 'Registration Number' (containing '55714ABE') and 'Password'. Below the fields is a 'Login' button. There are also links for 'Forgot your password?' and 'Forgot Registration Number?'. At the bottom, there is a 'HELPDESK' contact information.

- (II) Pop-up box will be activated as given in screen (II)



The screenshot shows the 'NOTICE/GUIDELINES' section. It is divided into two parts: 'PART-A [INSTRUCTIONS]' and 'PART-B [SELF DECLARATION STATEMENT]'. Part A contains three instructions: 1. PLEASE REFER USER MANUAL BEFORE USE OF PORTAL. 2. PLEASE REFER GENERAL GUIDELINES CAREFULLY FOR FILLING THE ONLINE PORTAL. 3. THE APPLICANT WILL BE RESPONSIBLE FOR ANY MISTAKES MADE BY HIM/HER IN THE ONLINE APPLICATION FORM. DEPARTMENT SHALL NOT BE RESPONSIBLE OR LIABLE IN ANY WAY. Part B contains a self-declaration statement with a checkbox and the text: 'Verified that I fulfill/read all above instructions mentioned at PART-A. If anything is found wrong, I shall be responsible for legal action or rejection of candidature.' Below the statement is a 'Next' button.

2. Click on “**हाँ मैंने सभी निर्देश पढ़ लिए हैं**” Button after reading the instructions carefully and Tick following Self-declaration Check Box and then click on “**Next**” button.



This screenshot is a close-up of the 'PART-B [SELF DECLARATION STATEMENT]' section. It shows a checkbox that is currently unchecked, followed by the text: 'Verified that I fulfill all above eligibility conditions mentioned at PART-A. If anything is found wrong, I shall be responsible for legal action or rejection of candidature.' Below this text is a 'Next' button.

3. Form will be open and you have to fill the complete detail of student carefully and correctly purely as per documents like Student Name, Father Name, DOB, Aadhaar number, Family ID, valid mobile number & Email as shown in below screenshot:

Father's Full Name of Child	test3	
Gender of Child	Female	
Date of Birth of Child	08 September 2000	
Aadhar No of Child	214247077000	
Parivar Pechhan Patra (PPP/Family ID) No	test4	
Mobile	[REDACTED]	Alternate Mobile
E-mail	[REDACTED]@gmail.com	
Apply for Class	Nursery	
Apply Under Category (EWS/Dis-Advantage Group)	Below Poverty Line	

<b>PART-B (ADDRESS DETAILS)</b>	
State	Haryana
District	Amritsar
Block Name	Narangarh
City/Village Name	test5
Address	test8
PinCode	160022

[SaveNext](#)

DISCLAIMER: THIS SITE IS NOT RESPONSIBLE OR LIABLE IN ANY WAY  
 \* IT IS YOUR DUTY TO CAREFULLY READ THE TERMS AND CONDITIONS OF THE SERVICE.  
 IT IS CERTIFIED THAT THE ABOVE DATA INFORMATION PROVIDED BY ME IS TRUE AND IF ANYTHING IS FOUND FALSE, I SHALL BE RESPONSIBLE FOR ALL THE CONSEQUENCES OF MY MISSTATEMENTS.

11/20/2024, 11:00:00 AM

**Note:** Entry the activate Mobile Number only because it is required for OTP authentication every time when you try for login into the application.

Once above Form filled up completely, click on “**SaveNext**” button. After successful save of Data, Registration ID (UserID) and Password will be generated and shown on top of the above page as shown below:

<b>REGISTRATION FORM</b>	
Your RegistrationID: 55714ABE and Password: B101AFES Plz login again with RegistrationID and Password under Registered User Login to fill other details and for final submission.	
<b>PART-A (PERSONAL DETAILS)</b>	
Name of Ward/Child	
Mother's Full Name of Child	
Father's Full Name of Child	
Gender of Child	--Gender--
Date of Birth of Child	--Day-- --Month--
Aadhar No of Child	
Parivar Pechhan Patra (PPP/Family ID) No	
Mobile	Alternate Mobile
E-mail	
Apply for Class	--Apply Under Class--
Apply Under Category (EWS/Dis-Advantage Group)	--Apply Under Category--
<b>PART-B (ADDRESS DETAILS)</b>	

4. Please write down these credentials carefully OR take the printout with you. Once you got the RegistrationID and Password, click on “**Log Out**” shown in above screenshot.

5. Main page of portal will be opened. Enter your Registration Number and Password and click on “Login” button.

The screenshot shows the login page of the Department of School Education Haryana. The header is green with the text "Department of School Education Haryana" and "ADMISSION UNDER RTE ACT-2009 (JAWAL PORTAL)". Below the header, there are two main sections. On the left, under "Steps to Apply Online", there is an illustration of a school building and two steps: "Step 1:- Register Here!" and "Step 2:- Fill Online Application Form". On the right, under "Only Registered Candidate Login Here", there are input fields for "Registration Number" (containing "8E0D6844") and "Password" (masked with asterisks). A green "Login" button is below the password field. Below the login button, there is a link "If You Forgot your password? or Forgot Registration Number? click on below link" and two buttons: "Forgot your password?" and "Forgot Registration Number?". At the bottom, there is a HELPDESK contact information: "HELPDESK for Online Registration/Technical Help: 0172-5048601 and rta.admission.hryedug@rediffmail.com (for Technical Assistance). (Helpline Timing - 09:00 A.M. to - 05:00 P.M. Monday to Friday) (Working Days)".

6. Enter OTP received on your Registered Mobile Number for Login:

The screenshot shows the OTP verification step. It features a "Registration Number" field with the value "8E0D6844" and a red warning icon. Below it is a "Password" field with the placeholder "Enter Password". A green "Login" button is positioned below the password field. Underneath is an "Enter OTP" field with the placeholder "Enter OTP" and a red warning icon. Below the OTP field is a green "Verify OTP" button and a red message "OTP sent on Mobile: 9855XXXX71". At the bottom, there is a link "If You Forgot your password? or Forgot Registration Number? click on below link" and two buttons: "Forgot your password?" and "Forgot Registration Number?".

7. On Successful Login, following Alert message be read carefully and click on “Ok” button.

117.239.183.208 says

ADMI

Please upload your passport size image.  
 [Note: Both Photograph and Signature are mandatory before going to next page.]

OK

sion:2

## REGISTRATION FORM

8. Upload signature and photograph of student by following the instructions regarding size (upto 100 kb) and format (only .jpg, .jpeg) of document mentioned in the Portal as shown below.

PART-B (ADDRESS DETAILS)	
State:	Maryana
District:	Rewari
Block Name:	Bawal
City/Village Name:	Text
Address:	Text
PinCode:	911111

PART-C (PHOTOGRAPH & SIGNATURE (Note: Both Photograph and Signature are mandatory before going to next page))	
<p><b>PHOTOGRAPH OF THE STUDENT</b></p> <p>Click on below image to upload the passport size photo of the Student</p>  <p><b>Fetch Passport Photo</b></p>	<p><b>SIGNATURE OF THE PARENT</b></p> <p>Click on below image to upload the signature photo</p>  <p><b>Fetch Signature</b></p>

For uploading the Photo & signature, click on image shown above and after selecting the requisite document click on “**Fetch Passport Photo**” button and “**Fetch Signature**” Button respectively. After click on image, following pop-up will be open:

117.239.183.208/rte\_ad... — □ ×

Not secure 117.239.183.208/rte\_admis...

**Photo/Signature Upload Section**

Choose file No file chosen

**Upload File**

Note: If above window not opened, kindly ensure that your browser java-script should be enabled.

After uploading the both files, click on “**Save/Next**” Button appeared bottom of the page after photo & signature.

9. Following page will be appeared. Upload Clear readable copy of student Aadhaar and Parivar Pehchan Patra (PPP/FamilyID) in PDF format (Size note more than 300kb). Click on image for uploading the respective document.

**ONLINE APPLICATION FOR ADMISSION UNDER RTE ACT, 2009 (Session:2025-26)**  
 Department of School Education Log Out  
Welcome PARDEEP.EBC@7AC

**SCHOOL CHOICES/DOCUMENT ATTACHMENT FORM**

PARDEEP, Nursery

**PART-A (DOCUMENTS TO BE ENCLOSED)**

(1) Attach Certificate of Children Aadhaar :  

(2) Attach Certificate of Parivar Pehchan Patra (PPP/Family ID) :  

**PART-B (FILL SCHOOL CHOICES)**

Choice Priority	Distance From Home	Station Name		Activity
<input type="text" value="Choice"/>	<input type="text" value="Distance"/>	<input type="text" value="School"/>	<input type="text" value="Station Name"/>	<input type="button" value="Add"/>
Delete	Choice Priority	Distance from Home	District	Station Name
<input checked="" type="checkbox"/>	1	1-3 KM	Panchikula	The Pioneer School Panchikula[30415], Block: Barwala [Panchikula]
<input checked="" type="checkbox"/>	2	0-1 KM	Panchikula	SATLUJ PUBLIC SCHOOL, PANCHIKULA[24603], Block: Pinyore
<input checked="" type="checkbox"/>	3	1-3 KM	Panchikula	Little Flower Middle School[27208], Block: Pinyore
<input checked="" type="checkbox"/>	4	1-3 KM	Panchikula	BRILLIANCE WORLD SEC-12 PNL[24552], Block: Pinyore
<input checked="" type="checkbox"/>	5	1-3 KM	Panchikula	DOON PUBLIC SCHOOL SEC-21 PNL[24563], Block: Pinyore
<input checked="" type="checkbox"/>	6	1-3 KM	Panchikula	HANSRAJ PUBLIC SCHOOL[24570], Block: Pinyore

10. Once the both documents uploaded, you have to submit the school preference in order of choices. Please fillup your school choices carefully.

**SCHOOL CHOICES/DOCUMENT ATTACHMENT FORM**

PARDEEP, Nursery

**PART-A (DOCUMENTS TO BE ENCLOSED)**

(1) Attach Certificate of Children Aadhaar :  

(2) Attach Certificate of Parivar Pehchan Patra (PPP/Family ID) :  

**PART-B (FILL SCHOOL CHOICES)**

Choice Priority	Distance From Home	Station Name		Activity
<input type="text" value="Choice"/>	<input type="text" value="Distance"/>	<input type="text" value="School"/>	<input type="text" value="Station Name"/>	<input type="button" value="Add"/>
Delete	Choice Priority	Distance from Home	District	Station Name
<input checked="" type="checkbox"/>	1	1-3 KM	Panchikula	The Pioneer School Panchikula[30415], Block: Barwala [Panchikula]
<input checked="" type="checkbox"/>	2	0-1 KM	Panchikula	SATLUJ PUBLIC SCHOOL, PANCHIKULA[24603], Block: Pinyore
<input checked="" type="checkbox"/>	3	1-3 KM	Panchikula	Little Flower Middle School[27208], Block: Pinyore
<input checked="" type="checkbox"/>	4	1-3 KM	Panchikula	BRILLIANCE WORLD SEC-12 PNL[24552], Block: Pinyore
<input checked="" type="checkbox"/>	5	1-3 KM	Panchikula	DOON PUBLIC SCHOOL SEC-21 PNL[24563], Block: Pinyore
<input checked="" type="checkbox"/>	6	1-3 KM	Panchikula	HANSRAJ PUBLIC SCHOOL[24570], Block: Pinyore

Note: If you want to delete any choice, you needs to start the delete of choices from last choice. System will not allow to delete the middle choice.

11. After submission of complete form, you may take the print out of your document by clicking on "Submit Final/ Print Application" button available on top of this page as shown below:

**Update Registration Details**

**Submit Final/ Print Application**

**PART-A [DOCUMENTS TO BE ENCLOSED]**

(1) Attach

(2) Attach Certificate of Parivar

**PART-B [FILL SCHOOL CHOICES]**

**Choice Priority**

--Choice--

Delete	S#	Choice Priority
	17	1
	18	2

12. Complete form dully fill-up by you will be appeared. Please review this form carefully. If details found correct, click on "Final Submit" button shown below of the form.

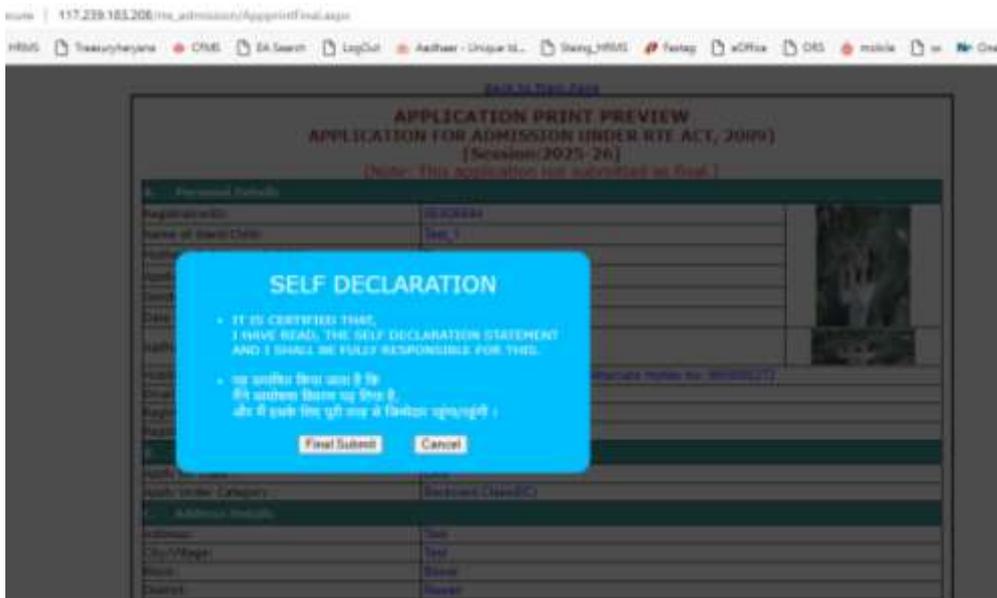
C. Address Details	
Address:	Panchkula
City/Village:	Sec - 19
Block:	Pinjore
District:	Panchkula
PinCode:	134109
State:	Haryana

D. Attached Documents	
Certificate of Children Aadhaar :	
Certificate of (PPP/Family ID) :	

E. School Choice Details						
S#	Choice Priority	Distance From Home	District	School	Submitted On	IP Address
1	1	1-3 KM	Panchkula	The Pioneer School Panchkula[30415], Block: Barwala [Panchkula]	13 Jun 2025 11:50:17:990	103.217.118.74
2	2	0-1 KM	Panchkula	SATLUJ PUBLIC SCHOOL PANCHKULA[24603], Block: Pinjore	13 Jun 2025 11:54:11:413	103.217.118.74
3	3	1-3 KM	Panchkula	Little Flower Middle School[27206], Block: Pinjore	13 Jun 2025 11:54:47:317	103.217.118.74
4	4	1-3 KM	Panchkula	BRILLIANCE WORLD SEC-12 PKL[24552], Block: Pinjore	13 Jun 2025 11:55:56:990	103.217.118.74
5	5	1-3 KM	Panchkula	DOON PUBLIC SCHOOL SEC-21 PKL[24563], Block: Pinjore	13 Jun 2025 11:56:32:457	103.217.118.74
6	6	1-3 KM	Panchkula	HANSRAJ PUBLIC SCHOOL[24570], Block: Pinjore	13 Jun 2025 11:56:53:667	103.217.118.74

F. Self Declaration Statement
<ul style="list-style-type: none"> <li>1) THE APPLICANT WILL BE RESPONSIBLE FOR ANY MISTAKES MADE BY HIM/HER IN THE ONLINE APPLICATION FORM, DEPARTMENT SHALL NOT BE RESPONSIBLE OR LIABLE IN ANY WAY.</li> <li>2) IF A STUDENT SUBMITS A SCHOOL CHOICE THAT DOES NOT MATCH THE SELECTED DISTRICT AND CLASS, OR IS NOT ON THE LIST OF AVAILABLE SCHOOLS WITH VACANCIES IN THE SPECIFIED DISTRICT AND CLASS, THE SAID SCHOOL CHOICE WILL NOT BE CONSIDERED FOR ALLOCATION.</li> <li>3) I HAVE READ THE GENERAL GUIDELINES CAREFULLY FOR FILLING THE ONLINE PORTAL.</li> </ul> <p><b>IT IS CERTIFIED THAT THE ABOVE SAID INFORMATION, PROVIDED BY ME IS TRUE AND IF ANYTHING IS FOUND WRONG, I SHALL BE RESPONSIBLE FOR LEGAL ACTION/CANCELLATION OF MY CANDIDATURE.</b></p>

13. Following pop-up will be appeared. After reading the instructions carefully, click on “Final Submit” button.



Once you will submit your application finally, your process will be completed.

Note: Such Applications which are not submitted “Finally” will be treated as incomplete and not considered for allocation of seats under RTE.

4. You can “Edit” your application by clicking on “[Edit/unlock application](#)” given on top and the application at any time before closing date but in such circumstances, it should be ensure that above mentioned process should be followed again and don’t forget to submit your application finally by click on “Final Submit” button. Final Submission is required every time after unlocking the application for Editing.

## APPLICATION UJJWAL PRINT

(APPLICATION FOR ADMISSION UNDER RTE ACT, 2009)

[Session:2025-26]

Report Print Date: 13-06-2025 16:03

Edit/Unlock Application

A. Personal Details						
RegistrationID:	EBC0F7AC					
Name of Ward/Child:	PARDEEP					
Mother's Full Name of Child:	BIMLA DEVI					
Applicant Father Name:	CHANDI RAM					
Gender:	Male					
Date of Birth:	28-10-2021					
Aadhar No:	XXXXXXXX-7398 <span style="color: red;">Parivar Pehchan Patra</span>					
Mobile No:						
Email-ID:						
Registration Date:	13-06-2025					
Registration IP:	103.217.118.74					
Final Submission Date:	13-06-2025					
B. Apply for Category						
Apply for Class :	Nursery					
Apply Under Category :	Below Poverty Line					
Apply Under Sub-Category (Specific Whether Applicant Belongs To) :	General					
C. Address Details						
Address:	Panchkula					
City/Village:	Sec - 19					
Block:	Pinjore					
District:	Panchkula					
PinCode:	134109					
State:	Haryana					
D. Attached Documents						
Certificate of Children Aadhaar :						
Certificate of (PPP/Family ID) :						
E. School Choice Details						
S#	Choice Priority	Distance From Home	District	School	Submitted On	IP Address
1	1	1-3 KM	Panchkula	The Pioneer School Panchkula[30415], Block: Barwala [Panchkula]	13 Jun 2025 11:50:17:990	103.217.118.74
2	2	0-1 KM	Panchkula	SATLUJ PUBLIC SCHOOL PANCHKULA[24603], Block: Pinjore	13 Jun 2025 11:54:11:413	103.217.118.74
3	3	1-3 KM	Panchkula	Little Flower Middle School[27206], Block: Pinjore	13 Jun 2025 11:54:47:317	103.217.118.74
4	4	1-3 KM	Panchkula	BRILLIANCE WORLD SEC-12 PKL[24552], Block: Pinjore	13 Jun 2025 11:55:56:990	103.217.118.74
5	5	1-3 KM	Panchkula	DOON PUBLIC SCHOOL SEC-21 PKL[24563], Block: Pinjore	13 Jun 2025 11:56:32:457	103.217.118.74

Note: During editing, if you change the Class OR District of the student, already filled up choices will also be deleted automatically by the system and you have to submit all school preferences afresh. So be careful while updation of Data.

### Additional Helping Tools

1. In you forget your registration ID OR Password, may get it from “[Forgot your password](#)” OR “[Forgot Registration Number?](#)” button available on login page as shown below:

☐ Only Registered Candidate Login Here

Registration Number

Password

[Login](#)

If You Forgot your password? or Forgot Registration Number? click on below link

[Forgot your password?](#) [Forgot Registration Number?](#)

HELPLINE: For Online Registration/Technical Help: 0172-5049801 and rte.admission.hryedu@gmail.com (for Technical Assistance) (Helpline Timing - 09:00 A.M. to - 05:00 P.M. Monday to Friday) (Working Days)

2. Enter required information like Aadhaar number, DOB etc. and click on “Submit” Button. OTP will be received on your registered mobile number:

[Click Here for Login Section](#)

Forget User Section

**Date of Birth**

-Day-

-Month-

Year (4 digit)

Mobile (10 digit)

[Submit](#)

Helpline No: 0172-5049801 For any query:  
rte.admission.hryedu@gmail.com

Developed By: ITCELL, DSE

After entering the valid OTP, system will show the RegistrationID & Password.

Please call on helpline number 0172-5049801 during office hours (9.00 AM to 5.00 PM) for technical support.