Guide to Admissions (Schools) 2024-25

FOR ADMISSION TO

CLASS I, VI & IX

Aligarh Muslim University

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INTRODUCTION

Aligarh Muslim University is one of the oldest premier Central Universities of India with a unique and rich culture of its own. The University has its origin in a school founded in 1875 by the great educationist, social reformer and visionary **Sir Syed Ahmad Khan**.

In tune with the ideals of Sir Syed Ahmad Khan and with the aim to educationally uplift a larger section of the community, Aligarh Muslim University maintains a number of Schools as follows:

1. Syedna Tahir Saifuddin (STS) School (Minto Circle)
2. Raja Mahendra Pratap Singh(RMPS) AMU City School
3. AMU Girls' School
4. Ahmadi School for Visually Challenged
5. AMU Abdul Baseer Khan (ABK) High School
6. AMU City Girls High School
7. Abdullah School
8. Sayyid Hamid (SH) Senior Secondary School (Boys)
9. Senior Secondary School (Girls).

All Schools maintained by the University were established with the aim for imparting education to the backward community in general and the Muslim Community in particular. Admission, however, is open to children of all communities without distinction of caste, creed and religion.

These schools generally follow the C.B.S.E. / N.C.E.R.T. curriculum. Due attention is paid to the overall personality development of the students and they are encouraged to excel not only in academics, but also in sports and extra-curricular activities. The Schools celebrate all National festivals and missions to inculcate sprit of patriotism among its students.

Sayyid Hamid Senior Secondary School (Boys), S.T.S. School and R.M.P.S. AMU City School admit only male candidates while Senior Secondary School (Girls), AMU Girls' School and AMU City Girls' High School (Qazi Para) offer admission to female candidates only. AMU ABK High School offers admission to both boys and girls. Visually impaired boys and girls can seek admission in Ahmadi School for the Visually Challenged. Abdullah School is a co-educational School admitting both boys and girls.

ADMISSION & FEE STRUCTURE

Fee charged for various classes up to Class X in the Schools is as follows:

Class	Annual Amount of Fee (Rs.)	Fee per installment (Rs.)
I-VIII(Boys)	4920.00	1230.00
IX-X (Boys)	7320.00	1830.00
I-X (Girls)	4920.00	1230.00

Note:
- The fee shall be charged in four equal installments.
- The Fee as specified above may be revised by the University from time to time and notified accordingly.
- Hostel and Food Charges are extra, wherever applicable.
- An admission fee of Rs.100.00 is chargeable at the time of admission.
- An additional amount of Rs.200.00 per annum is chargeable towards Students Benevolent Fund.

SCHOOL UNIFORM

All the Schools have prescribed Uniform for admitted students. The details of the prescribed School Uniform are provided to the candidates at the time of admission from respective schools.

HOSTEL ACCOMMODATION

Hostel facilities are only available for students admitted to Class VI in S.T.S. School and for students admitted to Class IX in S.T.S. School and AMU Girls School and also for students admitted to Ahmadi School for the Visually Challenged.

It is important to note that in view of the limited hostel accommodation, the candidates should clearly understand that the grant of admission to the above mentioned Schools would not ensure allotment of hostel accommodation. Accommodation to students will be provided as per the policy / rules laid down by the Schools, subject to the availability of seats in the hostel.

IMPORTANT INFORMATION & RULES

Important information and Rules pertaining to admission for the session **2024-25** are as given below and are part of the Guide to Admission (Schools) which can be seen / downloaded from the website:

www.amucontrollerexams.com

Candidates who apply for admission, their parents/guardian are advised to carefully read the same and it shall be presumed that they agree to abide by the same.

1. Admission to all Classes as detailed in this Guide is open to **Indian Nationals only**. However, a few seats are additionally earmarked for **Foreign Nationals and children of Non-Resident Indians** (NRI). Candidates applying under foreign national/children of Non-resident Indians category should refer to the relevant Guide/Supplement for them.

2. Candidates can apply for admission to Class I, VI and IX only.

3. The School reserves the right not to admit any candidate to a class even though a notification inviting applications for admission to the same has been issued.

4. The School reserves the right to deny admission to any candidate/applicant seeking admission to any class of study who has been found indulging in any criminal, illegal or anti-social activity and whose presence in the School campus will be detrimental to peaceful atmosphere in the School.

5. Use of unfair means/impersonation in Admission Test and canvassing in any manner for securing admission shall render a candidate disqualified.

6. Eligibility rules as specified for each class shall be strictly followed and shall not be relaxed under any circumstance. Candidate should satisfy himself/herself that he/she fulfills the eligibility requirements prescribed for admission to the concerned class.

7. A candidate shall be eligible to apply for admission to a class if he/she has passed the qualifying examination (wherever required) from a recognized school and also fulfills all other eligibility requirements in terms of Transfer Certificate, age etc. If the age falls short or exceeds even by a single day, the candidate shall not be eligible for admission.

8. Candidates awaiting result of qualifying examination (wherever required) may also apply for admission with the clear stipulation that in the event of their selection they will be entitled to admission only if they fulfill all eligibility requirements of concerned class at the time of admission.

9. Changes, if any, made in the Intake, Admission Rules and/or in the eligibility criteria from time to time, shall be applicable to candidates seeking admission in the School even after notification.

10. Application Forms may be rejected if:
    a) Submitted incomplete.
    b) Not submitted on prescribed form
    c) Submitted without online payment of the requisite fee,
    d) Submitted after the last date.

    and no correspondence shall be entertained in this regard. **No relaxation in the last date shall be granted**. The University takes no responsibility for non-submission of Application Forms or any other communication related to admissions.

11. Admit Card to appear in the Admission Test will be downloadable from Controller's website **www.amucontrollerexams.com** one week before the Admission Test date.

12. Candidate should ensure that he/she possesses the proper Admit Card before he/she reaches the Test Centre.

13. The medium of the Test paper shall be as opted by the candidate in his/her Application Form.

14. The University reserves the right to make changes in the notified Admission Test Schedule.

15. In case any candidate who does not meet the eligibility criteria prescribed for the concerned class appears in the Admission Test, he/she shall be doing so at his/her own risk and cost, and if at any stage, it is found that the candidate does not fulfill the eligibility requirements, the admission, if granted, shall be cancelled *ipso facto*.

16. For answering the questions, answer sheet / booklet shall be provided to the candidates applying for admission to Class I. Candidates are required to write the answers to the questions in the answer sheet / booklet only.

17. For answering the questions, OMR answer sheets shall be provided to the candidates applying for admission to Class VI and IX. Candidates are required to mark the answers to the questions on the OMR answer sheet only.

18. The lists of candidates short listed for Interview/Counselling and/or the lists of those selected for admission will be displayed on the Controller's Office Website/ Notice Boards of the concerned Schools. The dates notified for Interaction/Interview/Counselling/ Admission shall strictly be followed. It is the responsibility of the candidate to keep himself / herself informed from Notice Board(s)/ website or through their own sources whether their names appear in the displayed lists and thereby make timely arrangements to appear for Interaction/Interview/Counselling/ provisional admission or for physical reporting, as the case may be. The University shall not be responsible if a candidate fails to get information regarding his/her short listing for Interaction/Interview/counselling or selection for admission. No separate intimation letters will be sent to the candidates short-listed for interaction/ interview / counselling or selected for admission.

19. **Candidate is required to produce all relevant Certificates/Documents with regard to his/her date of birth, special categories claimed and other uploaded documents in original at the time of interaction/interview.**

20. The University may issue or display `Chance Memos' in addition to the list of selected candidates. Chance Memo is not an offer of admission but is issued only in case there is likelihood of a vacancy due to any reason. Chance Memo list, if any, shall be displayed on the Controller's Office Website/ notice boards of the Schools. It is the responsibility of the candidate to keep track of all such notices.

21. Any seat that remains unfilled after the completion of admissions of candidates on the select list shall be filled up by the candidate who had reported with reference to his/her Chance Memo on the specified date and time as per the Chance Memo list, if any, strictly in order of Chance Memo Number. However, if such a vacancy arises after the closing date of admissions, the vacancy shall not be filled up and the same shall remain unfilled.

22. No correspondence shall be made to candidates not selected for admission and the documents / certificates / Test Fee / Processing Charges shall not be returned.

23. Selected candidates shall be allotted School and Medium of Instruction through counselling as per their preference indicated at the time of counselling. A candidate who has been selected for a higher preference will have no claim for lower preferences.

24. Selected candidates may be allotted a School over and above the preferences as indicated by them at the time of counselling.

25. A candidate provisionally admitted to a School shall be upgraded, on merit, to another School of higher preference in the event of a vacancy arising therein automatically/ through counselling.

26. A candidate admitted to a School shall be permitted to retain the same if he/she submits an undertaking on prescribed Proforma to the Principal of the School on the date of his/her admission for not upgrading his/her admission to a School higher in preference.

27. All admissions shall be provisional.

28. No candidate shall be allowed to take admission to the Class, if he/she has already passed higher class.

29. Candidates should report in person along with the Parent/Guardian at the time of interaction/interview/physical reporting.

30. Selected candidates shall not be allowed to complete admission formalities in *absentia*. Candidate not reporting for admission on the stipulated date and time, shall forfeit his/her claim for admission. The offer of admission shall stand cancelled and no correspondence in this regard shall be entertained.

31. Candidates will have to upload image of original Mark sheet of the qualifying examination and all other relevant Certificates/Documents at the time of Counselling/completion of admission and subsequently produce them in original on the notified date for physical reporting.

32. All provisionally admitted candidates shall be required to report physically and produce the Originals of all uploaded documents/Marks-Sheets/Certificates and Transfer Certificate as per schedule announced by the University after completion of all provisional admissions.

33. In case any provisionally admitted candidate does not report as per notified schedule or fails to produce the required Original documents or the original documents so produced are found to be tampered/forged, the admission of such a candidate will stand cancelled and it will be the sole responsibility of the candidate. Further, the University will be free to take any legal action against him/her as per law.

34. Admitted candidates shall not be entitled to seek transfer from one medium of instruction/School to another medium of instruction/School.

35. The parents/guardians of the student should come to School personally for the following reasons:
    a) At the time of Interaction/counselling/admission.
    b) While seeking re-admission of their son/daughter.
    c) Whenever called by the Principal/Pro-Proctor/Class Teacher.

    In case either of the parents is not available, the name of a guardian must be registered with the School. The School does not entertain persons claiming to be guardian, brother, uncle etc. of a student unless such person is on the record of the School.

36. The University reserves the right to get any student medically examined and if found medically unfit, the admission of such student will be cancelled.

37. If any error/omission in the processing/verification of Application Form/certificates /documents/eligibility of a candidate is detected after the candidate is admitted to a course in the University, the School has the right to cancel such admission at any stage at which the error/ omission is detected.

38. If it is found, at any stage, that a candidate
    a. does not fulfil the eligibility requirements
    b. has used fraudulent means to secure admission
    c. has made false or incorrect statement(s) in the application form
    d. has not uploaded his/her signature/photo/thumb impression on the application form or has uploaded the same of somebody else.

    Then he/she shall not be allowed to complete the admission formalities, or in case already admitted, his/her admission shall be cancelled, *ipso facto.*

39. In case of cancellation of admission by a candidate, the admission charges/fee of any kind paid by him/her will be refunded as per rules for Refund of Fee.

40. Answer Sheets and other relevant material pertaining to the Admission Test(s) of all the candidates and Application Forms of the non-admitted candidates will be weeded out after 04 months of the Closing Date of Admissions. Therefore, in case of any dispute regarding

admission, the matter must be filed within this period otherwise the relevant records may not be available.

41. Any dispute with regard to any matter relating to admission shall be subject to the jurisdiction of Local Courts at Aligarh and High Court of Judicature at Allahabad, Uttar Pradesh only.

42. The **closing date** for admissions to Classes I, VI and IX in the Schools is **14.08.2024**. Any vacancy arising after this date in any class shall not be filled.

FILLING THE APPLICATION FORM

- The entire application process for admission at Aligarh Muslim University is online, including uploading of scanned images, Payment of Fees, and generation of Confirmation Page. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to the University through Post/ Fax/By Hand.

- Candidates can apply for admission at Aligarh Muslim University only through Online mode. The Application Form, other than online mode, will not be accepted in any case.

- Only one application is to be submitted by a candidate for each class/ course of study.

- Submission of Online Application Form may be done only by accessing the University website:**www.amucontrollerexams.com**

- Candidates must follow the instructions strictly as given in the Guide to Admissions (Schools) and on the website. Candidates not complying with the instructions shall be disqualified.

- Candidates must ensure that e-mail address and Mobile Number provided in the Online Application Form are their own or their parents' as information/ communication, if any, to the candidate will be sent by the University through e-mail on e-mail address or SMS on given Mobile Number only. The University will not be responsible for non-receipt of latest information due to wrong mobile number, e-mail ID and correspondence address filled in theOnline Application Form.

- **Details of Admission Test Fee / Processing Charges:** Details about the Test Fee/Processing charges is available on the relevant pages in this Guide, Only Online payment mode is available for depositing the Test Fee/Processing charges. The details of online payment, if successful, will automatically be posted in the respective column of the Application Form. Candidates (or their parent/guardian in case of minors) are advised to ensure that their payment status is reflected on the application dashboard as well as on application PDF. Only those application where payment status is correctly reflected will only be deemed as successfully submitted.

    Note: If the amount is deducted from candidate's account but not reflected on candidate's application dashboard, then it will not be considered as successful submission of application.

ONLINE FILLING OF APPLICATION FORM

Registering as a new user:

1. **The candidate should register online and provide his / her <u>correct</u> and <u>functional</u> email because the username and password etc. will be sent on this email only.**
2. Please note every candidate has to register <u>separately</u> and will get his/her username and password to access his/her Dashboard for filling as well as tracking the form(s).
3. Only **Single Registration** is sufficient by a candidate for applying to a class both under General Category as well as under Children of NRI category. A candidate who has already submitted the Application Form under General category and wishes to apply under NRI category shall use the same registration (i.e. same username and password) for filling up and submitting the separate Application Form under Children of NRI category.

S.No.	Registration	
1	Username	Choose a username
2	Password	Enter your password
3	Re-Enter Password	Re-enter your password
4	Email	Enter your valid & functional email address
5	Name of the Candidate	Enter the full name of the candidate in capital letters. Donot use Mr / Master / Ms / Miss/Km etc. before the name.

Login into candidate's registered account:

1. The candidate shall login using his/her <u>username</u> and <u>password</u>. Dashboard of the candidate will be available to him/her for filling the form.

2. In case the candidate has forgotten his/her password, <u>Forgot Password</u> link should be used to get the same on the registered email of the candidate.

Updating Profile of the Candidate:

1. The candidate should fill his/her Profile carefully. Fields marked with asterisk are mandatory.
2. After saving the Profile, the candidate will be asked to review and confirm that the particulars entered are correct.
3. Candidate will not be able to Edit/Update his/her Profile after confirmation.
4. If a candidate finds any mistake in his/her Profile after confirmation, then he/she will have to re-register with different Username and Password to complete all the entries afresh.

S.No.	Profile	
1	Username*	Prefilled as given at the time of registration
2	Email*	Prefilled as given at the time of registration
3	Name of the Candidate*	Prefilled as given at the time of registration
4	Alternate Correspondence Email	Specify an alternate email of the candidate
5	Aadhaar No	Specify the AADHAAR number of the candidate
6	Mother's Name*	Write the full name of candidate's Mother. Do not use Mrs / Dr / Smt etc. before the name.
7	Father's Name*	Write the full name of candidate's Father. Do not use Mr / Dr / Shri etc. before the name.
8	Date of Birth*	Specify the date of birth of the candidate (in Christian Era) as recorded in the Birth Certificate.
9	Gender*	Select the gender of the candidate (Male or Female).
10	Mobile No.*	Specify the valid mobile number of the candidate
11	Alternate Mobile No.	Specify the alternate mobile number of the candidate
12	Correspondence Address*	Specify the complete mailing address of the candidate including Pin Code.
13	Permanent Address*	Specify the complete permanent address of the candidate including Pin Code.
14	Nationality*	Specify the nationality of the candidate.
15	Religion*	Specify religion of the candidate (for statistical purposes only)
16	Hostel Accommodation required*	Write 'Yes' if hostel accommodation is required, otherwise write 'No'

Uploading Photo, Signature & Thumb Impression of the candidate:

1. Candidate should have scanned copy of his/her latest front facing good quality colored Photo with white background, signature & Thumb Impression (Left Thumb Impression only) in JPG/JPEG format ONLY for uploading on the website. A detailed specification regarding the same is also available on photo upload page.
2. Candidate should not upload the photo, signature or thumb impression of any other person as any mismatch may result in cancellation of his/her Application/Admission at any stage, even if

he/she qualified for admission. (Note: Signature establishes the identity of the candidate. Hence, the candidate should not merely write his/her name in capital letters. This may lead to rejection of his/her application.)

3. Please note that file extension names such as filename.BMP, filename.PNG, or filename.TIFF are not acceptable. Candidates are advised not to rename files with BMP/PNG/TIFF/etc. to JPG/JPEG. If file is not in JPG or JPEG format convert them to JPG/JPEG format using appropriate software (e.g, Paint) instead of just renaming the file extension.
4. The size of each image must be between 20 KB and 200 KB.
5. Candidate shall ensure to keep 10 copies of the uploaded photo with him/her as the same will be needed at the time of admission, if the candidate is selected.

Special categories claimed by the candidate:

1. Eligible candidate may select any applicable special category if he/she wishes to be considered for admission/nomination under that category.
2. The candidate should follow the step-wise instruction as they appear on the categories page and fill all the categories applicable to him/her. Later on, at the application stage the candidate will be given the option to select a maximum of three categories from amongst the categories that the candidate had filled to be considered under that Application Form.
3. Candidate will have no right to be considered for admission/nomination under a special category if the same is not claimed in the Application Form.
4. It is to be noted that all such candidates will be required to produce necessary documentary proof in support of special categories claimed if short-listed for interaction/interview and/or offered admission.

S.No.	Applicable Special Categories	
1	Child of AMU Alumni	Specify the category/categories under which the candidate wishes to be considered for nomination
2	Child of AMU Employee	
3	Physically Challenged	

Documents to be uploaded by the candidate:

1. Scanned copy of date of birth certificate of the candidate issued from Municipal Corporation.
2. Scanned copy of Marks-sheet / grade-sheet of qualifying examination, if applicable.
3. Scanned copy of documents in support of claim under special category, if any.

Note: It is to be ensured that all documents should be uploaded in JPG/JPEG formatonly and their individual size should lie between 200KB to 2MB.

Applying for a class and making payment:

1. This step has two components- Application & Payment: (i) Filling specific Application details for respective class and (ii) Payment of Test fee/Processing charges online. It is to be noted that both components of this Step must be completed in one go otherwise the application will stand incomplete and applicants will have to re-apply this Step.
2. Candidate must ensure that he/she is eligible to apply for the class for which application is being submitted as the Test Fee/Processing charges are non-refundable.
3. Test fee/Processing fee is to be paid ONLINE only. The candidate should keep ready his/her UPI / Net Banking/Debit Card/Credit Card details and follow the instructions available on the website to make payment. It is to be ensured that correct amount of processing charges is displayed on the generated PDF. If not, then follow Refresh Payment by visiting the Dashboard/Home menu and generate the PDF again with correct amount.
4. No corrections are allowed after submission of online forms except during Correction Window (in limited number of fields).

ITEM	INFORMATION
Class for which applying	Select the Class **(I, VI or IX)** for which the candidate is applying.
Medium	Select only one medium **(English or Urdu)** in which the candidate wishes to appear in the Admission Test/ study in the School

Category	Select the category under which the candidate is applying (**General or Child of NRI/ Foreign National**)
Qualifying exam passed	Specify details of the qualifying examination passed by the candidate.
Year of Passing/ Appearing	Specify year of passing/appearing the qualifying examination.
School last attended	Specify details of the last School attended by the candidate.

SUBMISSION OF APPLICATION FORM

1. For all classes the Online Application Form is submitted electronically the moment the candidate makes the payment of the processing charges and payment is successful.
2. **There is no need to submit the printed copy of their Application Form.** However, the candidate must ensure that all steps for submission of Form have been completed and payment has been made successfully, and is also reflected on applicant's dashboard.
   Note: Candidates are advised to retain a printout of their filled-in form for future reference.

RULES FOR ADMISSION AGAINST SEATS RESERVED FOR PERSONS WITH DISABILITY (PHYSICALLY CHALLENGED)

1. 5% seats are reserved for Persons with Disability in various schools over and above the approved intake.
2. Only those eligible candidates shall be considered for admission under the physically challenged category who have degree of disability to a minimum extent of 40% as prescribed in the "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".
3. Such candidates have to pay only **Rs.100.00** as Admission Test Fee/Processing Charges at the time of applying. Further they will have to pay only **Rs.100.00** towards Admission Charges (Tuition Fee), if selected for admission.
4. Candidates under this category shall be given relaxation to the extent of 5% marks in the Admission Test to determine their eligibility for admission.
5. The Disability Certificate of the candidate should be issued by the Medical Board of the District/State/UT/Medical Institution of National Importance. In case of any doubt about the degree / extent of disability of the concerned candidate, the University reserves the right to get the candidate examined at the time of admission by the Medical Board of the University whose decision in the matter shall be final.

INSTRUCTIONS TO CANDIDATES APPEARING FOR ADMISSION TESTS

1. The Admit Card shall be issued provisionally subject to the scrutiny of the eligibility. It is only after verification of the eligibility that the candidate would be considered for admission. Mere appearing or qualifying in the test does not entitle a candidate for selection / admission.
2. Any discrepancy in the Admit Card, especially with regard to candidate's particulars, must be brought to the notice of the University, by the candidate in writing before the commencement of the Test.
3. The allotted Test Centre of the candidate shall be as specified on the Admit Card.
4. Candidates are required to bring their own Stationary Items required to attempt the Test.
5. Eatables/Beverages (except drinking water) are not allowed inside the Admission Test Hall/Room.
6. Candidates will be permitted to enter into the Admission Test Hall/Room only 15 minutes before the scheduled commencement of the Test and may be subjected to frisking.
7. No candidate will be permitted to enter the Admission Test Centre/Hall/Room 15 minutes after the scheduled commencement of the Test.
8. Handbag / Carry bag/ Mobile phone / pager / calculator /any other electronic gadget or any paper (other than the Admit Card) shall not be allowed inside the Admission Test Hall/Room and the School shall not be responsible for its safekeeping. If a candidate is found in possession of any such item during the Test, he/she would be deemed to have used unfair means and may lead to cancellation of his/her candidature.

9. During the Test, candidates must maintain perfect silence and must not indulge in any conversation or gesticulation.
10. During the Test, the invigilators will check the Admit Card of candidates to satisfy themselves about their identity.
11. For OMR based tests, the candidates shall initially complete entries on the OMR Answer Sheet and the Question Booklet shall be provided to them 15 minutes after the scheduled commencement of the Test.
12. The test duration as specified on the Question Booklet shall be reckoned from the moment of its distribution.
13. Use only Ball Point Pen (black/blue) for making entries in the Question booklet and the Answer Sheet/Booklet.
14. Candidates should not use whitener/correction fluid for making any corrections in the entries/answers on the Answer Sheet/Booklet.
15. No candidate will be permitted to leave his/her seat for the entire duration of the Admission Test, except under exigencies.
16. Use of unfair means or impersonation in Admission Test will be dealt with severely as per the law. Examination (Control of Unfair Means and Disorderly Conduct) Regulations and Students' Conduct & Discipline Rules of the University are also applicable to the candidates appearing at the Admission Test.
17. Candidates should read carefully the instructions printed on the Question booklet and the Answer Sheet/Booklet before making any entry on them.
18. Candidate should not leave his/her seat without handing over the Answer Sheet/Booklet to the Invigilator.
19. Violation of any of these instructions by the candidate or the instructions printed on Question booklet, Answer Sheet/Booklet, Guide to Admission (Schools) or as announced by the Invigilators during the Test will lead to cancellation of his/her candidature. Further, he/she may be debarred from appearing in any Test/Examination in future.
20. No request for re-evaluation / re-totaling will be entertained.

INSTRUCTIONS FOR OMR BASED ADMISSION TESTS

- The candidate is required to make entries in the boxes on the OMR Answer Sheet during the first 15 minutes of the commencement of the Test.
- The OMR Answer Sheet has two kinds of spaces for making entries – squares and circles. Squares are meant for writing alphabets and digits, while circles are to be shaded completely and uniformly.
- Use only **Ball Point Pen** (black/blue) for making entries in the squares and shading the circles.
- All entries are essential. Any error/omission on the part of candidate, especially in **Roll Number** may lead to non-evaluation of his/her OMR Answer Sheet resulting in rejection of his/her candidature.
- Do not make any stray marks on the OMR Answer Sheet. Do not fold, tear, roll or mutilate your OMR Answer Sheet in any manner.
- OMR Answer Sheet consists of one **Original** and one **Carbonless Duplicate** Copy. Do not attempt to separate or displace them while answering.
- After the Admission Test is over the original OMR Answer Sheet shall be collected by the invigilator while the candidate can take with him/her the carbonless copy of the OMR Answer Sheet and the Question Booklet.

A. Entries of candidate's particulars on the OMR Answer Sheet
(Note: Do NOT write anything in the box labeled "FOR INVIGILATOR ONLY")

1. **NAME OF THE CANDIDATE**: Write your name in English as specified on the Admit Card in the squares provided in BOX-1, leaving one square blank between each part of your name.
2. **SIGNATURE**: Put your signature with date in Box-2
3. **ROLL NUMBER**: Roll Number is printed on your Admit Card. Write this number in the squares provided at the top in Box-3 and shade the corresponding circles.

4. **APPLICATION NUMBER**: Application Number is printed on your Admit Card. Write this number in the squares provided at the top in BOX-4 and shade the corresponding circles.
5. **GENDER**: Write 'M' for Male and 'F' for Female in the square provided at the top in BOX-5 and shade the corresponding circle.
6. **CENTRE CODE**: Centre Coder is the 3-digit numeric code printed on your Admit Card. Write this number in the squares provided at the top in BOX-6 and shade the corresponding circles.
7. **QUESTION BOOKLET NUMBER**: The Question Booklet number is given on the cover of the Question Booklet supplied to you. Write this number in the squares provided in BOX-7.
8. **QUESTION PAPER SERIES**: The question paper series is a one-letter alphabetic code indicated on the cover page of your Question Booklet. Write this letter in the square provided in BOX-8 and shade the corresponding circle.
9. **STATUS**: Indicate your status – internal or external – by shading the corresponding circle.

B. Instructions for marking answers on the OMR Answer Sheet

1. Each question is followed by four alternative answers. Select only one answer, which you consider as the most appropriate. Shade the relevant circle against the corresponding question number on the OMR Answer Sheet.
2. Selecting more than one answer for a question, even if one of the selected answers is correct, would result in its being treated as an incorrect answer.
3. **Negative Marking**: There shall be no negative marking in the evaluation.
4. Answers should ONLY be marked on the OMR Answer Sheet. No answer should be written on the Question Booklet.

DISPLAY OF ANSWER KEY FOR CHALLENGE & DECLARATION OF RESULT

1. The University will display Answer Key of the MCQ based Admission /Departmental Tests giving opportunity to the candidates to challenge in case of any doubt in the answer on the website **www.amucontrollerexams.com**
2. Candidates will be given an opportunity to make online challenge against the Answer Key on payment of non-refundable processing fee of Rs.100/- per answer challenged within 48 hours of the display of Answer Key on the website.
3. Challenges made by the candidates will be verified by the University with the help of a duly constituted Committee of subject experts. If found correct, the answer key will be revised accordingly. In case a question is found to be incorrect / ambiguous and dropped out from evaluation, then full marks shall be given to all the candidates.
4. The decision of the Committee will be final and no further complaint against the decision of the Committee shall be entertained. Based on the revised Answer Key, result will be prepared and declared.
5. No individual candidate will be informed about the acceptance/non-acceptance of his/her challenge.

DOCUMENTS REQUIRED AT THE TIME OF PHYSICAL REPORTING AFTER COMPLETION OF ADMISSION

The following **Original Documents** are required at the time of physical reporting after completion of provisional admission:

1. Aadhar Card / Passport / PAN Card / Bank Passbook with photo ID / Student Photo Identity Card issued by the School last attended of the candidate (with **TWO** Self attested photocopies)
2. TEN (2.5 x 3.0 cms) recent front facing colour photographs (in white background).
3. Documents in support of Special Categories claimed in Application Form.
4. Birth Certificate issued under the Registration of Births and Deaths Act by Municipality /Municipal Corporation only (with **TWO** Self attested photocopies)
5. Transfer Certificate from the Institution last attended (with **TWO** Self attested photocopies - applicable for admission to Class VI & IX)

6. Marks sheet / grade sheet of qualifying examination (with **FOUR** Self attested photocopies - applicable for admission to Class VI & IX)
7. Aadhar Card / Passport / Voters ID / PAN Card / Driving License / Bank Passbook with photo ID/ Arms License/ Service Photo Identity Card issued by State/Central Government of both the parents (with **TWO** Self attested photocopies)

REFUND OF FEE:

If a newly admitted student chooses to get his/her admission cancelled, the School shall follow the following five-tier system for the refund of fees* deposited by the student:

Category	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is received in the HEI
(A)	100%	15 days or more **before** the formally notified last date of admission.
(B)	90%	Less than 15 days **before** the formally notified last date of admission.
(C)	80%	15 days or less **after** the formally notified last date of admission.
(D)	50%	30 days or less, but more than 15 days **after** formally notified last date of admission.
(E)	00%	More than 30 days **after** formally notified last date of admission.

Note: * Caution money shall be refunded in full.

In case of category (A) in the table above, the School shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

HELP DESK:

For any assistance, the candidates may contact:

Admission Section, Office of the Controller of Examinations

Aligarh Muslim University, Aligarh -202002

Email: amu.admission@gmail.com

Telephone: +91-571-2700935 (during Office Hours only)

PROCEDURE FOR ADMISSION

Admissions in Class I, VI and IX in all AMU Schools, except Ahmadi School for the Visually Challenged, are offered through Admission Test comprising of written test and subsequent interaction/interview of the short-listed candidates as detailed below:

Class of Study	**:**	**I**

Available Schools for Boys	:	English Medium		Urdu Medium	
		School	**Intake**	**School**	**Intake**
		STS School	35	RMPS AMU City School	45
		AMU ABK High School	35		
		Abdullah School*	70		

Available Schools for Girls	:	English Medium		Urdu Medium	
		School	**Intake**	**School**	**Intake**
		AMU Girls School	35	AMU Girls School	40
		AMU ABK High School	35	AMU City Girls High School	90
		Abdullah School*	70		

Age Limit	:	The candidates must be of the age between 5 to 7 years as on **March 31, 2024**. i.e. the date of Birth of the applicant must lie between **April 01, 2017** to **March 31, 2019** (both days inclusive)

Selection Process	:	Through Admission Test. The Total Merit will have the following components:
		  a) Written Test : 85 Marks
		  b) Interaction : 15 Marks
		Note: Candidates shall be called for Interaction on the basis of the performance in the written test.

Test Paper Details	:	The Written Test shall comprise 25 subjective/ objective type questions on English, Arithmetic, Urdu and GK.

Application Form Details :

Last Date of applying (without Late fee)	**Processing Charge/ Test Fee (without Late fee)**
11-03-2024	**Rs. 650.00**

Last Date of applying (with Late fee)	**Processing Charge/ Test Fee (inclusive of Late Fee)**
18-03-2024	**Rs. 950.00**

Corrections in Application Form	:	Correction in particulars of Application Form is permissible on website only from **20-03-2024** to **22-03-2024**. No corrections shall be permissible under any circumstances after this period.

Admit Card	:	Print from the website **www.amucontrollerexams.com** one week before the scheduled date of test. The Test Centre shall be as indicated on the Admit Card.

Test Schedule :

Date	**Duration**	**Scheduled Start**
**	**2 hours**	**

** Will be notified separately

Additional Information	:	*50 Seats are reserved for candidates belonging to "Children of University Employee" of the University while 20 seats are reserved for children of Daily Wagers/Fixed Salary Employees /Dawakhana Tibbiya College employees of the University for admission in Abdullah School (applicable both for boys and girls).

Class of Study	:	**VI**

Available Schools for Boys	:	English Medium		Urdu Medium	
		School	**Intake**	**School**	**Intake**
		STS School	40	RMPS AMU City School	40
		RMPS AMU City School	40		

Available Schools for Girls	:	English Medium		Urdu Medium	
		School	**Intake**	**School**	**Intake**
		AMU Girls School	40	AMU City Girls High School	45

Qualifying Examination : Passed Class V from a School which is registered and recognized by a competent government authority or is affiliated to an approved Public Examination Board.
Note: For verification, the registration/recognition/or the affiliation number of the School should be clearly mentioned on the qualifying examination's mark-sheet or certificate.

Age Limit : The candidates must be of the age between 10 to 12 years as on **March 31, 2024**. i.e. the date of Birth of the applicant must lie between **April 01, 2012** to **March 31, 2014** (both days inclusive)

Selection Process : Through Admission Test.
The Total Merit will have the following components:
   a) Written Test   : 85 Marks
   b) Interview   : 15 Marks
Note: Candidates shall be called for Interview on the basis of the performance in the written test. **For the candidates who qualify written test, obtaining a minimum of 40% marks in the Interview is essential to become eligible for selection.**

Test Paper Details : The Written Test shall comprise two sections as detailed below:
Section-I: It shall be of 25 marks comprising 25 Objective type questions (MCQ) of one mark each on Languages (English, Urdu and Hindi)
Section-II: It shall be of 60 marks comprising of 60 Objective type questions (MCQ) of one mark each with the following break-up:
   1.   Mathematics   : 30 marks
   2.   Science (Environmental Studies)   : 30 marks
Note: It is essential that the candidate obtains a minimum of 40% marks in Section-I in the written test to be eligible for interview/ admission.

Test Paper Syllabus : The Test paper syllabus shall be the same as prescribed for Class V by C.B.S.E. / N.C.E.R.T. and followed in University Schools.

Application Form Details	:	**Last Date of applying (without Late fee)**	**Processing Charge/ Test Fee (without Late fee)**
		11-03-2024	**Rs. 700.00**

		Last Date of applying (with Late fee)	**Processing Charge/ Test Fee (inclusive of Late Fee)**
		18-03-2024	**Rs. 1000.00**

Corrections in Application Form : Correction in particulars of Application Form is permissible on website only from **20-03-2024** to **22-03-2024**. No corrections shall be permissible under any circumstances after this period.

Admit Card : Print from the website **www.amucontrollerexams.com** one week before the scheduled date of test. The Test Centre shall be as indicated on the Admit Card.

Test Schedule	:	**Date**	**Duration**	**Scheduled Start**
		**	**2 hours**	******

** Will be notified separately

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Class of Study	:	**IX**

Available Schools for Boys :

English Medium	
School	**Intake**
STS School	90
RMPS AMU City School	90
AMU ABK High School	90

Available Schools for Girls :

English Medium	
School	**Intake**
AMU Girls School	90
AMU ABK High School	90

Qualifying Examination :

Passed Class VIII from a School which is registered and recognized by a competent government authority or is affiliated to an approved Public Examination Board.
Note: For verification, the registration/recognition/or the affiliation number of the School should be clearly mentioned on the qualifying examination's mark-sheet or certificate.

Age Limit :

The candidates must be of the age between 13 to 15 years as on **March 31, 2024**. i.e. the date of Birth of the applicant must lie between **April 01, 2009** to **March 31, 2011** (both days inclusive)

Selection Process :

Through Admission Test.
The Total Merit will have the following components:
    a) Written Test   : 85 Marks
    b) Interview   : 15 Marks
Note: Candidates shall be called for Interview on the basis of the performance in the written test. **For the candidates who qualify written test, obtaining a minimum of 40% marks in the Interview is essential to become eligible for selection.**

Test Paper Details :

The Written Test shall comprise two sections as detailed below:
Section-I: It shall be of 25 marks comprising 25 Objective type questions (MCQ) of one mark each on Languages (English, Urdu and Hindi)
Section-II: It shall be of 60 marks comprising of 60 Objective type questions (MCQ) of one mark each with the following break-up:
    1.   Mathematics   : 30 marks
    2.   Science   : 30 marks
Note: It is essential that the candidate obtains a minimum of 40% marks in Section-I in the written test to be eligible for interview/ admission.

Test Paper Syllabus :

The Test paper syllabus shall be the same as prescribed for Class VIII by C.B.S.E. / N.C.E.R.T. and followed in University Schools.

Application Form Details :

Last Date of applying (without Late fee)	**Processing Charge/ Test Fee (without Late fee)**
11-03-2024	**Rs. 750.00**

Last Date of applying (with Late fee)	**Processing Charge/ Test Fee (inclusive of Late Fee)**
18-03-2024	**Rs. 1050.00**

Corrections in Application Form :

Correction in particulars of Application Form is permissible on website only from **20-03-2024** to **22-03-2024**. No corrections shall be permissible under any circumstances after this period.

Admit Card :

Print from the website **www.amucontrollerexams.com** one week before the scheduled date of test**.** The Test Centre shall be as indicated on the Admit Card.

Test Schedule :

Date	**Duration**	**Scheduled Start**
**	**2 hours**	**

** Will be notified separately

ADMISSION TO AHMADI SCHOOL FOR THE VISUALLY CHALLENGED

Admissions are open to visually challenged boys and girls of the age group of six to nine years in Sensory Development class (SD). Candidates with earlier Schooling can also be considered for admission up to class ninth on the recommendation of screening committee of the School. Eligible candidates can apply for admission on the prescribed form with the following documents:

a)   Medical Certificate of Blindness issued by the Chief \Medical Officer.
b)   Five passport size photographs.
c)   Date of Birth Certificate issued by the competent authority.
d)   Transfer Certificate in case of earlier Schooling at the time of admission.
e)   Income Certificate of the parents.
f)   Address proof (Copy of Ration Card/ Driving License/ Copy of Passport/ Aadhar Card /Voter ID Card/ Bank Passbook/ Employment ID Card)
g)   Photograph of candidate with parents
h)   Any other relevant document.

Note: Application Form for admission to Ahmadi School for the Visually Challenged can be obtained from the School/ downloaded from the website **www.amucontrollerexams.com** Last date of receipt of Application Form is **May 01, 2024.**

PROCEDURE OF ADMISSION:

The eligible candidates should carry all relevant documents with him/her and report along with his parents/guardians to appear in a Screening cum medical test as per the following schedule:

Date of Screening Test	Scheduled Start	Venue
**	**	**Ahmadi School for the Visually Challenged**

** Will be notified separately

Admissions will be offered based on the merit of the above Test subject to the candidate fulfilling the eligibility conditions for the Class as detailed in the Guide to Admission at the time of admission.

REMOVAL OF NAME FROM SCHOOL

The name of the student shall be struck off the rolls of the School if he/she:
1. Does not rejoin the School within three days of commencement of the School academic session.
2. Continues to remain absent without leave for ten working days in succession.
3. Fails to pay the School fee and other dues as per the notified date/schedule.
4. Fails to follow the rules prescribed by the School from time to time.
5. Is found to have forged credentials.
6. Remains in the same class for more than two academic years.