

OFFICE OF THE CONTROLLER OF EXAMINATIONS, AMU, Aligarh
Session 2017-2018

IMPORTANT INSTRUCTIONS

FOR CANDIDATES PROVISIONALLY SELECTED/NOMINATED FOR ADMISSION

OR

OFFERED CHANCE MEMO (WAITING LIST)

Candidates offered admission at A.M.U., Aligarh in the Select List are required to report in person for Counselling/Admissions at the Venue, on the given Date and Time indicated in the Select / Nomination/Counselling List for completion of admission formalities and bring **Original** Documents as per details given below :

1. Marks sheet / grade sheet of qualifying examination (with **FOUR** Self attested photocopies).
 2. In case, the Original marksheet / gradesheets / certificates is not available, the Internet Downloaded Marksheets / Grade Sheet / Certificate duly attested by the Controller / Registrar / Issuing Authority of the awarding University shall be accepted. Such candidates shall give an undertaking on prescribed Proforma available on our website to produce the Original Marksheet / Grade Sheet of the qualifying examination in the Office of the Dean / Principal / Coordinator / Chairman concerned within **TWO MONTHS** from the date of their provisional admission. If any discrepancy is found in the examination result of the candidate or the original marksheet / grade sheet is not submitted within the stipulated time, the University reserves the right to cancel the admission.
 3. Transfer / Migration and Character Certificate from the Institution last attended (if not enrolled at AMU). If the Certificate(s) is/are not available, the candidates may give an undertaking on the prescribed format to submit the same in a month's time from the date of admission.
 4. High School Certificate or its equivalent in support of the date of birth.
 5. **TEN** (2.5 x 3.0 cms) recent front facing coloured photographs (in white background).
 6. Certificates in support of Special Categories claimed in the Application Form, if applicable in the course.
 7. Leave Sanction / Relieving Order from the employer for the entire duration of the course, if employed.
 8. Name Removal Certificate from the rolls of the concerned Faculty / College / Institution (if already enrolled to any full time course of study in any institution), if applicable.
 9. Undertaking before the Vice-Chancellor, AMU, Aligarh on plain paper regarding Compulsory 75% Attendance in each Subject / Course / Paper.
 10. **Two Oath Commissioner's Affidavits on simple plain paper** – one on your behalf and the other on behalf of your parents / guardian regarding not to indulge in ragging. The sample format of these Affidavits are available on the website www.amucontrollerexams.com
 11. Candidates will have to execute the enclosed Bond on Non-Judicial Stamps worth Rs. 1260/-. They should bring it completed (Applicable for Diploma in General Nursing & Midwifery Course)
 12. Latest Certificate of vaccination for Typhoid, Cholera and Hepatitis "B". (Applicable for Diploma in General Nursing & Midwifery Course)
 13. **The Fee Structure of the course(s) is available on the website www.amucontrollerexams.com. It can be paid at the Cash Counter of the admission Venue either in Cash or the Bank Draft from a Nationalized Bank to be prepared in favour of the Finance Officer, AMU, Aligarh payable at Aligarh.**
 14. No candidate shall be admitted unless he/she has completed all the eligibility requirements at the time of admission.
 15. Hostel Accommodation is not guaranteed. Students allotted a Hall of Residence will have to pay three months Dining Hall Charges at the time of room allotment.
 16. **TWO** Self-addressed envelopes bearing postage stamps worth **Rs. 22/-** each (to be submitted in the Office of the Provost of Hall of Residence / NRSC allotted).
- § **Candidates who have been offered Chance Memo** in view of the possibility of a vacancy arising due to any reason, may therefore, AT THEIR OWN RISK AND COST, report in person for counselling along with the Form-I which can be downloaded from our website www.amucontrollerexams.com at the Venue on the date and time as given in the Chance Memo List. In case any vacancy arises, only candidates who have reported shall be called for counseling and offered admission strictly in order of their Chance Memo Number. Admission formalities shall be completed at the venue of admission on the notified date and time as indicated in the List.
- § Please note that all Important Instructions as indicated above for completing admission formalities (From S.No. 01 to 16) shall also apply on the Chance Memo candidates, if they are offered admission. Therefore, the candidates are advised to bring all the ORIGINAL DOCUMENTS along with the photocopies of the documents as listed above in the Important Instructions.
- § If any vacancy arises after this, further instructions will be provided to the reported candidates on the website www.amucontrollerexams.com and such candidates are advised to check their status of admission on regular basis.