परीक्षा नियंत्रक का कार्यालय
अनुसंधान इकाई
अलीगढ मुस्लिम विश्वविद्यालय

Office of the Controller of Examinations
Research Unit
Aligarh Muslim University

امتحانات کے کنٹرولر کا دفتر
ریسرچ یونٹ
علی گڑھ مسلم یونیورسٹی

Email: research.controller@amu.ac.in
0571-2700920 (Extension 4262)

D.No. *6606* /RU

Dated: *03/12/2024*

NOTICE

It is hereby notified that candidates who have been admitted to **Ph.D Programme (Session 2023-2024),** are required to report in person at the concerned Office of the Dean / Chairperson / Director/ Coordinator from **09.12.2024 to 14.12.2024** for **Physical Verification** of Documents uploaded at the time of Provisional Admission.

The following Original Documents of the candidate are required at the time of physical reporting **and for external candidates self-attested photocopies of 10th and 12th marks sheet are also required:**

1. Marks sheet / grade sheet of qualifying examination (with FOUR Self attested photocopies)
2. Aadhar Card / Passport / PAN Card / Bank Passbook with photo (with TWO Self attested photocopies)
3. Transfer / Migration and Character Certificate from the Institution last attended (if not enrolled at AMU). If the Certificate(s) is/are not available, give an undertaking on prescribed format to submit the same within one month.
4. FIVE (2.5 x 3.0 cms) recent front facing colour photographs (in white background).
5. Documents in support of Special Categories claimed in Application Form
6. Leave Sanction / Relieving Order from the employer for the entire duration of the course, if employed.
7. Name Removal Certificate from the rolls of the concerned Faculty / College / Unit (if already enrolled to any full-time course of study at AMU).
8. TWO Self-addressed envelopes bearing postage stamps worth Rs. **22.00** each (to be submitted in the Office of the Provost of Hall of Residence / NRSC allotted).
9. **Two Undertakings on plain paper** - one on behalf of the candidate and the other on behalf of the candidate's parents / guardian regarding not to indulge in ragging (Proforma given in Append ix) of Guide to Admissions.

The verifying officer are requested to carry out verification by matching the details, Photo and signature put by the candidate on the Application Form and Counselling Portal with original documents and Physical Identity of the student. Any mismatch / doubtful identity /tampering in documents etc. should be reported in a sealed cover to the Controller of Examinations.

Assistant Controller
Research Unit

Distribution:
1. **All Chairpersons/Directors/Coordinators of Dept /Centre/Unit with request to kindly return the original application forms enclosing therein original Transfer / Migration and Character Certificate and any other relevant documents after competing above task along with the signatures of verifying officer/Dean/Proctor /DSW and mentioning the enrolment No. on the applications forms by 18.12.2024.**
2. Section Officer (Controller's Secretariat)
3. All Dealing Assistants Research Unit.