

**GUIDE TO ADMISSION (SCHOOLS)**  
**2019-2020**

**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. S T S School (Minto Circle)
2. AMU City School
3. AMU Girls' School
4. Ahmadi School for Visually Challenged
5. AMU ABK High School
6. AMU City Girls High School
7. Abdullah School
8. Sayyid Hamid 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 spirit of patriotism among its students.

Sayyid Hamid Senior Secondary School (Boys), S.T.S. School and AMU City School admit only male candidates while Senior Secondary School (Girls) and AMU Girls' School offer admission to female candidates only. AMU City Girls' High School (Qazi Para) offers admission to both boys and girls in class I and only to girls in class VI. 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.

## BRIEF HISTORY OF AMU SCHOOLS

### 1. S.T.S. School (Minto Circle):

The Aligarh Muslim University was established in 1920 from the erstwhile MAO College established by Sir Syed Ahmad Khan in 1877. The School which was then known as Muslim University High School was later named Minto Circle after Lord Minto, the Viceroy of India.

The School was given the new name of S.T. High School in 1966 after the name of Syedna Tahir Saifuddin, the then Chancellor of the Aligarh Muslim University. At present the School is known as S.T.S School. The School is imparting education to the students from Class I to XII. For students from outside Aligarh, the School maintains four hostels within the campus with accommodation for nearly 240 students. Presently near about 2000 students are studying here. Hostel facilities are available for students of Class VI to Class X only.

The School upholds high moral and traditional values which essentially make the Aligarh Muslim University an institution of academic distinction with a difference and unique culture. The students are supervised in their classroom, hostel and playground. It is compulsory for all students to be disciplined, observe good behavior and to abide by the laid down rules and regulations.

Since its inception the school has maintained its National Character. The alumni of this School have been achieving distinction in various fields and are playing pivotal role in social, political and cultural life not only at National level but across the globe. Efforts have been made to make S.T.S. School an institution of high standards for perpetual learning and dissemination of knowledge. The School has a well-equipped library, playground for outdoor games and a Common Room. The School also has a well-developed Computer Laboratory and other facilities to keep the students abreast with the latest technological developments.

## **2. AMU City School:**

The School started in 1889 in an old Building by Maulana Bahadur Ali and his associates and was initially named as Anjuman-e Islamia Primary School which came to be known as Mohammadan Anglo Oriental Collegiate School, City Branch in 1919 and then became Muslim University City High School. The School has been generally catering the educational needs of the under privileged and the lower middle class of the society, particularly the Aligarh City.

The School is now named as **AMU City School** which imparts education from **Class III to XII**. At present there are approximately 1600 students on its rolls. The School prepares students for Secondary School & Senior Secondary Certificate Examination conducted by the AMU Board of Secondary and Senior Secondary Education. The School serves as a feeder institution to the University for higher education.

## **3. AMU Girls' School:**

The AMU Girls' School was established by Padam Bhushan Dr. Sheikh Mohammad Abdullah, popularly known as Papa Mian with the sole aim of girls' education of the country. The main purpose of establishing the institution was to provide opportunity to the girls in general and the Muslims in particular so that they can be equal partners in the development and growth of the country.

Modern education is being imparted in the AMU Girls' School in all spheres of knowledge. At present more than 2500 girl students are enrolled from Class I to XII. The AMU Girls' School is providing sports facilities and other amenities to the students in school and maintains a Dispensary to take healthcare of the students.

**4. AMU ABK High School:**

ABK Union High School was founded in 1946 by AMU Students Union as Madarsa. Initially the school was established with the aim to teach Urdu and impart lessons in the recitation of the Quranul Majeed to the children of the Grade IV employees of the University as well as educationally downtrodden sections of the Muslim Community residing in around the AMU campus. The Madarsa was shifted to a big room near Sir Syed Hall in 1950. The present building of the Girls Section near the Union Hall was built by the then Vice Chancellor Dr. Zakir Husain. In 1963 the Madarsa became a primary School and started imparting lesson up to Class V. Professor Abul Baseer Khan, a senior Professor in Zoology Department, having high reputation among the teachers and students substantially donated for the development of the School, and in 1988 the school was named as Abdul Baseer Khan Union School, and was upgraded to Junior High School. In 1985-86 the Boys Section was also added to this School.

The school has an open field as playground and has a turf Cricket Pitch which is rare in Aligarh City. The School has developed substantial sports culture. The School has a Library, a well-equipped Computer Lab and a Science Lab.

The UGC approved takeover of ABK Union High School by AMU in 2013 and is now known as AMU ABK High School.

**5. AMU City Girls' High School (Qazi Para):**

The AMU City Girls' High School is situated in the heart of Aligarh City in Mohalla Qazi Para. It has grown out of a small Primary School which was established in the Society Garden in the closing years of the 19th century. Land for the school at its present location was donated by Late Abdul Majeed Khwaja, who was a prominent citizen of Aligarh and was associated with the University functioning in various capacities. In 1992, the school which was earlier maintained as part of the AMU City High School, was given an independent status.

The School imparts education to nearly 1,000 students in the Urdu medium and caters to the educational needs of the weaker sections of the residents of the city. Both Girls and Boys study together up to class II. After passing Class II the boys are transferred to AMU City School. However, from class III to X the school is exclusively meant for girls. Objective of the school is to motivate the students towards higher standard of education and extracurricular activities.

**6. AMU Abdullah School:**

The Abdullah School was established by the efforts of the Old Girls Association of Aligarh Muslim University, Women's College in 1957 with received on the occasion of the 80th birthday of Dr. Sheikh Abdullah Saheb (popularly known as Papa Mian). The school was later named as Abdullah Nursery & Primary School in his honor.

After the successful completion of the first year in 1957-58 the Aligarh Muslim University took over the management of the school in 1958. The continued success of the Nursery School prompted the University authorities to decide in favour of starting primary classes (up to Class V) with effect from 1959-60.

It is a self-financed school and is exclusively for the children of University Employees. In 2014 SHAMS school, which was imparting education to weaker sections of the society, was merged in Abdullah Nursery and Primary School and the school was renamed as Abdullah School.

#### **7. Ahmadi School for the Visually Challenged:**

Ahmadi School for the Visually Challenged was founded by Late Sahebzada Aftab Ahmad Khan in 1927. The Aligarh Muslim University started giving financial assistance to the school in 1947 and finally took over its management in 1949. The school gradually developed into a leading institution for the visually challenged in the country and is the only school of its kind being maintained by a Central University.

It is a co-education school, imparting free education through modern scientific methods and latest techniques of teaching to the visually challenged. This is probably the only institution for the visually challenged in the country where teaching of Science and Mathematics (class IX and X) has been organized in accordance with the syllabi prescribed by the Central Board of Secondary Education.

The philosophy of the school is oriented towards making the students Computer Literate so that they can succeed in their respective careers. In order to increase computer literacy, students are regularly required to exercise their computer skills and develop new ones for presentation of their understanding of concepts throughout the curriculum. Apart from usual academic subjects, the school also provides vocational training in Computer Typing, Instrumental & Vocal Music, Handloom Weaving, Chair-recaning NFP, Stitching and Knitting classes are also being successfully organised. The school also provides facilities for various sports. The students are made to realize that healthy environment promotes individual wellness.

The school is mainly residential with facilities of free boarding and lodging. There are separate hostels for boys & girls. Free medical facilities are also provided.

The school admits visually challenged children originating from all over the country, irrespective of their gender, caste, creed, colour, class or religion.

#### **8. Sayyid Hamid Senior Secondary School (Boys):**

Saiyyid Hamid Senior Secondary School was established primarily to impart teaching at Senior Secondary School level. Prior to its establishment, the classes of Class XI and XII were managed in the respective Faculties of the University. Teaching in Class IX has been introduced in the School from the Academic Session 2014-15. Students in Class IX and XI are admitted through All India Admission Test.

Around 700 students are enrolled every year in Class XI through National Level Entrance Test and subsequently same number are promoted to Class XII. The School runs Science, Commerce and Humanities Streams in Class XI and XII. Total strength of this School including the students admitted under Self Finance Scheme comes to around 2300.

Since its inception, the school has been a trail-blazer in the field of education. Students have performed exceptionally well in Class XII examinations. Students from this portal have excelled in IIT admission tests and successfully competed in National Defence Academy examination. As a feeder Institution of the Aligarh Muslim University, the school is providing quality education to students and a fillip to ensure a promising future for the students in their University Life.

#### **9. Senior Secondary School (Girls):**

The Senior Secondary School (Girls), established in 1987, is one of the important institutions maintained by Aligarh Muslim University, catering to the needs of girls' education. There are over 1500 girls' students in Class IX, X, XI and XII studying in the Senior Secondary School (Girls).

Admissions in the school are made on the basis of an All India Admission Test. The School runs Science, Commerce and Humanities Streams in Class XI and XII. As per the resolve of the Ministry of Human Resource Development to promote Women Education and Empowerment of Women, the school strives to impart quality education to girls supported by modern curriculum with state of the art technology. The Senior Secondary School (Girls) imparts the type of teaching and learning required in the 21st century. It is a major feeder institution for higher education at Aligarh Muslim University.

#### **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, AMU Girls School and Senior Secondary School (Girls) 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.

#### **ADMISSION & FEE STRUCTURE**

Fee charged in all the Schools is as follows:

<b>Class</b>	<b>Annual Amount of Fee (Rs.)</b>	<b>Fee per installment (Rs.)</b>
I-VIII(Boys)	4200.00	1050.00
IX-X (Boys)	6600.00	1650.00
I-X (Girls)	4200.00	1050.00

**Note:**

- The fee shall be charged in four equal installments.
- An admission fee of Rs.25.00 is chargeable at the time of admission. Computer is taught in all AMU Schools from class I to X with a fee of Rs. 100/- per month.
- 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 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.

## IMPORTANT INFORMATION & RULES

Important information and Rules pertaining to admission for the session **2019-20** are as given below and are part of the Guide to Admission (Schools) which can be seen / downloaded from the website:

[www.amucontrollerexams.com](http://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 also earmarked for **Foreign Nationals/children of Non-Resident Indians (NRI)**. Candidates applying under Foreign Nationals/children of Non-Resident Indians category should see the relevant section 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 candidate shall not be entitled to claim admission as a matter of right even if he/she is otherwise eligible. The School reserves the right to refuse admission to any individual without assigning any reason.
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. No request for change in address for correspondence as specified in the Application Form shall be entertained.
10. Candidate should clearly specify his/her order of preference of Schools from among those listed under the class concerned. The order of preference indicated in the Application Form will not be changed.
11. Changes, if any, made in the 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.

12. 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 School takes no responsibility for non-submission of Application Forms or any other communication related to admissions.
13. Admit Card to appear in the Admission Test will be downloadable from Controller's website [www.amucontrollerexams.com](http://www.amucontrollerexams.com) one week before the Admission Test date.
14. Candidate should ensure that he/she possesses the proper Admit Card before he/she reaches the Test Centre.
15. The medium of the Test paper shall be the Medium of Instruction as opted by the candidate in his/her Application Form.
16. The University reserves the right to make changes in the notified Admission Test Schedule.
17. 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*.
18. 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.
19. 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.
20. The lists of candidates short listed for Interview/Counselling and/or the lists of those selected for admission will be displayed on the Notice Boards of the concerned School / Controller's Office Website. The dates notified for 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 Interview/Counselling or for completing the admission, as the case may be. The School shall not be responsible if a candidate fails to get information regarding his/her short listing for Interview/counselling or selection for admission. No separate intimation letters will be sent to the candidates short-listed for interview/counselling or selected for admission.
21. Candidates will have to produce all relevant Certificates/Documents with regard to their date of birth, special categories claimed and other uploaded documents in original at the time of interview.
22. The School 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 notice boards of the School / Controller's Office Website. It is the responsibility of the candidate to keep track of all such notices.

23. 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.
24. No correspondence shall be made to candidates not selected for admission and the documents / certificates / Test Fee / Processing Charges shall not be returned.
25. Selected candidates shall be allotted School on merit automatically/through counselling as per their preference indicated in the Application Form. A candidate who has been selected for a higher preference will have no claim for lower preferences.
26. Selected candidates may be allotted a School over and above the preferences as indicated in their Application Form.
27. 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.
28. 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.
29. All admissions shall be provisional.
30. No candidate shall be allowed to take admission to the same Class which he/she has already passed.
31. Candidates should report in person along with the Parent/Guardian at the time of counselling/admission.
32. 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.
33. Candidates will have to produce Mark sheet of the qualifying examination and all other relevant Certificates/Documents in original at the time of Counselling/completion of admission. However, a candidate who fails to submit the original Transfer Certificate at the time of Counselling /Admission may submit the same within 14 days from the date of admission failing which his/her admission may be cancelled.
34. Selected candidates shall be allotted Medium of Instruction as per his/ her preference indicated in the Application Form. No change in the medium of instruction of the candidate would be allowed at any stage.
35. Admitted candidates shall not be entitled to seek transfer from one School to another School of the University.
36. The parents/guardians of the student should come to School personally for the following reasons:
  - a) At the time of 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.

37. If any error/omission in the processing/verification of certificates /documents of a candidate is detected after the candidate is admitted to a class, 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 or his/her parent/guardian
  - a) has used fraudulent means to secure admission;
  - b) has made false or incorrect statement(s) in the application form;
  - c) has not signed on the Application Form or somebody else has done so on his/her behalf;
 then such a candidate 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, after the closing date of admissions, the admission charges/fee of any kind paid by him/her will not be refunded.
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 **06.07.2019**. Any vacancy arising after this date in any class shall not be filled.

### HOW TO OBTAIN THE APPLICATION FORM

The prescribed Application Form and the Guide to Admission (Schools) is available on the following website:

[www.amucontrollerexams.com](http://www.amucontrollerexams.com)

### HOW TO FILL THE APPLICATION FORM

The application Form is to be filled only in the **ONLINE** mode, i.e. the candidates have to fill the Application Form directly on the website and make online payment.

- (a) Before filling up the Application Form, candidates are required to read instructions carefully given in every step as available in the online portal.
- (b) Candidates have to fill the Application Form directly on the website and make online payment. Candidates must ensure that their payment is successful and is reflected as successful on the candidate's application dashboard.  
If the amount is deducted from the candidate's account but is not reflected on candidate's application dashboard, it will not be considered as successful submission of application.
- (c) **Details of Admission Test Fee / Processing Charges:** Details about the processing charges is available on the relevant pages in this guide, Only Online payment mode is available for depositing the processing charges. The online payment detail will automatically be posted in the respective column of the Application form. The Physically Challenged candidates having 40% disability are exempted from the Processing

Charges / Test Fee, however the candidates will have to produce relevant document in support of their claim else their candidature is likely to be rejected at any time.

## BASIC STEPS TO BE FOLLOWED IN ONLINE SUBMISSION OF APPLICATION FORM

### Registering as a new user:

1. Register online and provide your correct and functional email because your username and password etc. will be sent on this email.
2. Please note every candidate will register separately 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 applied under General category and also wishes to apply under Children of NRI category shall use the same registration (i.e. same username and password) for applying under Children of NRI category.

S.No.	Registration	
1	Username	Please 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. Do not use Mr / Master / Ms / Miss etc. before the name.

### Signing in to a registered account:

1. Login using your username and password. Your Dashboard will be available to you for filling the form.
2. In case you have lost/forgot your password, please use Forgot Password link to get it. The password will be sent to you on your registered email.

### Updating Profile of the Candidate:

1. Please fill your 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 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 the 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 for Boys & Right Thumb Impression for girls) in JPG/JPEG format ONLY for uploading on the website.
2. The size of each image must be between 20 KB and 200 KB.
3. Do not upload the photo, signature or thumb impression of any other person as any mismatch may result in cancellation of your Application/Admission at any stage, even if you have qualified for admission. (**Note:** Your signature establishes your identity. Hence, do not merely write your name in capital letters. This may lead to rejection of your application.)
4. 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.
5. Candidate will 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. Follow the step-wise instruction as they appear in the selection of categories upto a maximum of 3 categories per 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 mandatory to select "NO" if the candidate does not belong to any Special Category.
5. It is to be noted that all such candidates will be required to produce necessary documentary proof in support of special categories claimed if offered admission.

S.No.	Applicable Special Categories	
1	Child of AMU Alumni	Write 'Y' if the candidate wishes to be considered for nomination under 'Children of Alumni' category
2	Child of AMU Employee	Write 'Y' if the candidate wishes to be considered for nomination under 'Children of Employee' category
3	Physically Challenged	Write 'Y' if the candidate wishes to be considered for seats reserved for 'Physically Challenged' category

### Documents to be uploaded by the candidate:

1. Scanned copy of date of birth certificate of the candidate issued from Municipal Corporation / competent authority / school last attended / copy of Passport.
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 format only and their individual size should lie between 200KB to 2MB.**

### Applying for a course/class and making payment:

1. This step has two components- Application & Payment: (i) Filling specific Application details for respective course 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. It is to be ensured that all the choices of available schools for the candidate are filled up (depending on the gender of the candidate, the medium of instruction and the applicable categories). Any choice of school made by the candidate for which he/she is otherwise not eligible will be summarily rejected.
3. Test fee/Processing charge is to be paid ONLINE only. **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.** The candidate should keep ready his/her 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.

ITEM	INFORMATION
Class for which applying	Select the Class ( <b>I, VI or IX</b> ) for which the candidate is applying.
Medium	Select only one medium ( <b>English or Urdu</b> ) 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 ( <b>General or Children of NRI</b> )
Details of qualifying examination 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.
Preference of School	Mention the names of the Schools, in order of preference, in which the candidate is applying for admission.

### **PROCEDURE FOR SUBMISSION OF APPLICATION FORM**

1. Take the Printout of the PDF Generated Application Form on A-4 Size paper and keep it for your future reference.
2. 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.
3. 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 photocopy of their filled-in form for future reference. Incomplete Application Forms, those submitted late, without requisite fee and not supported with the required certificates / documents in support of qualifications/ date of birth/categories may be summarily rejected and no further correspondence shall be entertained in this regard.

### **RULES GOVERNING RESERVATION FOR PERSONS WITH DISABILITIES**

1. 5% seats are reserved for Persons with Disability in various schools over and above the approved intake.
2. Such candidates shall be exempted from the payment of Test Fee / Processing Charges while applying for admission to Class I, VI or IX.
3. 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 Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
4. The certifying authority in all such cases will be a medical board at the district level consisting of the Chief Medical Officer/Sub-Divisional Medical Officer in the District and another expert in the specified field viz. Ophthalmic Surgeon in the case of visually challenged (handicapped) and ENT Surgeon or an Audiologist in case of speech and hearing challenged (handicapped), an Orthopaedic Surgeon or a Specialist in Physical Medicine and re-habilitation in case of locomotor challenged (handicapped).
5. The degree / extent of disability of the concerned candidate, certified by the designated medical board shall be verified by the concerned Chairman of the Department of Studies (Orthopaedic Surgery/ Oto-rhinolaryngology / Ophthalmology) of the Aligarh Muslim University at the time of completion of admission formalities.

### **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 concerned Nodal Centre, 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.
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. **CENTRE CODE:** Centre Code is the 3-digit numeric code printed on your Admit Card. Write this number in the squares provided at the top in BOX-5 and shade the corresponding circles.
6. **GENDER:** Write 'M' for Male and 'F' for Female in the square provided at the top in BOX-6 and shade the corresponding circle.
7. **MEDIUM:** Write 'E' for English and 'U' for Urdu in the square provided at the top in BOX-7 and shade the corresponding circle to indicate the medium of instruction.

**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.

**NODAL CENTRE FOR ADMISSION**

Class	Nodal Centre
I	AMU ABK High School, Emadul Mulk Road, A.M.U., Aligarh-202002, UP, India
VI	AMU City School, AMU, Aligarh-202002, U.P., India (Phone No. 0571-2406724)
IX	STS School, A.M.U., Aligarh-202002, UP, India (Phone: 0571-2703541)

### 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 interview of the short-listed candidates as detailed below:

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<b>Age Limit</b>	:	<p>The candidates must be of the age between 13 to 15 years as on <b>March 31, 2019</b>. i.e. the date of Birth of the applicant must lie between <b>April 01, 2004</b> to <b>March 31, 2006</b> (both days inclusive)</p>												
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<b>Date</b>	<b>Duration</b>	<b>Scheduled Start</b>												
<b>31-03-2019</b>	<b>2 hours</b>	<b>10:00 AM</b>												
<b>Application Form Details</b>	:	<table border="1"> <thead> <tr> <th><b>Filling of Form</b></th> <th><b>Test Fee</b></th> <th><b>Last Date of Submission</b></th> </tr> </thead> <tbody> <tr> <td><b>ONLINE</b></td> <td><b>Rs. 500.00</b></td> <td><b>16-02-2019</b></td> </tr> </tbody> </table>	<b>Filling of Form</b>	<b>Test Fee</b>	<b>Last Date of Submission</b>	<b>ONLINE</b>	<b>Rs. 500.00</b>	<b>16-02-2019</b>						
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<b>ONLINE</b>	<b>Rs. 500.00</b>	<b>16-02-2019</b>												
<b>Additional Information</b>		<ol style="list-style-type: none"> <li>The Application Form is to be submitted only <b>ONLINE</b> on the website. There is no need to submit a print-out of the Application Form.</li> <li>Admit Card will be downloadable from Controller's website <a href="http://www.amucontrollerexams.com">www.amucontrollerexams.com</a> one week before the Admission Test date.</li> </ol>												

### **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](http://www.amucontrollerexams.com) . Last date of receipt of Application Form is **March 15, 2019**.

#### **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
06.04.2019	08:00 A.M.	Ahmadi School for the Visually Challenged

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.

### **ADMISSION OF FOREIGN NATIONALS/CHILDREN OF NON-RESIDENT INDIANS**

A few seats are earmarked for Admission of Foreign Nationals/Children of Non-resident Indians in the following Schools as detailed below as detailed below:

Class	S.T.S. High School	AMU City High School	AMU Girls' High School	AMU ABK High School		S. H. Sr. Sec. School (Boys)	S. H. Sr. Sec. School (Girls)
	Boys	Boys	Girls	Boys	Girls	Boys	Girls
VI	05	05	05	---	---	---	---
IX	05	05	05	05	05	10	10

### **Documents to be uploaded with the Application Form:**

The eligibility conditions / Age Limit and other rules as prescribed for candidates applying under General Category will be applicable for candidates applying under Foreign National/NRI category. The following documents are to be uploaded with the Application Form:

1. Mark-sheets / Grade-sheets of qualifying examination. In case the result of the qualifying examination has not been declared at the time of applying, candidate must attach self-attested scanned copies of mark-sheets / grade-sheets of examination passed in the preceding year. In case if Grades are awarded then the Grade conversion table for conversion of Grades into marks duly authenticated by the concerned Examination Board is also to be attached.
2. Date of Birth Certificate issued by the competent authority.
3. Relevant pages of candidate's valid passport (For Foreign Nationals only) is to be attached
4. Any other relevant document.

### **Documents to be produced at the time of interview:**

1. Candidate applying under NRI Category shall submit the following additional documents of his/her NRI Parent at the time of Interview.
2. Relevant pages of the Passport showing Visa and latest exit and entry date duly attested by the Indian High Commission / Embassy / Consulate.
3. The NRE Bank Account Number in India with copies of relevant documents duly attested by the concerned bank.
4. Any one of the following certificates issued not prior to **January 20, 2019**
  - a) Certificate from the employer in the country of residence stating employment position of NRI certified by the Indian High Commission / Embassy / Consulate
  - b) If self-employed, carrying his / her own business then a certificate in that respect duly certified by the Indian High Commission / Embassy / Consulate
  - c) NRI Certificate issued by the Indian High Commission / Embassy / Consulate

Note: Full name of the candidate's NRI parent and relationship with the candidate must be mentioned in the above document.

### **Last Date of ONLINE submission of Application Form:**

The last date of online submission of duly filled in Application Form of the candidate is **16.02.2019**.

### **Admission Test Fee:**

The Admission Test Fee / Processing Charges (non-refundable) of Rupees **7200.00** (equivalent to **US Dollar 100.00**) in Indian Currency is to be remitted ONLINE.

### **Procedure of Admission:**

1. The eligibility conditions, Age Limit, Selection Process, Test Paper details and Test Paper syllabus for admission under NRI category shall be same as for admissions under general category. The eligible candidates under NRI category would be required to appear in a written test and followed by interview as per the following schedule:

Class	Date of Test	Scheduled Start	Date of Interview	Venue
VI	<b>24.03.2019</b>	<b>3.00 PM</b>	<b>25.03.2019 (9:00 AM onwards)</b>	<b>STS School (Minto Circle)</b>
IX	<b>31.03.2019</b>	<b>3.00 PM</b>	<b>01.04.2019 (9:00 AM onwards)</b>	<b>STS School (Minto Circle)</b>

2. Foreign Nationals are exempted from appearing in the Test.
3. Selected candidates shall have to fulfill the eligibility conditions for the Class as detailed in the Guide to Admission (Schools) at the time of admission.
4. Selected candidates shall have to pay a sum of **US Dollar 1000.00** (one thousand US Dollars only), in Indian Currency, at the exchange rate existing at the time of admission through a Demand Draft in favour of the Finance Officer, AMU Aligarh payable at Aligarh towards admission charges. Payment may also be made through ONLINE in the account number of School in which the candidate is admitted.
5. Those admitted in the school will have to pay school fee and Hostel Charges (if applicable) separately in addition the admission charges.
6. Candidates admitted under Foreign National/NRI category will also have to pay a sum of **US Dollar 600.00** per annum in each subsequent academic Session up to Class X.

### **REMOVAL OF NAME**

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