DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR
डॉ.भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर
(A State Funded University of Rajasthan)
(राज्य वित्त पोषित विश्वविद्यालय)
("RUSA BHAWAN", Shiksha Sankul, JLN Marg, Jaipur – 302015)
(रूसा ब्लॉक– भूतल, डॉ. आर. के. शिक्षा संकुल, जयपुर–302015)
Phone No- 0141-2940506, 0141-4082630
www.alujaipur.ac.in
Email- coe@alujaipur.ac.in

F. No. 4(3)Exam\ALU\2023-24\ 10 888   Dated: 14.02.2024

Examination form filling Notification

Sub: Regarding schedule for filling up online examination forms for B.A.LL.B./B.B.A. LL.B I, III & V Semester Examination 2023-24.

As per subject cited, the online examination form filling schedule for **B.A.LL.B./B.B.A. LL.B I, III & V Semester Examination 2023-24** are as under:

Sr. No.	Name of Course/Class	Exam fee (in Rs.)	Dates for filling up online examination forms (With Normal fee)	Last date for deposition of hard copy of Exam form at college for candidates.	Dates for filling up online examination form (With Single time late fee)	Last date for deposition of hard copy of Exam form at college for candidates and Online approval at college panel by the college
1.	B.A. LL.B. I Sem. (Main/Ex-Category)	1250/-	Start date 15.02.2024	22.02.2024	Exam Fee + Late Fee Rs 500/-	26.02.2024
2.	B.A. LL.B./ B.B.A. LL.B. III Sem. (Main/Ex-Category)	1430/-			22.02.2024 to 24.02.2024	
3.	B.A. LL.B./ B.B.A. LL.B. V Sem. (Main/Ex-category)	1790/-				
4.	B.A. LL.B./B.B.A. LL.B. I, II & V Sem. (Back/Due Paper only)	870/- (per paper)	Last date 21.02.2024			
5.	Fee for physically challenged students (for all above categories)	730/-				

Note: In addition to above following fee shall also be applicable-
(i) Enrollment Fee- Rs. 370, Eligibility Fee – Rs. 370/- _– This fee shall be charged with 1st Sem. Exam. forms.
(ii) If candidate opts for improvement paper(s)/ subject(s) as per applicable rule for securing minimum pass percentage, he/she will be charge fee equal to due paper(s)/subject(s) fee for such improvement.

Important Instructions for ABC ID:
- As per UGC letter No. D.O.No.F.1-50/2020(ABC/NAD) dated 21.02.2023, ABC ID should be a mandatory field in admission forms, examination forms or if possible on Student's I-Card also. Therefore, all candidates who are filling examination forms are compulsorily required to generate ABC ID before start of filling examination form, as it will be a mandatory field in examination form.
- For Creation of ABC ID, you are required to have AADHAR Number and Mobile Number linked with AADHAR.
- Step by Step user guide for creation of ABC ID is available at home page of student panel in PDF and video format.
- It is also mandatory that candidate name, gender, date of birth etc. are same in last qualifying mark-sheet, AADHAR Card and ABC ID. Mobile number must be linked with AADHAR and same Mobile number be given in examination form.
- Candidate shall only be eligible to fill online examination form, once ABC ID is created successfully.
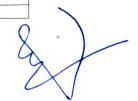
Helpline Support :
In case of facing problem in filling up of online examination form or Bank transaction, student can take support from below helpline number :

During working days only : 10.00 am to 05.00 p.m.
Mobile No. 8955654826

OP1 English Letter MS

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General Instructions for Online Exam. Form:

- College must ensure to intimate all concerned students in this regard.
- Students of above courses can fill Online Examination form at University website i.e. www.alujaipur.ac.in Examination Portal or www.aluexam.in Examination form can only be accepted through online mode along with online payment of prescribed fee. After filling online examination form, student must submit the hard copy alongwith requisite documents to his/ her concerned college immediately, as per above timeline.
- College is compulsorily required to update all such filled exam forms, who are eligible to appear in ensuing exam at online panel of the University and ensure to submit hard copy along with the requisite documents at University office latest by 29.02.2024 (upto 4.00 p.m.). After passing the last date of exam form online approval and submission of hard copy of exam forms, it will not be accepted and concerned college will be liable for any consequences.
- It is noticed that many of colleges are submitting exam forms hard copies by arranging it in alphabetic order or any other order. Colleges are requested to kindly arrange hard copies of the examination form in the same sequence of the online list generated at College Panel i.e., in Registration no. order, while submitting it at University office.
- It is also noticed that many of the colleges are not submitting hard copies of some of the duly filled examination forms along with requisite documents. So, you are requested to kindly prepare list of exam forms of only such cases which are being submitted to University physically. After passing the last date, University shall not accept any hard copies of the examination forms filled online and it shall automatically stand cancelled and such candidate (s) may not be permitted to appear in concerned examination. Kindly ensure the timeline.
- For 1st Semester Regular category examination forms, it may contain original migration certificate issued by the concerned Board/University. Without original Migration certificate, exam forms will not be accepted. If original Migration Certificate is not attached with exam forms then declaration of candidate should be submitted with exam form on Rs. 50/- non-judicial stamp paper (duly notarized) to the effect that he/she will submit it within one month along with late fee.
- All printed exam. forms must be signed by the concerned candidate at required places.
- All printed exam. forms must be sealed and singed by the concerned Principal of the College.

Note:- All required documents with the examination forms must be arrange in following order while submitting hard copies of the filled and duly verified examination forms to the University office:

1. Examination form, duly signed by candidate and Principal of the College.
2. Enrolment/Eligibility form duly signed by candidate and Principal of the College, in case of fresh admitted student exam form i.e. I Sem. Regular Category.
3. Online successful payment of examination fee receipt.
4. Original migration certificate for fresh admitted student Exam form.
5. Photo copy of Marksheets of eligibility course/ previous class marksheet of the course, class X and class XII Marksheet.
6. Photo copy of caste certificate, if case so. In case of OBC, it must not be two year older.
7. Any other document, if required as per rule.

Kindly ensure to submit the hard copies of examination forms latest by 29th February 2024 to the University through personal messenger of college/Post. In no case examination forms through College Messenger/Post will be received by the University after passing prescribed last date. If Examination forms are not updated by college online and hard copies of the same not received within given timeline, concerned candidates will not be allowed to appear in ensuing examinations.

Dr. Neeraj Jain
(Controller of Examinations)
Dated: 14.02.2024

No. F4(3)/ Exam/ ALU/ 2023-24/11889-11894

Copy to following for information and necessary action:

1. Principal, All Affiliated Law Colleges, ALU, Jaipur
2. Comptroller of Finance, ALU, Jaipur
3. ACP, ALU, Jaipur- with request to upload it at University website.
4. PA to HVC/ PA to Registrar, ALU, Jaipur.
5. Data Processing Agency- With request to start online forms as per above schedule and perform all activities of Pre-Post Examinations.

Controller of Examinations

OP1 English Letter MS