



DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर

(A State Funded University of Rajasthan)

(गज्य वित्त पोषित विश्वविद्यालय)

("RUSA BHAWAN", Shiksha Sankul, JLN Marg, Jaipur – 302015)

(रुसा ब्लॉक- भूतल, डॉ. आर. के. शिक्षा संकुल, जयपुर-302015)

Phone No- 0140-2940506, 0141-4082630

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www.alujaipur.ac.in

F. No. 4(3) Exam\ALU\2022-23\709/

Dated: 14-03-2023

### Examination form filling schedule

The Director/Principal  
All affiliated colleges,  
UNDER JURISDICTION OF ALU, JAIPUR.

**Sub: Regarding schedule for filling up online examination forms.**

Dear Sir/Madam,

As per subject cited, the online examination form filling schedule for examination session 2022-23 of following courses are as under:

Sr. No.	Name of Course(s)	Exam fee (in Rs.)	Dates for filling up online examination form (With normal Exam. fee)	Last date for deposition of hard copy of Exam form at college for candidates and online approved at college panel by the college	Dates for filling up online examination form (With Single time late fee)	Last date for deposition of hard copy of Exam form at college
1	B.A. LL.B./ B.B.A. LL.B. 1 <sup>st</sup> semester 2022-23 (Regular/Ex - Student)	Rs.1140/-			Exam Fee + Rs 500/-	
2	B.A. LL.B./ B.B.A. LL.B. 3 <sup>rd</sup> semester 2022-23 (Regular/Ex - Student)	Rs.1300/-	15.03.2023 to 22.03.2023	15.03.2023 to 24.03.2023	23.03.2023 to 28.03.2023	23.03.2023 to 29.03.2023
3	B.A. LL.B./ B.B.A. LL.B. 3 <sup>rd</sup> semester 2022-23 (Regular/Ex - Student) with Due paper(s) of 1 <sup>st</sup> Semester	Rs.1300/- + Rs.790/-(Each paper)				
4	Fee for physically challenged students (for all above categories)	Rs.660/-				

- Colleges 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](http://www.alujaipur.ac.in) Examination Portal or [www.aluexam.in](http://www.aluexam.in) Examination form can only be accepted through online mode alongwith online payment. After filling online examination form, student must submit the hard copy with requisite documents to his/ her concerned college immediately, as per above timeline.
- Colleges are 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 alongwith the requisite documents at University office within three days i.e. 28.03.2023 for exam forms filled with normal exam fee and upto 01-04-2023 for exam forms filled with late fee of Rs. 500/- . 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.



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- 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 colleges are requested to kindly prepare list of exam forms of only such cases which are being submitted to University physically. After passing 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 1<sup>st</sup> Semester regular category examination forms, it may contain original migration certification issued by the concerned Board. Without original Migration certificate, exam form will not be accepted. If original Migration Certificate is not attached with exam form then declaration of candidate should be submitted with exam form on Rs. 50/- non-judicial stamp paper (duly notarised) 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 signed by the concerned Principal of the college.

**Note:-** All required documents with the examination forms must be arranged 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.
2. Enrolment/Eligibility form duly signed by candidate and Principal, in case of fresh admitted student exam form.
3. Online successful payment of examination fee receipt.
4. Original migration certificate for fresh admitted student Exam form.
5. Photo copy of Marksheet 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 one year older.
7. Any other document, if required as per rule.

(Dr. Neeraj Jain)

**Controller of Examinations**

Dated: 14-3-2023

No. F4(3)/ Exam/ ALU/ 2022-23/ 7099-7098

Copy to following for information and necessary action:

1. Director/Principal, All Affiliated Law Colleges, ALU, Jaipur- through University Website and email.
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.

6. Guard file.

**Controller of Examinations**