



**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. शिखा संकुल, जयपुर-302015)

Phone No- 0141-2940506, 0141-4082630

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www.alujaipur.ac.in

F. No. 4(3) Exam\ALU\2023-24\ 438

Dated: 09 MAY 2024

**EXAMINATION FORM FILLING SCHEDULE**

The Principal,  
Kautaliya Law College,  
Keshyawala, Sanganer,  
Jaipur

Sub: Regarding schedule for filling up online examination forms of Law Courses for the session 2023-24.

Ref.: University letter No. F.6 II(100)Acad.II/ALU/2023-24/7465-70 dated 03.05.2024 and F.6 II(100) Acad.II/ALU/2023-24/7542-47 dated 03.05.2024.

Dear Sir/Madam,

As per subject cited, the online examination form filling schedule for following classes of Examinations of session 2023-24 are as under:

S. No.	Name of Course(s)	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.	LL.B. 1st Year 2023-24 (Regular)	Rs. 1790/- (Regular)	Start date 10.05.2024 Last date 15.05.2024	16.05.2024	Exam. Fee + Late Fee Rs 500/- 16.05.2024 to 18.05.2024	20.05.2024
2.	Fee for physically challenged students 2023-24 (for all above categories)	Rs. 730/- (Regular) Rs. 830/- (Ex-student)				

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 year Exam. forms.

All candidates and Principal of the College/ College Staff should go through the below mentioned brief guidelines carefully and act accordingly :-

**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.

**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](http://www.alujaipur.ac.in) Examination Portal or directly at [www.aluexam.in](http://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.



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- College is compulsorily required to update all such filled exam forms, who are eligible to appear in ensuing exam at online college panel of the University and ensure to submit hard copy along with the requisite documents at University office latest by 22.05.2024. After passing the last date of exam. form online approval and submission of hard copy of exam forms at University office, it will not be accepted and college will be liable for any consequences.
- You 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.
- 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 1<sup>st</sup> year regular category examination forms, it may contain original migration certificate issued by the concerned Board/University. Without original Migration certificate, exam. form will not be accepted. If original Migration Certificate is not attached with exam. form than 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 applicable late fee failing which his/her examination form may consider in cancel category.
- All printed exam. forms must be signed by the concerned candidates at required places.
- All printed exam. forms must be sealed and signed at all required places by the 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, duly verified and online approved 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. 1 Year Regular Category.
3. Print out of online successful payment of examination fee receipt.
4. Original Migration Certificate for fresh admitted student Exam form or declaration of candidate on Rs.50/- stamp paper.
5. Self attested photo copy of Marksheets of eligibility course/ previous class marksheet of the course, class X and class XII self attested Marksheet.
6. Self attested Photo copy of caste certificate, if case so. In case of OBC, please refer Commissioner, College Education guidelines.
7. Self attested copy of Physically Challenged Certificate issued by the competent authority, if candidate selected and filled examination form in this category. If not found attached certificate with examination form, normal examination fee as per rules shall be charged. Copy of certificate shall not be accepted afterwards.
8. Any other document, if required as per rule.

Kindly ensure to submit the hard copies of duly filled and online approved examination forms latest by 22<sup>nd</sup> May, 2024 to the University through personal messenger of college or through post. In no case examination forms either through College Messenger or Post will be received by the University after passing prescribed last date. If Examination forms not updated by college online and/or hard copies of the same not received within given timeline (any of the case or both), concerned candidate will not be allowed to appear in ensuing examinations and concerned college/candidate shall be responsible for such act.

(Dr. Neeraj Jain)

**Controller of Examinations**

Dated: 09 MAY 2024

No. F4(3)/ Exam/ ALU/ 2023-24/ 439-444

Copy to following for information and necessary action:

1. Comptroller of Finance, ALU, Jaipur
2. ACP, ALU, Jaipur- with request to upload it at University website.
3. PA to HVC/ PA to Registrar, ALU, Jaipur.
4. Data Processing Agency- With request to start online forms as per above schedule and perform all actions as per work order.
5. Guard file.
- 6.

**Controller of Examinations**