



F. No. 4(3)/Exam/ALU/2024-25/ 2735

Dated: 12.09.2025

Examination form filling Notification**Sub: Schedule for filling up of online examination forms for B.A. LL.B./B.B.A. LL.B. II, IV, VI, VIII & X Semester Examination 2024-25.**

As per subject cited, the online examination form filling schedule for B.A. LL.B./B.B.A. LL.B. II, IV, VI, VIII & X Semester Examination 2024-25 is as under:

Sr. No.	Name of Course/Class	Exam fee (in Rs.)	Dates for filling up online examination form (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. II Sem. (Regular/Ex-Category)	1380/-	Start date 16.09.2025 Last date 24.09.2025	25.09.2025	Exam Fee + Late Fee Rs 500/- Start date 25.09.2025 Last date 26.09.2025	27.09.2025
2.	B.A. LL.B./ B.B.A. LL.B. IV Sem. (Regular /Ex-Category)	1760/-				
3.	B.A. LL.B./ B.B.A. LL.B. VI Sem. (Regular/Ex-category)	2380/-				
4.	B.A. LL.B./ B.B.A. LL.B. VIII Sem. (Regular/Ex-category)	2550/-				
5.	B.A. LL.B./B.B.A. LL.B. II, IV, VI & VIII Sem. (Back/Due Paper only)	960/- (each paper subject to maximum of semester fee)				
6.	B.A. LL.B./B.B.A. LL.B. X Semester (Regular Category)	3270/-				
7.	Fee for physically challenged students (for all above categories)	810/-				

Note: In addition to above following fee shall also be applicable-

(i) Degree Fee - B.A. LL.B. /B.B.A. LL.B. Course Rs. 220/-. This Fee shall be charged with X Semester Exam. forms only.

Following instructions shall also be followed –**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.

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- 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.

Important Instructions issued by BCI New Delhi vide Circular No.BCI:D:5186/2024 (LE Circular No.13/ 2024) dated 24.09.2024:

BCI New Delhi has issued circular dated 24.09.2024 and issued guidelines on the following points –

- Criminal Background Check.
- Simultaneous Degree and/or regular academic programs.
- Employment Status and Attendance Compliance.

In reference to above, University has issued detailed instructions to the candidates vide University Circular No. F.4(3)Exam./ALU/2024-25/3999 dated 29.11.2024 and further issued directions to the affiliated colleges vide letter No. F.4(3)Exam./ALU/2024-25/4003 dated 29.11.2024 for compliance and submission of declaration.

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 a.m. to 05.00 p.m.
Mobile No.8955654826

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.com 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.
- 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.
- Colleges 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.
- 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.

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Instruction to Candidates:

1. Candidates must enclose the photocopies of all mark sheets issued by the University along with the examination form. Internet-generated mark sheets will not be accepted.
2. Marks shown semester-wise in the examination form must be verified carefully through the marksheets and also verified by the college concerned.
3. In case of any discrepancy, the candidate should encircle the incorrect entry with red ink and enclose the relevant photocopy of the concerned mark sheet along with the form and concerned college will inform the helpline for necessary updation.

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. Online successful payment of examination fee receipt (if separately generated).
3. **Self attested Photo copies of all previous semester examinations marksheets (issued by the University). Internet printouts of the marksheets shall not be accepted.**
4. Self attested photo copy of caste certificate, if case so. In case of OBC, it must not be three year older.
5. Self attested photo copy of Physically Challenged Certificate (above 40% category) issued by the competent authority, if candidate admitted in this category. If requisite certificate is not attached with examination form, normal examination fee as per rules shall be charged. Copy of certificate shall not be accepted afterwards.
6. Any other document, if required as per rule.

Kindly ensure to submit the hard copies of examination forms latest by 01.10.2025 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: 12.09.2025

F. No. 4(3)/Exam/ALU/2024-25/ 2736-2742

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 directions to start online forms as per above schedule and do all necessary action as per work order.
6. Guard file


Controller of Examinations

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