



**GUIDE TO ADMISSION  
(AMU SCHOOLS)**

**2017-18**

**FOR ADMISSION TO**

**CLASS I, VI & IX**

**ALIGARH MUSLIM UNIVERSITY  
ALIGARH**

# CONTENTS

1. INTRODUCTION .....	3
2. Brief History of AMU Schools .....	3
3. HOSTEL ACCOMMODATION.....	9
4. ADMISSION & FEE STRUCTURE .....	9
5. SCHOOL UNIFORM .....	10
6. NODAL CENTRES FOR ADMISSION .....	10
7. SCHOOL WISE INTAKE IN CLASS I, VI & IX ( <i>in AMU Schools</i> ) .....	10
8. IMPORTANT INFORMATION & RULES.....	10
9. HOW TO OBTAIN THE APPLICATION FORM .....	12
10. HOW TO FILL IN THE APPLICATION FORM .....	14
11. REMITTANCE OF ADMISSION TEST FEE .....	15
12. DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM .....	15
13. PROCEDURE FOR SUBMISSION OF APPLICATION FORM .....	15
14. RULES GOVERNING RESERVATION FOR PHYSICALLY CHALLENGED PERSONS..	16
15. INSTRUCTIONS TO CANDIDATES APPEARING FOR ADMISSION TESTS .....	16
16. INSTRUCTIONS FOR OMR BASED ADMISSION TESTS.....	17
17. PROCEDURE FOR ADMISSION.....	19
18. ADMISSION TO AHMADI SCHOOL FOR THE VISUALLY CHALLENGED .....	22
19. ADMISSION OF FOREIGN NATIONALS/CHILDREN OF NON-RESIDENT INDIANS.....	23
20. REMOVAL OF NAME .....	24

## 1. 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 the educationally backward section of the community, Aligarh Muslim University maintains 10 Schools which are as follows:

1. S T S School (Minto Circle)
2. AMU City School
3. AMU Girls' School
4. Ahmadi School for the Visually Challenged
5. Abdullah School
6. City Girls' High School (Qazi Para)
7. Sayyid Hamid Senior Secondary School (Boys)
8. Senior Secondary School (Girls)
9. AMU ABK High School (Boys)
10. AMU ABK High School (Girls)

S.T.S. School, AMU City School, AMU ABK High School and Sayyid Hamid Senior Secondary School (Boys) admit male candidates, while AMU Girls' School, AMU ABK High School (Girls) and Senior Secondary School (Girls) 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. Abdullah School is a co-educational School admitting both boys and girls in Class I. Visually Challenged boys and girls can seek admission in Ahmadi School for the Visually Challenged.

All ten Schools maintained by the University 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 or religion.

These schools generally follow the C.B.S.E. / N.C.E.R.T. curriculum. Due attention is paid to 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.

## 2. BRIEF HISTORY OF AMU SCHOOLS

### 1. STS School (Minto Circle):

The Aligarh Muslim University was established by an Act of Parliament 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.

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.

Hostel facilities are available for students of Class VI to Class X only.



## 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 **Classes VI to XII**. At present there are approximately 1500 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.

#### **HOSTEL FACILITY:**

Hostel facility is available to the girls of only Class IX in a constituent wing of the Abdullah Hall. Hostel accommodation is provided as per the policy / rules laid down by the school, subject to availability of seats.



#### **4. 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 using modern scientific tools and latest techniques of teaching the visually challenged students. This is probably one of the very few schools in the country where teaching of Science and Mathematics (Classes IX and X) has been organized in accordance with the syllabi prescribed by the Central Board of Secondary Education. In order to increase computer literacy, students are constantly trained on computer skills. Apart from usual academic subjects, the school also provides vocational training in Computer Typing, Instrumental & Vocal Music, Handloom Weaving, Chair-caning, NFP- classes, Stitching and Knitting. The school also provides facilities for various games. The students are made to realize that healthy environment promotes individual wellbeing.



The school is mainly residential with facilities of **free** boarding and lodging. It has two hostels, one for the girls and the other for boys. The school provides ambulance service for emergency needs of its students. The school admits visually challenged children from all over the country, irrespective of their gender, caste, creed, colour, class or religion.

## **5. 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.

The School runs in two shifts. The second shift of the school started functioning from January, 1990. 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.



## **6. Aligarh Muslim University 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 19<sup>th</sup> century.



Land for the school where it is located now was donated by Late Abdul Majeed Khwaja, who was a prominent citizen of Aligarh and was associated with the University functioning in various capacities. With the passage of time, the school which was earlier maintained as part of the AMU City High School, was given an independent status in 1992.

The School imparts education to nearly 1,000 students in the Urdu medium and cater to the educational needs of the weaker sections of the residents of the city. Both Girls and Boys study together up to class V. However, from class VI 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.

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

Saiyyid Hamid Senior Secondary School was established under section 12(i) of the University Act 1920. Prior to this, the classes were managed in the respective Faculties of the University. Two sections of Class IX with a strength of 55 students each are introduced 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 (PCM, PCB), 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.



### **8. 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 (PCM, PCB, HCP) 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 21<sup>st</sup> century. It is a major feeder institution for higher education at Aligarh Muslim University.

### **9. AMU ABK High School (Boys):**

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 Madarasa 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 after 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.



### **10. AMU ABK High School (Girls):**

ABK Union High School was founded in 1946 by AMU Students Union as Madarsa. The school had a remarkable historic development when the UGC approved to take over ABK Union High School in 2013 as a regular Secondary School of AMU.





The school was upgraded into Higher Secondary School of AMU w.e.f. 01-04-2013. In September 2016, the AMU Executive Council resolved to bifurcate the AMU ABK High School into two entities as AMU ABK High School (Boys) and AMU ABK High School (Girls). Presently there are nearly 1500 students in the Girls Section from Classes I to X. The classes are conducted in two shifts – Classes VI to X in Morning Shift and Classes I to V in Evening Shift. The school is maintaining and providing all the essential sports and extra-curricular facilities required for secondary education and is in the threshold of development.

### 3. HOSTEL ACCOMMODATION

Hostel facilities are available only for students admitted to Class VI and Class IX in S.T.S. School and Class IX in AMU Girls School and Senior Secondary School (Girls). For visually challenged children admitted to Ahmadi School for Visually Challenged, free boarding, lodging and medical facilities are provided by the School.

It is important to note that in view of the limited hostel accommodation, 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.

### 4. ADMISSION & FEE STRUCTURE

Fee charged in all the Schools is as follows:

Class	Annual Amount of Fee (Rs.)
I-VIII(Boys)	3480.00
IX-X (Boys)	5880.00
I-X (Girls)	3480.00

**Note:**

- The fee shall be charged in two equal installments.
- An admission fee of Rs. 25/- is chargeable at the time of admission. Computer is taught in all AMU school from class I to X with a fee of Rs. 50/- 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/- per annum is chargeable towards Students Benevolent Fund.

## 5. SCHOOL UNIFORM

All the Schools have prescribed Uniform for admitted students. The details of prescribed School Uniform will be provided to the candidates at the time of admission.

## 6. NODAL CENTRES FOR ADMISSION

Class I: AMU ABK High School (Boys), A.M.U., Aligarh-202002, UP, India (Phone: 0571-2721160)

Class VI: AMU City School, GT Road, Aligarh-202001, UP, India (Phone: 0571-2406724)

Class IX: STS School, A.M.U., Aligarh-202002, UP, India (Phone: 0571-2703541)

## 7. SCHOOL WISE INTAKE IN CLASS I, VI & IX (IN AMU SCHOOLS)

Schools	Class I				Class VI				Class IX	
	English Med.		Urdu Med.		English Med.		Urdu Med.		English	Med.
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
S T S School	45	-	-	-	45	-	-	-	45	-
AMU City School	-	-	-	-	90	-	45	-	45	-
AMU Girls' School	-	45	-	45	-	45	-	-	-	45
AMU City Girls' High School	-	-	45	45	-	-	-	40	-	-
AMU ABK High School( Boys)	90		-	-	-	-	-	-	60	
AMU ABK High School( Girls)		45	-	-	-	-	-	-		45
Abdullah School(Morning Shift)	45	45	-	-	-	-	-	-	-	-
Abdullah School(Evening Shift)	45*	45*	-	-	-	-	-	-	-	-
S.H.Sr.Sec. School(Boys)	-	-	-	-	-	-	-	-	90	-
Sr. Sec. School (Girls)	-	-	-	-	-	-	-	-	-	90
<b>Total Intake</b>	<b>225</b>	<b>180</b>	<b>45</b>	<b>90</b>	<b>135</b>	<b>45</b>	<b>45</b>	<b>40</b>	<b>240</b>	<b>180</b>

\*(Only for Sons/Daughters of University Employees)

## 8. IMPORTANT INFORMATION & RULES

Important information and rules pertaining to admission for the session **2017-2018** 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)

Parents/guardian of candidates applying for admission are advised to carefully read the information and rules 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**.
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. Candidates 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 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 may also apply for admission with the condition 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. No order of preference of Schools shall be given in Application form. However, candidate should submit the hard copy of Application form duly completed in all respects to the **respective Nodal Centre along with the proof** for submission of the required fee and other documents.
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. Received incomplete.
  - b. Not submitted on prescribed form (i.e. the printout of the pdf generated from online application form)
  - c. Received without requisite fee,
  - d. The proof for submission of the required admission test fee online/offline is not given with the application form.
  - e. Received after the last date.

No correspondence shall be entertained in this regard.

**No relaxation in the last date shall be granted.**

The School takes no responsibility for postal delay or non-receipt of Application Forms or any other communication related to admissions.

13. The medium of Instruction shall be as opted by the candidate in his/her Application Form.
14. **The medium of the test paper shall be Hindi/Urdu/English for class I & VI, but English only for Class-IX.**
15. The Competent Authority reserves the right to make changes in the notified Admission Test Schedule.
16. In case any candidate who does not meet the eligibility criteria prescribed for the concerned class appearing in the Admission Test, he/she shall be doing so at his/her own choice, and if at any stage, it is found that the candidate does not fulfill the eligibility requirements, the admission, if granted, shall be cancelled.
17. 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.
18. 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.
19. The lists of candidates short listed for Interview and the lists of those called for counseling will be displayed on the Notice Boards of the concerned School / Controller's Office Website. The dates notified for Interview/ Counseling / 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 or Counseling, 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 or Counseling. **No separate intimation letters will be sent to the candidates short-listed for Interview/Counseling.**
20. Candidates should report in person along with the Parent/Guardian at the time of Counseling/Admission.
21. The rank of the candidate for counseling shall be determined through the combined merit of Admission Test and Interview. *However, physical appearance in interview is must to be eligible for the respective admission.*
22. **Candidates shall be allotted school at the time of admission through the counseling only viz. the choice of the candidate and the respective rank in the admission test.**
23. No correspondence shall be made to candidates not selected for Counseling/Admission and the documents / certificates / Test Fee / Processing Charges shall not be returned/refunded.

24. Candidates shall be required to complete the Admission formalities immediately after the counseling.
25. A candidate admitted to a School shall be permitted to retain the same if he/she submits an undertaking at the time of counseling.
26. All admissions shall be provisional.
27. No candidate shall be allowed to take admission to the same Class which he/she has already passed.
28. A candidate not reporting for counseling on the stipulated date and time, shall forfeit his/her claim for admission. The offer of counseling shall stand cancelled and no correspondence in this regard shall be entertained.
29. Candidates will have to produce Mark sheet of the qualifying examination and all other relevant Certificates/Documents in original at the time of counseling/completion of admission. However, a candidate who fails to submit the original Transfer Certificate at the time of Counseling /Admission may submit the same within 14 days from the date of admission failing which his/her admission will be treated as cancelled and no further correspondence will be entertained.
30. 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.
31. Admitted candidates shall not be entitled to seek transfer from one School to another School of the University.
32. Parents/Guardians should be present in the School with the candidate:
  - 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.

32. 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.
33. If it is found, at any stage, that a candidate/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 someone else has done so on his/her behalf.
 Such candidate shall not be allowed to complete admission formalities, or in case already admitted, his/her admission shall be cancelled.
34. 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.
35. 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.
36. 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.
37. The **closing date** for admissions to Classes I, VI and IX in the Schools is **15.05.2017**. Any vacancy arising after this date in any class shall not be filled.

## 9. HOW TO OBTAIN THE APPLICATION FORM

The prescribed Application Form and the Guide to Admission (Schools) for the Session 2017-18 is available on the following website:

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



## 10. HOW TO FILL IN THE APPLICATION FORM

The application Form is to be filled **ONLINE**, i.e. the candidates have to fill the Application Form directly on the website and then take a print-out.

Candidates are advised to read “**Important Information and Rules**” and also to follow guidelines below while filling Application Form

ITEM	INFORMATION
Class for which admission is sought	Select the Class ( <b>I, VI or IX</b> ) for which the candidate is applying.
Medium	Select only one medium ( <b>English/ Urdu</b> ) in which the candidate wishes to study in the School. <b>Important:</b> (1) Question Paper for Admission Test for Class I & VI shall be in English/Hindi/Urdu. (2) Question Paper for Admission Test for Class IX shall be in English only
Gender	Select the gender of the candidate ( <b>Male or Female</b> ).
Category	Select the category under which the candidate is applying ( <b>General or Children of NRI</b> )
Date of Birth	Specify the date of birth of the candidate (in Christian Era) as recorded in the Birth Certificate.
Details of Admission Test Fee	Provide details of the amount paid as Admission Test Fee/ Processing Charges Viz. C.R. No. with date and the amount remitted/online.
Name of Candidate	Write the full name of the candidate in capital letters. Do not use Mr / Master / Ms / Miss etc. before the name.
Father's Name	Write the full name of candidate's Father in capital letters. Do not use Mr / Dr / Shri etc. before the name.
Mother's Name	Write the full name of candidate's Mother in capital letters. Do not use Mrs / Dr / Smt etc. before the name.
Correspondence Address	Specify the complete mailing address of the candidate in capital letters including Pin Code.
Contact details	Specify the telephone/mobile number of the candidate
Details of qualifying examination passed	Specify details of the qualifying examination passed by the candidate and also enclose a photocopy of mark sheet.
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.
Photographs(s)	Paste (do not staple) candidate's identical front facing good quality colour photographs (2.5 cm x 3 cm) taken not earlier than three months in the space provided in the Application Form. The photograph should be taken preferably with dark coloured clothes in a white background.
Preference of School	Preference of school shall be asked at the time of counseling.
Religion	Specify the religion of the candidate (for statistical purposes only)
Child of AMU Alumni	Write 'Y' if the candidate wishes to be considered for nomination under 'Children of Alumni' category
Child of AMU Employee	Write 'Y' if the candidate wishes to be considered for nomination under 'Children of Employee' category
Physically Challenged	Write 'Y' if the candidate wishes to be considered for 3% seats reserved for 'Physically Challenged' category
Hostel Accommodation	Write 'Y' if hostel accommodation is required, otherwise write 'N' Note: Applicable only, if applying for admission to classes VI & IX in S.T.S. School or Class IX in AMU Girls' School or Senior Secondary School (Girls).

## 11. REMITTANCE OF ADMISSION TEST FEE

The Admission Test Fee / Processing Charges (non-refundable) as mentioned against each class is to be remitted through

- a. Online mode using internet banking/debit card/credit card.
- b. **Local Challan from Canara Bank, AMU Branch Aligarh Only.**
- c. **e-challan of ICICI Bank using EazyPay facility across all branches of ICICI bank in India.**

## 12. DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

1. Candidate must attach the **bank counter receipt/challan signed by the respective bank** with his / her Application Form.
2. Attested copy (both sides) of 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 submit self-attested photocopies of mark sheets / grade sheets of examination passed in the preceding year.
3. Attested copy of date of birth. Certificate issued from Municipal corporation / competent authority/School last attended/copy of passport.
4. Attested copy of documents in support of claim under category of Children of AMU Alumni and/or AMU Employee, if any.
5. Attested copy of documents in support of claim under category of Physically Challenged/Physically Handicapped candidate, if any.
6. Any other relevant document.

**Note:** Candidates are advised to retain a photocopy of their filled-in form for future reference. Incomplete Application Forms, those received late, without requisite fee and not supported with the required certificates / documents in support of qualifications/ date of birth may be summarily rejected and no further correspondence shall be entertained in this regard.

## 13. PROCEDURE FOR SUBMISSION OF APPLICATION FORM

1. Fill up the ONLINE Application Form by following the instructions given above. Take the Printout of the PDF Generated Application Form on A-4 Size paper.
2. Put your signature and paste your recent photographs at the designated place on the Application Form.
3. Attach the appropriate cash receipt/bank challan/e-challan along with other relevant document(s) with the Application Form and do not fold or mutilate it in any way.
4. Hard Copy of the Application Form should be submitted by hand or through Registered Post / Speed Post / Courier so as to reach **the Nodal Centre of the respective classes up to 5 PM** on or before the last date of receipt as mentioned in the Guide to Admission (Schools) 2017-18.

## **14. RULES GOVERNING RESERVATION FOR PHYSICALLY CHALLENGED PERSONS**

1. 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.
2. 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).
3. The degree / extent of disability of the concerned candidate, certified by the designated medical board may 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.

## **15. INSTRUCTIONS TO CANDIDATES APPEARING FOR ADMISSION TESTS**

1. The Admit Card shall be downloaded from the Controller of examinations website, [www.amucontrollerexams.com](http://www.amucontrollerexams.com). 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 School concerned where the Application Form was submitted, 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 time (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. 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) Session 2017-18 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-totalling will be entertained.

## 16. 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-4 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-5 and shade the corresponding circles.
5. **CENTRE CODE:** Centre Coder is a 3-digit numeric code printed on your Admit Card. Write this number in the squares provided at the top in BOX-6 and shade the corresponding circles.
6. **GENDER:** In Box-6 write M or F in the square and shade the corresponding circle.
7. **MEDIUM:** In Box-7 Indicate the medium of instruction by writing 'E' for English and 'U' for Urdu and shade the corresponding circle.

### **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.

## 17. 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:

<b>Class of Study</b>	<b>I</b>		
<b>Available Schools for Boys</b>	<b>English Medium</b>		<b>Urdu Medium</b>
	<ul style="list-style-type: none"> <li>• STS School</li> <li>• AMU ABK High School</li> <li>• Abdullah School</li> </ul>		<ul style="list-style-type: none"> <li>• AMU City Girls High School</li> </ul>
<b>Available Schools for Girls</b>	<b>English Medium</b>		<b>Urdu Medium</b>
	<ul style="list-style-type: none"> <li>• AMU Girls School</li> <li>• AMU ABK High School</li> <li>• Abdullah School</li> </ul>		<ul style="list-style-type: none"> <li>• AMU Girls School</li> <li>• AMU City Girls High School</li> </ul>
<b>Age Limit</b>	The candidates must be of the age between 5 to 7 years as on <b>March 31, 2017</b> . i.e. the date of Birth of the applicant must lie between <b>April 01,2010</b> to <b>March 31, 2012</b> (both days inclusive)		
<b>Selection Process</b>	<p>Through Admission Test. The Total Merit will have the following components: (a) Written Test : 100 Marks (b) Interview : 25 Marks</p> <p>Note: Candidates shall be called for Interview on the basis of the performance in the written test. <b>For the candidates who qualify written test, obtaining a minimum of 40% marks in the Interview is essential to become eligible for selection.</b></p>		
<b>Test Paper Details</b>	The Written Test shall comprise 25 subjective/ objective type questions on English, Arithmetic, Urdu, Hindi and GK.		
<b>Test Schedule</b>	<b>Date</b> <b>17.03.2017</b>	<b>Duration</b> <b>2 hours</b>	<b>Scheduled Start</b> <b>10 AM</b>
<b>Application Form Details</b>	<b>Last Date for Submitting Application Form</b>		<b>Test Fee</b>
	<b>ONLINE</b>  <b>17.02.2017</b>	<b>Hard Copy of form AT COUNTER BY</b>  <b>18.02.2017</b>	<b>Hard Copy of form BY POST</b>  <b>23.02.2017</b>
			(Rs)
			<b>300/-</b>
<b>Additional Information</b>	<ol style="list-style-type: none"> <li>1. Hard copy of the Application Form should be submitted in the Nodal Centre: <b>ABK High School (Boys), AMU, Aligarh.</b></li> <li>2. Admit Card will be downloadable from COE website <b>one week before the Admission Test date.</b></li> <li>3. Admission in Abdullah School will be done in <b>Morning as well as Evening Shift. Evening Shift is totally reserved for the "Children of University Employee"</b>.</li> <li>4. A candidate has to secure minimum 10 % of the total marks of the written test to make him / her eligible.</li> </ol>		

<b>Class of Study</b>	<b>VI</b>			
<b>Available Schools for Boys</b>	<b>English Medium</b>		<b>Urdu Medium</b>	
	<ul style="list-style-type: none"> <li>• STS School</li> <li>• AMU City School</li> </ul>		<ul style="list-style-type: none"> <li>• AMU City School</li> </ul>	
<b>Available Schools for Girls</b>	<b>English Medium</b>		<b>Urdu Medium</b>	
	<ul style="list-style-type: none"> <li>• AMU Girls School</li> </ul>		<ul style="list-style-type: none"> <li>• AMU City Girls High School</li> </ul>	
<b>Qualifying Examination</b>	<p>Passed Class V from a School which is registered and recognized by a competent government authority or is affiliated to an approved Public Examination Board.  <b>Note:</b> For verification, the registration/recognition/or the affiliation number of the School should be clearly mentioned on the qualifying examination's mark-sheet or certificate.</p>			
<b>Age Limit</b>	<p>The candidates must be of the age between 10 to 12 years as on <b>March 31, 2017</b>. i.e. the date of Birth of the applicant must lie between <b>April 01, 2005</b> to <b>March 31, 2007</b> (both days inclusive)</p>			
<b>Selection Process</b>	<p>Through Admission Test.  The Total Merit will have the following components:  a) Written Test : 100 Marks  b) Interview : 25 Marks  <b>Note:</b> Candidates shall be called for Interview on the basis of the performance in the written test. <b>For the candidates who qualify written test, obtaining a minimum of 40% marks in the Interview is essential to become eligible for selection.</b></p>			
<b>Test Paper Details</b>	<p>The Written Test shall comprise two sections as detailed below:  <b>Section-I:</b> It shall be of 30 marks comprising 30 Objective type questions (MCQ) of one mark each on Languages (English, Urdu and Hindi)  <b>Section-II:</b> It shall be of 70 marks comprising of 70 Objective type questions (MCQ) of one mark each with the following break-up:  <b>1. Mathematics : 35 marks</b>  <b>2. Science : 35 marks</b>  <b>Note: It is essential that the candidate obtains a minimum of 40% marks in Section-I in the written test to be eligible for interview/ admission.</b></p>			
<b>Test Paper Syllabus</b>	<p>The Test Paper Syllabus shall be the same as prescribed for Class V by C.B.S.E. / N.C.E.R.T. and followed in University Schools.</p>			
<b>Test Schedule</b>	<b>Date</b>		<b>Duration</b>	
	<b>19.03.2017</b>		<b>2 hours</b>	
<b>Application Form Details</b>	<b>Last Date for Submitting Application Form</b>			<b>Test Fee</b>
	<b>ONLINE</b>	<b>Hard Copy of form AT COUNTER BY</b>	<b>Hard Copy of form BY POST</b>	<b>( Rs)</b>
	<b>17.02.2017</b>	<b>18.02.2017</b>	<b>23.02.2017</b>	<b>350/-</b>
<b>Additional Information</b>	<p>1. <b>The hard copy of the Application Form should be submitted in the Nodal Centre of: AMU City School (Boys), GT Road, Aligarh.</b></p> <p>2. Admit Card will be downloadable from COE website From <b>one week before the Admission Test date</b></p>			



## 18. 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 for sensory development class (SD Class). 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) Photographs of candidate with parents
- h) Any other relevant documents

**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, 2017**. Interview will be conducted on **APRIL 04, 2017**. Prospective students may contact the School in person for the same or alternatively enquire on email: [asvcmail@rediffmail.com](mailto:asvcmail@rediffmail.com).

## 19. 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:

Class	STS SCHOOL	AMU City School	AMU GIRLS SCHOOL	AMU ABK HIGH SCHOOL		SAYYID HAMID Sr. Sec. SCHOOL (BOYS)	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 attached 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 NRI category. The duly filled in form should be enclosed with the attested copies of the following certificates/documents:

1. The Admission Test Fee / Processing Charges (non-refundable) equivalent to **US Dollar 100.00** in Indian Currency to be remitted through a **Demand Draft** of a date not prior to **January 20, 2017** drawn in favour of Finance Officer, A M U, Aligarh payable at Aligarh.  
The applicant should also write his/her name, date of birth and class for which applying on the reverse of the Demand Draft.
2. Attested copy (both sides) of 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 submit self attested photocopies 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 submitted.
3. Attested copy of Date of Birth Certificate issued by the competent authority.
4. Copy of relevant pages of candidate's valid passport (For Foreign Nationals only).
5. Any other relevant document.
6. Candidate applying under NRI Category shall submit the following additional documents of his/her NRI Parent along with the Application Form:
  - a) Relevant pages of the Passport showing Visa and latest exit and entry date duly attested by the Indian High Commission / Embassy / Consulate.
  - b) The NRE Bank Account Number in India with copies of relevant documents duly attested by the concerned bank.
  - c) Any one of the following certificates issued not prior to **January 20, 2017**
    - (i) Certificate from the employer in the country of residence stating employment position of NRI certified by the Indian High Commission / Embassy / Consulate
    - (ii) If self-employed, carrying his / her own business then a certificate in that respect duly certified by the Indian High Commission / Embassy / Consulate
    - (iii) NRI Certificate issued by the Indian High Commission / Embassy / Consulate  
(Full name of the candidate's NRI parent and relationship with the candidate must be mentioned in the above document.)

### Last Date of Receipt of Application Form:

The last date of receipt of duly filled in Application Form in the School of first preference of the candidate is **02.03.2017 (up to 5:00 PM)**.

### Procedure of Admission:

1. The eligible candidates under NRI category would be required to appear in a written test and interview or any other proficiency test as decided by the University as per the following schedule:

Class	Date of Test	Scheduled Start	Date of Interview	Venue
IX	April 02, 2017	9:00 AM	April 02, 2017	STS School (Minto Circle)
VI	April 02, 2017	9:00 AM	April 02, 2017	

2. Admissions will be offered based on the merit of the above Test. However 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.

## 20. REMOVAL OF NAME

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

-----X-----