

**OFFICE OF THE CONTROLLER OF EXAMINATIONS
ALIGARH MUSLIM UNIVERSITY, ALIGARH – 202002**

D. 173/RES

NOTICE

Dated :- 30.11.19

All students of **Sr. Secondary School (Class XII)** including **Ex-students** who wish to appear in the Examination – 2020 may fill the On-Line Registration cum Examination Form from the link provided on the website **amucontrollerexams.com** by following the procedure given below on or **before 18th December, 2019.**

1. Students should login the portal for the first time as given below

User Name: Enrolment No.

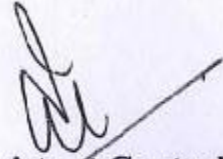
Password: Year of birth (yyyy)

Thereafter the password should be changed but username will remain the same

2. (i) Students should see the pre-filled fields as per the their record available with the School/Controller's office.
(ii) Students may change/update certain fields (except Name, Father's Name, Mother's Name, DOB which are non editable).
(iii) Incase of any conflict/correction in the non-editable fields students may visit the concerned school and get it resolved as per their S.S.C. record/ rules of AMU Board.
(iv) Students have to upload their recent front facing photograph in school uniform, signature and S.S.C. (Class X) marksheet. The size of photograph and signature shall be between 25 KB to 100 KB size and that of marksheet shall be between 100 KB to 200 KB and the format of all uploads should be .jpg.
(v) After successful submission, student should take the print-out of the Registration cum Examination Form and append the following.
 - (a) Examination fee slip of Rs. 200/- in original, (applicable for both student Regular as well as Ex-students). The examination fee is to submitted in SBI AMU branch.
 - (b) Photocopy of S.S.C. (Class X) marksheet
 - (c) Original S.S.S.C. (Class XII) marksheet in case of **Improvement** only.
3. Submit the dully completed form in the office of the Principal of the school concerned.

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4. Later on students may download the Hall Ticket from the website **amucontrollerexams.com** five days prior to the commencement of examination and get it verified from the concerned school at least two days before the commencement of examinations. No students including Ex-students shall be allowed to appear in the examination without verified Hall Tickets from the concerned school from where they have been studying/studied.
5. In case of any problem the student may send email on onlineschools2019@gmail.com or visit Examination Division, Controller's Office during office hours.



**Assistant Controller
(Examinations)
Dated: 30.11.2019**

Distribution:

1. Member Secretary, Board of Secondary & Sr. Secondary Education, AMU
2. Director of School Education (DOSE)
3. Deputy/Assistant Directors
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5. Principal, Senior Secondary (Girls)
6. Principal, AMU Girls School
7. Principal, S.T.S. School
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12. All Assistant Controllers/Assistant Finance Officer (Cash)
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15. All Dealing Assistants (Examination Division)
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