

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

D.No. 175/RES

Date:02.12.2019

NOTICE

All eligible students as per the Ordinances (Academic) of Secondary School Certificate Examination (**Class X**) who wish to appear in the Class X Examination-2020 are advised to follow the procedure given below:

The last date for filling the form is on or before **15th December, 2019.**

Regular Students

Students have to follow following procedure for filling the examination form as instructed by their respective schools.

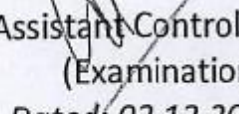
1. Students have to submit **Rs. 100/-** as Enrolment fee (*if not submitted earlier*) and **Rs. 200/-** as Examination fee. The fee should be submitted through challan in State Bank of India (**SBI**), AMU branch.
2. The original slip(s) should be given in the Principal Office of the school concerned. Students must keep the photocopy of the slip(s) for future references.
3. Students may download the Hall Ticket from the website **www.amucontrollerexams.com** at-least five days prior to the commencement of Examination and get it verified/attested from the concerned school. No students shall be allowed to appear in the Examination without verified/attested Hall Tickets from the concerned school from where they are studying.
4. Discrepancy, if any in the Hall Tickets shall immediately be reported to the concerned principal's office and rectification is to be done as

per the procedure. Such students have to download their Hall Tickets afresh.

Ex-students (including Improvement cases)

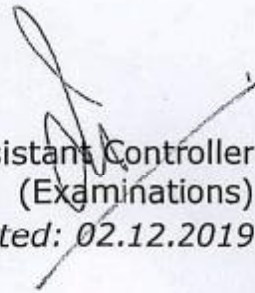
1. Students have to download the Data Collection Form for Secondary School Certificate Examination (**Class X**) from the link provided on the website www.amucontrollerexams.com and fill it in Capital Letters diligently.
2. Students have to submit **Rs. 200/-** as Examination fee. The fee should be submitted through challan in State Bank of India (**SBI**), AMU branch.
3. Students who have been declared fail will have to re-appear in all the papers however those students who want to improve upon their performance should note that they can appear only once for a paper with the condition that they have **NOT** joined in any other courses.
4. Duly filled in Data Collection Form should be appended with the following documents:
 - a. Examination fee slip of **Rs. 200/-** in original (*student may keep the photocopy of the slip for future reference*).
 - b. Photocopy of S.S.C. (**Class X**) marksheet.
 - c. Original S.S.C. (**Class X**) marksheet for students who are appearing for Improvement.
5. Students are required to submit the duly filled in Data Collection Form along with the documents in the Principal Office of the school concerned i.e.; from where they have studied.
6. Students may download the Hall Ticket from the website www.amucontrollerexams.com at-least five days prior to the commencement of Examination. The Hall Ticket should be verified/attested from the concerned school. No students shall be allowed to appear in the Examination without verified/attested Hall Tickets from the concerned i.e.; from where they are studying.

6. Concerned School Officials will attest the photograph and sign at the designated place on the Hall Tickets before handing the same to the student.
7. All list(s) including Sessionals & Grade list in case of Co-Scholastic papers may be downloaded from the panel provided for the same by the concerned school after allotment of Examination Number.


Assistant Controller
(Examinations)
Dated: 02.12.2019

Distribution:

1. Member Secretary, Board of Secondary & Sr. Secondary Education, AMU
2. Director of School Education (DoSE)
3. Deputy/Assistant Directors (DoSE)
4. Principal, Senior Secondary (Boys)
5. Principal, Senior Secondary (Girls)
6. Principal, AMU Girls School
7. Principal, S.T.S. School
8. Principal, AMU City School
9. Principal, City Girls High School
10. Principal, ABK High School (Girls)
11. Principal, ABK High School (Boys)
12. Principal, Ahmadi School for Visually Challenged
13. Warden In-charge, Allama Iqbal Boarding House
14. Assistant Controllers (Examinations)
15. Systems Manager, CCAE Unit
16. All Assistant Controllers/Assistant Finance Officer (Cash)
17. MIC, Public Relations
18. PS to Registrar/Controller of Examinations/Finance Officer
19. All Dealing Assistants (Examination Division)
20. Guard File


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