



अनुसंधान इकाई  
परीक्षा नियंत्रक का कार्यालय  
अलीगढ़ मुस्लिम विश्वविद्यालय

**Research Unit**  
**Office of the Controller of Examinations**  
**Aligarh Muslim University**  
Email: [research.controller@amu.ac.in](mailto:research.controller@amu.ac.in)  
0571-2700920 (Extension 4262)

ریسرچ یونٹ  
امتحانات کے کنٹرولر کا دفتر  
علی گڑھ مسلم یونیورسٹی

D.No. 493 /RU

Dated: 24/10/2021

### **NOTICE**

It is hereby notified that candidates who have been admitted to **Ph.D Programme (Session 2024-2025)**, are required to report in person at the concerned Office of the Dean / Chairperson / Director/ Coordinator from **29.10.2025 to 04.11.2025** for **Physical Verification** of Documents uploaded at the time of Provisional Admission.

The following Original Documents of the candidate are required at the time of physical reporting and **for external candidates self-attested photocopies of 10<sup>th</sup> and 12<sup>th</sup> marks sheet are also required:**

1. Marks sheet / grade sheet of qualifying examination (with FOUR Self attested photocopies)
2. Aadhar Card / Passport / PAN Card / Bank Passbook with photo (with TWO Self attested photocopies)
3. Transfer / Migration and Character Certificate from the Institution last attended (if not enrolled at AMU). If the Certificate(s) is/are not available, give an undertaking on prescribed format to submit the same within one month.
4. FIVE (2.5 x 3.0 cms) recent front facing colour photographs (in white background).
5. Documents in support of Special Categories claimed in Application Form.
6. Leave Sanction / Relieving Order from the employer for the entire duration of the course, if employed.
7. Name Removal Certificate from the rolls of the concerned Faculty / College / Unit (if already enrolled to any full-time course of study at AMU).
8. TWO Self-addressed envelopes bearing postage stamps worth Rs. **22.00** each (to be submitted in the Office of the Provost of Hall of Residence / NRSC allotted).
9. Score Card/fellowship/scholarship award letter of candidates who were exempted by the department from appearing in the written test on the basis of fellowship/ scholarship in UGC-NET/UGC-CSIR NET / GATE / CEED and similar National level tests may also be verified.

The verifying officer are requested to carry out verification by matching the details, Photo and signature put by the candidate on the Application Form and Counselling Portal with original documents and Physical Identity of the student. Any mismatch / doubtful identity /tampering in documents etc. should be reported in a sealed cover to the Controller of Examinations.

Assistant Controller  
Research Unit

### **Distribution:**

1. Deans of the Faculties.
2. All Chairpersons/Directors/Coordinators of Dept /Centre/Unit with request to kindly return the original application forms enclosing therein original Transfer / Migration and Character Certificate and any other relevant documents after competing above task along with copy of admission cards and the signatures of verifying officer/Dean/Proctor /DSW and mentioning the enrolment No. on the applications forms by 07.11.2025.
3. Senior Programmer, CCAE with the request to upload the same on the Controllers webpage.
4. Section Officer (Controller's Secretariat)
5. All Dealing Assistants Research Unit.