

# Prospectus 2014



**Army Institute Of Law**



### **Vision**

**To be a premier centre for legal education  
enabling young lawyers to think beyond the black letter of law**

### **Mission**

**To be the hub of legal excellence in India by adopting modern teaching  
and training techniques. Training students to perform  
in highly competitive legal environment. Inculcating in the students, legal ethics  
and social consciousness, emphasizing on holistic personality growth.**

# Message



(Dr Tejinder Kaur)

Principal, Army Institute of Law

Since the time of its inception in the year 1999, ARMY INSTITUTE OF LAW in the course of aspiring and achieving, is forever forging ahead to set and achieve higher standards of excellence in the field of legal education by grooming young budding lawyers into skilled law professionals.

With a fully Wi-Fi magnificent campus, an impressive architectural structure in the vicinity of Chandigarh, the Institute provides a healthy ambience to facilitate learning along with the fully residential complex that provides a homely atmosphere to the students. Under the aegis of Army Welfare Education Society (AWES), AIL provides quality education to students hailing from diverse backgrounds. The Institute conducts a five year BALLB law course and is approved by the Bar Council of India.

AIL, in a short span of around 15 years, has emerged as a hub of scholastic brilliance and owes this to a team of highly qualified and erudite faculty members who lend a critical perspective to contemporary issues facilitating students' comprehension and interpretation of various laws and statutes. With an emphasis on several national and international case studies and statutes, the research at AIL is facilitated through a fully air conditioned library that houses more than 8000 books and online resources like SCC online, Manupatra, Lexis Nexis, Legal Pundit. With many laurels to its name in the field of moots, ARMY INSTITUTE OF LAW has proved its mettle for all to see and appreciate. Our students have brought numerous laurels by participating in National and International moots. The Institute's very own moot competitions are of immense help in the legal world, in terms of drafting, interpretation of law and advocacy skills.

The Institutes own Law Journal and Magazine are a step towards promoting research and creative writing among the students. With the aim of elevating the intellect of the students to a level that is compatible with the knowledge of the leading professionals in law, guest lectures are organised on a regular basis where the most eminent people belonging to the legal fraternity and other experts from diverse fields enlighten the students, keeping them abreast of the latest and current developments in the legal world. The Institute's own placement cell acts as its backbone ensuring 100 percent placements every year.

At AIL, monotony never sets in as students are forever keeping themselves enthusiastically pre-occupied, exploring beyond academics. Be it invigorating batch trips, celebrating festivals together, bonhomie of the AILians rules the campus. Various co-curricular activities at the Institute keep young minds productively engaged, aiming at the holistic development of all individuals.

The achievements of our students have brought accolades to Army Institute of Law and I am very confident that in years to come, these benchmarks of achievements will be furthered by our students.

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# IMPORTANT DATES

|  |                              |
|--|------------------------------|
| Availability of Online Application-Cum-Admission Form (for all categories).....                | 21 April 2014                |
| Last date of submission of Application-Cum-Admission Form (for all categories)* .....          | 09 May 2014                  |
| Submission of Application-Cum-Admission Form with late fees of ₹ 500/- (for all categories)... | 14 May 2014                  |
| Date of Entrance Test (1100 hrs to 1300 hrs) #.....  | 01 June 2014                 |
| Date of Declaration of Result (Online) #.....  | by 12 June 2014              |
| First Counseling-cum-Admission* * (Army & All India Gen Categories) .....                      | 02 July 2014                 |
| Counseling for Punjab Resident Civil Categories***.....  | 03 July 2014                 |
| Second Counseling-cum-Admission (if required) #.....   | will be informed later       |
| Date for Reporting of Students (1st year) at the Institute (for all categories) .....          | 07 July 2014                 |
| Orientation Week (for all categories) .....  | 07 July 2014 to 11 July 2014 |
| Commencement of classes (for all categories).....  | 14 July 2014                 |

- \* Kindly submit the Online Application cum Admission form along with fees of Rs. 1000/- which includes fees for processing and conduct of LET - 2014
- \*\* The Students must bring all original documents at the time of their counseling and after admission must deposit full fees within 72 hours.
- # Only for wards of Army Personnel and all India Civil Category candidates.
- \*\*\* Admission of 16 Seats of Punjab Resident Civil Category will be filled by Army Institute of Law, Mohali on the Basis of 10+2 merit as per Punjab Govt. Notification -vide letter No. 13/10/10 - 6 Edu.1/117-121 dated 23 January 2014.

**Note: For any details refer to AIL Website : [www.armyinstituteoflaw.org](http://www.armyinstituteoflaw.org)**

## 1. BRIEF HISTORY

The Army Institute of Law (AIL) was established in July 1999 by the Indian Army under the aegis of the Army Welfare Education Society (AWES) at its interim location at Patiala. With 'Aspire & Achieve' as its motto, the Institute has come up as a Centre of Excellence in the field of legal education within a very short period of its establishment. In July 2003, the institute shifted its base from Patiala to Sector 68, Mohali, Punjab, which is now its permanent campus. The Mohali Campus was inaugurated by H.E. Dr. APJ Abdul Kalam, the then President of India, on December 1, 2003. AIL has a magnificent residential campus in an impressive architectural structure in the vicinity of Chandigarh and Punjab & Haryana High Court. The institute is fully residential for boys and girls, staying in their respective hostels in the campus.

## 2. LOCATION

The Institute is located in Sector 68, Mohali at a

distance of about 3 kms from Mohali Bus Stand, about 10 kms from Chandigarh Bus Stand and about 15 kms from Chandigarh Railway Station.

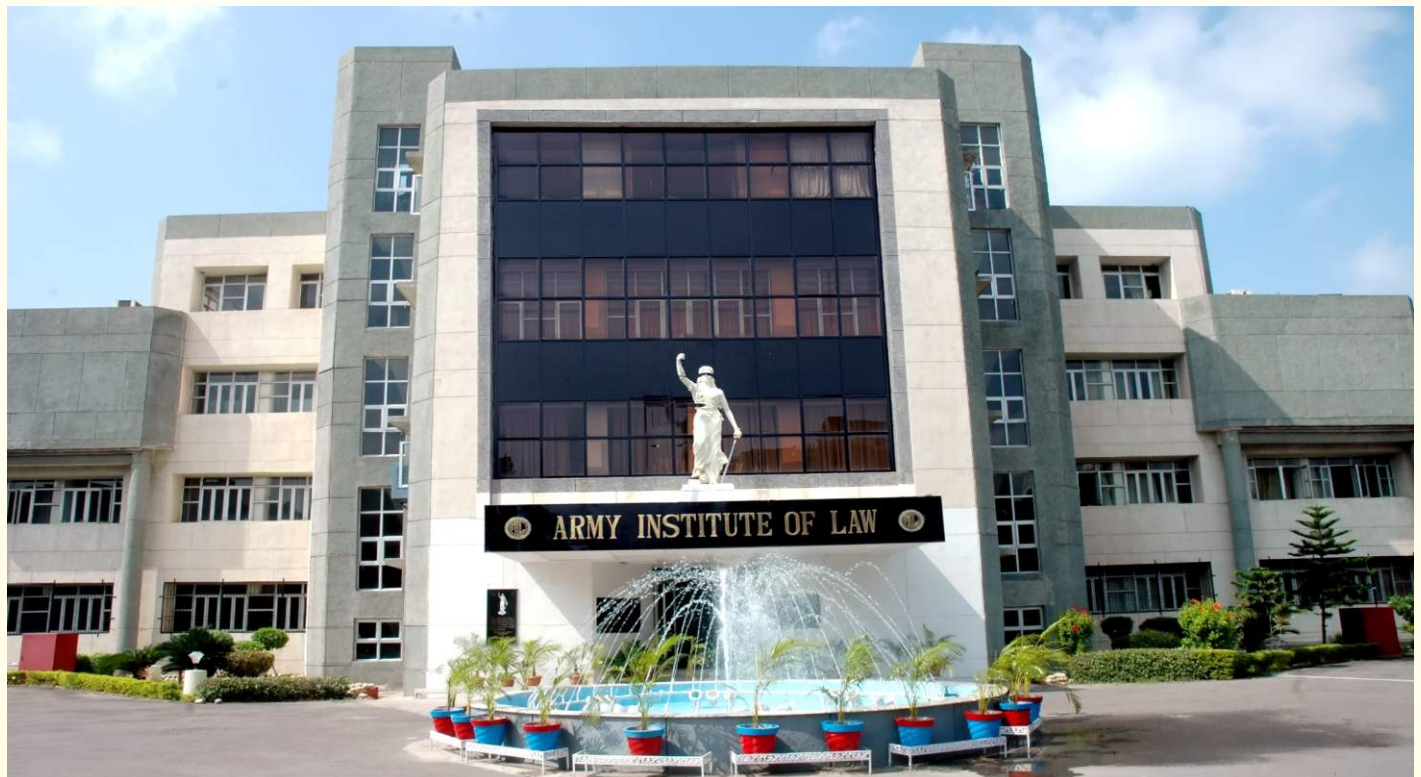
## 3. AFFILIATION & APPROVAL

The Institute is permanently affiliated to the Punjabi University, Patiala and approved by the Bar Council of India.

## 4. AIMS & OBJECTIVES

The aims and objectives of Army Institute of Law are as under:-

- (a) To come up as a centre of excellence in the field of legal education by adopting modern teaching and training techniques.
- (b) To impart high quality legal education and professional training to the children of Army personnel and civilians for B.A. LL.B. degree.
- (c) To train law graduates capable of pursuing a career at the Bar, competing for Judicial Services, Civil Services, as an officer in the Armed Forces or for



placement in National & Multi-National Corporations.

(d) To promote academic excellence, discipline, personal character, high sense of ethical and moral values and spirit of National integration among the students of AIL.

(e) To promote sports, co-curricular activities for overall personality development of the students.

## 5. ACADEMIC CURRICULUM

The teaching methodology adopted at AIL is intensive as well as extensive class-room teaching involving active participation of the students. Theoretical class room teaching is supplemented by clinical legal work. It also includes preparation of project reports, project presentations, submission of assignments, participation in seminars, moot courts and mid-term exams. The best students are rewarded for their academic and professional performances.

## 6. ATTENDANCE

Students are required to have minimum 85% in aggregate as well as in individual papers. A student falling short of attendance would be detained from appearing in the examination. Condonation of shortage of attendance will be granted within the prescribed rules only and not beyond any circumstances as per the modalities laid in policy guidelines.

## 7. PLACEMENTS & IN-COURSE INTERNSHIP

The Institute endeavours to create job placements for its students through its Placement Cell consisting of a Placement Coordinator and a students' body. To provide maximum opportunity to the students for professional exposure, internship of the students for practical training with High Court Judges, eminent lawyers and law firms is arranged for a duration of 4-6

weeks for 4th and 5th Year students and court visits for 1st, 2nd and 3rd Year students. In addition, subject to the availability of time, all students are encouraged to work for a few hours on working days in Lawyers' Chambers at Chandigarh.

## 8. LIBRARY

The richness of an institute lies in its well-equipped library, which is the 'heart' of any Academic institution. Keeping this in view, a spacious air conditioned library and a reading hall are available. The Library has a rich collection of text books, reference books, national and international journals, manuals, periodicals, magazines and newspapers besides an e-library with printing and photocopying facilities. This is further augmented by a Student Research Cell to enable students to study till late evening

The Institute Library has more than 10,000 books and has subscribed to the following online legal databases:-

- ☆ SCC Online
- ☆ Lexis Nexis
- ☆ Manupatra
- ☆ Westlaw
- ☆ Legal Pundit



## 9. COMPUTER LAB

The Institute has a fully functional computer lab with 20 Thin Client Computers. Students are motivated to develop interest in computer and information technology, to enable them to face today's competitive world. The institute subscribes to websites like manupatra.com, westlaws.com and SSC online along with a collection of CD ROMs related to law, such as Supreme Court Case Finder etc. All the



students are well acquainted with the application of latest technology in the field of law. Facilities like Internet, through Leased Line and LCD projectors etc., are provided to students. The Network Administrator assists the students in the use and application of computers and Information technology. The Internet facility is also extended to the Student Research Cell and other areas of campus through Wi-Fi.

The Institute is having 16 MBPS Lease Line Internet connectivity for its campus. To provide secure Internet connectivity the Institute is having Cyberoam (Unified Threat Management System) at its premises. It is an appliance that delivers real-time network protection against evolving Internet threats through unique user based policies. These hardware firewall safeguard the network from the outside threats and intrusions. Use of IT facilities requires prior registration and the granting of a user code or an individual password.

## 10. TROPHIES & SCHOLARSHIPS.

The following trophies have been instituted at Army Institute of Law:-

- (a) Dhruva Trophy introduced by GOC-in-C, Northern Command in Oct. 2002 for the student standing first in Law of Contract.
- (b) Batra Silver Sterling Trophy introduced by Lt Gen TPS Gill, Director General, Ordnance Services (DGOS), Army HQ, New Delhi in Nov 2002 for the topper in Law of Evidence.
- (c) Airawat Trophy introduced by Maj Gen Dilip N Desai, VSM, GOC 1 Armd Div and Chairman AIL in Mar 2003 to be awarded to the student standing first in LL.B. five year course.
- (d) Director Gen. Military Intelligence (DGMI) trophy introduced by Lt.Gen O S Lochhab, PVSM, AVSM, VSM, Director General Military Intelligence, Army HQ to be awarded to the student attaining academic excellence in the first three year studies of the five year course.
- (e) Defence Services Staff College Trophy introduced by Lt. Gen PPS Bindra, PVSM, AVSM, Commandant, Defense Services, Staff College for the student standing first in Intra-Institute Moot Court Competition.
- (f) HQ, 22 Infantry Division Trophy introduced by Maj Gen PK Rampal, General Officer Commanding, 22 Infantry Division for the topper in Intra-Institute Debate Competition.
- (g) Maharashtra & Gujarat Area Trophy introduced by Maj Gen TK Kaul, GOC, Maharashtra & Gujarat, for the topper in Jurisprudence.
- (h) Trophy for the topper in Military law introduced by Judge Advocate General Branch.
- (j) Abhimanyu Scholarship - In the memory of Late Mr. Abhimanyu Raj Singh Chaudhary, a former student of Army Institute of Law, Mohali, who unfortunately



expired in a tragic incident on March 4, 2007 at Goa. His father, Col. PRS Chaudhary, has instituted the following scholarships:

(i) To be awarded every year to the ward of JCO/OR who tops in the Law Entrance Test.

(ii) To be awarded to a student who scores the highest marks in the first three years of the 5- year integrated Law course. In case of a tie between two or more students securing the same marks, the scholarship amount will be divided equally.

(k) Abhimanyu Trophy, to be awarded to the team winning the Novice Moot Court Competition.

(l) Chief Minister's Silver Trophy and cash prize of Rs. 20,000/- for the toppers of Legal Practice Group & Business Law Group.

(m) Vaish Associates' Scholarships for toppers in Law of Taxation and Corporate Law.

(n) Tata Memorial Scholarship for the student standing first and second in the first four years consisting of cash prize of Rs. 20,000 and 15,000 respectively.

(o) Chief of Staff Award for excellence for over all Topper consisting of Rs. 25,000 and a replica of Rolling Trophy.

(p) Shaheed Subedar Joginder Singh PVC award of Rs. 20,000 and Gold Medal for the student securing 1st position in the B.A., LL.B 5 years course.

(q) Shaheed Hav Joginder Singh PVC award of Rs. 15,000 and Silver Medal for 2nd Position in B.A, LL.B. 5 Years course.

(r) Shaheed Ram Sarup Singh VC award of Rs. 10,000 and Bronze Medal for 3rd Position in B.A, LL.B. 5 Years Course.

## 11. HOSTEL

AIL is a residential institute. Separate hostel facilities are available for 180 boys and 180 girls. In case of new admission preference will be given to outstation

students. Hostellers will have to abide by rules and regulations laid down in the Code of Conduct and the directions issued by

the Principal, from time to time. In case a hosteller violates the Code of Conduct or directions issued by

the Principal/Registrar, strict disciplinary action including expulsion may be ordered on the basis of inquiry conducted by the institute authorities. Parents are advised not to seek any deviation from



these rules. Only the Chairman, AIL has authority to accord approval for out-living within the policy guidelines laid down by AWES

(Army HQ). This permission will be reviewed each year afresh and within the policy guidelines at that point of time. The students are required to bring the following items for their stay in the hostel after admission to the Institute:

|     |                                 |   |   |
|-----|---------------------------------|---|---|
| (a) | Bed Sheet                       | - | 2 |
| (b) | Quilt                           | - | 1 |
| (c) | Blanket                         | - | 1 |
| (d) | Pillow                          | - | 1 |
| (e) | Mattress                        | - | 1 |
| (f) | Bed Cover                       | - | 2 |
| (g) | Pillow Cover                    | - | 2 |
| (h) | Hangers                         | - | 6 |
| (i) | Pad Locks with duplicate keys - | - | 2 |
| (j) | Bucket with Mug                 | - | 1 |
| (k) | Thermos                         | - | 1 |
| (l) | Tiffin Carrier                  | - | 1 |
| (m) | Camper                          | - | 1 |
| (n) | CFL (15 Watt)                   | - | 1 |

Note: Big boxes should not be brought by any student to avoid over crowding of rooms.

## 12. SPORTS

The Institute provides indoor and outdoor sports facilities for all round personality development of the students. These include Basketball, Volleyball, Badminton, Table-Tennis, Chess and Carom and a well equipped Gymnasium, which provides a wide range of exercise equipments.



## 13. DRESS CODE

The Institute has prescribed the following dress code which is to be observed on every Tuesday and Thursday and also on every important visit or lecture by visiting dignitaries/guest speakers:-

### (a) SUMMERS

(i) **Boys** : Black trousers, white full sleeved shirt tucked-in, AIL neck tie/cravat, black leather shoes and black socks.

(ii) **Girls** : Black trousers, white full sleeved shirt tucked-in, AIL neck tie/cravat, black leather shoes and black socks.

### (b) WINTERS

(i) **Boys** : Black blazer with crest pocket, black trousers, white shirt, AIL neck tie/cravat, black leather shoes and black socks.

(ii) **Girls** : Black blazer with crest pocket, black

trousers, white shirt, AIL neck tie/cravat, black leather shoes and black socks.

### (c) NIGHT DRESS :

All students will be in possession of proper night dress which will be worn at the time of sleeping at night.

(d) **GAMES** : Track suit with sports shoes.

**Note:** Wearing of uniform on prescribed days and/or special occasions shall be compulsory.

Breach of dress code constitutes an act of indiscipline, which is subject to fine.

## 14. PREFECTS

To ensure full participation of students and to inculcate self discipline, students are appointed as Prefects, Vice Prefects, Class Prefects and Hostel Prefects.

## 15. INFRASTRUCTURE

(a) **Multi-Purpose Hall:** The Institute has a high-tech fully A.C. Multi-Purpose Hall with a seating capacity of 400. The excellent audio-video and light system facilitate the smooth conduct of functions. Movies are also screened occasionally for students.



(b) **Seminar Hall:** A well furnished seminar hall with seating capacity of 60 and a high-tech projection and sound system



**(c) Conference Hall:** Fully AC Conference Hall with high-tech projection system for conferences and presentations.



**(d) Moot Court Room:** The Institute has a Moot Court Room with audio-video aids to equip students to develop the art of legal practice . It has a seating capacity of 60.



**(e) Video Conferencing:** A Panasonic LCD has been installed in the Video Conferencing Room to enable video conferencing with the prospective employers & Recruiters.

## 16. CAMPUS FACILITIES

The Institute provides the following:

**(a) Banking:** Students are provided banking facilities through Axis Bank. Parents can carry out transactions from any place where AXIS Bank is located. The deposits and other charges will be done directly. An ATM is located in the Campus.

**(b) Cafeteria:** To provide a variety of eatables and a place to relax for the students, a tastefully done up cafeteria with music facility is at the disposal of the students.



**(c) Gymnasium:** A gymnasium with fully functional modern exercise machines and equipment is available to the students to ensure physical fitness of the students.



**(d) Generators:** To maintain regular supply of electricity in the administrative and academic blocks, the hostel and dining halls, standby generators are available.

**(e) Cable-TV:** Available to the students in Common Rooms of the hostels. This is available

during off-class hours and in the evening up to 11 pm.

**(f) FAX/E-Mail Facility:** FAX/E-mail facilities are available to the students.

**(g) Medical Care:** Medical facilities are available to the students in the M.I. Room with a qualified Nursing Assistant. The children of Army personnel can have treatment at Military Hospital. The students should carry their Dependent Cards.

**(h) Transport:** The Institute has its own transport. This will be provided to the students only for official functions, planned outings and medical emergencies.

**(j) Stationery Facility:** A stationery shop is available at AIL to meet the stationery requirements of students.

**(k) Solar Water Heating System (SWHS):** A project of 10,000 LPD capacity Solar Water Heating System has been established in the Institute to provide hot water to students in hostels.

## **17. DISCIPLINE OF STUDY FOR B.A., LL.B 5 YEAR COURSE**

B.A., LL.B., 5 Year Course comprising ten semesters has been adopted with the objective of imparting knowledge and it encompasses law and other social science subjects viz., English Literature, Sociology, Economics, Political Science and History at the initial stage. This is advantageous in the study of Law and also for putting the students on a strong footing to undertake professional legal education and training. The students are awarded the Degree of B.A. (Law) after the successful completion of their first three years of study. After full 5 years of study of social sciences and law courses, they are awarded the Degree of Bachelor of Laws.

## **18. ADMISSION PROCESS**

As per the Government of Punjab notification vide letter No. 13/10/10-6Edu.117-121 dated 23rd Jan 2014, the Punjab University, Chandigarh will coordinate the admission to B.A., LL.B. (5 Year Course) with Army Institute of Law, Mohali. Admission to 64 seats (**60 seats of Wards of Army Personal and 4 seats of All India General Category**) will be filled through a **Written Entrance Test** followed by counseling at AIL, Mohali.

Admission to 16 seats of **Punjab residents Civil Category** will be filled by Army Institute of Law, Mohali on the basis of **10+2 merit** as per Punjab Govt Notification. For detail visit [www.armyinstituteoflaw.org](http://www.armyinstituteoflaw.org) or contact the Admissions help line telephone no. 0172- 5095336, 5095337, 5095338, (Ext. 202)

## **19. ELIGIBILITY**

A candidate who has passed 10+2 examination from Punjab School Education Board or any other equivalent examination recognized as such by the Punjabi University, Patiala, securing at least 45% marks vide Punjabi University Letter No.216468/Meeting-4 dated 7 May 2004. He/She should not have completed the age of 20 years on 1 July, 2014. The applicant who have obtained 10+2 through open university systems directly, without having any basic qualifications for pursuing such studies, are not eligible for admission in Law Courses.

**Applicants Appearing in Qualifying Examination In 2014 must adhere to the following eligibility conditions :-**

(a) The applicants appearing for the qualifying

examination in March/April 2014 are allowed to take the Entrance Test - 2014 provisionally, subject to the condition that their candidature shall stand cancelled in case they do not pass the 10 + 2 March / April Exams 2014 with the required percentage of marks.

(b) Candidates passing the compartment papers of qualifying exam of 10 + 2 subsequently shall not be eligible for admission even if a seat is available.

(c) In case an applicant has passed a qualifying examination from Board/University whose degree has not been notified as equivalent to the Punjabi University, Patiala, he/she will have to produce the eligibility certificate from Punjabi University Patiala at the time of interview, failing which his / her candidature shall not be considered.

(d) Candidates whose declaration of results is delayed should apply well in time to the concerned Board of examination to forward a confidential result directly to Principal, Army Institute of Law, Mohali, Punjab. The responsibility to ensure its timely dispatch will be that of the candidate. Delayed receipt of result shall render the candidate ineligible for admission.

(e) As per Punjabi University, Patiala letter No. 5262 dated June 19, 2000, the students passing the qualifying exam of Bihar Education Board are not eligible to seek admission.

## **20. ELIGIBILITY CRITERIA FOR WARDS OF ARMY PERSONNEL**

The applicant must fall into one of the following categories :

### **(a) ARMY PERSONNEL**

**(Submit Certificate No. 1)**

(i) Wards of serving Army personnel with minimum 10

years continuous service in the Army.

**(Submit Certificate No. 1)**

(ii) Wards of ex Army personnel granted/awarded regular pension, liberalized family pension, family pension or disability pension at the time of their superannuation, demise, discharge, release medical board/invalided medical board. This includes ward of the recruits who are medically boarded out and granted disability pension.

**(Submit Certificate No. 1)**

(iii) Wards of ex Army personnel who have taken discharge or release after ten years of service.

**(Submit Certificate No. 1)**

### **(b) ADOPTED/STEP WARD AND WARD OF REMARRIED WIDOWS.**

**(Submit Certificate. No. 2)**

(i) Adopted child of Army personnel if adopted at least five years prior to seeking admission.

**(Submit Certificate No. 2)**

(ii) Step Ward are eligible provided they are born from a wedding where at least one parent belonged to the Army who is other wise eligible.

**(Submit Certificate No. 2)**

### **(c) ELIGIBILITY CRITERIA IN SPECIAL CASES**

(i) Eligibility criteria for Ward of Ex- Army Medical Corps Officers/Army Dental Corps Officers presently serving with Indian Navy or Indian Air Force(IN/IAF). Ward of only those Ex- Army Medical Officers/ Army Dental Corps officers presently serving with Indian Navy or Indian Air Force who have served with the Army for at least 10 years.

**(Submit Certificate. No.3)**

(ii) Eligibility criteria for ward of APS/MNS/TA Personnel

**(Submit Certificate No. 3)**

(aa) Wards of APS personnel classified as ex-serviceman as per Government of India, Ministry of Defense letter No 9 ( 52)/88/D( Res) dated 19th July, 1989.

**(Submit Certificate No.3)**

(ab) Wards of those APS personnel who are on deputation and who have put in 10 years of service in the Army.

**(Submit Certificate No. 3)**

(ac) Ward of APS personnel who are directly recruited into APS who have completed 10 years of service and of those who as per their terms and conditions of service, retired from APS without reversion to P&T Department after completing their minimum pensionable service of which 10 years was in the Army.

**(Submit Certificate No. 3)**

(ad) Wards of only those members of MNS who have 10 years service as regular members of MNS or are in receipt of pension from Army.

**(Submit Certificate No. 3)**

(ae) Wards of only those TA personnel who have completed 10 years of embodied service.

**(Submit Certificate No. 3)**

## **21. CERTIFICATES REQUIRED FOR ARMY PERSONNEL**

Wards of Army Personnel are required to submit one certificate from the following as per their category mentioned at para 20:

(a) Wards of Serving Army Personnel having 10 years continuous Service in the army, retired/released/discharged after 10 years of service/killed in action/died during service/disabled in action/medically boarded out with pension .....

**(Certificate No.1)**

(b) Step Wards of Army Personnel who were born from Wedlock where at least one parent belonged to the army/adopted ward of army personnel who have been adopted atleast 5 years prior to commencement of course.....

**(Certificate No. 2)**

(c) Wards of Army Medical Corps/AD Corps Officers Serving in Air Force/Navy Medical establishment/MNS/APS and TA personnel.....

**(Certificate No. 3)**

## **22. ELIGIBILITY CRITERIA FOR CHILDREN OF ALL INDIA CIVIL CATEGORY OTHER THAN PUNJAB RESIDENTS**

Children of citizens of India or persons of Indian origin from any foreign country, who intend to settle permanently in India and obtain citizenship before admission to AIL, kindly refer to para 19 of Prospectus.

## **23. ELIGIBILITY CRITERIA FOR CHILDREN OF PUNJAB RESIDENTS CIVIL CATEGORY**

To claim the benefit of Punjab Residents Civil Category, the applicant must indicate the online application form whether he/she belongs to Punjab Residents Civil category entitling him/her to be considered in the category. In this regard, the candidates are required to submit requisite

certificate along with application form (refer to Annexure I of the prospectus), failing which, they shall not be entitled to the benefit of Punjab Residents Civil Category.

#### **24. CERTIFICATE OF CATEGORY**

To claim the benefit as ward of Army personnel Category/All India Civil category, the candidate must indicate in the Application - cum - Admission Form the particular category to which he/she belongs. In this regard, the requisite original certificates as per para 21, 22 & 23 are to be submitted at the time of Admission.

**Category once opted shall not be changed subsequently.** The candidate will be responsible for producing the category certificate and related documents in original at the time of interview/counseling.

#### **25. SUBMISSION OF ONLINE APPLICATION -CUM-ADMISSION FORM**

The Online Application-cum-Admission Form comprises of two steps: -

##### **Step I :**

Go to AIL website [www.armyinstituteoflaw.org](http://www.armyinstituteoflaw.org) - > click on the link **Admission 2014-15** - > **Online Registration Step I.** Fill the basic information of the candidate (i.e Category, Name of the Candidate, Date of Birth, Password, Father's Name, E-Mail ID & Mobile No, etc.). After submitting the Step I, Bank Pay-in-Slip will be generated. The Registration No. & Password will be automatically forwarded to the E-Mail ID. The same is required before filling online form Step II. The unique AIL Registration No. will also be mentioned on the Bank Pay-in-Slip. Go to any branch of Axis Bank - > deposit fee i.e. Rs. 1000/- to AIL account, which is mentioned on the Bank Pay-in-Slip. Counseling fee of Punjab

University will be collected during counseling (if any).

**AFTER DEPOSITING YOUR FEE AT THE BANK PLEASE CHECK THAT JOURNAL NUMBER AND BRANCH CODE IS CLEARLY WRITTEN ON YOUR BANK SLIP. YOU CAN NOT COMPLETE YOUR ONLINE FORM STEP - II WITHOUT JOURNAL NUMBER AND BRANCH CODE.**

Mere deposit of fee does not entitle any candidate for admission. It will be subject to fulfillment of other conditions also.

##### **Step II –**

Again go to AIL website [www.armyinstituteoflaw.org](http://www.armyinstituteoflaw.org) - > click on the link Admission 2014-15 - > Online Registration STEP-II. The same will ask for the following

- (i) AIL REGISTRATION NUMBER (generated after filling Form Step I)
- (ii) PASSWORD (which you enter in Step I of admission form)

Enter the AIL Registration No. & Password, Click on Proceed/Next. It will open the Step-II Form, fill the complete form and submit it.

**(BEFORE APPLYING ONLINE, SCANNED/SOFT COPY OF THE PASSPORT SIZE PHOTOGRAPH (SIZE LESS THAN 120KB), SIGNATURE (SIZE LESS THAN 100KB), 10TH DMC (SIZE LESS THAN 1.5 MB) & BANK RECEIPT (SIZE LESS THAN 1.5 MB) & ARMY CATEGORY CERTIFICATE (incase army category student) (SIZE LESS THAN 1.5 MB) SHOULD BE READY FOR FILLING THE ONLINE FORM STEP – II).**

**Note :** Your application form will not be considered complete till you see the following message on your screen **"YOUR FORM HAS BEEN SUCCESSFULLY SUBMITTED"**.

## 26. DISTRIBUTION OF SEATS

Details of the seats available are as under:-

| Total Seats                         | 80 |
|-------------------------------------|----|
| (a) Wards of Army Personnel         | 60 |
| (b) Punjab Residents Civil category | 16 |
| (c) All India General Category      | 04 |

## 27. ONUS OF ENSURING ELIGIBILITY LIES WITH THE CANDIDATE

It is the responsibility of the candidate to ensure that he/she possesses the requisite minimum qualification and is eligible in all other respects as per the requirements given in this prospectus for appearing in the Entrance test. The fact that the candidate has been issued the Admit Card (*Online*) and permitted to appear in the Entrance Test, does not imply final acceptance of his/her eligibility. The final acceptance of eligibility for admission will rest with AIL and the University nominated by the Punjab Government in all cases and this will be decided at the time of admission and later during scrutiny of the certificates by the University/AIL.

Any admission granted on account of concealment or misrepresentation of facts shall stand automatically cancelled.

## 32. MODALITIES OF THE ENTRANCE TEST

The Entrance Test will consist of a paper with 4 sections of two hours duration in a single sitting to be conducted as under:

| Sr. No. | Section/Subject                    | Total Questions | Total Marks |
|---------|------------------------------------|-----------------|-------------|
| 1.      | English                            | 66              | 66          |
| 2.      | GK & Current Affairs               | 55              | 55          |
| 3.      | Logical Reasoning & Mental Ability | 55              | 55          |
| 4.      | Legal Aptitude                     | 44              | 44          |
|         | Total                              | 220             | 220         |

Note :

(a) The paper shall have objective type questions of a standard expected of 10+2 students.

**(b) There shall be "Negative Marking" i.e. 1/4 marks will be deducted for each wrong answer.**

(c) In the Entrance Test, answers shall be marked in the attached OMR response sheet.

(d) The medium of Entrance Test is English.

(e) In case, candidates secure identical marks in the final list, the candidate with higher marks in the qualifying examination will be preferred. In case of parity at this stage also, the candidate older in age shall be given preference.

## 29. Centres for Entrance Test \* :

The following will be the Centres for the Entrance Test:-

- |               |                   |
|---------------|-------------------|
| (a) Pathankot | (b) Ambala Cantt. |
| (c) Bangalore | (d) Delhi         |
| (e) Jodhpur   | (f) Lucknow       |
| (g) Kolkata   | (h) Pune          |
| (j) Guwahati  | (k) Secunderabad  |
| (L) Mohali    |                   |



\* The Conducting HQ reserves the right of not holding examination at a centre where the strength of examinees opting for the centre is less than 15.

**Note:**

(a) Three options in the order of preference for Entrance test centre are to be filled in the application cum admission form.

**(b) Test centre once opted shall not be changed.**

**30. ADMISSION TO B.A., LL.B. 5-YEAR COURSE AND SUBMISSION OF DOCUMENTS:**

After the declaration of result of Law Entrance Test 2014, first 100 candidates in order of merit of Army Category and 20 candidates in order of merit of All India Civil Category will be called for Counseling at AIL, Mohali.

Following certificates will be submitted as per the details given below:-

**(a) PHOTOCOPIES OF CERTIFICATES ALONG WITH APPLICATION FORM**

- (i) Matric Certificate showing Date of Birth.
- (ii) 10+2 Certificate with Detailed Marks (Only if cleared).

**(b) ORIGINAL CERTIFICATES REQUIRED AT THE TIME OF COUNSELING**

- (i) Matric certificate giving details of Date of Birth.
- (ii) 10+2 pass Certificate with detailed marks.
- (iii) Character Certificate

- (iv) Migration Certificate
- (v) Category Certificate (download certificate from website)
- (vi) Medical Fitness Certificate (download certificate from website)
- (vii) Willingness Certificate.(download certificate from website)
- (viii) An affidavit by Father/Mother/Guardian stating whether or not their ward has studied Punjabi at the Matriculation level.
- (ix) It is mandatory for students who have cleared their 10+2 Examination from Education Boards other than Punjab, Haryana, Himachal & CBSE/ICSE to produce an **Eligibility Certificate** at the time of admission.
- (x) Passport size photographs (12) including the photos pasted on the Admission-cum-Application form.
- (xi) One Photograph of Parents, Family Members & Local Guardians.

### 31. Fee Structure of BA LL.B for the Session 2014-2015 will be as under:

| Sr. No. | FEES HEADS   | ARMY CATEGORY    | CIVIL CATEGORY   |
|---------|--|------------------|------------------|
|         |  | (Amount in Rs)   | (Amount Rs)      |
| 1.      | <b>ONE TIME CHARGES</b>                                  |                  |                  |
|         | (a) Refundable Security                                  | 20000.00         | 25000.00         |
|         | (b) Convocation Fee                                      | 1175.00          | 1175.00          |
|         | (c) Alumni   | 1175.00          | 1175.00          |
|         | <b>Total (One Time Charges)</b>                          | <b>22350.00</b>  | <b>27350.00</b>  |
| 2.      | <b>ANNUAL CHARGES</b>                                    |                  |                  |
|         | (a) Admission Fee  | 3350.00          | 4160.00          |
|         | (b) Building   | 1680.00          | 2550.00          |
|         | (c) Games & Sports                                       | 580.00           | 870.00           |
|         | (d) Academic Fee   | 700.00           | 1160.00          |
|         | (e) Tuition Fee  | 42850.00         | 52600.00         |
|         | (f) Library  | 5030.00          | 6300.00          |
|         | (g) Computer Education<br>Internet Facility              | 5900.00          | 7240.00          |
|         | (h) University Fee                                       | 6465.00          | 6465.00          |
|         | (i) College Magazine & Journal                           | 590.00           | 590.00           |
|         | (j) Group Insurance Policy<br>(1 Aug '14 to 31 July '15) | 120.00           | 120.00           |
|         | <b>TOTAL ANNUAL FEE</b>                                  | <b>67265.00</b>  | <b>82055.00</b>  |
| 3.      | <b>HOSTEL FEE</b>  |                  |                  |
|         | (a) Hostel Fee   | 8580.00          | 13440.00         |
|         | (b) Security   | 13000.00         | 18000.00         |
|         | (c) Electricity, water & furniture                       | 5600.00          | 5600.00          |
|         | (d) Messing & Washerman<br>Charges                       | 30080.00         | 30080.00         |
|         | <b>TOTAL ANNUAL FEE</b>                                  | <b>57260.00</b>  | <b>67120.00</b>  |
| 4.      | <b>GRAND TOTAL</b>                                       | <b>146875.00</b> | <b>176525.00</b> |

#### Note:

- Laundry and Messing is run on contractual basis. Contract for messing and washer man charges will be finalised for the session in the month of June. Messing and washer man charges will be as per the contract and any change will be intimated at the time of admission. Lunch is compulsory for day scholars & will be charged as per the Messing Contract.
- Promotional Fee of Rs. 10800/- will be deducted from the security after successfully completion of course by the student.
- Electricity and water charges are subject to revision due to increase in rates by State Govt.
- University Fee includes Examination Fee for two Semesters, Registration Fee, Eligibility Fee etc as prescribed by the Punjabi University, Patiala
- Tie. Badges, copy of Code of Conduct is to be purchased directly from the counter. Parents are advised to carry Rs. 3000/- approximately for the same at the time of admission.
- It is compulsory for the students to bring their own laptops.
- Collection of Fee :-
 

|                              |   |
|------------------------------|---|
| (i) New Admission (1st year) | - Annual charges at the time of admission |
| (ii) 2nd to 5th year         | - Per Semester                            |

### **32. MODE AND SCHEDULE OF PAYMENTS FOR STUDENTS**

The entire fee amount as per details given in para 31 is required to be deposited in the form of Demand Draft in favour of Army Institute of Law, payable at Mohali. Copy of Bank pay-in slip is required to be submitted along with the admission form. An extension counter of Axis Bank will also be available at the AIL premises for the same.

### **33. REFUNDS**

Following refunds are admissible:-

#### **(a) Refund of Fees after commencement of the Course but before last date of admission, if a seat is filled by another candidate will be as follows:**

- (i) Processing Fees Rs 1000/- will be deducted
- (ii) Admission fees To be refunded
- (iii) Security deposit To be refunded in full
- (iv) Student Association Fee & Journal To be refunded
- (v) Tuition fees, Allied Fee, IT & Library As per actual, A single day of the month Fee. will be treated as a month
- (vi) Hostel Charges As per actual, A single day of the month will be treated as a month
- (vii) Electricity, Mess & Washerman As per actual, A single day of the month Charges will be treated as a month
- (viii) Convocation Charges Not to be refunded if withdrawal is after 3rd year

#### **(b) Refund of Fees after commencement of the course, if a seat remains vacant will be as**

##### **under:**

- (i) Initial Registration Fees No refund Charges will be treated as a month
- (viii) Convocation Charges Not to be refunded if withdrawal is after 3rd year




#### **(c) Withdrawal of students after First Yr/Subsequent Yrs:**

If a student withdraws after 1st yr or later, due to any reason whatsoever, clearance certificate would be given to him after ensuring the following:

- (i) Admission fees No refund
- (ii) Security Deposit To be adjusted against the Tuition Fee for the balance period of the course.
- (iii) Student Association Fee & Journal No Refund
- (iv) Tuition Fee To be charged for balance period of the entire course
- (v) Allied Fee, IT & Library Fee. As per actual, A single day of the month will be treated as a month
- (vi) Hostel Charges Room rent to be charged for the entire duration of the course
- (vii) Electricity, Mess & Washerman As per actual, A single day of the month will be Charges treated as a month

- (viii) Convocation Charges Not to be refunded if withdrawal is after the 3rd year

**Note:**

-  Refund will be applicable only with effect from the date of application for withdrawal. In case a student leaves the Institute without applying for withdrawal, refund will be processed from the date of approval of application for refund, and charges will be levied on entire period of absence without permission.
-  No objection certificate and refund if any for students leaving the Institute, will only be given after no dues clearance certificate from all concerned offices, AIL.
-  No objection certificate is applicable only for academic purposes and not for money refunds.

**34. CHANGE IN FEES**

The Institute reserves the right to change the fee structure as and when required based on unforeseen increase in costs. The revised fees shall be applicable to all students of all batches of the Institute.

**35. CONTACT DETAILS OF PARENTS/GUARDIANS.**

All the parents are requested to give their present as well as permanent address and their e-mail address at the time of admission. In case of any change, it is their responsibility to inform the authorities regarding their new address and contact details. It is mandatory for the parents to submit a photograph consisting of the student

along with his/her parents at the time of the admission.

**36. DISCIPLINE**

Being a residential Institute, AIL insists on high standard of discipline from the students for enhancing the status and reputation of this centre of excellence in legal education. The Principal may lay down, from time to time, norms and standards for students' behaviour. The principal shall be the final authority to take necessary action against the violators of rules and regulations, governed by the AWES Rules.

**37. CODE OF CONDUCT**

The following Code of Conduct is to be studied by the parents and will be adhered to by the students at AIL. Any violation of code of conduct will result in disciplinary action against her/him:-

- (a) Do not indulge in any act that will tarnish the image of AIL in particular, and the Indian Army in general.
- (b) Be respectful to all staff members, in particular the teaching staff and wardens.
- (c) Be appropriately dressed for classes, mess, outside the hostel rooms and particularly when in town.
- (d) Be dressed as specified in the Dress Code.
- (e) Do not indulge in smoking.
- (f) Possession and consumption of all kinds of alcoholic beverages is strictly prohibited.
- (g) Keep the campus clean and pollution free.
- (h) Take pride in being a student of AIL and

aim for excellence.

- (j) Always move out of the campus with an I-Card.
- (k) Be extremely regular as well as punctual in all classes.
- (l) Treat AIL property with utmost care and help in its upkeep.
- (m) Don't participate in any political, anti-national, anti-social or undesirable activity in or outside the campus.
- (n) Every student will be required to attend minimum 85% lectures delivered to that class in each paper.
- (o) Absence in class without leave is liable to fine.
- (p) Do not indulge in any form of ragging which is STRICTLY PROHIBITED as per the directions of the Hon'ble Supreme Court of India.

**Note:-** The printed form of Code of Conduct will be given at the time of admission. The rules and regulations mentioned in this book shall be STRICTLY ADHERED to by all the students.

### **38. AIL MANAGEMENT**

Board of Administration:-

- (a) Patron-in Chief - GOC-in-C, Western Command, Chandimandir
- (b) Patron - Chief of Staff, Western Command, Chandimandir
- (c) Chairman - MG-AOC, HQ Western Command, Chandimandir

### **39. JURISDICTION**

In the event of any dispute, only local courts at Mohali and/or High Court of Punjab and Haryana, Chandigarh shall have jurisdiction.

### **40. DECISION OF AIL MANAGEMENT WILL BE FINAL**

Notwithstanding the information provided in this prospectus, the AIL Chairman reserves the right to delete, change or make additions in any of the provisions contained in it. In case of any dispute with regard to interpretation of any provision in the prospectus, the decision of the Chairman shall be final.

# **AIL MANAGEMENT**



Lt Gen. Philip Campose, AVSM, VSM  
GOC-IN-C, Western Command &  
Patron-in-Chief, AIL



Lt Gen T S Gill, SM, VSM  
COS, HQ Western Command  
& Patron AIL



Maj Gen R S Rathore,  
MGAOC, HQ Western Command  
& Chairman, AIL

# FACULTY @ AIL



Dr. Tejinder Kaur  
 Officiating Principal &  
 Assistant Professor of Law  
 M.A., M.Phil. (Sociology), LL.M,  
 Ph.D (Law) UGC - NET



Mrs Amita Sharma  
 Assistant Professor of Sociology  
 M.A.(Sociology) Gold Medalist,  
 M.Ed. UGC NET



Mrs. Gagandeep Dhaliwal  
 Assistant Professor of Political Science  
 M.A, M.Phil (Political Science),  
 UGC NET



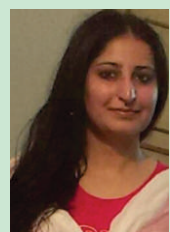
Dr. Bajirao A Rajwade  
 Assistant Professor of Law  
 B.A., LL.M, Ph.D (LAW)



Dr. Kamaljit Kaur  
 Assistant Professor of law  
 Bsc LLB(Gold Medalist), LL.M, Ph.D,  
 UGC NET



Dr. Sunaina  
 Assistant Professor of Law  
 Ph.D., LL.M, UGC-NET [JRF]



Ms. Sheetal Kapoor  
 Assistant Professor of English  
 MA, MPhil (English)



Mr. Shailender Slathia  
 Assistant Professor of Law  
 B.Com, LL.M, PGPHR, UGC-NET,  
 SET



Mrs. Shiva Satish Sharda  
 Assistant Prof of Law  
 B.A. (Honors), LL.M., M.Phil,  
 PGDIPR, UGC NET



Ms. Ekjyot Kaur Gujral  
 Assistant Prof of Economics  
 M.A. (Economics), UGC - JRF



Ms. Navneet Kaur  
 Assistant Professor of Law  
 B.Com, LL.M., UGC-JRF



Ms. Anju  
 Assistant Professor of Law  
 LL.M., UGC-NET



Ms. Gurminder Kaur  
 Assistant Professor of Law  
 B.A., LL.M., UGC-NET



Dr. Kulpreet Kaur  
 Assistant Professor of Law  
 LL.M. (Kings College, London), Ph.D.

# Administrative Staff



Col Harbinder Singh  
Registrar

## ADMINISTRATIVE WING

Col (Retd) Jagdish Chander  
PGDM (HRD) Placement Officer

Hony Capt (Retd.) Rajinder Singh  
B.A. Office Supdt

Mr. Laxmi Narain  
B.A. Academic Clerk

Mr. Kanwal Singh  
B.A. Adm Clerk

Mrs. Sunita Mehta  
B.A. PA to Principal

Mrs. Jagjit Kaur  
B.A. PA to Registrar

## LIBRARY

to be filled Librarian

Mr. Sunil Kumar  
M.Lib, UGC Net Library Asstt.

## ACCOUNTS SECTION

Mrs. Harjeet Kaur  
M.Com Accountant

to be filled Account Asstt.

## IT STAFF

Mr. Raj Kumar  
M.C.A., CCNA Network Admin

## ESTATE OFFICE

Mr. Surinder Singh  
B.A. Estate Manager

Mrs. Upasana Sharma  
B.Sc.PGDCA Assistant (EM)

## HOSTEL STAFF

Mrs. Sarita Chauhan  
B.A., B.Ed. Hostel Warden (GH)

Hony Lt (Retd) Tara Chand Gandhi  
B.A. Hostel Warden (BH)



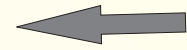
# Guest/Special Lecturers @ AIL

| Name  | Topic   |
|---|---|
| Mr. Siddharth Kumar, Managing Partner, SAK Associates                   | Legal Profession, "Journey as a Lawyer"                 |
| Prof Harpreet Gill, Asstt Prof of English, MCM DAV College, Chd         | Public Speaking   |
| Prof Veer Singh, Director Chandigarh Judicial Academy Chandigarh        | Law & Social Change                                     |
| Col (Retd) Gursewak Singh,  | Personality Development & Body Language                 |
| Ms. Pallavi Mishra, Asstt Prof of History                               | Major Judicial Systems of the World: France, USA & UK   |
| Ms. Rashmi Sabharwal, Director, Mind Swift                              | Laws of Attraction                                      |
| Mrs. Monica Malik, Associate Prof at Govt Home Science College, Chd     | Healthy Eating Practices                                |
| Sh. Rakesh Malik, IPS (Retd)  | Prison Law & Reforms in India                           |
| Sh. Ashok Arora, former Secy, Supreme Court Bar Association             | How to be a Great Lawyer                                |
| Sqn Ldr (Dr.) Abha Khurana  | Health & Hygeine  |
| Mr. Ravi Chandran, Head, Surana & Surana Int'l Attorneys                | Mooting Skills  |
| Ms. Sarina Sidhu  | Group Discussion & Comm. Skills                         |
| Dr. Hassan Fancy, Managing Barrister, Fancy Barristers Prof Cor. Canada | Demonstrative Advocacy                                  |
| Col (Retd.) Gurmeet Singh Sethi   | Personality Development                                 |
| Dr. K P Singh, IPS, DGP   | Immoral trafficking in Persons : Legal & Social Control |

# VISITS 2013 @ AIL

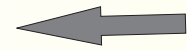
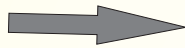


# EVENTS 2013-14 @ AIL



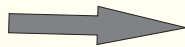
**Ganesh  
Chaturathi**

**National Seminar  
& Checkmate**



**Leiden-Sarin Int  
Air Law Moot Court  
Competition**

**Lohri Celebration  
at AIL**



**Republic  
Day Celebration**

# ALUMNI MEET 2013 @ AIL



# FOURTH CONVOCATION @ AIL



# PLACEMENT COMPANIES VISITED AT AIL

## LAW FIRMS :

- ALG India Law Offices, New Delhi
- Amarchand & Mangaldas and Suresh A.
- Shroff & Co., New Delhi
- Anand and Anand, Noida
- APJ SLG Law Offices, New Delhi
- CPA Global, Gurgaon
- Crawford Bayley and Co, New Delhi
- Desai and Diwanji, New Delhi
- DSK Legal, New Delhi
- Dr. Kainth & Associates, Bangalore
- Fox Mandal Little, Noida
- Mammurabi and Solomon, New Delhi
- India International Jurists, New Delhi
- Integeron, Gurgaon
- IP Gurus, New Delhi
- J. Sagar Associates
- K.G. Bhagat and Co., New Delhi
- Kapil Sapra & Associates, New Delhi
- Khaitan and Co. Mumbai
- Khaitan Jayakar Sud and Vohra, New Delhi
- Kochhar and Co., New Delhi
- Lall Lahiri and Salhotra, Gurgaon
- Law Scribe, Gurgaon
- Luthra and Luthra, New Delhi
- Mindcrest (I) Pvt. Ltd., Pune
- MLS Vani and Associates, Mumbai
- OSC Knowledge Centre, Gurgaon
- P.H. Parekh & Co., New Delhi
- Pangea3, Noida
- Paras Kuhad & Associates, New Delhi
- Phoenix Legal, New Delhi
- Priti Suri and Associates, New Delhi
- QuisLex, Hyderabad
- Remfry and Sagar, Gurgaon
- Saikrishna & Associates, Noida
- SAK and Associates, Chandigarh
- Singh and Associates, New Delhi
- Titus and Co., New Delhi
- Trilegal, New Delhi
- UnitedLex, Gurgaon

Walia & Co., New Delhi

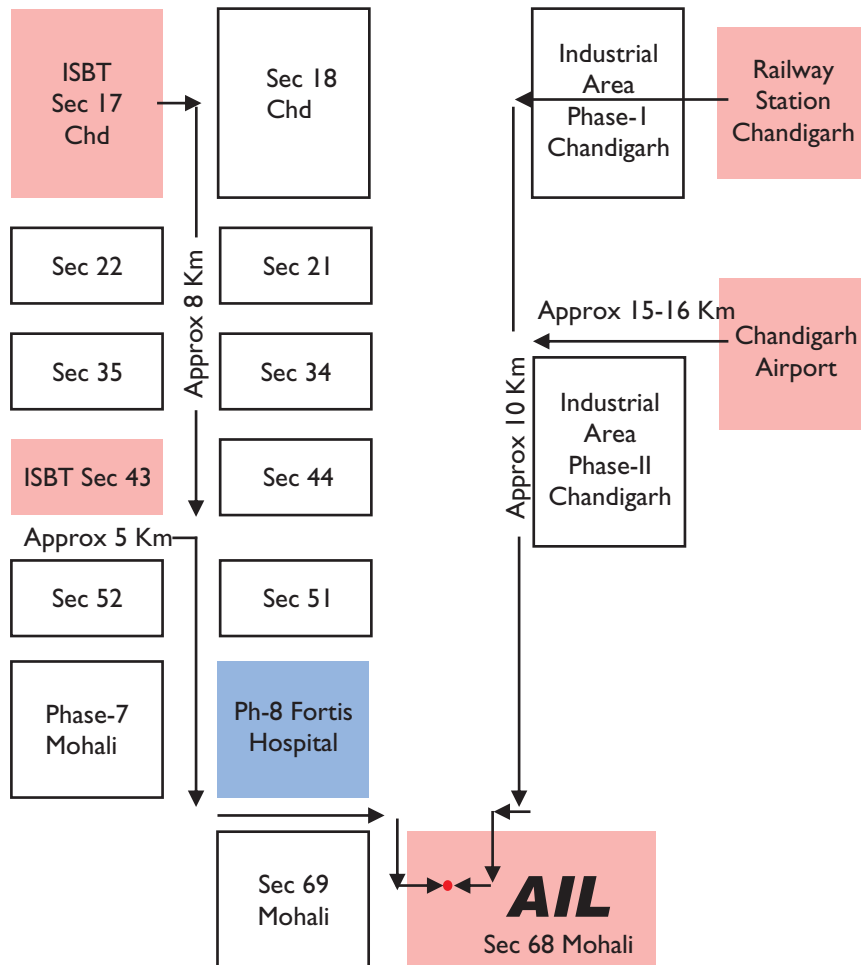
## LAWYER'S CHAMBERS :

- A.P.S. Shergill, Advocate, Punjab & Haryana High Court
- Aman Lekhi, Sr. Advocate, Delhi High Court
- Jyoti Mendiratta, AoR, Supreme Court
- Kashmiri Lal Goyal, Sr. Advocate, Punjab & Haryana High Court
- M.L. Sarin, Sr. Advocate, Punjab & Haryana High Court

## COMPANIES :

- Alexandria, Hyderabad
- Aviva India
- Bajaj Allianz
- Ernst and Young
- Focus Communications
- HCL
- ICICI Bank Ltd.
- Indus Towers
- Infosys Ltd.
- ITC Ltd.
- Larsen and Toubro Ltd.
- Mahindra Satyam
- Price water house Coopers
- Punj Lloyd
- Union Bank Of India
- SGL, Jaipur
- Legal Legacy, Chandigarh
- Mind Crest, Pune
- Reliance Insurance
- Yes Bank
- Honeywell (USA)

# Location Map





## **Army Institute of Law**

Sector 68, Mohali, Ph.: 0172-5095336-338 Fax : 0172-5099280

[www.armyinstituteoflaw.org](http://www.armyinstituteoflaw.org) [info@armyinstituteoflaw.org](mailto:info@armyinstituteoflaw.org)



# CERTIFICATE - I

## CHILDREN OF SERVING ARMY PERSONNEL HAVING 10 YEARS CONTINUOUS SERVICE IN THE ARMY, RETIRED/RELEASED/DISCHARGED AFTER 10 YEARS OF SERVICE/KILLED IN ACTION/DIED DURING SERVICE/DISABLED IN ACTION/MEDICALLY BOARDED OUT WITH PENSION

(By OC Unit/Army Personnel Branch/DSS & A Board/Record Office)

1. Certified that Mr/Ms \_\_\_\_\_ is Son/Daughter of No. \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ Unit \_\_\_\_\_ who has 10  
years of continuous service in the Army from \_\_\_\_\_ to \_\_\_\_\_.

2. Certified that Mr/Ms \_\_\_\_\_ is Son/Daughter of No. \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ who has been released/discharged from Army after  
10 years of continuous service from \_\_\_\_\_ to \_\_\_\_\_.

3. Certified that Mr/Ms \_\_\_\_\_ is Son/Daughter of No. \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ who has been granted/awarded regular  
pension, liberalized family pension, family pension or disability pension at the time of his  
superannuation, demise discharge, release medical board/invalided medical board.

4. Certified that Mr/Ms \_\_\_\_\_ is Son/Daughter of No. \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ ex recruit No. \_\_\_\_\_  
Name \_\_\_\_\_ who has medically boarded out and granted disability pension.

Place:

OC Unit/Head of Department/  
Records Office/DSS & A

Board

Date:

Name  
Designation  
Office Seal

Name and signature of candidate \_\_\_\_\_

Name and Signature of Parent \_\_\_\_\_

### **Notes:**

1. Strike out the portion which is not applicable.
2. If retired/released with pensionary benefits, attach certificate from pension paying authority.
3. If retired/released on medical grounds with disability pension, attach copy of medical board proceedings.
4. If released/discharged after 10 years of service, attach copy of discharge certificate/release order.

## CERTIFICATE - II

### STEP CHILDREN OF ARMY PERSONNEL WHO WERE BORN FROM WEDLOCK WHERE AT LEAST ONE PARENT BELONGED TO THE ARMY/ADOPTED CHILDREN OF ARMY PERSONNEL WHO HAVE BEEN ADOPTED ATLEAST 5 YEARS PRIOR TO COMMENCEMENT OF COURSE

(By Personnel Branch Army HQ/OC Unit)

1. Certified that Mr/Ms \_\_\_\_\_ is son/daughter of No. \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ unit \_\_\_\_\_ and  
he/she was born from wedlock where the father/mother belonged to Army and had served in the Army  
for 10 years or is serving in the Army and has minimum 10 years of service.

2. Certified that Mr/Ms \_\_\_\_\_ is son/daughter of No. \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ who has 10 years of service in the  
Army and he/she was adopted on \_\_\_\_\_ (5 years prior to commencement of course).

.....  
**Signature & No. Rank and Name of the Parent**

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of the Concerned  
OC Unit/Concerned Record Office  
Name  
Designation  
Office Seal

Name and signature of candidate \_\_\_\_\_

**Notes:**

1. Attach copy of legal papers and Part II order of adoption of child.
2. Attach Certificate/Part II order of birth and copy of kindred roll.

## CERTIFICATE - III

### CHILDREN OF ARMY MEDICAL CORPS/ AD CORPS OFFICERS SERVING IN AIR FORCE/NAVY MEDICAL ESTABLISHMENT/MNS/APS AND TA PERSONNEL (By Parent, Countersignature by OC Unit)

1. I, No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
Father/Mother of \_\_\_\_\_ certify that: -

- (a) I am/was commissioned in Army Medical/Army Dental Corps and have/had not been seconded to Navy or Air Force and have 10 years of service in the Army.
- (b) I am/was commissioned in Army Medical/Army Dental Corps and have been transferred to Navy or Air Force but I have served in the Army for minimum 10 years.
- (c) I am an APS personnel on deputation who has put in more than 10 years of service in the Army from \_\_\_\_\_ to \_\_\_\_\_.

OR

- (d) I am an APS personnel directly recruited into APS and who is still serving in Army wef \_\_\_\_\_.
- (e) I am a TA personnel who is in receipt of pension/who and has put in more than 10 years of embodied service in TA from \_\_\_\_\_ to \_\_\_\_\_.
- (f) I am MNS personnel and who is in receipt of pension/who has put in more than 10 years of service as member of MNS.

Place:

Signature

Date :

Name, Designation and Unit

#### **CERTIFICATE** **(BY OC UNIT)**

The facts in the above mentioned undertaking have been verified from official records and found correct.

Date:  
Office Seal

OC Unit (for serving personnel)  
DSS & A Bd (for retired personnel)  
Name, Designation and Unit

#### **COUNTERSIGNED**

Date:  
Office Seal

Concerned Staff Officer of Fmn HQs  
(for serving personnel)  
DSS & A Bd (for retired personnel)  
Name and Designation

Name and Signature of the Candidate \_\_\_\_\_

1. Strike out the portion/ Para not applicable.
2. Relevant documents of service records.

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL POLICIES II BRANCH)**

Dated, Chandigarh, the 6/6/1996

To,

- (i) All the Financial Commissioners to the Government of Punjab.
- (ii) All the Principal Secretaries/Administrative Secretaries to the Government of Punjab.
- (iii) All Heads of Department, Commissioners, Sub-Divisional Officers (Civil) in the Punjab State.

**Subject : Bonafide resident of Punjab - Guidelines for grant of Resident Certificate.**

Sir/Madam,

I am directed to invite your attention to the Punjab Government Circular Letter No. 1/3/95-3/PP/II/ 2043, dated 29.1.1996 vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institutions (including technical/Medical institutions). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pardeep Jain Vs. Union of India and others (reported as AIR 1984-SC-1421) wherein it was held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Governments on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above, as under:

**1. AFFIDAVIT/CERTIFICATE AND THE AUTHORITIES COMPETENT TO ISSUE THE SAME.**

**(A) AFFIDAVIT**

- |   |   |
|---|---|
| (a) Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of Residence in any other state. | Affadavit of the parent/guardian to be attested by an Executive Magistrate/Oath Commissioner /Notary Public |
|---|---|

**B) CATEGORIES OF RESIDENCE CERTIFICATE**

- |  |  |
|--|--|
| (i) Candidates who have studied for a period of 5 years in Punjab or have studied in Punjab for 2 years just preceding the qualifying examination for the admission. | Certificate to be issued by the Head/Principal of the Govt. and recognized Schools/Colleges concerned. |
| (ii) Children/wards of:  |  |
| (a) The employees of Punjab Government posted in or outside Punjab State or working on deputation having at least 3 years of service                                 | Certificate to be issued by the Head/Principal of the Govt. and recognized Schools/Colleges concerned. |

- (b) The employees of Govt. of India posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years --do--
- (c) The employees of State Govt. institutions/undertakings who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years. --do--
- (b) The employees having at least 3 years of service in autonomous bodies/ companies in which Punjab Govt. has 20% or more shares. --do--
- (iii) Children/wards of the pensioners of Punjab Govt. irrespective of the fact that the original home of the retiree is in a State other than Punjab or he has settled after retirement in or outside Punjab. PPO issued by the Accountant General, Pb.
- (iv) Children/wards of persons who have settled in Punjab or had resided in Punjab for a period of at least 5 years at any time prior to the date of the submission of application either in pursuit of a profession or holding a job. Certificate to be issued by the DC, ADC (R), ADC (D), SDO (Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar and Ludhiana
- (v) Children/wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/guardians or the candidate himself. DC, ADC (R), ADC (D), SDO (Civil), GA to DC, EM, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered Deeds or any other document to the full satisfaction of D.C.
- (vi) Persons who were born in Punjab and produce a certificate to the effect As per Category (IV) above.
2. For the purpose of uniformity for issuing the certificate of Residence in the case of various categories to be issued by the competent authorities, proforma have been prescribed which are enclosed herewith. After careful consideration it has also been decided to delete the D.T.O., included among the certifying authorities against category of the policy.
3. The receipt of this letter may please be acknowledged.

Sd/-  
**(Karam Chand Ahuja)**  
 (Deputy Secretary Personnel)

**(SPECIMEN FORMS)**  
**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE**  
**DEPARTMENT IN CASE OF CATEGORY (ii) (b)**

Certified that Mr./Mrs.....  
D/o, S/o Sh. ....  
father/mother of Miss/Mr. ....  
is an employee of Govt. of India and is working as..... He/She has been  
posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past  
three years.

Dated:.....

Head of the Department  
(With Seal)

**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE**  
**DEPARTMENT IN CASE OF CATEGORY (b) (II) (c)**

Certified that Mr./Mrs.....  
D/oS/o Sh. ....  
Father/Mother of Miss/Mr. ....is an employee of .....  
(State Govt. Institution/Undertaking) of the Government of Punjab and is working  
as..... He is posted at Chandigarh/Punjab in connection with the  
affairs of the Punjab Government for the period of past three years.

Dated:.....

Head of the Department  
(With Seal)

**(SPECIMEN FORMS)**  
**AFFIDAVIT OF THE PARENT/GUARDIAN TO BE ATTESTED**  
**BY AN EXECUTIVE MAGISTRATE/**  
**OATH COMMISSIONER/NOTARY PUBLIC IN CASE OF CATEGORY a & b**

I.....father/mother/guardian of Miss/

Mr.....resident of.....  
(full address to be given) do hereby solemnly state and affirm as under:

1. That I am a citizen of India.
2. That neither the deponent nor the child/ward of deponent have obtained the benefit of Residence in any other State.

Dated:.....

DEPONENT

Verification: Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Dated:.....

DEPONENT

**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEADMASTER OF THE**  
**GOVERNMENT/RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (i)**

It is certified that Miss/Mr.....D/o/S/o Sh.....  
has been a student of this School/College for .....years from.....to.....  
He left the School/College  
on.....

Dated:.....

Signature of Principal/Headmaster  
of the College/School (with Seal)

**CERTIFICATE TO BE ISSUED BY THE HEAD OF THE DEPARTMENT IN CASE OF CATEGORY (II) (a)**

(a) Certified that MR./Mrs.....D/oS/o Sh..... father/mother of  
Miss/Mr..... (Name of Child/ward) is an employee of the.....  
(Name of office) of Punjab Government. He/She is working as .....and is posted at  
..... He has more than three years service at his/her credit.

OR

(a) Certified that MR./Mrs.....D/oS/o .....  
father/mother of Miss/Mr.....an employee of  
the.....of Punjab Government. He/She is working as .....and  
is posted at ..... He has more than three years service at his/her credit.

Place : .....

Dated:.....

Head of the Department  
(With Seal)

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDO (C), GA TO DC, D.O.R.G., D.R.O., E.M. TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORY (V)**

Certified that Mr./Mrs.....D/oS/o  
Sh. ....father/mother of  
Miss/Mr. .... (Name of the Child/Ward with full  
address) holds immovable property at .....  
(Place and District) in the state of Punjab for the past.....years.

Signature of DC, ADC (R), ADC (D), SDO (C),  
GA to DC, Tehsildar, based on copies of  
Jamabandi, Revenue Record, Registered  
deeds for any other document to the  
full satisfaction of the D.C.

Dated:.....

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDO (C), GA TO DC, D.O.R.G., TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS..... IN CASE OF CATEGORY (vi)**

Certified that Miss/Mr. ....  
D/oS/o Sh. ....  
was born in Punjab as per Birth Certificate.

Signature of DC, ADC (R), ADC (D), SDO  
(C), GA to DC, D.O.R.G., D.R.O., E.M.  
Tehsildar, Commissioners of Municipal  
Corporations of Amritsar, Jalandhar,  
Ludhiana & Patiala

Place : .....

Dated:.....



**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE  
DEPARTMENT IN CASE OF CATEGORY (ii) (d)**

Certified that Mr./Mrs.....  
D/oS/o Sh. ....  
father/mother of Miss/Mr. ....is an employee of  
..... (Name of the autonomous bodies/company) in which the Punjab  
Govt. has 20% or more share. He/She is working as.....  
and is posted at..... It is also certified that  
he/she has three years service in the above said autonomous bodies/company.

Place : .....

Dated:.....

Head of the Department  
(With Seal)

**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC (R), ADC (D), SDO (C), GA  
TO DC, D.O.R.G., TEHSILDAR, COMMISSIONERS OF MUNICIPAL  
CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA  
IN CASE OF CATEGORY (vi)**

Certified that Mr./Mrs.....  
D/oS/o Sh. ....  
father/guardian of Miss/Mr.....Name of the child/ward  
with full address) has settled\* in Punjab or has resided\* in Punjab for a period of 5 years from  
.....to..... He is working  
as.....(Name of profession Designation and job)

\*Strike whichever is not applicable)

Signature of DC, ADC (R), ADC (D), SDO  
(C), GA to DC, D.O.R.G., D.R.O., E.M.  
Tehsildar, Commissioners of  
Municipal Corporations of Amritsar,  
Jalandhar, Ludhiana & Patiala

Dated:.....

**WILLINGNESS CERTIFICATE  
(For All Categories)**

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_ do

hereby, declare and affirm that I am willing to do B.A. LL.B. 5 Year Course/LL.M Course at Army Institute of Law, Mohali. I will deposit the fee on the date of admission. I will abide by all the rules and regulations of admission as mentioned in the prospectus and as instructed from time to time.

**Place** \_\_\_\_\_

**Signature of Applicant**

**Date** \_\_\_\_\_

**MEDICAL FITNESS**  
**(By OC MH / Registered Practitioner)**  
**(For All Categories)**

It is certified that I have carefully examined Mr/Miss. \_\_\_\_\_

Son / Daughter of \_\_\_\_\_ and further certify that he / she has good physical and mental health and free from any disability likely to interfere in his / her undergoing \_\_\_\_\_ Course.

He / She has no abnormality in the heart and lungs and history of mental disease or epileptic fits. His / Her major test results are as under: -

Height \_\_\_\_\_ Cms

Weight \_\_\_\_\_ Kgs

Chest \_\_\_\_\_ Cms

Expanded \_\_\_\_\_ Cms

Vision : - Better Eye

Worst Eye

(i)Distance Vision (Corrected)

(ii)Near Vision (Corrected)

Hearing.

Blood Group

Signature of OC MH/  
Registered Medical  
Head of Department

Place:Name

Designation

Date :Office Seal

**AFFIDAVIT**  
**(For All Categories)**

I \_\_\_\_\_ S/D of \_\_\_\_\_

R/o \_\_\_\_\_

do hereby affirm and declare as under :

1. that I had / did not have Punjabi as a subject in my 10<sup>th</sup> Examination.

Date : \_\_\_\_\_

DEPONENT

VERIFICATION

This is to verify that the above contents are complete and true to the best of my knowledge and understanding.

Date \_\_\_\_\_

DEPONENT

Place \_\_\_\_\_

Note :

1. This is a sample
2. Affidavit has to be made on a Rs. 5 stamp paper and attested by a Notary/Oath Commissioner.