

Please ensure that you have the following documents ready at hand before you fill the online application form:

1. Printed copy of this Instruction sheet
2. Before applying online, a candidate will be required to have a scanned or digital image of his/her photograph and signature and all relevant documents as per the specifications given below

## **Instructions for filling online Application Form**

- **Choose the Course Intend to Apply:**

**Registration Form - 3 YEAR LL.B.(Hons.) DEGREE COURSE**

Candidate Name	Date of Birth (DD/MM/YYYY)
<input type="text"/>	<input type="text" value=""/>
Mobile No	Confirm Mobile No
<input type="text"/>	<input type="text" value=""/>
Email Id	Confirm Email Id
<input type="text"/>	<input type="text" value=""/>

Please go through the instruction before filling the application form.

- **Candidate's Name:**

Enter your name as mentioned in your original 10th Pass or equivalent Certificate. Leave a space between your first name, middle name and last name. If your full name, exceed 30 characters and does not fit in the space provided, kindly shorten your name by using initials. Please use a space between initials.

e.g.: If your full name is KONIDELA SHIVA SHANKAR VARAPRASAD shorten it as, K S S VARAPRASAD

- **Mobile No.:**

Enter the correct Mobile number in the field provided.

- **Email-Id:**

Enter the appropriate email id.

e.g.: [sanjeevkumar\\_gupta2004@rediffmail.com](mailto:sanjeevkumar_gupta2004@rediffmail.com)

- **Date of Birth:**

Select your date of birth as mentioned in your original 10th Pass or equivalent Certificate

e.g.: If your date of birth is 3rd September 1988, fill as **03/09/1998 (DD/MM/YYYY format)**

Please enter the 5-digit (Registration) number you received in your registered Mobile and E-Mail to proceed further.



### Login

Registration No

Date of Birth

#### Application Form:

- **Gender:**

Select the appropriate option from the list.

- **Religion:**

Select the appropriate option from the list.

- **Community:**

Select the appropriate option from the list.

- **Caste Code:**

Select the appropriate Code option from the list.

- **Citizenship:**

Select the appropriate option from the list.

- **Qualifying Exam(Any Under Graduate Degree Only):**

Select the appropriate qualifying Exam from the list.

- **Passed in the Qualifying Exam:**

Select Yes / No from the list.

- **Month and Year of Passing the Qualifying Exam:**

Mentioned the Month and Year (MM/YYYY)

- **Mode of Education for SSLC/ HSC/ Degree:**

Select the mode of Education from the list.

- **Medium of Instruction :**

Select the appropriate option from the list

- **Address for Communication:**

Provide your address for communication. Kindly note, all formal communication from TNDALU will be sent to you at this address only. Please use blank spaces for separate words. Specify the name of your city, state or pin code in the columns provided

e.g.:If your address for communication is at:

# 32, H.F. Colony, 5th Cross,  
3rd Main Road SP Nagar,  
2nd Phase HAL

Use the Three lines given to fill up the information appropriately.

- **PIN Code:**

Type the appropriate 6 digit PIN code.

- **City:**

Kindly enter the city in the box provided

- **District:**

Kindly enter the district in the box provided

- **State:**

Select the state from the list provided.

- **Phone No. (With STD code):**

Please type your Phone number with the relevant STD Code, use zero prefixed to the STD code and do not leave any blank spaces between the STD code and your telephone number (Do not use any special characters).

e.g.:If your STD code is 040 and your telephone number is 12345678, then your full telephone number will be "04012345678".

- **Details of Qualifying Examination (Eligibility / Ranking Purpose):**

Enter the marks maximum mark and Mark obtained the percentage will calculate automatically (System calculated).

- **Special Reservation:**

Select the appropriate category from the list if it is not applicable, select Not applicable.

- **Mother Tongue:**

Select the appropriate to which you belong from the list.

- **Occupation of Parents / Guardian:**

Select the appropriate to which you belong from the list.

- **Monthly Income of Parents / Guardian:**

Select the appropriate to which you belong from the list.

- **Civic Status of the Native Place:**

Select the appropriate to which you belong from the list.

- **Civic Status of Place of School:**

Select the appropriate to which you belong from the list.

- **Native District:**

Select the appropriate to which you belong from the list.

- **PHOTO IMAGE:**

a) Before applying online a candidate will be required to have a scanned or digital image of his/her photograph and signature as per the specifications given below:

b) Photograph must be a recent passport style colour picture.

c) The picture should be in colour, against a light-coloured, preferably white, background. - Look straight at the camera with a relaxed face

d) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

e) PHOTOGRAPH IMAGE should be of PASSPORT SIZE, Should be between 10Kb - 50 Kb. The image should be of .jpg or .jpeg format

• **SIGNATURE IMAGE:**

a) The applicant has to sign on white paper with Black / Blue pen.

b) Scan the image and crop the same to the dimension required.

c) Maximum file size should be 10Kb -50 Kb. The image should be of .jpg or .jpeg format

d) Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 50KB(signature) by using crop and then resize option.

e) If the file size and format are not as prescribed, an error message will be displayed.

• **Procedure for Uploading the Photograph, Signature and other documents:**

(i) There will be separate links for uploading Photograph, Signature and other documents.

(ii) Click on the respective link "Upload Photograph / Signature/ documents"

a. Browse & Select the location where the Scanned Photograph / Signature/ document file has been saved.

(iii) Select the file by clicking on it

(iv) Click the 'Upload' button

f) Your Online Application will not be registered unless you upload your photo and signature as specified and other related documents as asked.

After all the entries is done check with the following entries and **Click on the "SUBMIT" button** for confirm the Registration application

Now submit.....'**Registration confirmation**' will popup; please click 'proceed for payment'

1. Once you proceed for payment, it will take you to Payment Gateway, Online Payment only.

Application Form - Payment

Course Applied : <b>5 YEAR B.Com. LL.B.(Hons.) DEGREE COURSE</b>	
Name Email Id Community	Date of Birth Mobile No Caste Code
20/07/1974	
<b>Note (regarding Payment)</b> <small>You will be now redirected to the payment gateway. Under normal circumstances, it is either a payment success or a failure. Rarely, your amount could have been deducted from your bank and still our records might show as payment failure, we shall not be processing the application, please wait for a period of 24-72 hours. Our bankers will review the payment status on daily basis and update. Payment failure status might move to payment successful and then we will process accordingly.</small>	
Amount to Pay :	
<a href="#">Proceed to Payment</a>	

Fees can be paid through **credit card or debit card and Net banking.**

Next step is to take the print out of the Application form which is seen after submitting for future reference. **No need to send the printout of Online application.**

The original certificates in support of the claim made in the online application should be produced at the time of certificate verification when you are called for counseling if provisionally selected by TNDALU along with the photo copies of the above certificates.

**For any queries regarding filling up of online application form, please send a mail to [tndalu.admission20@gmail.com](mailto:tndalu.admission20@gmail.com) or contact – 63817 92158**

**To,  
THE CHAIRMAN  
LAW ADMISSIONS –2020-2021  
The Tamil Nadu Dr. Ambedkar Law University  
"Poompozhi", 5, Dr. D.G.S. Dhinakaran Salai,  
Chennai–600 028**

**LAST DATE FOR REGISTRATION / SUBMISSION OF  
APPLICATION FORM FOR 3 –YEAR LAW COURSES IS  
28/10/2020.**