

## IMPORTANT INSTRUCTIONS FOR CANDIDATES

- Please read the instructions carefully before filling up the Registration Form.
- Details mentioned in this form should be as per your documents and the same will reflect on your COP in case you clear the examination.

### Minimum Qualification:

- Candidate must pass LLB &
- Candidate must be enrolled with any State Bar Council.

### Payment Conditions:

- Every Candidate, be it fresh or repeat candidate, is required to pay Examination Fee of Rs. 2500/- plus Rs. 60/- Bank Charges.
- Payments must be made through challan generated after 24 hrs of registration in any Branch of SBI.
- Payment made through any other form (like Demand Draft, online payment, Cheque etc) would not be accepted nor shall any request of its refund be entertained by BCI.
- Fee once paid against any application number is final; any request for refund or to adjust the fee against any another application number will not be entertained. *(Payment once made is non-refundable in any circumstances.)*
- In case of any extension/alteration of examination date, any request for refund/adjustment of fee will not be entertained.
- In cases, where candidates want another application form because of any reason, they have to submit the fresh fee against the new application number.

### Other requirements:

- Make sure your application number on the Application Form should be same as it is printed on the bank challan.

- In case Candidate writes the application number manually, Bar Council of India will not take the responsibility of the refund.
- Incomplete and wrongly filled application forms will be rejected.
- For any further reference, use your application number.
- Paste the Photograph properly in the appropriate box. Do not fold or staple or pin the photograph on the Application form
- The candidate must retain a Photocopy of their Application form for future reference.
- **Make sure that you fill the application correctly before you submit the challan.**
- Do not make any stray marks on the hard copy of challan and Application form.
- Do not make any stray mark on the photograph.
- Candidate should be the citizen of India.
- Bar Council reserves the right to alter the Examination Center at any time as per the decision of Council Committee.
- Council reserves the right to allot any center apart from that three to the candidate without any intimation or confirmation of the Candidate.
- Council reserves the right to allot any center irrespective of the preference given by the Candidates
- Apart from the Choice of Center for Examination by the Candidate, Council reserves the right to allot any center apart from that three to the candidate without any intimation or confirmation of the Candidate.
- Once Examination is over, Login ID allotted to the candidates shall be disabled.

### **Admit Card Norms:**

- It is made clear that no admit card copy shall be send to the address of candidate through post.
- **Admit Cards will be available online. Candidates are requested to download their admit card as per the dates mentioned on the website.**

<b>Do's</b>	<b>Don't</b>
Fill the entries in the registration form as per your documents	Do not fill wrong details
Fill your correct enrollment number issued by the State Bar Council in the form	Do not apply without enrollment number
Fill your correct email address because we will send your registration number & password on your email address only.	Do not enter the email address which is not currently working
Properly read the form filled by you and then click on the Finish button	Do not click on Finish button if any of your entries is wrong in the form
After login into your account, if your registration details are wrongly mentioned then send the email on the below mentioned email address only	Do not send the email on our previous email addresses
Take print on A4 size sheet only	Do not make any changes with the size of challan or application form
Mode of payment should be challan only	Do not make any other mode of payment
Send the original BCI challan copy and retain the applicant's copy of challan	Do not send the applicant's copy of challan
Write your application number & name on the back of the passport size photograph and then paste it on the application form	Do not write wrong application number & name on the back of the passport size photograph
Your details should be auto-filled in the challan & in the application form.	Do not use whitener or fill any detail manually in the challan or in the application form.
Put your same signature on the two designated places given on the application form	Do not change your signature while doing on other place of the application form
Send 2 extra photos along with your application	Do not forget to write your name & application number on the photograph
Take one envelope containing your application, challan & documents to send to the Bar Council of India.	Do not use different envelopes to send your application form & documents.

The Application submission towards the **ALL INDIA BAR EXAMINATION** should have the following enclosures:

1. Original Application form
2. Original SBI Challan copy for Bar Council of India
3. Attested Copy of Enrollment certificate issued by the State Bar Council.
4. Attested Copy of advocate Identity Card if issued by State Bar Council or an attested copy of any government id proof such as driving license, voter id, pan card, passport.
5. Attested Copy of Date of Birth such as Metric Certificate.
6. Two extra photographs attached to the application form  
(With your name & application number on the back of photograph)

Send the application form along with the attested enclosures to the below address:

**Bar Council of India**  
**21 Rouse Avenue Institutional Area**  
**ITO, Near Bal Bhawan New Delhi – 110002**