

## मूल प्रमाण पत्र Authenticate करने संबंधी दिशा निदेश

01. विहित प्रपत्र में Authentication हेतु आवेदन पत्र जमा करना आवश्यक है (विहित प्रपत्र संलग्न)।
02. आवेदन पत्र पर आवेदक/आवेदिका द्वारा ही हस्ताक्षर करना आवश्यक है। बिना आवेदक के हस्ताक्षर के आवेदन पत्र स्वीकार नहीं किया जाएगा।  
विशेष परिस्थिति में आवेदक के देश से बाहर रहने के स्थिति में आवेदक के Spouse/Close Relatives द्वारा Authentication Form जमा किया जा सकता है, बशर्ते कि उनके पासपोर्ट के छायाप्रति को Indian Mission/Post Abroad के द्वारा Attested किया गया हो।
03. Authentication हेतु Job Offer Letter प्रस्तुत करना अतिआवश्यक है।
04. विदेश में उच्च स्तरीय शिक्षा हेतु संबंधित संस्थान/महाविद्यालय/विश्वविद्यालय आदि द्वारा आवेदक का नामांकन/दाखिला संबंधी पत्र/प्रमाण पत्र संलग्न करना आवश्यक है।
05. विहित आवेदन प्रपत्र पर आवेदक का नवीनतम पासपोर्ट साईज एक फोटोग्राफ चिपकाया जाना आवश्यक है।
06. पासपोर्ट का छायाप्रति (Both Side Photograph and Address Side) आवश्यक है।
07. 50/- का Indian Postal Order (प्रति Certificate/Degree) हेतु शुल्क जमा करना आवश्यक है।
08. आवेदक के बदले किसी दूसरे व्यक्ति द्वारा आवेदन पत्र जमा करने के स्थिति में उक्त व्यक्ति का पहचान पत्र समर्पित करना आवश्यक है।
09. आवेदक द्वारा मूल प्रमाण पत्र किसी अन्य व्यक्ति (Spouse/Close Relatives) द्वारा समर्पित करने की स्थिति में आवेदक द्वारा उक्त व्यक्ति को Authorise करने संबंधी आवेदन पत्र (उक्त व्यक्ति के पहचान प्रमाण पत्र सहित) समर्पित करना आवश्यक है।
10. Autentication हेतु विहित प्रपत्र एवं अन्य वांछित प्रमाण पत्रों के साथ सक्षम प्राधिकार अपर सचिव/संयुक्त सचिव (Additional Secretary/Joint Secretary) उच्च, तकनीकी शिक्षा एवं कौशल विकास विभाग को संबोधित करते हुए आवेदन समर्पित करना है।
11. आवेदन करते समय सभी प्रमाण पत्र यथा:-आवेदन पत्र, पासपोर्ट, मूल प्रमाण पत्र Job offer Letter की छायाप्रति या अन्य कोई प्रमाण पत्र में आवेदक द्वारा हस्ताक्षर करना आवश्यक है।
12. संबंधित विश्वविद्यालय/संस्थान से निर्गत प्रमाण पत्र के Verification होने के पश्चात् आवेदक को अपना मूल प्रमाण पत्र जमा करते समय अवर सचिव (Under Secretary), उच्च, तकनीकी शिक्षा एवं कौशल विकास विभाग को संबोधित करते हुए आवेदन समर्पित करना है।

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF SECONDARY & HIGHER EDUCATION  
NATIONAL SCHOLARSHIP DIVISION  
A-1/W-3, CURZON ROAD BARRACKS, K. G. MARK, NEW DELHI-110001  
TEL NO. 23382458, 23382549/EXT 23**

**APPLICATION FORM FOR AUTHENTICATION OF ORIGINAL EDUCATIONAL QUALIFICATION**

|             |   |  |       |
|-------------|---|--|-------|
| <b>NOTE</b> | 1 | This form should be filled in <u>Capital Letters</u> only                                      | Photo |
|             | 2 | Furnishing Wrong Information or Fake Documents for Authentication is <u>Punishable Offence</u> |       |

**IMPORTANT : PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING UP**

**PART-I**

|   |    |   |  |
|---|----|---|--|
| 1 | A) | Name of the Qualification Holder (As per Educational Documents)   |  |
|   | B) | Male/Female   |  |
|   | C) | Nationality   |  |
|   | D) | Date of Birth of the Qualification Holder   |  |
|   | E) | Passport Number   |  |
|   | F) | Name of the Father/Mother   |  |
|   | G) | Present Full Postal Address   |  |
|   | H) | Permanent Full Postal Address of the Qualification Holder (Including Tel. No. if any)                         |  |
|   | I) | Details of Present Employment i.e. Designation, Name and full address of the office, etc.                     |  |
|   | J) | If Qualification Holder is a student indicate the course studying name of the college and address             |  |
|   | K) | Purpose for which authentication is sought including Country of destination and whether got employment or not |  |

**Details of originals certificates of Diploma/Degree sought to be authenticated:**

| Sl. No | Name of the Examination | Year | Roll/<br>Registration<br>No. | Name of the University/Board/<br>Council/Institution |
|--------|-------------------------|------|------------------------------|--|
|        |                         |      |                              |  |

**PART-II**

**PARTICULARS OF POSTAL ORDERS (EACH DENOMINATION TO BE GIVEN)**

| Sl. No.                       | IPO No. | Date | Value |
|-------------------------------|---------|------|-------|
|                               |         |      |       |
| <b>TOTAL AMOUNT IN RUPEES</b> |         |      |       |

**PART-III**

**FOR PERSONS PRESENTING FORM ON BEHALF OF QULIFICATION HOLDER**

|    |  |  |
|----|--|--|
| 1. | Name   |  |
| 2. | Relationship with Qualification Holder                             |  |
| 3. | Name of the Father/Mother  |  |
| 4. | Occupation and office address Including<br>Tel. No. if any         |  |
| 5. | If student name of the course studying<br>College and address etc. |  |
| 6. | Nationality  |  |
| 7. | Residential Address (with Telephone No.<br>if any)                 |  |
| 8. | Permanent Address in home country                                  |  |
| 9. | Passport Number  |  |

**PART-IV**

**UNDERTAKING (TO BE FURNISHED BY ALL)**

- I solemnly declare that the documents presented for authentication are original and genuine and the information given by me above are true to the best of my knowledge and belief. If the documents submitted by me are found to be fake or information furnished by me false, I am responsible for the same and action may be taken against me as is considered necessary.
- Received back all documents in original

Signature with date .....

Name in full (in block letters) .....

(12) (22) (5) (230)

Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
1-A/W-3 Curzon Road Barracks, Kasturba Gandhi Marg  
New Delhi - 110001

**INSTRUCTIONS FOR FILLING UP OF APPLICATION FORM FOR  
AUTHENTICATION OF EDUCATIONAL  
CERTIFICATES/DIPLOMAS/DEGREES (FOR USE OF THE APPLICATION)**

1. Timing for Authentication : 9.30 A.M to 1.30 P.M. on all working days.
  2. The form can be downloaded from the website of the Department viz., [www.education.nic.in/html/web/circulars/authentication.htm](http://www.education.nic.in/html/web/circulars/authentication.htm) got photocopies/printed for use.
  3. Normally, it is not necessary to get Board/University Certificates Degrees authenticated. This application needs to be made only in respect of such foreign countries as require authentication of certificates/degrees issued by Indian Boards/Universities/Government bodies for purposes of Higher Education/Employment abroad.
  4. The authentication needs to be done only prior to departure and getting visa. It is not advisable to get authentication done either for searching for employment or in anticipation of getting jobs abroad.
  5. (a) As a rule the prescribed application form should be completed, signed and presented by the applicant himself/herself, to whom the documents belong, during the specified timings and he/she should be ready to give any clarification/produce relevant documents as may be sought by the Authenticating Officer.  
(b) In special circumstances this form may be filled in for outstation candidates by another person provided he/she is the applicant's spouse/close relative and produces the photocopy of the passport duly attested by the Indian Mission /Post abroad in respect of the person staying abroad.  
(c) In case, where spouse/close relative is not available for submitting the form for authentication, then the form for authentication of educational certificates, in question, may be accepted from any other person also for authentication, subject to the condition that the same would be got verified by the Ministry from the University/Board/Institution concerned and only, thereafter, the authentication would be done.
  6. Passport size photograph of the candidate to be affixed in the application form should be a recent one.
- The proof of identification of the candidate should be enclosed with the application form (only the Passport alongwith its photocopy is acceptable). Copies of the following pages are to be attached:

224 225 227

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THE FOLLOWING DOCUMENTS ARE NOT AUTHENTICATED

1. Documents, which have already been authenticated earlier by the Ministry.
2. Mutilated documents/ Certificates.
3. Degree certificates in English unaccompanied by Hindi/ vernacular version or vice-versa where certificates are issued in more than one language.
4. ✓ Provisional certificates other than those issued by University/ Board/ Council are not authenticated. Provisional certificates, which are awarded by University/ Board/ Council, which are for courses completed more than two years earlier are not authenticated. However, this can be authenticated, if:
  - (i) a letter/ certificate is produced from the University/ Board concerned that it has not issued the original certificate(s) for that particular course so far, and the provisional certificate is genuine.
  - (ii) the mark-sheet in original is also produced with such provisional certificate.
5. ✓ Mark-sheets.
6. Certificates issued in Andhra Pradesh, not attested by the General Administration Department (GAD) of State Govt. of Andhra Pradesh, Hyderabad.
7. ✓ Certificates of Degrees/ Diplomas issued by unrecognized Private Educational Institutions.
8. Certificates obtained from foreign Universities/ Institutions.
9. Thesis.
10. ✓ Translations of Educational qualifications expressed in foreign languages.
11. Certificates issued by Schools/ Colleges including transfer certificates.
12. Migration certificate, Special Certificate, Syllabus.
13. ✓ Registration Certificates. Training Certificates.
14. ✓ Date of birth certificate other than school leaving certificate etc.
15. Bona-fide student's certificate.
16. ✓ Service/ Experience certificates.