

CERTIFICATE AUTHENTICATION CENTRE

Department of NORKA

Government of Kerala

NOTE:- FURNISHING OF WRONG INFORMATION/FALSE DECLARATION AND SUBMISSION OF FAKE CERTIFICATES FOR AUTHENTICATION ARE OFFENCES ACTIONABLE UNDER THE CRPC.

INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR AUTHENTICATION OF RECOGNISED EDUCATIONAL QUALIFICATIONS (FOR USE OF APPLICANT)

1. Timing for authentication **10.00A.M. to 1.30P.M.** on all working days.
2. Forms are **supplied** free of cost up to **12.30P.M. or till 150 forms** are given whichever is **earlier**. The forms issued at the counter and submitted the same day are only accepted.
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 Board/ University/Government Bodies for purposes of Higher Education/ Employment abroad.
4. As a rule this form should be completed, signed and presented during the specified timing by the applicant himself/herself, to whom the documents belong and he/she should be ready to give any clarification/ produce, relevant document as may be sought by the Authenticating Officer. In special circumstances, this form may be filled and presented in for outstation candidates by another person, provided he/she is the applicant's spouse/close relative.
5. **Passport size photograph** of the qualification holder to be affixed in the application form should be **recent**.
6. The proof of identification of the candidate should be attached with the application form (**Original Ration Card/Passport/Electoral Card** alongwith its photocopy is acceptable). If passport is being given for identification, copies of the following pages are to be attached:
 - i) Photo page
 - ii) Address page
 - iii) Page containing parents name
 - iv) Page showing validity
- In case of persons staying abroad passport only will be accepted as proof of identity.
7. Proof for identification of persons submitting the form on behalf of an applicant viz., **Original Ration Card/Passport/Electoral Card** alongwith a photocopy should be submitted. In case of passport, pages as mentioned in SI No.6 should be photocopied and submitted.
8. Registration Fee to be remitted to NORKA-ROOTS is Rs.500. Attestation Fee Payable to Govt. of Kerala is Rs.50 and to UAE Embassy is Rs. 1500 per certificate
9. **Ministry of External Affairs**, Consular Section, Patiala House, Tilak Marg, New Delhi further endorses the authentication.
10. Foreigners applying for authentication should submit their original passport with photocopy for verification. In case, a foreigner is applying on behalf of the qualification holder he/she should submit his/her passport alongwith photocopy besides that of the qualification holder.

11. If a certificate is in a language other than English or Hindi, translated English version of the same duly attested by a Gazetted Officer should be submitted.
12. One photocopy of the certificate to be authenticated is to be attached with the application for record. **Original Mark-sheet(s)** should be shown and photocopies should be **submitted** along with the application form for authenticating the Degree/Diploma certificate(s).
13. Before authenticating any document, the Department reserves the right to get it verified from the authority concerned.
14. Before submission of documents for authentication applicant should **remove** the **lamination**.
15. Authenticated certificates have to be collected on the same day. This Ministry is not responsible for safe custody of certificates not collected.
16. Ministry is not responsible for any delay in authentication and the consequences arising out of that.
17. Contact only the staff at the counter for any information.
18. The Ministry of Human Resource Development reserves the right to refuse authentication without assigning any reason.
19. All Certificates/Degrees/Diplomas issued in Andhra Pradesh should first be got authenticated from the **"General Administration Department (GAD)" of the State Government of Andhra Pradesh, Hyderabad.**
20. All Certificates/Degrees/Diplomas issued by Karnataka University, Dharwad should be got **reconfirmed** about its genuineness from the **Registrar of the University**, before submitted to this Ministry for authentication.
21. In Case of **Doctors/Nurses/Pharmacists**, it is necessary to submit photocopy of the **Registration Certificates**, original of which should be shown for verification of the photocopy.
22. Normally mark-sheets are not authenticated. Only the final qualification is authenticated. In the case of students going abroad for higher studies mark-sheets/transcripts can be authenticated if **proof** is submitted of having got **admission/call letter** from an educational institution abroad.

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 a University/Board/ Council. Provisional certificates awarded by University/Board/Council two or more years earlier are not generally authenticated. However, these can be authenticated, if
 - i) a letter/certificate is produced from the University/Board concerned that it has not issued the original certificates 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.

If provisional certificate is signed by the Principal of the college, it should be countersigned by the Registrar of the University to which the college is affiliated.

5. **Mark-sheets.**
6. Certificates issued in Andhra Pradesh **not authenticated** by the **General Administration Department(GAD)** of the State Government of Andhra Pradesh.
7. Certificates of Degrees/Diplomas issued by **unrecognised Private Educational Institutions.**
8. Certificates obtained from **foreign Universities/Institutions.**
9. Thesis.
10. Translations of educational qualification expressed in foreign languages.
11. Certificates issued by Schools/Colleges including transfer certificates.
12. Migration Certificate, Special Certificate, Syllabus.
13. Registration Certificate, Training Certificate.
14. Date of Birth Certificate other than school leaving certificate etc.
15. Bona-fide Student's Certificate.
16. Service/Experience Certificates.
17. Marriage Certificate.
18. Correspondence between University/Board/Council etc.
19. Doctor's House Surgeon Certificates/Internship Certificates.
20. If more than one version of a Degree/Diploma have been issued by a University/Board/Institution in original, only one version will be authenticated.

NOTE:- Authentication is done at the sole discretion of the Authenticating Officer. If any supporting document required by him viz. Registration Certificate for Doctors, Mark-sheets/ Master Degree certificates of MS/MD/M.Phil/PhD can not be produced, authentication will be refused.