

Government of Rajasthan
Departments of Higher Education

F.18 (1) Edu-4/ 2006

Dated: 07 July, 2017

To,

Vice Chancellor, (State/Deemed University)

.....
President, (Private University)
.....

Subject: Instructions & application formats regarding Authentication of Degrees/ Certificates/
Diploma for Education and Employment abroad

Reference: D.O. No. F.18-1/2004-NS.II dated 08.07.2004 of Ministry of Human Resource
Development & Letter No. 18-4/2004-NS-II dated 01.06.2005 and even numbered
letter of Department of Higher Education dated 22.04.2016, 15.07.2016 and 27.10.2016

Sir/Madam,

The Department of Higher Education authenticates degrees/diploma/certificates conferred by universities under its administrative control for Education and Employment abroad. Keeping the convenience of applicants in consideration, detailed guidelines were issued vide even numbered letter dated 22.04.2016 and were revised vide letter dated 27.10.2016. These guidelines have been further revised and are being enclosed at Annexure-1. **These guidelines will be effective from 17.07.2017.**

Kindly direct all concerned of university to complete the formalities as per the enclosed guidelines/instruction and use only the new formats for furnishing information.

sd/ -
Dr. Nathu Lal Suman
Joint Secretary

Enclosed- As above

Copy for information/necessary action please-

1. SA to Hon'ble Higher Education Minister, Secretariat, Jaipur
2. PS, Secretary, Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi 110 001
3. PS, ACS, Higher, Technical & Sanskrit Department, Secretariat, Jaipur
4. PS, Commissioner, College Education, Block-IV, Shiksha Sankul, JLN Marg, Jaipur
5. In-charge Website, College Education, Block-IV, Shiksha Sankul, JLN Marg, Jaipur for uploading on website of Department of College Education.

AY
Joint Secretary

Government of Rajasthan

Department of Higher Education

**Instructions & application formats regarding Authentication of Degrees/
Certificates/ Diploma for Education and Employment abroad.**

Effective from 17.07.2017

(1) The Department of Higher Education is authorized to authenticate/attest degrees and certificates issued by the State and Private Universities. Documents of following Universities are attested by this Department:-

A. State Universities

1. University of Rajasthan, Jaipur & former Haridev Joshi University of Journalism & Mass Communication, Jaipur
 2. Jai Narain Vyas University, Jodhpur
 3. Mohan Lal Sukhadia University, Udaipur
 4. Vardhman Mahaveer Open University. Kota
 5. Maharshi Dayanand Saraswati University, Ajmer
 6. University of Kota, Kota
 7. Maharaja Ganga Singh University, Bikaner
 8. Govind Guru Tribal University, Banswara (formerly Rajiv Gandhi Tribal University, Udaipur)
 9. Pandit Deendayal Upadhyaya Shekhawati University, Sikar
 10. Maharaja Surajmal Brij University, Bharatpur
 11. Raj Rishi Bhartrihari Matsya University, Alwar
 12. National Law University, Jodhpur
- (Diploma/degrees awarded by other State Universities will be authenticated by concerned administrative departments as per the order No F 18(1) Edu-4/2006 dated 05.11.2015).

B. Private Universities

- 1 Amity University Rajasthan, Jaipur
- 2 Jaipur National University, Jaipur
- 3 Sir Padampat Singhanian University, Udaipur
- 4 Singhanian University, Pachari Bari (Jhunjhunu)
- 5 NIMS University Rajasthan, Jaipur
- 6 Bhagwant University, Ajmer
- 7 Jagan Nath University, Jaipur
- 8 Jyoti Vidyapeeth Women's University, Jaipur
- 9 Suresh Gyan Vihar University, Jaipur
- 10 Jodhpur National University, Jodhpur ***
- 11 Mewar University Chittorgarh
- 12 Shri Jagdish Prasad Jhabarmal Tibrewala University, Chudela, Jhunjhunu

- 13 Mahatma Jyoti Rao Phoole University, Jaipur
- 14 Homeopathic University, Jaipur
- 15 Shridhar University, Bigodna, Jhunjhunu
- 16 NIIT University, Neemrana (Alwar)
- 17 Dr.K.N. Modi University, Newai (Tonk)
- 18 Pacific Academy of Higher Education and Research University, Udaipur
- 19 Raffles University, Neemrana (Alwar)
- 20 ICFAI University, Jaipur
- 21 Mahatma Gandhi University of Medical Science & Technology, Jaipur
- 22 J.K. Lakshmi Pat University, Jaipur
- 23 Manipal University, Jaipur
- 24 Pratap University, Jaipur
- 25 Sunrise University, Bagar Rajput, Alwar
- 26 Geetanjali University, Udaipur
- 27 University of Engineering and Management, Jaipur
- 28 Maharaj Vinayak Global University, Jaipur
- 29 Vivekananda Global University, Jaipur
- 30 Career Point University, Kota
- 31 JECRC University, Jaipur
- 32 Sangam University, Bhilwara
- 33 Poornima University, Jaipur
- 34 Mody University of Science and Technology, Lakshmangarh (Sikar)
- 35 Tania University, Sri Ganganagar
- 36 OPJS University, Churu
- 37 Maulana Azad University, Jodhpur
- 38 Pacific Medical University, Udaipur
- 39 Madhav University, Pindwara (Sirohi)
- 40 IIHMR University, Jaipur
- 41 RNB Global University, Bikaner
- 42 Bhupal Nobles University, Udaipur
- 43 Maharishi Arvind University, Jaipur
- 44 Sai Tirupati University, Udaipur
45. Nirwan University, Jaipur
46. University of Technology, Jaipur

(* Authentication as per decision in the instant matter)

C. Deemed University

Deemed-to-be-Universities are created by the UGC under section 3 of UGC Act, 1956 and are controlled by MHRD. Degree, Diploma, Certificate granted by Deemed to be universities were not authenticated by the Department as per decision communicated vide order No. F.18(1) Edu-4/2006 dated 05.11.2015 in wake of deemed-to-be universities not providing desired information to the Department. In response to Department's communication, MHRD has informed that UGC has been asked to direct all deemed universities located in Rajasthan to provide

desired information to the State Government hence authentication of degrees/diplomas issued by these intuitions will be done on receipt of desired information about approval of courses/off-campus/distance education courses from regulatory bodies.

D. MNIT

(2) General guidelines

- a. Authentication is done as per the guidelines and directions received from Ministry of Human Resource Development, New Delhi (MHRD) and State Government.
- b. Normally it is not necessary to get university degree authenticated. **As per MHRD guidelines it is not advisable to get authentication done either for searching for employment or in anticipation of getting job abroad.** As per MHRD guidelines authentication needs to be done only prior to departure and getting visa. Application for authentication needs to be made only in respect to such foreign countries which specifically require it for degrees issued by Indian universities for purpose of Higher Education/employment abroad.
- c. **Fee:** For each document to be authenticated an applicant is required to submit an IPO of Rs 100 (Rs. One hundred) for each document to be authenticated (in case a transcript runs in to more than one page, IPO of Rs 100 may be submitted). IPO should be marked "Pay to **Government of Rajasthan**" and applicant should mention name and address of qualification holder at appropriate place on IPO. **There is no other fee payable apart from IPO.**
- d. **No agent/agency has been authorized by the State govt. to act as mediator/facilitator/service provider. If any agent/agency promises to assist an applicant or quotes handling fee or any other kind of fee/charges, you may report such matters to Additional Chief Secretary/Principal Secretary/Secretary, Higher Education, Government of Rajasthan, Secretariat.**
- e. The Authentication is done only for documents of recognized courses from a recognized institution of the State of Rajasthan only. In case a fake certificate is presented, it will be seized and action will be taken against all concerned according to the provisions of existing law.
- f. The applications will not be processed if incomplete information is provided or required documents are not attached with application or if application is not signed by applicant/relative (in case form Auth-2 is submitted).

- g. If supporting documents (as per checklist at point no 6 & 8) are not produced, the authentication will be refused.

(3) The documents which are authenticated by Department-

Degrees/ Diploma/Certificate of Higher Education (issued by above mentioned Universities), which are recognized by concerned regulatory bodies.

(4) Documents which are not authenticated

Documents mentioned in annexure-1 are not authenticated. Authentication will not be done for degrees/diplomas/certificates granted by unauthorised bodies, unauthorised centers or for degrees whose title is not recognized by the UGC.

- a. Authentication will not be done for certificates/degrees awarded through unrecognized off-campuses/study centers/franchinsee/collaborative partner or for courses for which permission of UGC or regulatory body is required but has not been obtained by the university/deemed-to-be university.
- b. Authentication of only those 'distance mode courses' shall be done for which due permission of regulatory body has been obtained.
- c. Authentication for Certificate/degree shall not be done if an applicant has passed lower level eligibility examination (secondary/senior secondary Board/university) through unrecognized board/university or duration/title not in accordance with UGC notification regarding specified degrees.
- d. Applicant having lower level examination qualified from outside India will have to submit equivalence certificate from Association of Indian Universities (AIU).
- e. In case the authenticating authority needs any clarification/guidance from MHRD/UGC/statutory regulatory bodies, authentication will be done only after receiving clarification/guidance from the concerned.
- f. Certificate/diploma/degrees signed by authorities with designations which are not in accordance with Act of university (such as Vice-Chancellor instead of President and Chancellor instead of Chairperson)

(5) Broad Procedure for authentication:-

The process of making application has been simplified for convenience of applicants. **Applicant/qualification holder need not report personally for submitting his/her application for authentication.**

The steps for submitting application and getting certificate/degree are as following-

- I. Download the application format from website of Department of College Education (dce.rajasthan.gov.in – in Menu- 'DOWNLOAD' and Sub-menu- 'FORMS'). Fill all required details in application form; affix recent colour photograph(s) at proper place; attach all required documents (as mentioned in the application format/these guidelines).
- II. Send clearly legible scanned copy of application form with scanned copies of all necessary documents to the following email: jshegr4hrd@gmail.com. **The scanned copy should be in PDF format, preferably in single PDF file sent using personal email account of applicant/qualification holder.** Applications sent in parts or piecemeal will not be entertained or as separate files/separate email or as multiple files not arranged in sequence will not be entertained and may be rejected without informing the applicant. Detailed procedure for filing application has been explained in point no. 6.
- III. After submitting application regularly check your email account (through which application has been sent) for email from Department. The department shall communicate if there is any clarification required or additional information/document is to be sought. Application shall be forwarded to university concerned for verification (see Point no. 9). Applicant will be sent an email informing about appearing in person (or through representative) as and when verification of application is done through university and to the satisfaction of authority. The detailed directions regarding visit for appearing in person for authentication are given at point no. 8.

Thus, applicant (or his/her representative/close relative/blood relative) is expected to appear at the Department only once in person with original degree/diploma/certificate for authentication as per the date and time informed to her/him.

(6) Directions for authentication:-

The following documents should be brought along at the time of authentication -

- (I) If applicant(qualification holder) appears himself/herself for authentication-**

- a. Filled Application Form DHE/RAJ/Auth-1A (and DHE/RAJ/Auth-1B if PhD/MPhil degree is to be authenticated).
- b. Original Document(s) to be authenticated.
- c. Passport (with photocopy of following relevant pages)
 - A. Photo page
 - B. Address page
 - C. Page containing parent's name
 - D. Page showing validity(Foreign students should attach copy of relevant pages of to substantiate that they stayed in India during the period of course for which application has been submitted for authentication)
- d. Offer letter/Job letter/Admission letter provided by the employer/placement agency/institution of higher education specifically mentioning that the candidate is required to submit documents authenticated by the State Government (**Admission letter/job letter is not required in case of foreign national who has come to India for studies and want to return to his native country**).
- e. Original certificate of Secondary, all markssheets of graduation and postgradualtion level programmes.
- f. Equivalence certificates (if applicable) and other
- g. Application form should be filled either in English language and numerals or in Devnagri script (Hindi).

(II) If applicant is not able to appear himself/herself for authentication-

MHRD guideline regarding authentication clearly mention that 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 timing and he/she **should be ready to give any clarification/produce relevant documents as may be sought by the authenticating officer**. However, as per these guidelines, **in special circumstances** documents may be submitted for authentication **by 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 Indian Mission/Post abroad** in respect of the person staying abroad.

If degree holder is himself/herself is not appearing for authentication then, apart from documents mentioned in point no 6 (I) the following should also be enclosed -

- a. Filled form-DHE/RAJ/Auth-2 with recent passport size of person appearing for authentication on behalf of degree holder.
- b. Photocopy of the passport of degree holder duly attested by Indian Mission/Post abroad in respect of the person staying abroad.
- c. Proof of degree holder being relative of person appearing for authentication.
- d. Proof of identification of person appearing on behalf of degree holder.

7. Time:

Within 3 days after receiving verification from university. It may be noted by the applicants that copy of document to be authenticated will be sent to the concerned University for verification. In case incomplete information is received from university then the form will be re-sent to it. **Final authentication will not be done until due procedure is completed and verification is done by the University officials to the satisfaction of authenticating authority.**

8. Personal appearance for authentication of original documents:

Once the verification has been done to satisfaction of authenticating officer, the applicant will be informed through email (from which the application has been received through email) to appear for authentication. **Applicants are advised not to visit the office personally until they receive confirmation mail from the Department.** On receipt of such mail, applicant may visit the office personally with all required original document and IPO etc to get the degree/certificate/diploma authenticated. Authentication will not be done if IPO is not enclosed or if any of the required documents as per following checklist are not shown in original or not found genuine. In general the applicant will be required to submit/carry/show the following documents-

- a. Application form (DHE/RAJ/Auth-1A, 1B, 2 as the case may be) in original, complete with all relevant entries and signatures (to be submitted).
- b. Passport size photograph(s) (to be pasted on application form DHE/RAJ/Auth-1/Auth-2, as the case may be)

- c. IPO (Indian Postal Order) of Rs 100 endorsed in name of "Government of Rajasthan" for each document (to be submitted) (wrongly filled postal orders will not be accepted).
- d. Original document to be authenticated (applicants are advised to bring **un-laminated documents**. If lamination has been done then it should be removed from back side of document to facilitate putting of stamp and signatures)
- e. Original Passport (in case only Form DHE/RAJ/Auth-1 has been submitted, to be shown to officials).
- f. Original certificate/markssheet of secondary/senior secondary or equivalent level.
- g. Original Marks sheets leading to degree/diploma/certificate to be authenticated (to be shown to officials). Photocopy of same to be submitted (Note that consolidated marklists/transcripts will not be accepted).
- h. Equivalence certificate and other relevant certificate as per checklist given in form1A.
- i. **Original offer/Job letter/Admission letter provided by the employer/placement agency/Higher Education institution specifically mentioning that the candidate is required to submit documents authenticated by the State Government. The offer/Job letter(s) should be either in English or Hindi.**

If applicant is not able to appear himself/herself for authentication the following documents are to be provided in addition to above mentioned documents-

- a. Form DHE/RAJ/Auth-2 filled by the qualification holder in original with a passport size copy of photograph of relative appearing for authentication pasted on relevant place in form Auth-2 (to be submitted).
- b. In case an applicant is represented by a relative/representative **photocopy of the passport of applicant duly attested by Indian Mission/India Post abroad** should be submitted.
- c. Proof of identification of person appearing on behalf of degree holder (to be shown in original and copy to be submitted).
- d. Proof of degree holder being relative of person appearing for authentication (to be shown in original and copy to be submitted).

9. Formalities to be completed by Degree granting institutions (universities).

- The application received by Department of Higher Education regarding authentication will be forwarded to the concerned university/universities on email ID provided by the concerned university for the purpose of authentication procedure.
- Each University should submit names, contact details and sample signatures of the competent authorities who would (i) fill and sign authentication form no. 3 (DHE/RAJ/Auth-3) and (ii) sign the photocopies of the degree/diploma certificates of applicant to verify authenticity. The responsibility of authenticating documents should be assigned to **regularly employed senior and responsible officers** and should not be delegated to any person **employed on contract or temporary basis**. It is expected that this responsibility is assigned to **Controller of Examinations and Registrar**. Letters of forwarding sample signatures should be submitted in original by an official of university not below rank of Vice Chancellor (in case of State universities) or President (in case of private universities). If there is any change in officials signing the authentication form (i.e. DHE/RAJ/Auth-3) due to retirement, long leave etc, then the sample signatures of replacement clearly mentioning reasons, duration etc should be sent to the Department as per the prescribed format.
- The university officials are expected to take printout of degree/diploma/certificate(s) relevant to them. The university official(s) should examine the record of university to determine the validity of diploma/degree. If the degree/diploma submitted is not genuine then university should inform the Department of Higher Education and also take appropriate action.
- The certificates/degrees should be signed by authorities defined in Act of respective university.
- If it is a found genuine then university should forward the application to email ID of Dept. mentioned above from its official email address, which has been communicated to Dept. of Higher Education for the purpose of authentication. The forwarded application should contain-
 - i. scanned copies of degree/diploma certificate verified by seal and sign of university officials (authorized official(s) whose signatures have been earlier sent to the department). **The Name of signing authority should be included in seal or should be written in legible letters.**
 - ii. an authentication form (DHE/RAJ/Auth-3) should be attached with **each of the document**. All entries on Authentication form

3 should be completed and language of this form should not be changed by the university. The Authentication form DHE/RAJ/Auth-3 should be duly signed by competent authorities of the university. No column should be left blank and irrelevant entries should be cancelled by striking out the text. It may be noted that university should verify degree/diploma only if university had permission to run the said course during entire period for which the document is intended from State Government/regulatory bodies such as AICTE/MCI/NCTE/UGC etc as per the prevailing law. If false/incorrect/incomplete/misleading information is provided form Auth-3, then the authorities verifying degree/diploma and signing form Auth-3 shall be liable for legal action.

- iii. Scanned copy/copies of permission/recognition letters of regulatory body.

All these documents should be in a single pdf file and be named after the applicant.

- The degree/diploma granting institution should reply the email as early as possible on the email from which application was received. **All formalities should be completed as soon as possible and should not take more than 15 days period.**
- The concerned university will keep a proper record of all the degrees/certificates/diplomas for which authentication applications have been verified by it and will offer this record for inspection of government officials as and when required.
- **The universities are expected to provide a complete year-wise list of all successful candidates for various courses to whom degree/diploma/certificate/ have been issued/will be issued.**
- University officials are expected to provide complete and unambiguous information in its first reply so as to avoid delay and inconvenience to applicants. It has been observed that private universities which offer courses regulated by professional councils or Distance education course do not provide information about permission of councils and do not attach permission/recognition letters. It has been observed that many private universities are issuing degree/diploma certificate with name of university and officials which are not commensurate with the Act of University (e.g. designation of Chancellor and Vice-Chancellor are not applicable for private universities but are being used in correspondence and diploma/degree certificate).
- If University has entered into collaboration for providing a course with collaboration of any other institute, whether in country or

abroad should bring it into notice and provide permission letter of relevant regulatory body such as UGC or AICTE.

- As per the regulations prevailing in the country, the Universities are expected to ensure compliance of certain things such as ensuring that a candidate is given admission for first degree (Graduation level) only when he/she has completed +2 or Senior Secondary level; completed at least three years of study for grant of graduation level degree; minimum 180 teaching days in a session for UGC regulated courses.
- In case, an applicant has been given lateral entry, proper information regarding fulfilling directions of regulatory bodies should be provided.

(10) Whom to contact:

Place/Location:- Education (Group-4) Department, Room No.1215 & 1218, 2nd Floor, Main Building, Government Secretariat, Rajasthan, Jaipur.

Authority/Officer: Joint Secretary, Department of Higher Education

Contact details:- Phone: 0141-2227017

Email: jshegr4hrd@gmail.com

Timings:

- (i) for submitting original document for authentication):-**
Anytime through email
- (ii) Forwarding to University by Department-** during working hours on working days
- (iii) Personal presence for producing original degree/diploma for authentication and submitting other documents: 2pm to 4 pm on working days** (as per date and time mentioned in confirmation mail (Please note that (i) State observes five day week (Monday to Friday) (ii) office remains closed on Gazetted Holidays.
- (iv)** Applicants are advised to note that they should not approach office without receiving confirmation mail from the Department. The Department will not be in a position to complete the process of authentication if requisite information has not been received from concerned university. The office shall only entertain those students which have been called by sending confirmation email.

Joint Secretary, Higher Education

**Government of Rajasthan
Education (Gr-4) Department**

Application Form for Authentication of Original Educational Qualification

Please read the instructions carefully before filing up and fill up in capital letters only.

1- Personal Details of Qualification Holder:-

1.	Name of Qualification Holder		Recent colour Photo of Qualification Holder
2.	Passport Number		
3.	Local Address		
4.	Permanent Full Address		
5.	Mobile No.		
6.	Email ID		

2- Nationality-(a) Indian..... (b) Foreign Country

3- Details regarding Senior Secondary examination (a) Year of passing-

(b) Name of Board

..... District(State/Province)(Country)

(c) Whether Board is recognized or equivalent as per AIU (Yes/No)

4- Graduation (in case authentication is applied for postgraduation or higher degree)

(a) Year of passing- (b) Name of University

..... District(State/Province)(Country)

(c) Is University approved by country and/or equivalent as per AIU (Yes/No)

5- Details of Document which is/are to be Authenticated:-

	Document-1	Document-2	Document-3
Title of Degree/Diploma			
Name of the University			
Duration of course (yrs)			
Year (from-to)			
Enrollment No.			
Mode-Regular/Distance			
Name and Address of affiliated college/Study Center (City & State)			

6- Was lateral entry given for the course for which authentication has been requested?

.....(Yes/No)

Signature of candidate

7- Details of Stay in India (in case of foreign students/Indian national staying abroad)

S. No.	Duration of permission (From-to and period)	Actual Stay From (Date)	Actual stay To (Date)	Annexure at page

(Provide photocopy of relevant pages of passport/permission/VISA)

8- Details of Indian Postal order/s (IPO):-

S. No.	I.P.O. No.	Date	Value in Rs.

9- Details of offer/Job/ letter: Date of letter

Name and address of organization where job/admission has been offered	Title of Job/course/Designation/ place of work/study (city/country)	Contact person with whom information can be verified (Name, telephone no. with country code and email ID)

10- Enclosures (Checklist):-

Photo pasted at relevant place at form	<input type="checkbox"/>	Photocopy of relevant pages of passport	<input type="checkbox"/>
Photocopy of secondary Certificate	<input type="checkbox"/>	Photocopy of Senior Sec. Certificate	<input type="checkbox"/>
Photocopy of Graduation degree	<input type="checkbox"/>	Postal order	<input type="checkbox"/>
marks Sheet of all semesters/years (for qual. to be authenticated)			<input type="checkbox"/>
Offer/Job/Admission Letter	<input type="checkbox"/>	Equivalence certificate by AIU	<input type="checkbox"/>
For M.Phil/Ph.D. degrees:-			
Filled form DHE/RAJ/Auth-1B	<input type="checkbox"/>	NET/SLET (for Ph.D. only)	<input type="checkbox"/>
Copy of Provisional certificate by university regarding awarding PhD degree as per UGC Regulations 2016 (for PhD after 05.05.2016)			<input type="checkbox"/>

I certify that the information given above is correct. I am aware that action may be initiated against me in case I furnish false information or submit fake/fabricated documents.

Signature of Applicant

Additional form for authentication of M.Phil/Ph.D. degree

Part-A : (to be filled and signed by the candidate)

- (a) Name of candidate :
- (b) Category of student(SC/ST/OBC/SBC/) Divyang (Yes/No)
Women (Yes/No) whether maternity/childcare leave allowed during PhD
- (c) Mode: (Full time/Part time/Distance)
- (d) Title of thesis
- (e) Is there Post graduation level course being conducted at institution? (Yes/No)
- (f) Name of Research Guide Designation.....
College where employed Town/District
Name of university to which affiliated.....
- (g) Name of co-guide (If any)
Name of institution..... District
- (h) Date of Registration..... Date of award.....
- (i) Marks at postgraduation levelGrade award date
- (j) Details of M.Phil. : Date of Registration Award
- Percent Marks obtained GradeName and address of Institution:-
.....
Whether M.Phil and Ph.D. was offered as an integrated programme(Yes/No)

Signature and Name of the candidate

Part-B

(to be filled and signed by competent authority of University)

- (b) Name of University.....
- (c) Nature of University..... (State/ Private /deemed)
- (d) Date of entrance test when candidate appeared Interview date
- (e) Name of research Supervisor/guide
- (f) Information to be provided by Private and deemed universities –**
Whether supervisor is employed in university on regular basis (Yes/No)
DesignationDuration of employment in University From: to
- No. of research students allotted to the Supervisor
- Does university offers post graduation level programme in subject in which M.Phil/PhD work has been carried out? (Yes/No) Title of PG programme
- Name of other PhD qualified teacher in Department
- (g) Whether name of candidate has been uploaded on website of University as scholar?
If yes, Webaddress
- (h) Electronic copy dissertation/thesis uploaded on IFLIBNET(Yes/No)

It is certified that the candidate was having educational qualifications and publications as per the Regulations of University Grants Commission. It is also certified that Research Guide assigned to candidate was having qualification, as per UGC Regulations.

Controller of Examinations
Name
(Signature and Seal)

Registrar
Name
(Signature and Seal)

**Application form for person submitting & collecting form & documents on Behalf of
Qualification Holder (relation by birth/marriage only)**

1.	Name of authorized person		Recent colour Photo of relative of Qualification Holder
2.	Father's name		
3.	Relationship with Qualification Holder		
4.	Permanent Full Address		
5.	Mobile No.		
6.	Email ID		

7. Enclosures:-

Photo pasted at relevant place at form	<input type="checkbox"/>	Photo ID	<input type="checkbox"/>
Proof of relationship	<input type="checkbox"/>		<input type="checkbox"/>

**Signature of person authorized to submit
and collect original documents**
Name

Signature of Applicant
Name

Verification of degree/diploma certificate by University,

1.	Name of qualification holder
2	Date of BirthDD.....MM.....YYYYY
3	Father's Name
4	Title of the course for which document is being verified	Duration of course (years)
5	Scholar register No	Reg. No Serial..... Year
6	(a) Year in which admitted (for this course) (b) Year of completion	
7	Details of degree/diploma	SerialEn. No.
8	Date of issue of degree
9	Is the course listed in UGCs list of specified degrees Yes If not, reasons
10 (a)	Was prior permission/recognition of Regulatory body obtained, if same is required to run the said course? Yes No If Yes, Name of Reg. body Letter No. and date (Enclose as attachment; No)
(b)	Were other regulations of UGC & other regulatory bodies followed such as allowing admission after 12 years of study(+2 level from recognized/ equivalent Board), minimum 3 years of study for graduation from recognized/ equivalent University, 75% attendance and minimum 180/200/250 teaching days per annum etc Yes No If No, reasons Has lateral Entry been provided to candidate?Yes/No Does candidate fulfills eligibility conditions for admission as per regulatory body?(Yes/No)
11	Name & Address of Campus where the applicant studied during aforementioned period (pt. No 6) If the center is located outside the jurisdiction of Rajasthan then enclose the permission letter (mandatory)
12	Clearly mention whether student studied in Regular Mode or Distance Education Mode? Mode Enclose permission letter for Distance Mode: No.Date
13	Details of verification entered in Verification register	Register No. Serial No Date
14	Whether Original/ Duplicate/ provisional certificate was issued earlier for this qualificationNo Yes If yes, give details

Certificate by University,

Certified that(applicant) s/o/ d/o w/o had studied (Title of the course) with this university in (Regular/Distance) Mode betweento (Year) and completed the course with% attendance (at least 75%) and was awarded degree/diploma certificate with serial no mentioned above. It has been verified from the record of university that this certificate has been issued under seal of this university and signatures of its authorities. It is also certified that the university was having recognition/permission/NOC of all competent authorities/regulatory bodies for running the said course during the entire period in which the applicant studied in the university. It is also certified that this certificate is being issued with authority of the university as per the rules of the university. If any irregularity, is found in the information given by the university then it will be sole responsibility of the university against which the State Government will have authority to take appropriate action.

Controller of Examinations
Name
(Signature and Seal)

Registrar
Name
(Signature and Seal)

THE FOLLOWING DOCUMENTS ARE NOT AUTHENTICATED

1. Certificates/Degrees/ Diplomas issued by universities/institutions of other States.
2. Certificates of Degrees/ Diplomas issued by unrecognized Private Educational Institutions.
3. Certificates/Degrees/ Diplomas of unrecognized courses (unspecified titles).
4. Certificates/Degrees/ Diplomas obtained from foreign Universities/ Institutions.
5. Certificates Degrees/ Diplomas issued by State Universities (of Rajasthan) not under administrative control of Department of Higher Education.
6. Certificate/diploma/degree not awarded in compliance with regulations/rules of regulatory bodies.
7. Certificate/diploma/degree awarded on the basis of qualifying examination (secondary/senior secondary Board/university) passed from unrecognized board/universities.
8. certificates/diploma/degrees awarded through unrecognized off-campuses/study centers /franchinsee/collaborative partner or for courses for which permission of UGC or regulatory body is required but has not been obtained by the university/deemed-to-be university.
9. Certificate/diploma/degree awarded through 'distance mode courses' for which due permission of regulatory body has not been obtained.
10. Certificate/diploma/degrees signed by authorities with designations which are not in accordance with Act of university (such as Vice-Chancellor instead of President and Chancellor instead of Chairperson).
11. Documents which have already been authenticated earlier.
12. Translations of Educational qualifications expressed in foreign languages.
13. Certificates issued by Schools/ Colleges including transfer certificates.
14. Migration certificate, equivalence certificate, Special Certificate, Syllabus.
15. Registration Certificates, Training/apprentice Certificates.
16. Date of birth certificate.
17. Bona-fide student's certificate.
18. Service/ Experience certificates.
19. Marriage Certificates
20. Correspondence between University/Board/Council etc.
21. Internship Certificate.
22. Mutilated documents/ Certificates.
23. Rank certificate/NET/SLET Certificate
24. Mark-Sheets.
25. Provisional certificates other than those issued by University/ Board/ Council are not authenticated. Provisional certificate, 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 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.
26. Thesis.
27. If more than one version of a degree/certificate has been issued by a university/institution in original, only one version will be authenticated.