

EMPLOYMENT & SELF EMPLOYMENT DEPARTMENT
B WING, 14th FLOOR, NEW ADMINISTRATIVE BUILDING
MANTRALAYA, MUMBAI - 400 032
TEL. NO. 022-22027554

SUBMISSION OF EDUCATIONAL DOCUMENTS FOR
AUTHENTICATION (Only for employment purpose)

- 1 The prescribed procedure for Authentication of Original Educational Certificates of candidates, who are going abroad for Employment purpose will be as follows **with effect from October, 2013.**
- 2 Authentication of Original Educational certificates of **students**, who are going abroad for **Employment purpose will** be done by **Employment & Self Employment Department** by the official mentioned below :-

SMT. K. V. PANDIT, JOINT SECRETARY
EMPLOYMENT & SELF EMPLOYMENT DEPARTMENT
B WING, 14th FLOOR, NEW ADMINISTRATIVE
BUILDING, MANTRALAYA, MUMBAI - 400 032
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Application forms for authentication will be available free of cost from the concerned Department in accordance with the schedule prescribed in para VI. No form other than the form supplied by the Department will be accepted. Candidates are instructed to collect the form from the **Employment & Self Employment Department** for the purpose of authentication of their certificates.

DO NOT CONTACT ANY AGENTS / TOUTS IN THIS REGARD OR PAY ANY FEES TO ANYONE FOR AUTHENTICATION OF YOUR CERTIFICATE AS THIS IS DONE FREE OF CHARGE

- I. KINDLY STUDY INSTRUCTIONS GIVEN BELOW TO FACILITATE FILLING UP YOUR APPLICATION FORM. THE DOCUMENTS MENTIONED AT PARA 'V A'. WILL HAVE TO BE SUBMITTED WHILE APPLYING FOR AUTHENTICATION. **AUTHENGICATION IS DONE FREE OF CHARGE.**
- II. INCOMPLETE APPLICATION FORMS WILL NOT BE ACCEPTED / AUTHENTICATED.

III ONLY ORIGINAL CERTIFICATES ARE AUTHENTICATED. XEROX COPIES OF CERTIFICATES ARE NOT AUTHENTICATED. BEFORE COMING FOR AUTHENTICATION TO THE H.R.D., EMPLOYMENT & SELF EMPLOYMENT DEPARTMENT, MANTRALAYA, MUMBAI KINDLY ENSURE THAT THE FOLLOWING HAS BEEN DULY COMPLETED. IN THE ABSENCE OF WHICH AUTHENTICATION OF CERTIFICATES WILL NOT BE DONE.

- 1) VERIFICATION OF EACH OF THE ORIGINAL CERTIFICATE IS DONE BY THE CONCERNED S.S.C. /H.S.C./OTHER BOARDS OR UNIVERSITIES /DEEMED UNIVERSITY/RECOGNISED INSTITUTION OF **MAHARASHTRA STATE.**
- 2) EACH ORIGINAL CERTIFICATE IS NOTARIZED BY A NOTARY PUBLIC APPOINTED BY GOVT. OF MAHARASHTRA-USING STAMP OF Rs.. 100/- FOR EACH CERTIFICATE.
- 3) EACH ORIGINAL CERTIFICATE IS THEN ATTESTED FROM THE SECTION OFFICER, GOVT. OF MAHARASHTRA-HOME DEPT.,⁹TH FLOOR, NEW ADMINISTRATIVE BLDG., MANTRALAYA, MUMBAI.

DUPLICATE CERTIFICATE WILL NOT BE AUTHENTICATED, UNLESS THEY ARE ACCOMPANIED BY THE BELOW MENTIONED DOCUMENTS.

1. A LETTER FROM CONCERNED UNIVERSITY STATING THE CIRCUMSTANCES / REASON WHY THE DUPLICATE CERTIFICATE HAS BEEN ISSUED.
2. AN AFFIDAVIT STATING THE SITUATION /REASON NECESSITATING ISSUING OF THE DUPLICATE CERTIFICATE. THE AFFIDAVIT SHOULD CATEGORICALLY STATE WHETHER THE ORIGINAL CERTIFICATE HAS BEEN EARLIER AUTHENTICATED OR NOT. THIS AFFIDAVIT WILL HAVE TO BE NOTARISED AND ATTESTATION OF HOME DEPARTMENT TAKEN AS PER PROCEDURE MENTIONED IN PARAGRAPH III (2), (3) .
3. COPY OF THE FIR REGISTERED AFTER THE ORIGINAL CERTIFICATES HAVE BEEN LOST.
4. THE DUPLICATE CERTIFICATES WILL HAVE TO BE VERIFIED , NOTARISED, ATTESTED AS SPECIFIED IN PARA III.

DUPLICATE CERTIFICATES WILL NOT BE AUTHENTICATED UNLESS THE AFORESAID PROCEDURE IS COMPLETED.

IV. AFTER THE ABOVE IS COMPLETED, AUTHENTICATION OF ORIGINAL CERTIFICATES WILL BE DONE BY THE STATE AUTHENTICATING

AUTHORITY IN THE EMPLOYMENT & SELF EMPLOYMENT DEPARTMENT. THE APPLICATION FORM SHOULD BE COLLECTED FROM THE CONCERNED DEPARTMENT AS PER THE PRESCRIBED SCHEDULE. DULY FILLED IN FORM SHOULD BE SUBMITTED & COLLECTED IN ACCORDANCE WITH THE TIMETABLE MENTIONED BELOW IN PARA VI. DOCUMENTS STATED BELOW AT 'V-A' & 'V-B' SHOULD BE ATTACHED ALONGWITH YOUR APPLICATION FORM. IN ABSENCE OF ANY OF THESE, YOUR APPLICATION IS LIABLE TO BE REJECTED.

V -A DOCUMENTS TO BE SUBMITTED

- 1) ORIGINAL PASSPORT-(FOR CHECKING PURPOSES, WHICH WILL BE RETURNED TO YOU IMMEDIATELY) & ZEROX COPY OF PASSPORT, APPROPRIATE LETTER & JOB OFFER LETTER.
- 2) ALL THE ORIGINAL CERTIFICATES WHICH NEED TO BE AUTHENTICATED SHOULD BE ATTACHED ALONGWITH THE APPLICATION FORM. THE SAME SHOULD BE ATTACHED PROPERLY.
- 3) THE HRD CELL WILL NOT BE RESPONSIBLE FOR ANY LOSS OF DOCUMENTS / CERTIFICATES.
- 4) ONE PASSPORT SIZE PHOTOGRAPH WHICH SHOULD BE SIGNED IN FULL BELOW THE PHOTOGRAPH BY THE APPLICANT AND PASTED ON THE FORM.
- 5) IN CASE OF A MARRIED WOMEN, ATTESTED COPY OF GAZETTE OR SELF AFFIDAVIT, IF THERE IS CHANGE IN NAME.
- 6) PHOTO / XEROX COPIES OF ALL THE ORIGINAL CERTIFICATES WHICH NEED TO BE AUTHENTICATED SHOULD BE ATTACHED. THE SAME WILL BE RETAINED ALONGWITH YOUR FORM. XEROX COPY OF THE BACKSIDE OF THE CERTIFICATES SHOULD ALSO BE DULY ATTACHED.
- 7) FULL NAME AND ADDRESS AND TELEPHONE NUMBERS OF TWO REFERENCE PERSONS KNOWN TO YOU, RESIDNG IN THE STATE OF MAHARASHTRA SHOULD ALSO BE PROVIDED IN THE PRESCRIBED FORM.
- 8) JOB OFFER LETTER/APPOINTMENT ORDER SHOULD BE ATTACHED. IN CASE OF PERSONS ALREADY EMPLOYED ABROAD, A LETTER FROM THE EMPLOYER THAT AUTHENTICATION OF EDUCATIONAL DOCUMENTS IS REQUIRED SHOULD BE ENCLOSED.

V- B THE FOLLOWING PAGES OF YOUR PASSPORT DULY ATTESTED BY A GAZETTED OFFICER SHOULD ALSO BE ATTACHED ALONG WITH YOUR APPLICATRION FORM.

- A) PHOTO PAGE
- B) ADDRESS PAGE
- C) PAGE CONTAINING PARENTS NAME
- D) PAGE SHOWING VALIDITY

RATION CARD – IF YOU ARE USING PART II OF THE APPLICATION FORM. ALL DOCUMENTS SHOULD BE SELF ATTESTED.

VI. TIME TABLE FOR AUTHENTICATION OF DOCUMENTS

**A) SUBMISSION OF DULY FILLED IN APPLICATION FORM
ONLY ON MONDAY & TUESDAY
(EXCLUDING PUBLIC HOLIDAYS)
TIMING : 2.30 PM TO 4.30 PM**

B) DOCUMENTS SUBMITTED ON MONDAY & TUESDAY MAY BE DELIVERED ON THUS. & FRI. HOWEVER, IF THE NO.OF APPLICATIONS ARE EXCESSIVE OR FOR ADMINISTRATIVE REASONS, THE SIGNING AUTHORITY MAY HAVE DISCRETION TO CHANGE/ALTER THIS DURATION.

VII. IN CASE ANY CANDIDATE WHO HAS SUBMITTED HIS/HER APPLICATION ALONGWITH EDUCATIONAL DOCUMENTS DOES NOT COLLECT THE SAME WITHIN A PERIOD OF 1 MONTH FROM THE STIPULATED DATE, THE GOVT. SHALL NOT BE RESPONSIBLE FOR ANY LOSS, DAMAGE ETC. OF THE SAID DOCUMENTS.

THE HUMAN RESOURCE DEVELOPMENT CELL WILL REMAIN OPEN ONLY ON THE AFORESAID DAYS AT THE SCHEDULED TIMINGS ON WORKING DAYS. NO CHECKING OF DOCUMENTS WILL BE DONE BY THE HRD CELL DURING THE TIME OF SUBMISSION, IF DOCUMENTS ARE INCOMPLETE, THE SAME WILL BE RETURNED WITHOUT AUTHENTICATION. THE CELL DOES NOT TAKE ANY RESPONSIBILITY FOR INCOMPLETE DOCUMENTS.

VIII. IN CASE WHERE THE PERSONS (AN INDIAN), WHOSE CERTIFICATES ARE TO BE AUTHENTICATED IS RESIDING ABROAD AND IS UNABLE TO COME TO INDIA, THE FOLLOWING NEEDS TO BE ENSURED:

THE APPLICATION FORM SHOULD BE FILLED BY A CLOSE RELATIVE IN BLOOD RELATION i.e. FATHER, MOTHER, SISTER, BROTHER. IF MARRIED SISTER IS SUBMITTING DOCUMENTS ON BEHALF OF HER BROTHER/SISTER. THE ATTESTED COPY OF GAZETTE OR SELF AFFIDAVIT IF THERE IS CHANGE IN NAME. FURTHER, ANY SPOUSE CAN SUBMIT ON BEHALF OF OTHER SPOUSE. IF WIFE SUBMITS HER HUSBAND'S DOCUMENT FOR AUTHENTICATION, COPY OF GAZETTE OR SELF AFFIDAVIT IS NECESSARY IF THERE IS CHANGE IN NAME. THE TIME TABLE OF SUBMISISON & COLLECTION IS THE SAME MENTIONED ABOVE.

THE FOLLOWING DOCUMENTS OTHER THAN THOSE MENTIONED IN V-A SHOULD BE ATTACHED ALONG WITH THE APPLICATION FORM. THE APPLICATION FORMS ARE AVAILABLE WITH THE HRD CELL OF THE EMPLOYMENT & SELF EMPLOYMENT DEPARTMENT.

1. AUTHORITY LETTER OF THE PERSON WHOSE DOCUMENTS ARE TO BE AUTHENTICATED.
2. IDENTITY PROOF OF THE APPLICANT, i.e. CLOSE RELATIVE PROOF TO SHOW THAT HE/SHE IS IN BLOOD RELATION TO THE PERSON WHOSE DOCUMENTS ARE TO BE AUTHENTICATED -ANY OF THE FOLLOWING SHOULD BE ATTACHED:-
 - 2 (i) XEROX COPY OF THE RATION CARD SHOWING NAMES OF BOTH THE APPLICANT & THE PERSON, WHOSE DOCUMENTS ARE BEING AUTHENTICATED AS PROOF OF BEING CLOSE RELATIVE.
 - 2(ii) XEROX COPY OF THE FOLLOWING PAGES OF PASSPORT OF THE APPLICANT i.e. THE CLOSE RELATIVE AND ALSO THE PERSON WHOSE DOCUMENTS ARE TO BE AUTHENTICATED.
 - A) PHOTO PAGE
 - B) ADDRESS PAGE
 - C) PAGE CONTAINING PARENTS NAME
 - D) PAGE SHOWING VALIDITY
3. ONE PASSPORT SIZE PHOTO OF BOTH THE APPLICANT AND THE CERTIFICATE HOLDER SHOULD BE PASTED AT THE APPROPRIATE PLACE IN THE APPLICATION FORM. ALL THE DOCUMENTS SHOULD BE ATTACHED WITH THE APPLICATION FORM. AUTHENTICATION WILL NOT BE DONE IF APPLICATION FORM IS INCOMPLETE IN ANY WAY OR THE DOCUMENTS TO BE SUBMITTED ARE INCOMPLETE.

IX. FOREIGNERS APPLYING FOR AUTHENTICATION SHOULD SUBMIT THEIR ORIGINAL PASSPORT WITH PHOTOCOPY FOR VERIFICATION, ORIGINAL PASSPORT WILL BE RETURNED IMMEDIATELY. IN CASE THE APPLICANT IS OUT OF INDIA AND A FOREIGNER IS APPLYING ON BEHALF OF THE APPLICANT, THE APPLICANT SHOULD SUBMIT AN AUTHORITY LETTER DULY ATTESTED BY THE EMBASSY AND HE/SHE SHOULD ALSO ATTACH PASSPORT COPIES OF THE PERSON, WHO HAS THUS AUTHORISED HIM AS WELL AS HIS OWN PASSPORT COPIES, DULY ATTESTED BY THE EMBASSY.

IF A CERTIFICATE / REQUIRED PASSPORT PAGES ARE IN A LANGUAGE OTHER THAN ENGLISH, TRANSLATED ENGLISH VERSION OF THE SAME DULY ATTESTED BY THE EMBASSY SHOULD BE SUBMITTED, IN ABSENCE OF WHICH CERTIFICATES WILL NOT BE AUTHENTICATED.

X THE FOLLOWING DOCUMENTS WILL NOT BE AUTHENTICATED

1. Documents which have been authenticated earlier.
2. Mutilated documents /Certificates.
3. Provisional certificates other than those issued by a University/Board /Council.

Provisional certificates, which are awarded by University/Board /Council, which are for courses completed two or more years earlier are not generally authenticated. However, these can be authenticated ,if,

- a) 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.
 - b) The mark -sheet in original is also produced with such provisional certificate and Letter /certificate from the University.
 - c) If the provisional certificate is signed by the Principal of College, it should be countersigned by the Registrar of the University to which the College is affiliated.
- 5 Mark-sheets.
 - 6 Certificates of other States/ Union Territories
 - 7 Certificates of Degrees /Diplomas /Courses issued by Non -recognized Private Institutes.
 - 8 Certificates of courses run by University /Deemed University /Recognized Institutions which have not been approved by AICTE/UGC/STATE GOVERNMENT ETC., as required.
 - 9 Certificates obtained from foreign Universities /Institutions NOT RECOGNISED BY THE STATE GOVERNMENT.
 - 10 Thesis.
 - 11 Translations of Educational qualifications expressed in foreign languages.
 - 12 Certificates issued by Schools /Colleges including Transfer Certificates.
 - 13 Migration Certificate, Special Certificate, Syllabus.
 - 14 Registration Certificates, Training Certificates.

- 15 Birth Certificate, School Leaving Certificates etc.
- 16 Bona fide student's certificate
- 17 Service /Experience Certificates
- 18 Marriage certificate
- 19 Correspondence between University /Board /Council etc.
- 20 Doctor's House Surgeon Certificate
- 21 If more than one version of a degree/ certificate has 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 documents are required by the Authenticating Officer viz. Registration certificate for Doctors, Mark sheets /Master Degree certificates for MS/MD /M Phil/Ph.D. etc. Notification issued by the UGS/Central Court in case of certificate issued by deemed/Autonomous University and are not produced authentication will be refused.