

**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION**

Guidelines for Authentication of Educational Certificates going abroad for the purpose of Employment/Higher Study

1. The form can be downloaded from the website of the Department www.education.nic.in/htmlweb/circulars/authentication.html.
2. 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.
3. 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. The prescribed application is available in the Department.
4. In special circumstances this form may be filled in for outstation candidates by another person provided he/she is the applicants 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. Further proof of identification of persons submitting the forms on behalf of an applicant viz. passport/voter identity card along with its xerox copy should be submitted.
5. Before submission of documents for authentication the applicant should remove the lamination on the back of the certificates.
6. Timing for authentication is from 2.00 P.M. to 5.00 P.M. on all working days (Except Saturday)
7. Contact Number of Branch Officers for obtaining Secretariat Entry Pass –
 - a) 0674-2322440
 - b) 0674-2322438
8. Contact Number of concerned Section of Higher Education Department for detail enquiry –
 - a) 0674-2322455
9. Following documents are required for authentication.
 - (i) Original Passport and its photocopy (1st page and last page)
 - (ii) Original Certificate and its two photocopies.
 - (iii) Photocopy of Offer Letter.
 - (iv) One recent Passport Size Photograph of the candidate.
 - (v) Rs.50/- is to be deposited for one certificate in the Accounts Section of Higher Education Department and the Money Receipt is required to be attached with the Application Form.


Addl. Secretary to Government


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OFFICE ORDER

Bhubaneswar, dated the 19th May, 2012

No.HE-FE-I(A)-MISC-001/2012 14334 /HE., All concerned interested for authentication of certificates may apply for e-Pass to enter into Secretariat by logging into the website: www.odisha.gov.in and request for issue of e-Pass to Joint Secretary, Higher Education Department in advance i.e. at least one day before the date of entry into the Secretariat, so that the concerned officer can approve the Secretariat e-Pass proposal and after approval the same can be downloaded from the computer and person concerned can enter Secretariat by producing downloaded e-Pass and ID at Gate No.4 of the Secretariat or pass can be obtained by producing ID at the Reception Counter of the Secretariat.

The detail instruction for obtaining e-Pass is available in the website: www.odisha.gov.in


Addl. Secretary to Govt.

Memo No. 14335 /HE., Dated 19.05.12

Copy forwarded to Sri U. K. Tripathy, Joint Secretary for information and necessary action.


Addl. Secretary to Govt.