

MOST URGENT

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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**NOTIFICATION**

No.HE-FE1A-POL-0001-2016- 18166 Dated, Bhubaneswar 05.09.19

**Sub:- Introduction of New Procedure in the website [www.serviceonline.gov.in](http://www.serviceonline.gov.in) for Authentication of Educational Certificates.**

The Government of Odisha in Higher Education Department have been authenticating the Educational Certificates of the applicants through Service Online Portal since 2007. For the sake of convenience of the applicants, the Government have been pleased to modify the prevailing procedure of certificate authentication.

This new procedure is contemplated to remove the difficulty being faced by applicants in coming to Bhubaneswar by wasting a couple of their productive days. They also face inconvenience in getting Secretariat Entry pass to come to the HED. Moreover, the new procedure ensures zero physical interface between the HED and the applicants.

**NEW PROCEDURE OF CERTIFICATE AUTHENTICATION**

1. **Authentication of Educational Certificates** (only original) will be done by the State Government (ODISHA) in the Higher Education Department. Only original Educational Certificates i.e. **Degree Certificates or onwards of the Universities of Odisha** can be authenticated in the Higher Education Department, Odisha Secretariat, Bhubaneswar before presentation of such documents to the Ministry of External Affairs, New Delhi for enabling the applicants to go abroad for joining in service or higher studies.
2. When to apply- The authentication needs to be done only prior to departure and getting Visa. It is not advisable to have authentication of certificates either for searching for employment or in anticipation of getting jobs abroad.
3. How to apply-Please follow the process given below.
  - i) Go to "**[www.dheodisha.gov.in](http://www.dheodisha.gov.in)**" (Higher Education Department portal)
  - ii) Click on "**Authentication of Educational Certificates**"
  - iii) The **[www.serviceonline.gov.in](http://www.serviceonline.gov.in)** portal opens
  - iv) Go to the **Citizen Registration** for registering through one time password

- v) After Successful registration , log into the **www.serviceonline.gov.in** portal
- vi) Upload scanned copy of all the following required documents in online application form

(Please scan these documents before login)

- Passport
  - Offer letter/intimation letter
  - Passport size photograph (Size- 240 x 320 mm)
  - Educational certificate which needs to be authenticated
- vii) **Send your delaminated original educational certificate by Speed post/Courier to the address given below.**

Assistant Section Officer/Section Officer /Desk Officer,  
University Section -I(A), Higher Education Department, Odisha  
State Government Secretariat, Bhubaneswar, District-Khorda,  
Pin-751001

- viii) On the front cover of the Speed post/Courier envelope, write in bold and capital letter the following:

**FOR AUTHENTICATION OF EDUCATIONAL CERTIFICATE**  
**OF (Your Name)**

4. After submission of the online application for authentication, the Higher Education Department will forward the online application to the concerned University. (The original certificate shall not be forwarded to the University). After verifying the genuineness of the certificate, the University will report back the matter in online mode to the Higher Education Department. Then the authorised officer of the Higher Education Department shall put his authentication seal and signature on the original certificate and return it to the applicant by Speed post. SMS / Mail shall be sent to the applicant from time to time.
5. **The applicant is not required to deposit any fee for the authentication purpose.**
6. **The applicant is not required/not allowed to come to the Higher Education Department for authentication purpose.**



7. In case of any information or problem, please contact the Higher Education Department on land Line Number as given below:

“(0674 - 2322444)”

8. The new procedure for certificate authentication by **Post** will be effective from **05.09.2019**.

By order of the Governor



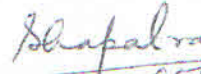
05/09/19  
Commissioner-cum-Secretary to Government

Memo No.

18167

/HE, Dated 5.9.19

Copy forwarded to the Director, NIC, Odisha State Office, Bhubaneswar for information and necessary action.



05/09/2019  
Joint Secretary to Government

Memo No.

18168

/HE, Dated 5.9.19

Copy forwarded to the Registrar/ the Controller of Examination, Utkal University/ Berhampur University/ Council of Higher Secondary Education/ Fakir Mohan University/ Biju Patnaik University of Technology/ Kalinga Institute of Industrial Technology/ Law University/ North Orissa University/ Orissa University of Agriculture and Technology/ Ravenshaw University/ Sambalpur University/ Sanskrit University/ State Council for Technical Education & Vocational Training/ Siksha 'O' Anusandhan University/ Xavier University/ Veer Surendra Sai University of Technology/ Centurian University of Technology & Management/ Sri Sri University/ Central University/ Board of Secondary Education/ National Institution of Technology/ IIT Bhubneshwar for information and necessary action.

We are requested to verify the certificates of the applicants through Version-I (V1) those who have applied on or before Dt. 04.09.2019 and through Version-II (V2) who will apply on or after Dt. 05.09.2019.



05/09/2019  
Joint Secretary to Government

Memo No.

18169

/HE, Dated 5.9.19

Copy forwarded to the Private Secretary to the Chief Minister, Odisha/Private Secretary to the Chief Secretary / Private Secretary to the Development Commissioner-cum-Additional Chief Secretary/ Private Secretary to the Commissioner-cum-Secretary, Higher Education Deptt. for kind information.

Shapabha

Joint Secretary to Government

05/09/2019

/HE, Dated 5.9.19

Memo No.

18170

Copy forwarded to the Director, Higher Education, Odisha, Bhubaneswar/ S. & M.E. Deptt. for kind information.

Shapabha

Joint Secretary to Government

05/09/2019

/HE, Dated 5.9.19

Memo No.

18171

Copy forwarded to all Sections for information and necessary action.

The Superintendent (Level-I/II), Issue Section is required to send the authenticated certificates by **SPEED POST** to the concerned applicants on the same date/ day, on which date/day they will receive the same from the A. S. O./S.O./D.O. of Section-1A.

The Officer-in-Charge, Performance Tracking Cell is requested to upload this Notification in the Department Website i.e. [www.dhe.odisha.gov.in](http://www.dhe.odisha.gov.in) for publicity of the public.

Shapabha

Joint Secretary to Government

05/09/2019

/HE, Dated 5.9.19

Memo No.

18172

Copy forwarded to the Joint Secretary (Consular) , Ministry of External Affairs, C.P.V.Division , Patiala House, New Delhi-110001 for kind information.

Shapabha

Joint Secretary to Government

05/09/2019