11 –ാം സമ്മേളനം

നക്ഷത്രചിഹ്നമിട്ട ചോദ്യം നം. 320   28-06-2024 - ൽ മറുപടിയ്ക്ക്

നോർക്ക റൂട്ട്സ് ഓതന്റിക്കേഷൻ സെന്ററുകൾ

ചോദ്യം	ഉത്തരം
ശ്രീ. എച്ച്. സലാം, ശ്രീ കെ യു ജനീഷ് കുമാർ, ശ്രീ. കെ. എം. സച്ചിൻദേവ്, ശ്രീ. പി. ടി. എ. റഹീം	ശ്രീ. പിണറായി വിജയൻ (മുഖ്യമന്ത്രി)
(എ) വിദേശത്തേയ്ക്ക് പോകേണ്ടി വരുന്ന അവസരങ്ങളിൽ മാതൃരാജ്യത്തെ വിദ്യാഭ്യാസ യോഗ്യതയും മറ്റും ആധികാരികമാക്കുന്നതിലേയ്ക്കായി നോർക്ക റൂട്ട്സ് ഓതന്റിക്കേഷൻ സെന്ററുകൾ വഴി എന്തെല്ലാം സൗകര്യങ്ങളാണ് ഏർപ്പെടുത്തിയിട്ടുള്ളതെന്ന് വ്യക്തമാക്കുമോ;	(എ) തൊഴിൽ/വിദ്യാഭ്യാസ ആവശ്യങ്ങൾക്ക് വിദേശത്തേക്ക് പോകേണ്ടി വരുമ്പോൾ കേരളത്തിൽ നിന്നുള്ള വിദ്യാഭ്യാസ വിദ്യാഭ്യാസേതര സർട്ടിഫിക്കറ്റുകളും വിവിധ അഫിഡവിറ്റുകൾ, പവർ ഓഫ് അറ്റോണി തുടങ്ങിയവയും സാക്ഷ്യപ്പെടുത്തുന്നതിലേക്കായി നോർക്ക-റൂട്ട്സിന്റെ തിരുവനന്തപുരം, എറണാകുളം, കോഴിക്കോട് മേഖലാ ഓഫീസുകളിലും ജില്ലാ സെല്ലുകളിലും സൗകര്യം ഏർപ്പെടുത്തിയിട്ടുണ്ട്. സർട്ടിഫിക്കറ്റുകൾ സാക്ഷ്യപ്പെടുത്തൽ ആധുനിക ഹൈ സെക്യൂരിറ്റി ഹോളോഗ്രാം എംബഡഡ് ക്യൂ ആർ ആലേഖനം ചെയ്ത എച്ച്ആർഡി ലേബലുകൾ എന്നീ സുരക്ഷാ മാനദണ്ഡങ്ങൾ ഉൾപ്പെടുത്തി പരിഷ്കരിച്ചിട്ടുണ്ട്. വിദ്യാഭ്യാസേതര സർട്ടിഫിക്കറ്റുകൾ നോർക്ക-റൂട്ട്സിന്റെ മേഖലാ ഓഫീസുകളിലും ജില്ലാ സെന്ററുകളിലും സ്വീകരിച്ച് ഗവ.സെക്രട്ടേറിയറ്റിലെ ആഭ്യന്തര അറ്റസ്റ്റേഷൻ വിഭാഗം വഴി സാക്ഷ്യപ്പെടുത്തി നൽകുന്നതാണ്. സാക്ഷ്യപ്പെടുത്തുന്ന വിദ്യാഭ്യാസ /വിദ്യാഭ്യാസേതര സർട്ടിഫിക്കറ്റുകളിൽ അതാത് എംബസി/ അപ്പോസ്റ്റൈൽ അറ്റസ്റ്റേഷൻ ചെയ്താൽ മാത്രമേ സാക്ഷ്യപ്പെടുത്തൽ നടപടികൾ പൂർത്തിയാവുകയുള്ളൂ.
(ബി) സർട്ടിഫിക്കറ്റുകൾ സാക്ഷ്യപ്പെടുത്തുന്നതിന് എന്തെല്ലാം രേഖകളാണ് സമർപ്പിക്കേണ്ടതെന്നും അതിനുള്ള നടപടിക്രമങ്ങൾ എന്തെല്ലാമാണെന്നും അറിയിക്കാമോ;	(ബി) സർട്ടിഫിക്കറ്റ് അറ്റസ്റ്റേഷൻ സേവനങ്ങൾക്കായി പൊതുജനങ്ങൾക്ക് www.norkaroots.org വെബ്സൈറ്റിൽ ഓൺലൈൻ രജിസ്റ്റർ ചെയ്ത് അപ്പോയിന്റ്മെന്റ് എടുത്ത് അപേക്ഷ സമർപ്പിക്കാവുന്നതാണ്. **അപേക്ഷ സമർപ്പിക്കേണ്ട വിധം**

			1. അപേക്ഷയുടെ ഓൺലൈൻ പ്രിന്റൗട്ട്
			2. പാസ്പോർട്ടിന്റെ പകർപ്പ്
			3. എസ്എസ്എൽസി മുതല്ലുള്ള എല്ലാ വിദ്യാഭ്യാസ യോഗ്യത സർട്ടിഫിക്കറ്റുകൾ / മാർക്ക് ലിസ്റ്റുകൾ / സമാഹ്ത മാർക്ക് ലിസ്റ്റുകൾ /രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റുകൾ എന്നിവയുടെ പകർപ്പ്

സർട്ടിഫിക്കറ്റ് സാക്ഷ്യപ്പെടുത്തലിനായി അപേക്ഷ സമർപ്പിക്കാവുന്നവർ

1. സർട്ടിഫിക്കറ്റ് ഉടമ

2. മാതാപിതാക്കൾ

3. സഹോദരങ്ങൾ

4. ഭാര്യ/ഭർത്താവ്

5. സർട്ടിഫിക്കറ്റ് ഉടമ

അധികാരപത്രം നൽകി

ചുമതലപ്പെടുത്തിയ ആൾ

അപേക്ഷയോടൊപ്പം സമർപ്പിക്കേണ്ട രേഖകൾ

1. അസ്സൽ പാസ്പോർട്ട് (അപേക്ഷകൻ വിദേശത്താകുന്ന പക്ഷം പാസ്പോർട്ടിന്റെ പകർപ്പിനോടൊപ്പം വിസാ പകർപ്പ് ഹാജരാക്കേണ്ടതാണ്)

2. എസ്എസ്എൽസി മുതൽ സർട്ടിഫിക്കറ്റ് ഉടമയുടെ എല്ലാ വിദ്യാഭ്യാസ യോഗ്യത സർട്ടിഫിക്കറ്റുകൾ / മാർക്ക്ലിസ്റ്റുകൾ / സമാഹ്ത മാർക്ക് ലിസ്റ്റുകൾ, സാക്ഷ്യപ്പെടുത്തേണ്ട യോഗ്യത സർട്ടിഫിക്കറ്റ്, അനുബന്ധ മാർക്ക് ലിസ്റ്റുകൾ (ഇംപ്രൂവ്മെന്റ്/ സപ്ലിമെന്ററി ഉൾപ്പെടെ)/രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റ് എന്നിവ

3. അപേക്ഷകൻ അല്ലെങ്കിൽ മറ്റൊരാളെ അധികാരപ്പെടുത്തിയിട്ടുള്ള പക്ഷം രേഖയുടെ പകർപ്പ്/ബന്ധം തെളിയിക്കുന്ന രേഖയുടെ പകർപ്പ്

4.അപേക്ഷകൻ അധികാരപ്പെടുത്തിയിട്ടുള്ള വ്യക്തിയുടെ തിരിച്ചറിയൽ രേഖ

(സി)	സർട്ടിഫിക്കറ്റുകൾ സാക്ഷ്യപ്പെടുത്തുന്നതിന് നോർക്ക റൂട്ട്സ് പുറപ്പെടുവിച്ചിട്ടുള്ള മാർഗ്ഗനിർദ്ദേശങ്ങൾ എന്തെല്ലാമാണെന്ന് വിശദമാക്കുമോ;	(സി)	സർട്ടിഫിക്കറ്റ് സാക്ഷ്യപ്പെടുത്തലുമായി ബന്ധപ്പെട്ട് നോർക്ക വകുപ്പ് സ.ഉ.(കൈ.) നമ്പർ 4/2021/നോർക്ക തീയതി 12/3/2021 പ്രകാരം പുറപ്പെടുവിച്ചിട്ടുള്ള മാർഗ്ഗനിർദ്ദേശങ്ങളുടെ പകർപ്പ് അനുബന്ധമായി ചേർക്കുന്നു.
(ഡി)	ദേശീയ സാക്ഷരതാ മിഷൻ, നാഷണൽ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ഓപ്പൺ സ്കൂളിംഗ്, സംസ്ഥാന സാക്ഷരതാ മിഷൻ എന്നീ സ്ഥാപനങ്ങൾ നൽകുന്ന സർട്ടിഫിക്കറ്റുകൾ നോർക്ക റൂട്ട്സ് സാക്ഷ്യപ്പെടുത്തി നൽകാറുണ്ടോ; എങ്കിൽ അതിനുള്ള നടപടിക്രമങ്ങൾ അറിയിക്കുമോ?	(ഡി)	ഉണ്ട്. നടപടിക്രമങ്ങൾ അനുബന്ധമായി ചേർത്തിരിക്കുന്നു.

സെക്ഷൻ ഓഫീസർ

GOVERNMENT OF KERALA

Abstract

NORKA Department - Guidelines for Certificate Attestation process of Norka-Roots - Revised - Orders issued.

Non Resident Keralites' Affairs(B)Department

G.O.(Ms)No.4/2021/NORKA Dated,Thiruvananthapuram, 12/03/2021

Read:- (1) G.O.(Rt)No.258/2019/NORKA dated 10.06.2019.

(2) Representation dated 09.07.2019 from the Regional Certificate Authentication Officer, Norka-Roots, Ernakulam.

(3) Letter No.161/Norka-Roots/CAC/EKM/2020 dated 22.01.2020 from the Regional Certificate Authentication Officer, Norka-Roots, Ernakulam.

(4) Letter No.163/CAC/EKM/2020 dated 23.01.2020 from the Regional Certificate Authentication Officer, Norka-Roots, Ernakulam.

(5) Letter(s) No.ROOTS/947/2019-SE(D) dated 28.09.2020 & 02.02.2021 from the Chief Executive Officer, Norka-Roots, Thiruvananthapuram.

ORDER

Revised guidelines for Certificate Attestation process of Norka-Roots was issued as per the G.O. read above. Subsequent to this, as per letters read as 2nd, 3rd and 4th papers above, Regional Certificate Authentication Officer, Norka-Roots, Ernakulam had requested to give more clarity to certain clauses in the guidelines.

(2)The Chief Executive Officer, Norka-Roots as per his letters read as 5th paper above submitted a proposal for modification in the guidelines to remove ambiguity in certain clauses to ensure hassle free attestation process.

(3)Government have examined the proposal in detail. Accordingly, in supersession of the existing guidelines for Certificate Attestation issued as per G.O. read above, Government are pleased to issue a revised guidelines for Certificate Attestation, appended to this order, in conformity with the guidelines issued by Ministry of Human Resource Development in this regard.

(By order of the Governor)
SINDHU.S
JOINT SECRETARY

(1)The Chief Executive Officer, Norka-Roots, Thiruvananthapuram.
(2)The Certificate Authentication Officers, Norka-Roots, Thiruvananthapuram, Ernakulam, Kozhikode.

(3)The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.
(4)The Information and Public Relations (Web & New Media) Department.
(5)Stock File / Office Copy / Spare.

Forwarded / By order,
Signature valid

Digitally signed by PRADEEP R S
Date: 2021.03.12 53:10 IST
Reason: Approved
Section Officer.

CERTIFICATE ATTESTATION

Attestation is the formal process of legalizing/validating a document by the designated authority from one country so that it could be valid in any other country.

Different attestation services:-

1.HRD attestation

Norka-Roots is the single authorised Government of India Agency in the State to undertake attestation of educational certificates, following Ministry of Human Resources Development [MHRD] guidelines.

2.Apostille Attestation

Apostille is a straight forward and effortless international document verification procedure. The word 'apostille' is derived from Italian language and the correct meaning is to authenticate or to certificate. With India's accession to the Hague Convention of 5th October 1961 abolishing the requirement of legalization of foreign public documents, Government of India, Ministry of External Affairs at CPV Division, Patiala House started issuing Apostilles w.e.f. August 29, 2007 through all regional passport offices in India. Apostille stickers, will be issued on the personal documents like birth, death, affidavits, power of attorneys, marriage etc. and educational documents like degree, diploma, matriculation and secondary level certificates. However, commercial documents are excluded from the purview of the Convention. Apostille attestation is now mandatory for 105 member countries of the Hague Convention.

3.MEA Attestation

This attestation is mandatory and done by Ministry of External Affairs for all the countries which are not a member of Hague Convention and where Apostille is not accepted. It is per-requisite for embassy attestation and obligatory after HRD attestation/Home authentication.

MEA attestation is applicable in:

> Educational certificates
> Non educational certificates
> Commercial certificates

4.Embassy Attestation

Currently Norka Attestation Division provides following Embassy attestation services;

        i.United Arab Emirates
        ii.Bahrain
        iii.Kuwait
        iv.Qatar
        v.Kingdom of Saudi Arabia

HRD attestation and MEA attestation are per-requisite for embassy attestation of educational certificates.

ATTESTATION GUIDELINES

(1) Certificates issued by various Universities/Boards/Councils situated within the State of Kerala and Certificates issued by Central/State Government recognized private institutions for Government(Central/State) approved courses in Kerala.

(2) Provisional certificates will be authenticated only within six months from the date of issue. (Provisional NTC certificates will be authenticated within two years from the date of issue).

(3) Candidates having SSLC (prior to 2002) as their highest educational qualification should produce a certificate in prescribed format **(Annexure-I)** from the Head of the institution/School.

(4) Certificates of deemed universities (constituted under the enactment of Parliament or State legislature)/Autonomous educational institutions including Government recognized Private institutions will be attested only after verification.

(5) Candidates having Medical/ Nursing /Dental/Pharmacy qualifications should produce their Registration Certificate along with professional degree certificate.

(6) In case of any minor spelling mistakes occurred in parent's name in 10th certificate/equivalent/passport or in any supporting documents would not invalidate the legitimacy of the educational certificates to be attested. In such

cases Authentication Officers can do attestations without any supporting affidavit.

6(a) Major changes in parents name (entire name change) in 10th standard certificate or its equivalent in contrary to their names in passport can be attested by accepting the one and the same certificate from the jurisdictional Village Officer. This is applicable for authenticating the SSLC alone.

6(b) In the case of attestation of certificates of higher qualification, SSLC is insisted only as a supporting document. In such cases changes in parent's name in the 10th Std certificate or its equivalent would not invalidate the authenticity of the certificate to be attested.

(7) While mismatch or spelling mistakes in date birth or name of the applicant, the certificates will be accepted after making due corrections by Gazette notifications.

(8) Mark lists are attested in following cases;
   a) For those students who wish to join for higher studies in a Foreign University/Institution.
   b) For Qatar Embassy attestation (Mark lists and Bonafide Certificates)
   c) As per the specific demand of the Foreign Employer especially to Kuwait and UAE based on submission of Specific request from the candidate.

(9) Original certificates along with marks lists (Semester wise/Year wise) of all educational qualifications from Secondary School level onwards are mandatory for authenticating any certificate (Including all improvements and supplementary of all certificates).

   9(a) In absence of any of the above supporting certificates, the original certificate is authenticated after verification from the Universities concerned.

   9(b) Foreign nationals acquiring qualifications in India while applying for his /her certificate issued in India are exempted from producing the documents listed above. Certificates of Foreign nationals are authenticated after obtaining verification reports from University/ Board/Council etc.

(10) The certificate holder should apply in the prescribed application form available in website of Norka-Roots [www.norkaroots.org].

(11) **Attestation timing:**
   Timing for Authentication will be from 10.00 am to 04.00 pm (Monday to Friday only). District level attestation camps will be organised on Saturdays (Except 2nd Saturdays and Public holidays).

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(11) **Attestation timing:**
   Timing for Authentication will be from 10.00 am to 04.00 pm (Monday to Friday only). District level attestation camps will be organised on Saturdays (Except 2nd Saturdays and Public holidays).

(12) Documents required for attestation:

    (a)   One recent passport size photograph of the certificate holder (one should be affixed on the application form).

    (b)   Copy of the passport specifically photo page, address page and page showing validity (original passport should be produced at the time of registration).

    (c)   Original and copy of 10th Standard/SSLC certificate is necessary for authenticating any certificate. In the absence of SSLC book clause 9 (a) is applicable.

    (d)   Original and copy of all certificates, which is to be authenticated.

(13) In addition to certificate holders, the following persons are also authorized to submit application for authentication along with their Electoral Identity Card/Ration card.

    a) Parents of the certificate holder.

    b) Spouse of the certificate holder.

    c) Siblings of the certificate holder.

    d) in the absence of above (a, b or c), any third person can submit applications with a written authorization (in **Annexure-2**) of the certificate holder along with an id proof (copy).

    NB:- Multiple authorizations will not be accepted from a third person at a time.

(14) Authentication Reports:

Applicants can check the authentication reports in the official website of Norka-Roots (www.norkaroots.org). Respective Certificate Attestation Centers will update the daily status accordingly.

(15) Certificates authenticated without prior verification:

✔   All certificates issued by various Universities in Kerala (**Annexure-3**)

✔   Certificates issued by Secretary, Board of Public Examinations, Kerala, viz SSLC, Type Writing (Lower/Higher) Certificates, Short hand (Lower/Higher) Certificates, TTC Certificates and such other certificates.

- Certificates awarded by Chairman, Board of Examiners on behalf of Directorate of Medical Education (Ex. D.Pharm, D.M.L.T, D.MRT etc...)
- DNB Certificates issued by National Board of Examiners, will be authenticated provided, the applicant should have completed the course from any of the Medical Colleges in Kerala and it should be added as an additional qualification in their TC Medical Council Registration Certificate.
- Certificates issued by NIOS will be authenticated provided the applicant should register in any of the regional centers of NIOS in Kerala and should appear for the examination in any of the centers inside the State of Kerala. Candidate should produce a certificate in this regard from the authorities concerned.
- Certificates issued by KNC viz GNM, ANM Certificates.
- NCVT/SCVT Certificates including National Apprenticeship Certificate, issued by NCVT
- Equivalency Certificate for Standard 10 issued by Kerala State Literacy Mission.
- HDC/JDC Certificates
- HSE/VHSE Certificates
- CBSE/ICSE Certificates. (The respective schools should be within the jurisdiction of the State of Kerala)

(16) Certificates authenticated with prior verification:

- MS, MD, M.ch, DM and various medical diploma Certificates (DGO, DLO, DA etc.) possessed by a candidate will be sent for verification if such Qualification are not added in their TC Medical Council Registration Certificate as additional qualification.
- M.PhiL, PhD Certificates.
- Certificates awarded by following institutions;
    1. NIT Calicut.
    2. Sree Chithira Tirunal Institute of Medical Sciences & Technology, Thiruvananthapuram.

3. Indian Institute of Space Science and Technology, Thiruvananthapuram.
4. IIT, Palakkad.
5. Kerala Kalamandalam, Thrissur.
6. Indian Institute of Management, Kozhikode.
7. National University of Advanced Legal Studies (NUALS).
8. Indian Institute of Science Education and Research, Thiruvananthapuram.
9. Indira Gandhi National Open University (Provided that applicant should register in any one of the regional centres in Kerala)

✔ All Certificates issued by Central/State Government recognized deemed/autonomous/private institutions for Government (Central/State) approved courses in Kerala.

(17) Certificates which are not authenticated:

✔ Certificates issued by unrecognized (State/Central Governments/Agencies) Private Agency's various registration certificates.

✔ Mark Lists except for those students who wish to join for higher studies in a foreign University/institution and also for Qatar Embassy attestation.

✔ Rank Certificates.

✔ SET - NET Certificates.

✔ Internship Certificates

✔ Equivalency - Migration Certificates.

✔ Apprentice certificates except National Apprenticeship Certificates issued by NCVT.

✔ Training certificates.

✔ Bonafied Certificates except for Qatar Embassy attestation.

(18) Regarding the operational aspects of the attestation Chief Executive Officer, Norka-Roots is authorized to take appropriate decision as and when required on public interest.

(19) Service Charge/Fees:

HRD Attestation

- ➤ Service charge - Rs.708/- (in cash)

- ➤ Postage for application submitted through Norka-Roots offices outside Kerala : Rs 200/- (in addition to service charge of Rs.708/-)

- ➤ Attestation fee of the State Government – Rs.75/- per certificate.

APPOSTILLE Attestation

- ➤ A fee of Rs.50 for each Apostille attestation

Service Charge of Norka Roots [for all attestations] : Rs.708 (in cash) is charged.

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CERTIFICATE

This is to certify that Shri/Smt.. was a student of this school during the period from ....to...............and he/she passed the SSLC Examination (Registration No): ....held at .... (Month & Year). His/her Date of birth is.................................... as per our records.

Name & Signature of HM
Phone No:

Place:
Date:

(School Seal)

AUTHORIZATION LETTER

I...............................hereby authorized Shri/Smt.....................whose signature is given below to submit my certificate before the Norka attestation office Thiruvananthapuram/Kochi/Kozhikode for authentication.

Name and signature of the
Authorized person:
Mob:

Name of the applicant

[along with photo id card – copy]

Place:
Date:

List of Universities in Kerala:

(1) University of Kerala, Thiruvananthapuram.
(2) University of Calicut, Malappuram.
(3) Mahatma Gandhi University, Kottayam.
(4) APJ Abdul Kalam Technological University, Thiruvananthapuram.
(5) Cochin University of Science and technology (CUSAT), Kochi.
(6) Kannur University, Kannur.
(7) Kerala University of Health Sciences, Thrissur.
(8) Kerala Agricultural University, Thrissur
(9) Central University of Kerala, Kasargode.
(10) Kerala University of Fisheries & Ocean Studies, Kochi.
(11) Kerala Veterinary and Animal Sciences University, Pookode, Wayanad.
(12) Sree Sankaracharya University of Sanskrit, Kalady, Ernakulam.
(13) Thunchath Ezhutachan Malayalam University, Tirur, Malappuram.
(14) Sreenarayana Guru Open University, Kollam.