

Frequently Asked Questions

E-attestation Process

1. What is e-attestation?

E-Attestation is the attestation of document using digital technologies. The attesting authority uses electronic signature to attest document. The benefit of E-Attesting documents is the once E-Attested the documents can be used multiple time for verification. This reduces the need to visit a government office each time attested documents are required.

2. Why is e-attestation required?

An E-Attested document proves that the information contained in the document is verified to be authentic by the attesting authority. In case of post matric scholarship, an E-Attested document conclusively proves the eligibility of the student to avail scholarships as applicable under various schemes.

3. How should I login to e-attestation?

You can login to E-Attestation portal through the link provided in post matric scholarship portal (<https://ssp.postmatric.karnataka.gov.in>). You can log in to the E-Attestation portal by providing your Aadhar Number and Name (as in Aadhar). You don't need any other credentials.

4. Can I use my parents Aadhar number for getting my document attested electronically?

No. You must use only your Aadhar.

5. Will there be any charges for getting my documents attested electronically?

No. There will be no charges for electronic attestation of documents.

6. Can I change the language of e-attestation portal to Kannada ?

Yes. You can change the language to Kannada by choosing Kannada in the "Change Language" button in the top right of the portal.

7. What is the process for e-attestation?

Student must upload and submit the documents requiring E-Attestation in the E-Attestation page in post matric portal <https://ssp.postmatric.karnataka.gov.in>.

After successful submission, student must produce the original of the submitted document to E-Attestation officer. You must also download the Aadhar consent form from the E-attestation page, sign the form and submit it to the E-Attestation officer.

The E-Attestation officer will verify the documents and electronically sign the document. The electronically signed document will be available to the student in E-Attestation page in post matric portal.

The E-Attestation process for a document is deemed to be completed only when the document appears in the Approved documents tab of the E-Attestation page in post matric portal.

8. Where can I download the Aadhar Consent form?

You can download the Aadhar Consent form from the E-attestation page in the post matric portal.

9. Do I have to submit the Aadhar Consent form in the E-Attestation page in post matric portal?

No, you must not upload the Aadhar Consent form. You must only upload the documents that require E-Attestation.

10. Who does e-attestation and how do I ensure his eligibility?

The list of E-Attestation officers is available in post matric scholarship portal.

11. Do I need to meet the E-Attestation officer who has received my request for e-attestation? What are the documents I need to carry with me?

Yes. You must meet the person who has received your request for e-attestation for one-time verification of the document. You need to carry the original document of the document submitted for E-Attestation.

12. Is submitting documents for E-Attestation the final step in attestation of documents?

No. It is not the final step in attestation. You must meet the E-attestation officer with the original document and Aadhar Declaration form. The E-attestation will verify the original and electronically sign the submitted document.

The E-Attestation process for a document is deemed to be completed only when the document appears in the Approved documents tab of the E-Attestation page in post matric portal.

13. Where should I go for physical verification of the submitted documents? Who does the physical verification of documents?

Currently, after successful submission of documents by you on the portal, you must visit your E-Attestation officer for verification of original documents. College E-Attestation officers will perform physical verification of documents and electronically attest the submitted document.

14. Do I have to meet the E-Attestation officer after submitting every document or Can I submit all documents and meet the E-Attestation?

You can submit all documents in the E-attestation page in the post matric portal and can meet the E-attestation officer with the originals of all submitted documents for physical verification. You must also carry the signed Aadhar consent form downloaded from the E-Attestation page of the student. However, if you don't have all the documents, you can get documents attested as and when they are ready.

15. How can I know the names of e-attestation officers of my institute?

You can obtain the information in post matric scholarship portal.

16. What is the legal sanctity of a e-attested document?

The E-Attested document is as valid as a manually attested document as per IT Act, 2000.

17. How are e-attested documents made accessible to me?

The documents submitted for E-attestation is electronically attested by the E-Attestation officer after verification of the original documents. The E-attested documents can be accessed by the student in the E-attestation page in Post Matric portal under the tab Approved Documents.

18. How safe is my e-attested documents?

The documents are attested using E-Sign facility of Government of India which ensures non-repudiation with only authorised person eligible to attest and only students and persons authorised by the student can access the E-Attested documents.

Also new age technology of Blockchain has been used to secure the E-attested document.

19. Can anyone else access my e-attested documents?

No. The E-attestation page in the post matric portal can be accessed only through your Aadhar Number. Only people who you authorise can access your E-Attested documents.

20. Where can I apply for E-attestation for post-matric scholarship?

You can apply for E-attestation in the E-Attestation page of Post Matric Scholarship portal.

Students who do not have computers/internet connectivity can approach the nearest KarnatakaOne and BangaloreOne centres.

Facilities for applying for E-attestation for post matric scholarship will also be available in all college libraries.

21. What all documents are required to be E-Attested for applying for post matric scholarship?

Currently, the students studying in institutions in Karnataka need to apply for E-Attestation for post-matric scholarship the following:

Type of Student	Type of Document
Students pursuing regular degree courses*	1. Bonafide Certificate 2. Marksheet/Promotion Certificate 3. Fee Receipt 4. Hostel Admission Certificate (only for students residing in private and college run hostels)
Students pursuing ITI/Diploma/PU/ B. Pharma /Paramedical/Nursing	1. Hostel Admission Certificate (only for students residing in private and college run hostels)
Kin of Defence Personnel pursuing Engineering/Diploma Courses	1. Defence Personnel Service Certificate
Students who are not kin of defence personnel and belong to SC/ST category and are pursuing Engineering/Diploma Courses	1. Salary Certificate
* Degree courses includes all post matric courses except ITI/Diploma/PU/ B. Pharma/ Paramedical/Nursing	

22. I am pursuing Distance Education/Correspondence course. What are the documents I can get E-Attested?

Currently, you cannot get any of the documents E-Attested. You must get it physically attested.

23. I am a kin of defence personnel pursuing full time Engineering/Diploma course. Can I get my defence personnel service certificate attested?

Yes. You can get defence personnel service certificate E-Attested.

24. I belong to SC/ST category and I am pursuing full time Engineering/Diploma course. Can I get my salary attested?

Yes. You can get salary certificate E-Attested.

25. I am pursuing a degree course and I am staying in Government hostel. What are the documents I must get E-Attested?

You must get the following documents E-Attested:

- Bonafide Certificate
- Mark Sheet/Promotion Certificate
- Fee Receipt

You do not have to submit your Government hostel admission certificate for E-Attestation.

26. I am pursuing a degree course in a Government/Government Aided college and I am staying in my college hostel. What are the documents I can get E-Attested?

You must get the following documents E-Attested:

- Bonafide Certificate
- Mark Sheet/Promotion Certificate
- Fee Receipt
- Hostel Admission Certificate

27. I am pursuing a degree course in a private college and I am staying in college hostel. What are the documents I can get E-Attested?

You must get the following documents E-Attested:

- Bonafide Certificate
- Mark Sheet/Promotion Certificate
- Fee Receipt
- Hostel Admission Certificate

28. I am pursuing a degree course in a Government/Government aided/Private college and I am staying in private hostel that is not managed by my college. What are the documents I can get E-Attested?

You must get the following documents E-Attested:

- Bonafide Certificate
- Mark Sheet/Promotion Certificate
- Fee Receipt
- Hostel Admission Certificate

29. I am resident of Karnataka but presently studying in other state. What are the documents I can get E-attested?

Currently, you cannot get any of the documents E-Attested. You must get it physically attested as per laws of that state.

30. What type of file can I upload for E-attestation?

You can upload only PDF files for E-Attestation.

31. What is the maximum file size for every document?

2 MB.

32. Can I upload multiple pages separately for a document I need to get E-Attested?

No. You cannot upload multiple pages separately. In case you have multiple pages for a document for which you need E-Attestation, merge all the pages into one document and upload the merged document.

33. How are e-attested documents used for giving me post-matric scholarship?

E-Attested documents conclusively prove your credentials and eligibility for availing post matric scholarship under various schemes.

34. Will I be able to re-use my e-attested documents in future?

Yes. The E-Attested document is tamper-proof and valid for eternity. It can be used multiple times.

35. What are the benefits of e-attestation?

Only one-time verification of documents, validity for eternity, tamper proof storage and secure sharing of E-Attested documents.

36. Is there any user manual/video tutorial that can explain step-by-step process of uploading documents?

Yes. They can be found in the E-Attestation page in the post matric portal.

37. What should I do if I require assistance for applying for E-attestation?

Call the helpline number: _____

38. How can I share my e-attested document with my friend over gmail or whatsapp?

Attestation documents carry personal and sensitive personal data. You should not share it with everyone. However, in case of need, you can download the E-attested document in PDF format and share it with your friends.

39. If my document is rejected by an e-attestation officer, how can I know the reason for rejection?

The reason for rejection is provided in the Rejected Documents tab.

40. If my document gets rejected by an e-attestation officer, will I be able to apply again?

Yes. You can apply again with correct document.

41. When will E-Attestation officer reject my documents from E-Attesting it?

The E-Attestation officer will reject your document when:

- Index Data is not the same as data in the original document
- Submitted document is not relevant
- Submitted / Original Document is not clear
- Submitted Document is not matching with Original
- Document is not within the validity period
- Document is tampered
- Document is fake
- Incomplete index information is given
- Fake index information is given
- Applicant doesn't belong to Institute
- Any other reason provided by E-Attestation officer

42. What is index data for attestation of documents?

When you upload document for E-Attestation, you fill some details of the document in a form. That form is called index data. For example, for Bonafide Certificate, the index data in Name of Student (as in Certificate), College, Course, Mode of Study, Course Combination/Discipline/Trade, Year in which you are studying, Academic Year and Date of Issue of Certificate.

43. Why is index data to be filled by me for getting documents E-Attested?

The data is the correct content of the document. The values of these index fields should be as per document. If you fill wrong values E-Attestation officer would reject the document for attestation.

44. What happens if I do not fill the index data or What happens if I fill it wrongly?

You cannot upload the document without filling index data. If you fill wrong index data, the document will be rejected.

45. Will I get any SMS/email alert after approval/rejection of my documents in e- attestation?

Currently this feature is not available. You have to check the E-attestation page in post matric page to find out the status of your document.

46. Will I be able to submit my document for e-attestation using my mobile and low speed internet?

Currently, E-attestation is not available in the form of a mobile application. You can access the E-Attestation page in the post matric portal through any browser in a mobile phone.

47. What would I do with the E-Attested document?

The post matric scholarship would open in first week of November 2019. The portal requires you to provide the id of the E-Attested document. Please note that each E-Attested document of yours has an E-Attested id given by E-Attestation system. Please know that you would not be required to upload the E-Attested document.

48. What is a bonafide certificate/study certificate? What are the index data I should give to upload bonafide certificate?

Bonafide Certificate is a document which is issued as a proof that you are studying in your college. It is a certificate of proof that you belong to class and course in the institution during the academic year.

After you select the document bonafide in E-Attestation portal, you must enter your name as in the bonafide certificate issued by your college. You should also enter the date of issue of the certificate. The rest of the information will appear on your screen.

You must check the details in your screen and make necessary changes to ensure the details in the screen are the same as details given in the certificate. Always remember, if you enter wrong details, the document will be rejected.

49. My course follows an annual examination system? What are the details I should give as index data for Marksheet/Promotion Certificate?

When you select marksheet/promotion the following details will appear as pre-populated fields namely, your college, course and course combination/discipline/trade. You must enter the following details:

- You must enter your name as in marksheet.
- You must enter the marks obtained in either percentage or Grade Point Average (GPA), whichever is applicable to you, against the box: Obtained Marks in percentage/CGPA.
- You must enter maximum marks of the exam in either percentage or Grade Point Average (GPA), whichever is applicable to you.
- You must select Yes against the field Promoted, if you were promoted to the current year of studying from previous year. You must select No against the field Promoted, if you were promoted not promoted.
- You must select Yes/No against the field, “Pass in all subjects”. You should select Yes if you have passed in all subjects in the previous year. You should select No if you have not passed in all subjects. You should select No if you have not passed even in one subject in the previous year.
- You must enter the date of issue of Marksheet/Promotion Certificate

50. My course follows semester examination system? What are the details I should give as index data in Marksheet/Promotion Certificate?

When you select marksheet/promotion the following details will appear as pre-populated fields namely, your college, course and course combination/discipline/trade. You must enter the following details:

- You must enter your name as in marksheet
- You must enter the marks obtained in either percentage or Grade Point Average (GPA), whichever is applicable to you, in the first semester of previous year against the box: Obtained Marks in percentage/CGPA in Semester 1
- You must enter maximum marks of the exam in either percentage or Grade Point Average (GPA), whichever is applicable to you, in Semester 1 against the box: Maximum marks in percentage/CGPA in Semester 1
- You must enter the marks obtained in either percentage or Grade Point Average (GPA), whichever is applicable to you, in the second

semester of previous year against the box: Obtained Marks in percentage/CGPA in Semester 2

- You must enter maximum marks of the exam in either percentage or Grade Point Average (GPA), whichever is applicable to you, in Semester 2 against the box: Maximum marks in percentage/CGPA in Semester 2
- You must select Yes against the field Promoted, if you were promoted to the current year of studying from previous year. You must select No against the field Promoted, if you were promoted not promoted
- You must select Yes/No against the field, “Pass in all subjects in Semester 1”. You should select Yes if you have passed in all subjects in the first semester of previous year. You should select No if you have not passed in all subjects. You should select No if you have not passed even in one subject in the first semester of previous year
- You must select Yes/No against the field, “Pass in all subjects in Semester 2”. You should select Yes if you have passed in all subjects in the second semester of previous year. You should select No if you have not passed in all subjects. You should select No if you have not passed even in one subject in the second semester of previous year
- You must enter the date of issue of Marksheet/Promotion Certificate

51. I have multiple marksheets for every subject/semester? Should I upload all of them?

Yes. You should upload all of them. You merge all the marksheets into one document and upload it.

52. I am in first year. What marksheet/promotion certificate should I upload?

First year students in any course should upload their marksheet/promotion certificate of the final year in their previous course.

Undergraduate first year students should upload their PU final year marksheet and Post Graduate first year students should upload the final year marksheet of their Undergraduate course.

53. What is a Fee Receipt? What are the index data required for a Fee Receipt?

A fee receipt is a proof of payment of fees. Your college will issue it to you after you have paid your fees. Once you select the fee receipt document, your college, course and course combination will appear in the screen.

After entering your name, you must enter the Fee you have paid against every type of fee. You must not enter anything in the type of fee that is not applicable for you. After entering all the fee, you must enter the date of issue of fee receipt.

You must check the details in your screen and make necessary changes to ensure the details in the screen are the same as details given in the certificate. Always remember, if you enter wrong details, the document will be rejected.

54. What are the index data for hostel admission certificate? Who is it applicable?

Hostel admission certificate is required only for students residing in Private/College Run hostels. Students staying in Government hostels need not apply for E-Attestation for hostel certificate.

Your college, course, course name, year of studying and academic year will appear on your screen after you choose the document. You must enter your name (as in certificate), name of hostel, address of hostel and date of issue of certificate.

55. What are the index data for Defence Service Certificate? Who is it applicable?

Only students who are pursuing Engineering/Diploma and are kin of defence personnel and do not belong to SC/ST category must get defence service certificate attested.

Your college, course and course combination will be auto populated. You must enter the following details:

- Name of Student (as in certificate)
- Name of Parent (as in certificate)
- Service Number
- Rank
- Working Unit
- Commission Details: Commissioned/Non-Commissioned/Other

56. Who should get Salary Certificate attested? What is the index data for the certificate?

Only students who are pursuing Engineering/Diploma and are not kin of defence personnel and belong to SC/ST category must get defence service certificate attested. The annual income of the parent of the student must be between 2.5 lakhs to 10 lakhs.

The student must enter the following index data:

- Name of Parent (as in certificate)
- Designation of Parent
- Office Address of Parent
- Net Salary (as in Salary Certificate)
- Gross Salary (as in Salary Certificate)
- Date of Issue of Certificate