

Attestation of document/certificate copies by a Gazette Officer or notarised by a Notary

Attestation of document/certificate copies means that, on the photocopy of your document/certificate there should be a sign of a class one gazette officer or a notary official with their clear official designation seal & signature stating that the photocopies are verified & are true copies of the original documents/certificates.

- **Notary:** A notary public is a legally authorized individual who can administer oaths & witness & authenticate documents. A notary public checks your identification & then signs & stamps the document with an official "seal", showing that they have witnessed your signature & verified you're ID & documents/certificates.
- **Gazette Officer:** Gazette Officer is an officer in Indian government service whose signature, stamp & with an official seal is required for attesting certificate copies & photographs of a person. Following is the tentative list of Gazetted Officers in India:

• Class I Or Group A (Gazette Officer)

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| <ol style="list-style-type: none"> 1. Officers Of Armed Forces, Magistrate & Above In Judicial Services 2. Scientists (In Govt. Funded Research Org) 3. Vice-Chancellor To Assistant Registrars, Principals & Faculty Members Of Central & State Universities | <ol style="list-style-type: none"> 4. Central & State Govt. Employees With Group A Service Rules (IAS, IES, IFS, SDPO, DIB, CP, DGP, JCP, IGP, ADLCP, DIG, DCP, SSP, DCP, SP, ASP, ACP, DSP, Colonel etc.) 5. Doctors, Engineers & Drug Controller (Govt., Central & State Services) |
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• Class II Or Group B (Gazette Officer)

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| <ol style="list-style-type: none"> 1. Drugs Inspector (State Govt Service) 2. SDO (Sub Divisional Officer), BDO (Block Development Officer) 3. Circle Inspector, Tahsildars etc. In State Administration | <ol style="list-style-type: none"> 4. Principal Of Govt Schools 5. Income Tax & Revenue Officers 6. Senior & (AAO) Asst Audit/Accts Officers of (IA&AD) (Cag) Indian P&T Accts & Fin Services & Section Officers. |
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• Non-Gazette Officer

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| <ol style="list-style-type: none"> 1. Office Assistants, Senior Stenographer, MBBS Doctor, Chartered Accountant, Bank Managers, Govt. School Teachers. Junior Pharmacist & Junior Engineers etc. | <ol style="list-style-type: none"> 2. Special Executive Officer, MLA, Councillor, Nagarsevik, Mayor, Advocates. 3. Police Inspectors/Sub-Inspectors & Foreman, Central Excise & Custom Inspector, |
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Note:

1. It is compulsory to submit the attested copies of your certificates to get confirmed admission or else the admission shall be given on provisional basis. **Submission of proper documents with your registration number, as per policies, within the timelines, for confirmation of admission, is the sole responsibility of the student.**
2. Ensure that the document attestation is not, in Local language, unclear / incomplete, self-attested and is not a photocopy attested document, if so then such document shall not be accepted. **Student will be required to submit the said document/s again in the prescribed format within the timelines specified by SCDL.**
3. In case of students enrolled on a provisional basis, if the documents required for the purpose of eligibility are not submitted or if submitted with deficiencies (i.e. not in the manner prescribed) and the deficiencies are not made good on or before **the timeline specified by SCDL or within 15 days of communication to that effect, whichever is later, then student admission shall stand cancelled. And the student is not entitled to any refund of paid fees.**

Attestation Sample

