



**DIRECTORATE OF MINORITIES**  
**STEP BY STEP INSTRUCTIONS FOR MINORITY**  
**COMMUNITIES TO APPLY e-ATTESTATION FOR POST**  
**MATRIC (MCM) SCHOLARSHIP UNDER STATE SCHOLARSHIP**  
**PORTAL 2021-22**

**USER MANUAL FOR STUDENTS TO UPLOAD & SUBMIT**  
**DOCUMENTS FOR e-ATTESTATION**

**e-attestation of documents is required only for students who**  
**come under the following categories to apply under SSP**  
**2021-22**

**List of documents to be uploaded in e-Attestation Portal by**  
**Students studying in universities located in Karnataka**

#	Applicable For	Documents to be uploaded	e-Attestation Officer
1	a) Students who have passed SSLC before 2004 b) Students who have passed 10 <sup>th</sup> standard from other State Board c) Students who have passed 10 <sup>th</sup> Standard from IGCSE Board	SSLC / 10 <sup>th</sup> Marks Card	Designated e-Attestation Officer of the College
2	a) Students who have passed PUC before 2010 b) Students who have passed 12 <sup>th</sup> standard from other State Board c) Students who have passed 12 <sup>th</sup> standard from IGCSE Board	PUC/12 <sup>th</sup> Marks Card	
3	Students studying in any 1st year PG course & who have done their previous course in university located outside Karnataka  (All marks sheets of previous course should be uploaded for e- attestation)	Previous Year Marks Sheet/ Promotion Certificate	
4	Students studying in D.M / M.D / MD Homeopathy / M.D.S / M.S. / M.S. (Master of Surgery) / MD (Naturopathy and Yogic Sciences) / PG Unani / PG Diploma courses in the above streams.	Stipend and Non-Practicing Certificate  (Format)	

**List of documents to be uploaded in e-Attestation Portal by  
Students studying in Universities outside Karnataka**

#	Applicable For	Documents to be uploaded	e-Attestation Officer
1	All Courses	1. Previous Year Mark Sheet / Promotion Certificate 2. Admission/ Bonafide Certificate	Concerned Minority District Officer
2	a) Students who have passed SSLC before 2004 b) Students who have passed 10th standard from other State Board	SSLC/10 <sup>th</sup> Marks Card	
3	a) Students who have passed PUC before 2010 b) Students who have passed 12th standard from other State Board	PUC/12 <sup>th</sup> Marks Card	
4	Students studying in D.M / M.D / MD Homeopathy / M.D.S / M.S. / M.S. (Master of Surgery) / MD (Naturopathy and Yogic Sciences) / PG Unani / PG Diploma courses in the above streams.	Stipend and Non-Practicing Certificate  (Format)	

**STUDENTS OTHER THAN ABOVE CATEGORIES NEED  
NOT DO e-ATTESTATION OF DOCUMENTS TO APPLY  
UNDER SSP 2021-22**

- e-Attestation of fee receipt is not required for all students studying in Karnataka.
- Dear Students, after uploading documents for e-Attestation under e-Attestation portal, please visit your concerned e-Attestation Officer mentioned below along with original documents for e-Attestation ID.
- However, students can upload previous year marks card if previous course is completed in other State and not in Karnataka without completing Step 2.
- In 2021-22 application submission process, students studying in Karnataka need not to get FEE RECEIPT attested by college. Whereas, students studying outside Karnataka should get Fee receipt, Bonafede Certificate and Previous year marks cards attested by attestation officer.

## **PROCEDURE FOR e-ATTESTATION OF DOCUMENTS**

**Step1:-** Go to Website <https://eattestation.ssp.karnataka.gov.in/postmatric2122/student>

**Step2:-** Enter your “**SSP ID**”, “**Name as in Aadhaar**”, “**Gender**” and enter the “**CAPTCHA**” then click on “**Verify**” button.

[If the Aadhaar Number of the Student and Name as in Student Aadhaar match, then verification would be successful and the student will be redirected to Student Profile page.]

**Step3:-** Confirm Student Details page then Click on “**Confirm & Proceed**” button.

**Step4:-** Update Student Details page

- Have you pursued previous qualifying course from any of the Universities outside Karnataka Select (**Yes/No**).
- Have you passed SSLC before 2004 ? Select (**Yes/No**).
- Have you passed 10th standard from other State Board Examination Select (**Yes/No**).
- Have you passed PUC before 2010 Select (**Yes/No**).
- Have you passed 12th from other State Board Select (**Yes/No**).
- Select State of 12<sup>th</sup> from Dropdown
- Have you passed 10th from IGCSE Board Select (**Yes/No**).
- Have you passed 12th from IGCSE Board Select (**Yes/No**).
- Are you studying in CBSE Class 11<sup>th</sup> Select (**Yes/No**).
- Are you studying in CBSE Class 12<sup>th</sup> Select (**Yes/No**).

**Step5:-** Click on “**Save**” button.

**Step6:-** Upload Documents.

**Step7:-** Select Document Type.

**Step8:-** Update your documents details like

- Date of Birth (dd-mm-yyyy)
- Board Name
- SSLC Registration Number :
- Year of pass
- Father Name
- Mother Name
- Total Marks
- Obtained Marks / CGPA

**Note:-**

- “**Student Name as in Certificate**” will be auto-retrieved from the “**Student Profile**” feature that is updated by the student.

**Step9:-** Upload Relevant Document by clicking “**Choose**” button

**Note:-**

- **Scanned document should be in pdf format & Scanned document size should be less than 2 MB.**
- **In case the student must upload more than one certificate / receipt / document type, then he / she should merge all documents into a single file and then upload.**

**Step10:-** then click on “**Add Document**” button.

**Step11:-** Once the student has uploaded the relevant documents for e-Attestation:

- Student can view the document uploaded by clicking on the “View document” icon.
- If upload document is wrong Student can delete the uploaded document by clicking on the “Delete” icon.
- Student can view the data that will be sent to the e-Attestation officer for verification & attestation by clicking the “**View Data to be Attested**” icon.

**Note:-**

- **It is important for the student to ensure that the Meta data (Data to be attested) and the data available in the uploaded document are same. Otherwise, there is a possibility of rejection of the document by the e-Attestation Officer during verification process.**

**Step12:-** Click on the “**Submit All**” button. after uploading of all relevant documents that are to be e-Attested.

All documents that are uploaded by the student but are pending to be attested by the e- Attestation officer will be displayed under “**Pending Documents**” menu.

**Note:-**

- **Student should visit e-Attestation Officer along with relevant original documents in order to get his/her documents attested.**

**Step13:-** Click on the “**Approved Documents**” menu in order to view the list of documents that have been approved & e-Attested by the Verification Officer.

**Note:-**

- **Student can check rejected documents if rejected by Verification Officer by click on the “Rejected Documents” menu in order to view the list of documents that have been rejected by the Verification Officer along with the reason for rejection of the document.**

**Step14:-** After Completed the process click on “**Sign Out**” link in order to log out from e-Attestation Portal.

**In case of any problem during the above procedure please call helpline (8277799990 Timing:- 24\*7) /080-22535931/contact your college / department authorities.**

**For further detailed instructions and procedure please visit Minority Directorate’s official website <https://dom.karnataka.gov.in>**