

Department of Higher Education  
ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ  
Application for Duplicate copies of documents  
ದಾಖಲೆಗಳ ನಕಲಿ ಪ್ರತಿಗಳಿಗಾಗಿ ಅರ್ಜಿ

Step 1: Go to [sevasindhu.karnataka.gov.in](http://sevasindhu.karnataka.gov.in) website and click on **Departments & Services**

The screenshot shows the homepage of the Seva Sindhu website. The navigation bar includes 'HOME', 'ABOUT SEVA SINDHU', 'DEPARTMENTS & SERVICES' (circled in red), 'SERVICE CENTERS', 'GRAMA ONE', 'FAQ', 'DEPARTMENT CONTACT DETAILS', and 'CONTACT US'. Below the navigation bar, there are five images representing different departments: Revenue Department, Health Department, Women and Child, Department of Labour, and Police Department. At the bottom, there are six buttons: 'REGISTERED USERS LOGIN HERE', 'RAISE YOUR COMPLAINT', 'TRACK YOUR APPLICATION STATUS', 'NEW USERS REGISTER HERE', 'CATEGORY WISE SERVICES', and 'COVID RELATED SERVICES'.

Step 2: Click on **Department of Higher Education** and select **Application for Duplicate copies of Documents**. Alternatively, you can search for **Application for Duplicate copies of Documents** in the **search option**.

The screenshot shows the 'Department of Higher Education' services page on the Seva Sindhu website. The page has a search bar at the top right. Below the search bar, there is a list of services. The 'Application of Issue of duplicate copies of documents' option is circled in red. Other services listed include 'Empowerment of Differently Abled and Senior Citizen', 'EXCISE DEPARTMENT', 'Food And Civil Supplies Department', 'Forest, Ecology and Environment Department', 'Government Tool Room & Training Centre', 'Gulbarga Electricity Supply Company Limited', 'Health And Family Welfare', 'Higher Education Department', 'Hindu Religious Institutions & Charitable Endowments', 'Horticulture Department', 'Housing Department', 'Hubli Electricity Supply Company Limited', 'Information and Public Relations', 'Kalyana Karnataka Road Transport Corporation', and 'Kannada & Culture Department'.

### Step 3 : Click on Apply online

Note: Supported browser versions are Internet Explorer 9+, Mozilla 50+ and Chrome 80+

#### Application of Issue of duplicate copies of documents

Eligibility: Students

**Supporting Document:**

1. Related Documents must be enclosed
2. Affidavit on stamp paper
3. Acknowledgement of having lodged a police complaint

**Application Fee :** Based on the University selected, the fees will be charged

**Service Charge (Free for Online Submission) :** NA

**Delivery Time (Days) :** 10 Days

**Procedure for applying:**

1. Application submission
2. Principal verification
3. Case worker verification
4. Deputy Registrar Verification
5. Registrar Admin verification
6. Registrar Admin verification

[Apply Online](#)

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### Step 4: Enter the username, password/OTP, captcha and click on Log In button

serviceonline.gov.in/karnataka/directApply.do?serviceld=1456

9611106670

..... GET OTP

153836 153836

[LOG IN](#)

[Forgot Password ?](#)

[Don't have an account? Register HERE](#)

Activate Windows  
Go to Settings to activate Windows.

11:51 AM  
5/17/2021

## Step 5: Enter the Applicant Details.

sevasindhustudies.karnataka.gov.in/renderApplicationForm.do

DEPARTMENT OF HIGHER EDUCATION  
ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ  
Application for Duplicate copies of documents  
ದಾಖಲೆಗಳ ನಕಲಿ ಪ್ರತಿಗಳಿಗಾಗಿ ಅರ್ಜಿ

Applicant details/ಅರ್ಜಿದಾರರ ವಿವರಗಳು

Applicant Type/ಅರ್ಜಿದಾರರ ಪ್ರಕಾರ  Student  Staff

Select type of staff/ಸಿಬ್ಬಂದಿ ಪ್ರಕಾರವನ್ನು ಆಯ್ಕೆಮಾಡಿ  Teaching  Non-Teaching

Name of the Applicant/ಅರ್ಜಿದಾರರ ಹೆಸರು Nagesh N M

Gender/ಲಿಂಗ  Male  Female  Other

Father Name/ತಂದೆಯ ಹೆಸರು dasd

Mother Name/ತಾಯಿಯ ಹೆಸರು dasd

Address of the student/ವಿದ್ಯಾರ್ಥಿಯ ವಿಳಾಸ krishna temple street, htrtr, htrtr, htrtr, htrtr, htrtr

Mobile Number/ಮೊಬೈಲ್ ನಂಬರ್ 9956253522

E-Mail/ಇ-ಮೇಲ್ ವಿಳಾಸ govindgowda6@gmail.com

Purpose of application/ಅರ್ಜಿಯ ಉದ್ದೇಶ asda

## Step 6: Enter the Course Details and College Details

sevasindhustudies.karnataka.gov.in/renderApplicationForm.do

Year of Passing (Month & Year)/ಉತ್ತೀರ್ಣವಾದ ವರ್ಷ (ತಿಂಗಳು ಮತ್ತು ವರ್ಷ) 22/10/2013

Police station complaint number/ಪೊಲೀಸ್ ಠಾಣೆ ದೂರು ಸಂಖ್ಯೆ 213123

Complaint Date/ದೂರು ದಿನಾಂಕ 20/10/2021

Name of the document applying for/ಅರ್ಜಿ ಸಲ್ಲಿಸುವ ದಾಖಲೆ ಹೆಸರು Rajesh

College Details/ಕಾಲೇಜು ವಿವರಗಳು

Is the Student studying in the university campus/ಯುನಿವರ್ಸಿಟಿ ಕ್ಯಾಂಪಸ್‌ನಲ್ಲಿ ಕಲಿಯುತ್ತಿರುವ ವಿದ್ಯಾರ್ಥಿ  Yes  No

Select the University/ವಿಶ್ವವಿದ್ಯಾಲಯವನ್ನು ಆಯ್ಕೆಮಾಡಿ Bengaluru Central University

Course details/ಕೋರ್ಸ್ ವಿವರಗಳು

Select the Course type/ಕೋರ್ಸ್ ಪ್ರಕಾರವನ್ನು ಆಯ್ಕೆಮಾಡಿ  Engineering  Non-Engineering

Select Program/ಪ್ರೋಗ್ರಾಂ ಆಯ್ಕೆಮಾಡಿ PG

Select Course/ಕೋರ್ಸ್ ಆಯ್ಕೆಮಾಡಿ M.B.A.

Select Combination/ಸಂಯೋಜನೆಯನ್ನು ಆಯ್ಕೆಮಾಡಿ RURAL TRIBAL MANAGEMENT

Declaration/ಘೋಷಣೆ

I hereby declare that the particulars furnished in this form are true to the best of my knowledge / ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು

**Step 7: Verify the details. If details are correct, select the checkbox (“I Agree”), enter captcha & **Submit****

Select Course/ಕೋರ್ಸ್ ಆಯ್ಕೆಮಾಡಿ \* M.B.A.

Select Combination/ಸಂಯೋಜನೆಯನ್ನು ಆಯ್ಕೆಮಾಡಿ \* RURAL TRIBAL MANAGEMENT

**Declaration/ಘೋಷಣೆ**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge / ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

I Agree \*

**Additional Details**

Apply to the Office \* University Office(Higher Education Universities- Bengaluru Central University ) - Rural/Urban

**Word verification**

682132

Please enter the characters shown above

682132

**Step 8: A fully filled form will be generated for user verification, If you have any corrections click on **Edit** option, Otherwise proceed to **Attach Annexures**.**

**Applicant details/ಅರ್ಜಿದಾರರ ವಿವರಗಳು**

Applicant Type/ಅರ್ಜಿದಾರರ ಪ್ರಕಾರ : Staff

Select type of staff/ಸಿಬ್ಬಂದಿ ಪ್ರಕಾರವನ್ನು ಆಯ್ಕೆಮಾಡಿ : Teaching

Name of the Applicant/ಅರ್ಜಿದಾರರ ಹೆಸರು : Nagesh N M

Gender/ಲಿಂಗ : Male

Father Name/ತಂದೆಯ ಹೆಸರು : dasd

Mother Name/ತಾಯಿಯ ಹೆಸರು : dasd

Address of the student/ವಿದ್ಯಾರ್ಥಿಯ ವಿಳಾಸ : krishna temple street, htrtr, htrtr, htrtr, htrtr htrtr

Mobile Number/ಮೊಬೈಲ್ ನಂಬರ್ : 9956253522

E-Mail/ಇ-ಮೇಲ್ ವಿಳಾಸ : govindgowda6@gmail.com

Purpose of application/ಅರ್ಜಿಯ ಉದ್ದೇಶ : asda

Nationality/ರಾಷ್ಟ್ರೀಯತೆ : Indian

Select Category/ವರ್ಗವನ್ನು ಆಯ್ಕೆಮಾಡಿ : SC

Year of Passing (Month & Year)/ಉತ್ತೀರ್ಣವಾದ ವರ್ಷ (ತಿಂಗಳು ಮತ್ತು ವರ್ಷ) : 22/10/2013

Police station complaint number/ಪೊಲೀಸ್ ಠಾಣೆ ದೂರು ಸಂಖ್ಯೆ 213123 :

Complaint Date/ದೂರು ದಿನಾಂಕ : 20/10/2021

Name of the document applying for/ಅರ್ಜಿ ಸಲ್ಲಿಸುವ ಡಾಕ್ಯುಮೆಂಟ್ ಹೆಸರು : Rajesh

hideAddress : 05-12-1988

**College Details/ಕಾಲೇಜು ವಿವರಗಳು**

## Step 9 : Click on Attach Annexures

ಯುನಿವರ್ಸಿಟಿ ಕ್ಯಾಂಪಸ್‌ನಲ್ಲಿ ಕಲಿಯುತ್ತಿರುವ ವಿದ್ಯಾರ್ಥಿ :

Select the University/ವಿಶ್ವವಿದ್ಯಾಲಯವನ್ನು ಆಯ್ಕೆಮಾಡಿ : Bengaluru Central University

**Course details/ಕೋರ್ಸ್ ವಿವರಗಳು**

Select the Course type/ಕೋರ್ಸ್ ಪ್ರಕಾರವನ್ನು ಆಯ್ಕೆಮಾಡಿ : Engineering

Select Program/ಪ್ರೋಗ್ರಾಂ ಆಯ್ಕೆಮಾಡಿ : PG

Select Course/ಕೋರ್ಸ್ ಆಯ್ಕೆಮಾಡಿ : M.B.A.

Select Combination/ಸಂಯೋಜನೆಯನ್ನು ಆಯ್ಕೆಮಾಡಿ : RURAL TRIBAL MANAGEMENT

**Declaration/ಘೋಷಣೆ**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge / ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

I Agree : Yes

**Additional Details**

Apply to the Office University Office(Higher Education Universities- Bengaluru Central University )

Draft Reference No : Draft\_HE05008/2022/00004

31/10/2022 11:26:50 IST http://sevasindhustervices.karnataka.gov.in

[Attach Annexure](#) [Edit](#) [Cancel](#) [Click here to initiate new application](#)

## Step 10: Attach the annexures and click on Save Annexures

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸೇವಾ ಸಿಂಧು  
SEVA SINDHU

ನೋವಾ ಸಂಘ

Menu

- Manage Profile
- Apply for services
- View all available services
- View Status of Application
- Messages & Alerts

Themes Language Nagesh N M

**ATTACH ENCLOSURE(S)**

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File/Reference *	
Acknowledgement of having lodged a police complaint *	Police Complaint Document Format	Choose File sample.pdf Fetch from DigiLocker	Scan
Affidavit on stamp paper *	Affidavit on stamp paper Document Format	Choose File sample.pdf Fetch from DigiLocker	Scan
Related Documents must be enclosed *	Related Documents must be enclosed Document Format	Choose File sample.pdf Fetch from DigiLocker	Scan

[Save Annexure](#) [Cancel](#) [Back](#)

**Step 11 :** Saved annexures will be displayed and click on **eSign and Submit** to proceed.

Select Course/ಕೋರ್ಸ್ ಆಯ್ಕೆಮಾಡಿ : M.B.A.

Select Combination/ಸಂಯೋಜನೆಯನ್ನು ಆಯ್ಕೆಮಾಡಿ : RURAL TRIBAL MANAGEMENT

**Declaration/ಘೋಷಣೆ**

I hereby declare that the particulars furnished in this form are true to the best of my knowledge / ಈ ಅರ್ಜಿಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.

I Agree : Yes

**Annexure List**

- 1) Acknowledgement of having lodged a police complaint [Police Complaint](#)
- 2) Affidavit on stamp paper [Affidavit on stamp paper](#)
- 3) Related Documents must be enclosed [Related Documents must be enclosed](#)

**Additional Details**

Apply to the Office University Office(Higher Education Universities- Bengaluru Central University)

Draft Reference No : Draft\_HE0S008/2022/00004

**eSign and Submit** **Cancel**

**Step 12 :** Click on I agree with above user consent and eSign terms and conditions and Select authentication type to continue and Click on **OTP**

**Consent Authentication Form**

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number along with the authentication details for the purposes of availing "Application for Duplicate copies of documents" by eSigning Application form and Enclosure(s). I understand that the OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC.

1. Common Name (name as obtained from e-KYC)
2. Unique Identifier (hash of Aadhaar number)
3. Pseudonym (unique code sent by UIDAI in e-KYC response)
4. State or Province (state as obtained from e-KYC)
5. Postal Code (postal code as obtained from e-KYC)
6. Telephone Number (hash of phone as obtained from e-KYC)

I understand that ServicePlus shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

I agree with above user consent and eSign terms and conditions

Select authentication type to continue

**OTP** **Download Document**

### Step 13: Enter Aadhaar Number and click on Send OTP

The screenshot shows a web browser window with the URL <https://esign.egov-nsdl.com/nsdl-esp/authenticate/auth-raj?sessionid=A8C2DBBB5AE3602AD39711DDE80638E.tomcat1?authMod=1#no-back-button>. The page title is "NSDL Electronic Signature Service".

ASP Name	Centre for e-Governance, Government of Karnataka
Transaction ID	7d8ea93d-d491-4313-88cd-1bdc368990d5
Date & Time	2022-09-20T16:58:04

I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of digitally signing documents for/with Centre for e-Governance, Government of Karnataka and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for the purpose of digitally signing documents for/with Centre for e-Governance, Government of Karnataka.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov and the data will be stored by NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to time.

VID/Aadhaar:  **Send OTP** Cancel

[Click Here](#) to generate Virtual ID.  
[Download Instructions](#) to generate Virtual ID in lieu of Aadhaar.

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### Step 14 : Enter OTP and click on Verify OTP

The screenshot shows the same web browser window as in Step 13. The page title is "NSDL Electronic Signature Service".

ASP Name	Centre for e-Governance, Government of Karnataka
Transaction ID	7d8ea93d-d491-4313-88cd-1bdc368990d5
Date & Time	2022-09-20T16:58:04

I hereby authorize NSDL e-Governance Infrastructure Limited (NSDL e-Gov) to -

1. Use my Aadhaar / Virtual ID details (as applicable) for the purpose of digitally signing documents for/with Centre for e-Governance, Government of Karnataka and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) for the purpose of digitally signing documents for/with Centre for e-Governance, Government of Karnataka.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by NSDL e-Gov and the data will be stored by NSDL e-Gov till such time as mentioned in guidelines from UIDAI from time to time.

Enter OTP:  **Verify OTP** Cancel

Success! otp sent on registered mobile/email id.

[Click Here](#) to generate Virtual ID.  
[Download Instructions](#) to generate Virtual ID in lieu of Aadhaar.

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**Step 15:** After **Submit** is successful , Acknowledgement will be generated. Acknowledgement consists of applicant details, application details.

