

ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ
Department of Higher Education
ಮೂಲ ದಾಖಲೆಗಳನ್ನು ಹಿಂತಿರುಗಿಸಲು ಅರ್ಜಿ
Application for Returning Original Documents

Step 1: Go to sevasindhu.karnataka.gov.in website and click on **Departments & Services**

The screenshot shows the homepage of the Seva Sindhu portal. The navigation menu at the top 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, Health, Women and Child, Department of Labour, and Police. At the bottom of the page, 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'. The contact number 'No: 8088304855 / 9380204364 / 9380206704' is also visible.

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

The screenshot shows the 'Department Services' page on the Seva Sindhu portal. The navigation menu at the top includes 'HOME', 'ABOUT SEVA SINDHU', 'DEPARTMENTS & SERVICES', 'SERVICE CENTERS', 'GRAMA ONE', 'FAQ', 'DEPARTMENT CONTACT DETAILS', 'DASHBOARD', and 'CONTACT'. The 'Higher Education Department' is expanded, showing a list of services: 'Application of Distribution of identity cards', 'Application of Distribution of Scholarships', 'Application of Forwarding of applications of students/staff to the higher authorities', 'Application of issue of duplicate copies of documents', and 'Application of Returning of Original Documents' (circled in red). Other departments listed include 'Housing Department', 'Hubli Electricity Supply Company Limited', 'Information and Public Relations', 'Kalyana Karnataka Road Transport Corporation', and 'Kannada & Culture Department'. A search bar is visible on the right side of the page.

Step 3 : Click on Apply online

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

Application of Returning of Original Documents

ELIGIBILITY FOR APPLYING

Eligibility: Students

Supporting Document: None

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. Case worker verification
3. Superintendent Verification
4. Assistant Registrar approval
5. Registrar Admin approval

[Apply Online](#)

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

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 College Details and Applicant Details.

The screenshot shows a web browser window with the URL <https://sevasindhuservices.karnataka.gov.in/renderApplicationForm.do>. The page title is "ಶಿಕ್ಷಣ ಇಲಾಖೆ Department of Higher Education ಮೂಲ ದಾಖಲೆಗಳನ್ನು ಹಿಂತಿರುಗಿಸಲು ಅರ್ಜಿ Application for Returning Original Documents". The form is divided into two main sections: "College details" and "Applicant details".

College details:

- Select the University: Bengaluru North University
- Is the Student studying in the university campus: Yes No

Applicant details:

- Name of the candidate as registered in the University: Nagesh N M
- Nationality of the Candidate: Indian Others
- Father / Mother's Name: wweweq
- Date of Birth: 08/11/2016
- Address for Communication (in block letters), with Pin code: krishna temple street, htrtr, htrtr, htrtr, htrtr
- Mobile Number: 9956253522
- E-Mail: (empty)

Step 6: Select the Course Details and Verify the details. If details are correct, select the **checkbox ("I Agree")**, enter captcha & **Submit**

The screenshot shows the same web browser window, now displaying the "Course Details" and "Declaration" sections of the application form.

Course Details:

- Select the program: PG
- Select the course: M.P.Ed.
- Select the combination: M.P.Ed.

Declaration:

- I Agree
- 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.

Word verification:

- 143919
- Please enter the characters shown above
- 143919

At the bottom of the form, there are four buttons: "Draft", "Submit" (circled in red), "Close", and "Reset".

Step 7: A fully filled form will be generated for user verification, If you have any corrections click on **Edit** option, Otherwise proceed to **Attach Annexures**.

The screenshot shows a web browser window with the URL <https://sevasindhukarnataka.gov.in/applyPageForm.do>. The page displays a form with the following sections:

- College details**
 - Select the University : Bengaluru North University
 - Is the Student studying in the university campus : Yes
- Applicant details**
 - Name of the candidate as registered in the University : Nagesh N M
 - Nationality of the Candidate : Indian
 - Father / Mother's Name : wweveq
 - Date of Birth : 08/11/2016
 - Address for Communication (in block letters), with Pin code : krishna temple street, htrtr, htrtr, htrtr htrtr 546546
 - Mobile Number : 9956253522
 - E-Mail : govindgowda6@gmail.com
 - Gender : Male
 - Year of Admission : NaN-N
 - Reg. No. : 645645645645
- Course Details**
 - Select the program : PG
 - Select the course : M.P.Ed.
 - Select the combination : M.P.Ed.

A red message at the top of the form states: "Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page".

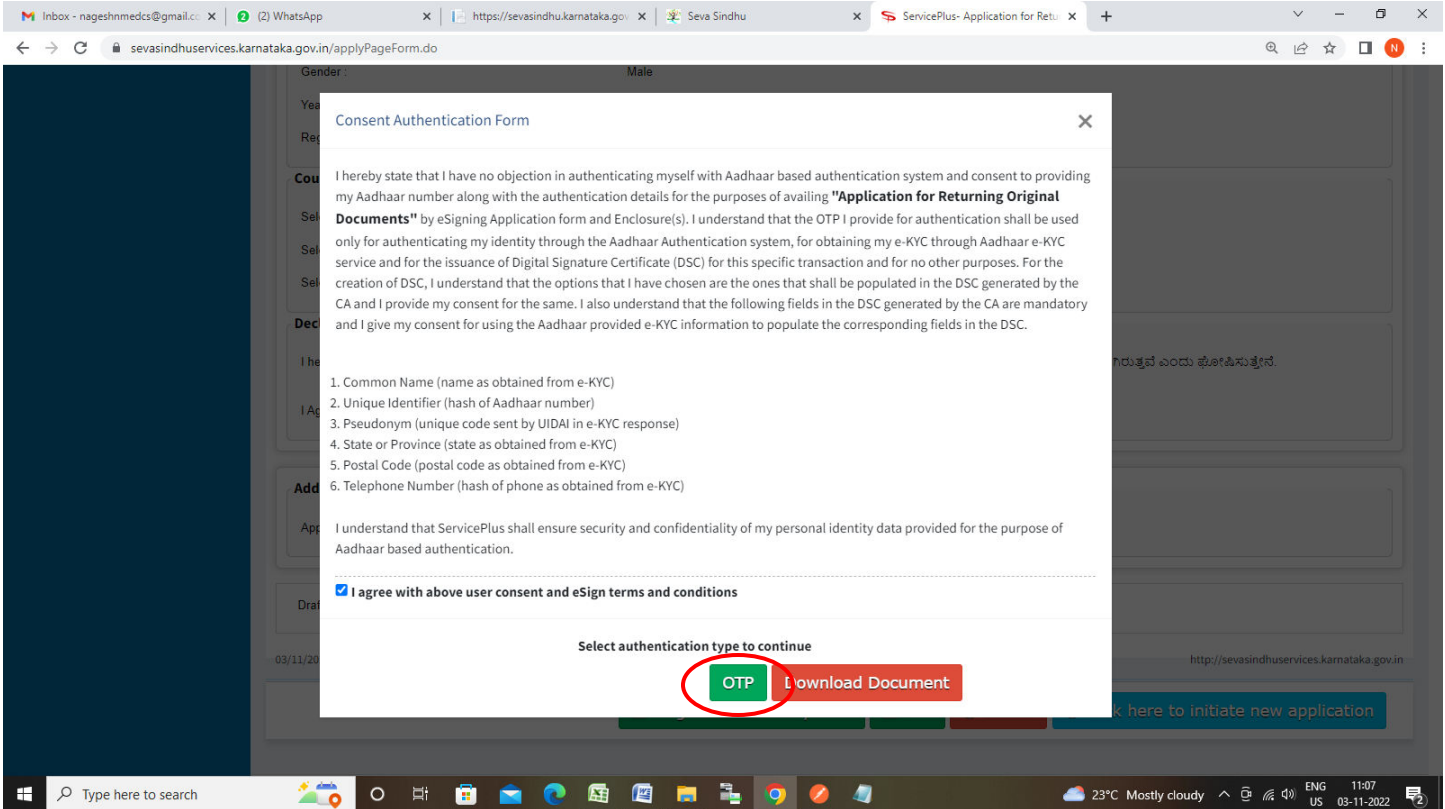
Step 8: Saved annexures will be displayed and click on **eSign and Make Payment** to proceed.

The screenshot shows the same web browser window, now displaying the Declaration and Additional Details sections of the form:

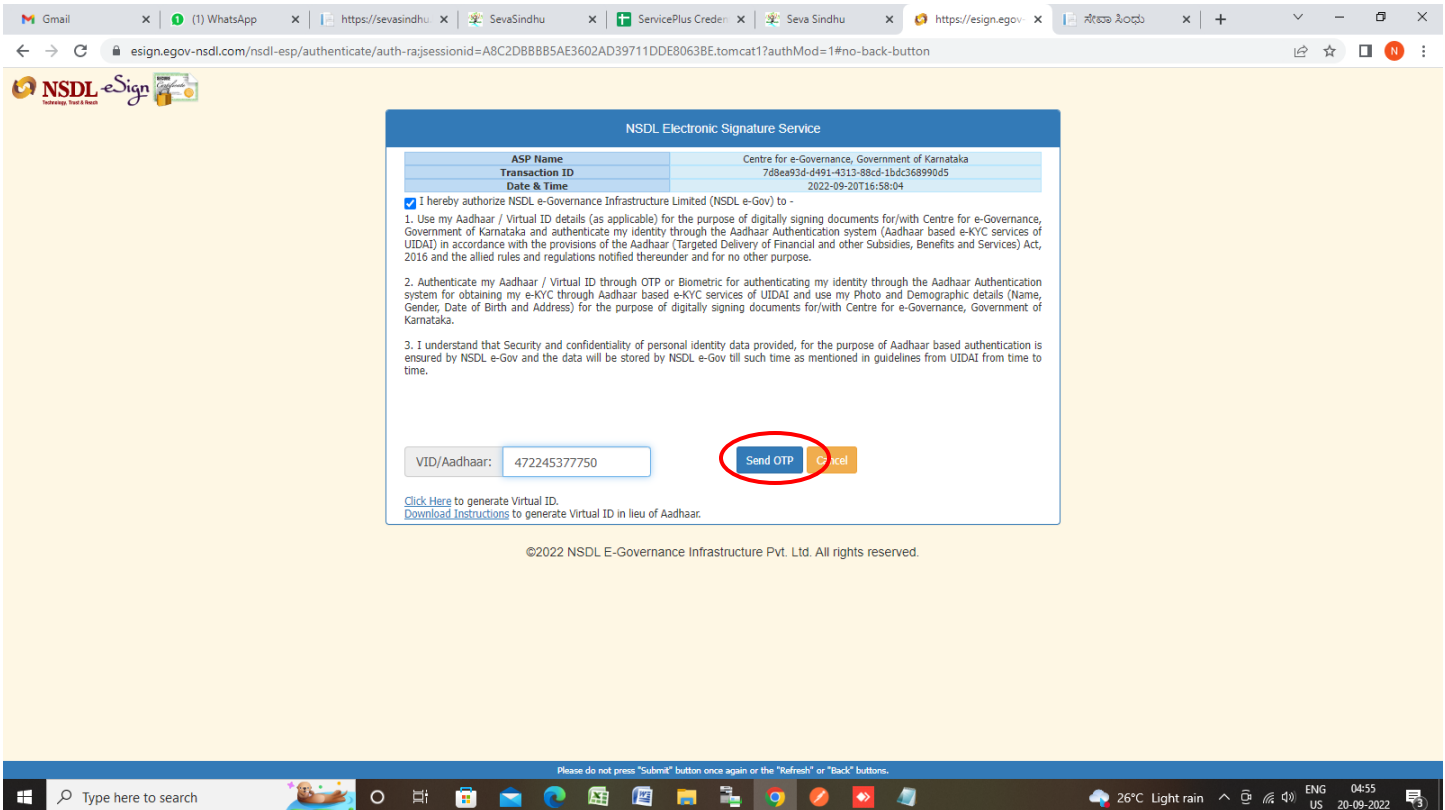
- Declaration**
 - I hereby declare that the particulars furnished in this form are true to the best of my knowledge/ಈ ಆಜ್ಞೆಯಲ್ಲಿ ನಾನು ಒದಗಿಸಿರುವ ಎಲ್ಲಾ ವಿವರಗಳು ಸತ್ಯವಾಗಿರುತ್ತವೆ ಎಂದು ಘೋಷಿಸುತ್ತೇನೆ.
 - I Agree : Yes
- Additional Details**
 - Apply to the Office : University Office(Higher Education Universities- Bengaluru North University)
 - Draft Reference No : HE007S22000003

At the bottom of the form, there are four buttons: **eSign and Make Payment** (highlighted with a red circle), **Edit**, **Cancel**, and **Click here to initiate new application**. The timestamp at the bottom left is 03/11/2022-11:10:04 IST.

Step 9: Click on I agree with above user consent and eSign terms and conditions and Select authentication type to continue and Click on **OTP**



Step 10: Enter Aadhaar Number and click on Send OTP



Step 11 : Enter OTP and click on Verify OTP

The screenshot shows the NSDL Electronic Signature Service interface. At the top, there is a table with the following details:

ASP Name	Centre for e-Governance, Government of Karnataka
Transaction ID	708ea92d-4491-4313-88cd-1bd3c68990d5
Date & Time	2022-09-20T16:58:04

Below the table, there is a checkbox and text: "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.

There is an input field for "Enter OTP" with a masked value "*****" and a "Verify OTP" button circled in red. A green message box below says "Success! otp sent on registered mobile/email id." There are also links for "Click Here to generate Virtual ID." and "Download Instructions to generate Virtual ID in lieu of Aadhaar."

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Step 12: Select the Mode of Payment and Click on Make Payment

The screenshot shows the SEVA SINDHU portal interface. The header includes the logo of the Government of Karnataka and the text "ಸೇವಾ ಸಿಂಧು SEVA SINDHU".

The main content area shows "Payment Details / Application For Returning Original Documents".

Mode Of Payment: Bill Desk Payment Paytm

Total Amount to be paid (in Rs.) 0.0

At the bottom right, there are three buttons: "Make Payment" (circled in red), "Reset", and "Cancel".

The footer includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, DeitY, and PMINDIA.

Step 13: After **Payment** is successful , **Acknowledgement** will be generated. Acknowledgement consists of applicant details, application details.

