Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

OFFICE OF THE CONTROLLER OF EXAMINATIONS

PROCEDURE FOR APPLYING GENUINENESS CERTIFICATE
(Including through e-Sanad)

1. Genuineness Certificate shall be issued to an employer of State or Central Government Services / Public Enterprises / Private Sector / Foreign or Indian Embassy.

2. The Genuineness Certificate will not be issued to the individual. It will be sent only toInstitutions / Organizations / Agencies etc.

3. Request letter should be Submitted by the Head of the Academic Institutions / Organisations / Agencies, etc., where the candidate is studying / working at present to **The Controller of Examinations**.

4. The contact Phone No. with STD Code / Mobile No. and e-mail id. should be given in the requisition letter.

5. Enclose the Legible and Clear photocopies of the certificates (Mark sheet / Consolidated Statement of Marks / Provisional Certificate / Degree Certificate) duly attested by the authorities seeking Genuineness Certificate.

6. The fee for the issue of **Genuineness Certificate including through e-Sanad (Except Ph.D)** is as follows:

   a. Request through Private concern : Rs. 1500

   b. Request through any Govt. body / Govt. aided : Rs. 1000

   (Fee exemption for Assistant Section Officers (DRASOs) recruited through Staff Selection Commission (SSC) and all those seeking certificate of Genuineness by the Bar Council)

   c. Foreign : Rs. 1500

7. The fee for the issue of **Genuineness Certificate including through e-Sanad (for Ph.D)** is as follows:

   a. Request through Private concern : Rs. 1000

   b. Request through any Govt. body / Govt. aided : Rs. 500

   (Fee exemption for Assistant Section Officers (DRASOs) recruited through Staff Selection Commission (SSC) and all those seeking certificate of Genuineness by the Bar Council)

   c. Foreign : Rs. 1000

Mode of Payment:

Online Payment can be made to the following Account Numbers:

     i.   Account Number:

         a. For Aided Programmes   -   AC No. 474664473

         b. For Self Finance Programmes   -   AC No. 896772512

    ii.   Name of the bank   :   Indian bank

   iii.   Name of the branch   :   ADUC

   iv.   IFSC Code   :   IDIB000A005

8. Send the requisition letter along with screenshot of the fee payment receipt with reference number addressed to **The Controller of Examinations**.

                                             Controller of Examinations