

**No.15/EDP-DigiLocker/DSE/2016  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION**

Puducherry, dt. 13.02.2018.

**CIRCULAR**

Sub.: Dte. of School Education – DigiLocker – SSLC and HSC Digital Marksheets - Reg.

Ref.: This Directorate's circular of even no. dt. 11.08.2016 on awareness of digilocker.  
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The Directorate of Government Examinations, Tamilnadu has facilitated to download the digital marksheets of SSLC and HSC through Digital Locker for students appeared in Board examinations during March 2017.

2. Digital Locker is a Government of India's cloud based platform for issuance and verification of documents & certificates digitally. By using digilocker, the documents can be accessed anytime, anywhere by sharing documents digitally for verification and e-sign documents which is similar to self attestation.

**The procedure to be followed to receive digital marksheets through digi locker:**

- Step 1: Use URL://digilocker.gov.in/public /register to open digital account.
- Step 2: Enter Mobile No. linked with Aadhaar No. and click to continue.
- Step 3: Enter one time password received in your mobile and click verify.
- Step 4: Set User name and password and click signup. A Message 'Your Digilocker account was created successfully' will be appeared.
- Step 5: To get best value from DigiLocker, link it to your Aadhaar No.
- Step 6: Enter your Aadhaar No. and click 'link now'.
- Step 7: Enter OTP received on your mobile.
- Step 8: Click 'Verify to Link Aadhaar', if OTP not received in mobile it means, your mobile number is not linked with Aadhaar. Hence approach CSC to link Aadhaar & Mobile Number.
- Step 9: After completion of Aadhaar linking, your profile data will be displayed under DigiLocker Profile.
- Step 10: Click 'Issued documents' from Menu (Issued documents come directly into your DigiLocker from registered Government Departments & Agencies. You can also pull documents from some partners and add to issued documents).
- Step 11: Click 'Pull Document' to get E-Certificate Screen.
- Step12: Select 'Directorate of Government Examinations – Tamilnadu'.
- Step13: Select respective Examination 'Class X Marksheet or Class XII Marksheet'.
- Step 14: Search your document by entering the required information.
- Step 15: Click 'Get Document' Button.
- Step 16: Wait until your E-Certificate Document fetching progress to be completed.
- Step 17: View Document and Save Document Link in "Issued Docs".
- Step 18: A permanent link to your Marksheet is now saved in the 'Issued Documents' section. This link gives real-time document access from the Directorate of Government Examinations-Tamilnadu, Tamil Nadu database.

Step 19: Now your E-Mark Certificate available in Issued Documents.

Step 20: Click 'Save' button to save your E-Certificate Pdf format to save in uploaded Document folder.

3. If the students have not linked the mobile number with their Aadhaar, then instruct the students to link a mobile number (either parent / guardian but accessible by the student for receiving OTP) with their Aadhaar through Common Service Centers.

4. The digital locker accounts have to be created for students in the URL <https://digilocker.gov.in>. Also, the students should be instructed to keep the username and password safe for future utilization. If any clarification needed, refer the detailed procedure with screenshots for obtaining the digital marksheets available in the URL [http://www.dge.tn.gov.in/docs/Otherexam/digilocker\\_instructions\\_130717.pdf](http://www.dge.tn.gov.in/docs/Otherexam/digilocker_instructions_130717.pdf).

5. Further, the Head of Institutions are instructed to guide the students of Class 9 and above to open a digital locker account on the name of the student by following the above mentioned procedure. At present, mark sheets are available for the students who have appeared in the board examinations in 2017. For additional clarifications if any, the Head of Institutions may contact this Directorate's EDP section over phone 0413-2207271 or in person.

*L. Kumar*

(L.KUMAR) 13/2/18.

**DIRECTOR (SCHOOL EDUCATION)**

To

1. All the Inspecting Officers of this Directorate of School Education, Puducherry/Karaikal/Mahe/Yanam.
2. The Nodal Officer, Website of Dte. of School Education for uploading the circular.
3. The PA to Director, Dte. of School Education, Puducherry.
4. The DDA, Dte. of School Education, Puducherry.
5. All the Head of Institutions of Government & Private High/Higher Secondary Schools in Puducherry/Karaikal/Mahe/Yanam.