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# National Skill Certificate Repository (NCVET) - DigiLocker

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National e-Governance Division.  
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# National Skill Certificate Repository.

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## 1. Background

The Government of India has introduced the DigiLocker facility where the students can get authentic documents/certificates in digital format from the original issuers of these certificates anytime, anywhere, without any physical interface. This is one of the key proactive initiatives towards enhancing the Citizens' service delivery's effectiveness aligned with the philosophy of "Minimum Government and Maximum Governance." The issued documents in DigiLocker system are deemed to be at par with original physical documents as per Rule 9A of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016 notified on February 8, 2017 vide G.S.R. 711(E). DigiLocker aims to promote Paperless Governance by issuing authentic digital documents issued by various issuers to Students' locker accounts. DigiLocker system is hosted in N.I.C. National Data Centre in Delhi and D.R. at Pune.

On the occasion of World Youth Skill Day, NeGD and NCVET have signed an MoU to issue Skill and Vocational Training Certificates via DigiLocker. A meeting was held in this context on 15<sup>th</sup> July 2021 with Dr N.S. Kalsi, Chairperson, NCVET, Dr Neena Pahuja, EM NCVET, Shri Abhishek Singh, P & CEO and officials of NCVET and NeGD. An MoU was signed in this meeting that NCVET would provide Skill certificates in DigiLocker accounts of the individual. This document presents a proposal to integrate NCVET Certificates with DigiLocker through repository model.

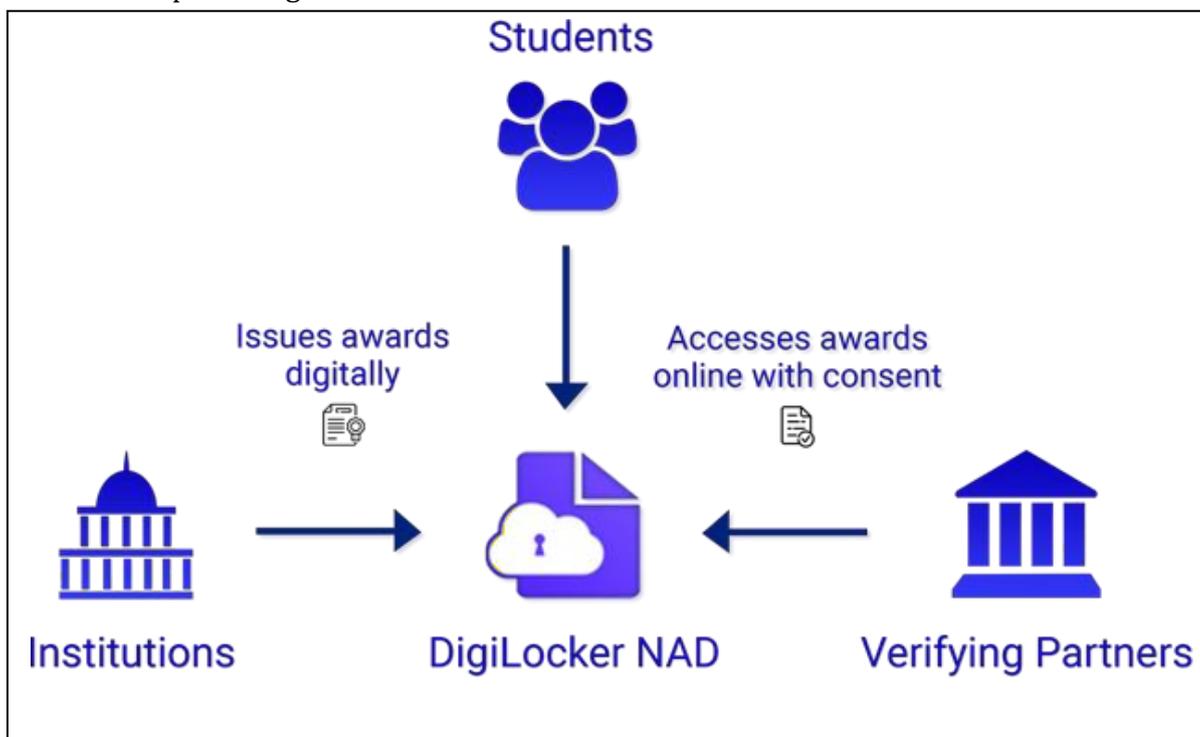
### 1.1. Introduction to DigiLocker

Digital Locker aims to eliminate physical documents and enables sharing of verified government-issued or self-uploaded electronic documents across agencies. Digital Locker brings the students, issuers, and requestors on one platform. Just as Aadhaar provides an electronic identity platform, Digital Locker provides authentic certificates anytime, anywhere. It eliminates the need to carry any paper to avail a government service. With Aadhaar and Digital Locker, it is possible for students to avail themselves of government service without visiting a government office at the comfort of home. It is now possible to truly provide faceless and contactless service. Digital Locker brings the students, issuers, and requestors on one platform.

The following are the key users in the DigiLocker system:

- i. **Issuer:** Entity issuing e-documents to individuals in a standard format and making them electronically available, e.g., CBSE, Registrar Office, P.D.S. department, etc.
- ii. **Requester:** Entity requesting secure access to a particular e-document stored within a repository (e.g., University, Passport Office, Regional Transport Office, etc.)

- iii. **Students:** An individual who uses the Digital Locker service based on the Aadhaar number and providing his consent for its use.



## 1.2. DigiLocker Status (as on August 2021)

- Number of available documents: **Over 432 Crore**
- Some of the significant departments onboard:
  - **UIDAI: Over 122 Crore Digital Aadhaar Cards**
  - **Ministry of Road Transport and Highways: Over 68 Crore Digital Driving Licenses and Vehicle Registrations**
  - **Ministry of Petroleum and Natural Gas: Over 18 Crore L.P.G. Subscription Vouchers**
  - **CBSE: Class X and XII certificates**
  - Birth, Income and Caste Certificates of many states
  - Number of agencies/departments onboard: 1398

## 2. Purpose

The purpose of this document is to introduce National Skill Certificate repository using DigiLocker and introduce the process to adopt NSCR by academic institutions, verifier organizations and students. The DigiLocker Skill repository can be accessed at <https://nad.digitallocker.gov.in/>

## 2.1. DigiLocker Ecosystem

As mentioned above DigiLocker platform comprises the Academic Institutions (those who issue Skill certificates), Students, and Verifying Partners. The Verifying Partners (Employers, Banks, and other Academic Institutions, etc.) can easily verify the students' academic awards through the system by obtaining the student's consent.

### **Academic Institutions (A.I.s)**

The Academic Institutions will issue digital awards to students through DigiLocker. Awarding bodies/ Assessment agencies/Universities/State Education Boards/Autonomous bodies and Institutions are collectively referred to as Academic Institutions.

### **Students**

Students/Students are the beneficiaries of this scheme who can view, access, and share their digital Skill awards with other Academic institutions or potential employers.

### **Verifiers**

A student may share his/her academic certificates with a potential employer while seeking a job or with a bank as proof of date of birth or with an Academic Institution for further studies. Such third-party entities such as employers, banks, and other academic institutions that indulge in verifying the academic certificates submitted to them by students are termed as verifiers. The Verifiers can verify students' academic credentials with students' consent.

## 2.2. Skill Repository

DigiLocker provides a secure dedicated repository service to A.I.s to host their awards data and is available at <https://nad.digitallocker.gov.in/> Portal provides an easy and intuitive workflow to upload and publish the skill certificates from this repository. An authorized person from A.I. can upload, publish and maintain the academic awards of the A.I. in this repository. This repository service is free of charge.

## 2.3. DigiLocker

DigiLocker web/mobile application acts as the student-facing interface of NCVET Students can access their digital academic certificates hosted on NAD through their account on DigiLocker. Students can also share their certificates with other DigiLocker partner organizations while availing their services. Along with skill certificates, students can also access their other essential documents such as Aadhaar, driving license, vehicle registration, P.A.N., etc., from their DigiLocker account. DigiLocker is continuously adding Central/State/Private issuer organizations to its ecosystem. Thus, a single account provides

access to a gamut of digital certificates along with academic certificates. You can find more information about DigiLocker on its website <https://digilocker.gov.in>

## 2.4. Academic Institutions

### Registration on NAD Portal

The A.I.s can register on NAD online by visiting NAD Portal. As most of the awarding bodies already registered in NAD, in that case, the same A.I.s need not register again and only inform the DigiLocker team over email to add role-based authorized persons. Registration is a one-time process and involves the following steps:

- i. The authorized person of the A.I. visits following this link on portal - <https://nad.digilocker.gov.in/login>
- ii. This portal uses the basic information of the authorized person from his/her DigiLocker account. Hence the authorized person needs to have a DigiLocker account as a prerequisite. If the DigiLocker account does not exist, it is created as a part of the registration process. DigiLocker account can be made with Aadhaar eKYC with OTP verification of mobile number, name, date of birth, and gender (without Aadhaar). If the DigiLocker account already exists, the person can log in to his/her account.
- iii. Upon successful login, system asks for basic information about the A.I. such as name, address, and website. The authorized person first selects the A.I. from a list of NCVET approved A.I.s and Education Boards and then fills in the other details. If the name of your A.I. is missing from the list, please contact us using the contact information provided below and the NCVET Team will help to get your A.I. listed.
- iv. Next, the registration process will ask for the name, designation, mobile, and email of the account owner. The account owner is the authorized individual in a supervisory role in the A.I. and will act as a Nodal officer for National Skill Certificate repository. This individual will be contacted using the details provided for offline verification.
- v. In the next step, the registration process will ask for the name, designation, mobile and email of the authorized person. The authorized person is an individual who operates the NAD Account of the A.I. and performs the tasks such as uploading the award data and publishing it.
- vi. As a final step, NAD provides an agreement (clickwrap) screen which the A.I.s will read and accept. After accepting the agreement, the registration application is complete. The user also receives a welcome email with the agreement for his/her record and details required to upload academic records in skill repository.
- vii. The NeGD team will verify the application details by contacting the account owner and the U.G.C. Upon successful verification, your account will be activated. You will receive an email at the email address provided by you.

## 2.5. Publishing SKILL Certificates on NAD

### Format of the Data

One of the primary objectives of this platform is to eliminate delays in the verification of skill certificates due to manual verification. Hence the skill certificates on NAD must be available in a machine-readable format. A.I.s can upload only digitized skill certificates on NAD. Scanned copies of SKILL certificates cannot be uploaded to NAD. In coordination with NSDA has prescribed standard fields and formats for uploading academic records on portal. The data has three main components – the information of the A.I. and the course is undertaken, the information of academic performance, and the student's information. The information of the student is used to link the academic award to the student's DigiLocker account and comprises of following fields:

- i. Name
- ii. Date of birth
- iii. Gender
- iv. Mobile Number
- v. Email Address
- vi. Aadhaar Number
- vii. DigiLocker Id
- viii. Academic Bank of Credit ID

It is not required that the academic awards are seeded with Aadhaar to be published on skill repository, but Aadhaar seeded academic record can be uniquely mapped to a student and thus increases the confidence of mapping. Publishing academic awards on NAD entails making the awards data available to students through DigiLocker and to the third-party verifiers for verification from portal.

- i. **Uploading the data to skill repository:** The authorized user from an A.I. as created during the registration process has access to the skill repository service by signing in into the NAD Portal. This authorized user uploads the awards data to this repository and publishes the awards for students and verifiers from the NAD Portal.

Academic institutions will perform an initial one-time task of uploading their skill data on NAD. The A.I.s will upload their academic records on NAD regularly - typically at the end of a skill programme or an academic year.

When the data is hosted in NAD, repository, it needs to be uploaded to NAD repository in a Comma Separated Values (CSV) format as specified in Input Template for Academic Records at <https://nad.digitallocker.gov.in/resource-center>

- ii. **Verification of data:** Once the CSV file containing academic records is uploaded, it is pre-processed to identify any errors in the data. The result of the pre-processing is

shown to the user along with the corresponding success or error message for every record in the CSV file. The authorized user of the A.I. can correct the errors and upload the CSV file again.

- iii. **Template for skill certificates:** The digital printable certificate provided to students in their DigiLocker account is generated using the standard design templates.
- iv. **Publishing the data:** After successful upload, verification, and template selection, the data can be published on NAD Publishing the awards will make the awards available to students and verifiers. The awards will also be linked to DigiLocker account of the students if the student account is found using the necessary linking fields.
- v. **Correction/Deletion of the data:** A.I.s may need to update/delete certain published skill Certificates due to correction. To correct certain academic awards, A.I.s will upload a CSV file containing the updated data for the records to be corrected. The CSV file format is the same as the one used for uploading the data for the first time. CSV file contains a field against every record to indicate add, update, or delete operation. The value of this field will determine whether a record is added, updated, or deleted from the repository. The process for upload and verification of this CSV file is like the upload and verification required for adding skill Certificates.

## 2.6. Student Self-Registration on DigiLocker

Students who wish to receive skill certificates will sign up with DigiLocker web application at <https://digilocker.gov.in> or using DigiLocker mobile application available on Google Play and Apple App Store.

1. Link her/his Aadhaar number with DigiLocker account.
2. Aadhaar seeded accounts in DigiLocker are validated using the mobile+OTP based eKYC service of UIDAI.
3. Students will provide his/her SKILL certificate number to receive the SKILL certificates.
4. These SKILL certificates will be made available in the Issued Documents section of DigiLocker that provides authentic documents directly from issuers.
5. Students can view/download/share the SKILL certificates.

## 2.7. Student Registration on DigiLocker by A.I.

Some field from academic records data uploaded by A.I. are used to create the DigiLocker Account of the student. If A.I. provides the data for these fields, system will automatically check whether the DigiLocker account exists for the student and will create it if it does not exist as outlined below. This bulk registration is possible if the academic records are hosted in skill repository. A.I. uploads academic awards data as outlined in Hosting the academic records in skill Repository section above. This data contains the following fields for student information:

- a. Name
- b. Date of birth
- c. Gender
- d. Mobile Number
- e. Email Address
- f. Aadhaar Number
- g. DigiLocker Id
- h. Academic Bank of Credit ID

If the A.I. captures student's Aadhaar number at the time of admission, Aadhaar number may be shared with skill repository along with the academic record. If student's Aadhaar number is provided, skill repository uses this Aadhaar number to check if the DigiLocker account already exists. If an account is not found with Aadhaar number, NAD uses the demographic information (Name, Date of birth, Gender) along with mobile number to verify whether a DigiLocker account exists with this information. If the account does not exist either with Aadhaar or Mobile and demographic details, the student account is created using Aadhaar number, Name, Date of birth, Gender, and Mobile number. The credentials of the account are sent to the student through SMS on the mobile number provided above.

If the Aadhaar number is not available with awards data, NAD uses only demographic information (Name, Date of birth, Gender) along with mobile number to verify whether a DigiLocker account exists with this information. If the account does not exist, the student account is created using Name, Date of birth, Gender, Mobile and Email address. The credentials of the account are sent to the student through SMS on the mobile number provided above.

For the legacy data where Aadhaar number or mobile number is not available, the student account is not created. In such cases, students will have to self-register on DigiLocker.

## **2.8. Mapping Academic Records to Students' Account:**

If student information (Name, Date of Birth, Gender, Aadhaar, Mobile Number) is available with academic record, skill repository system first checks if a DigiLocker account exists with one of the following combinations from the given data:

- i. Aadhaar Number+ Name + Date of Birth + Gender
- ii. Mobile Number + Name + Date of Birth + Gender

If a DigiLocker account is not found using either of these combinations, it is first created using this information and mapped to the academic award. If the account already exists with this information, it is mapped to the academic record. The academic certificate is automatically pushed to the mapped student's account at the time of publishing the awards. Students will find their academic certificates in their DigiLocker account upon login.

## 2.9. Verifier Organizations

DigiLocker provides a mechanism to employers, A.I.s, and any other organizations to verify students' SKILL certificates available on NAD through an API interface. The organizations that wish to verify the certificates of the students using this interface must apply online using the link <https://nad.digitallocker.gov.in/Verifier>. The application will be approved upon verification. The verifier organization can then get the necessary credentials to access the API by signing in into account on <https://partners.digitallocker.gov.in>. Verifying organizations are required to obtain and provide the consent of the student before accessing any academic record. The necessary technical API specifications required for verification of academic records from NAD are available at <https://partners.digitallocker.gov.in/requester.php>