

Standard Operating Procedure (SoP) for Accessing Certificate via DigiLocker

Step 1: Access DigiLocker

- Visit the DigiLocker website: <https://www.digilocker.gov.in>
OR
- Download the DigiLocker mobile app from the Google Play Store or Apple App Store.

Step 2: Login to DigiLocker

- Students are required to login using their authenticated DigiLocker account, either:
 - With Aadhaar number, or
 - With the mobile number linked to their Aadhaar verified DigiLocker account.

Note: If a student does not have a DigiLocker account, they need to create one using their Aadhaar details.

Step 3: Search for the Certificate

- In the DigiLocker dashboard, click on "Search Documents".
- Type: "National Commission for Indian System of Medicine".
- Select the appropriate organization from the list.

Step 4: Fetch the Certificate

- Click on: "Screening Test Pass Certificate".
- Enter your Roll Number in the format TN01***363.
- Choose the correct year from the dropdown menu.

To ensure authenticity and privacy, the name is auto-fetched and fixed as per the name authenticated through Aadhaar during DigiLocker account creation. It cannot be edited.

Step 5: Access and share

- If the details (Name, Roll no, Year) match the official uploaded records, the digital certificate will be **fetched and linked** to the student's DigiLocker account in Issued document section.
- The certificate can then be **viewed, downloaded, or shared** from within DigiLocker.