

Process flow document
Verifying Student Credentials via
DigiLocker
A Step-by-Step Guide for
Employers

Why Digital Verification?

- Ensures authenticity of academic records
- Eliminates document forgery
- Streamlines recruitment process
- Part of the Government of India's Digital India initiative

Prerequisites for Employers

- Must have a **DigiLocker** account

(<https://www.digilocker.gov.in>)

- Must **install the DigiLocker mobile app** (Android/iOS)

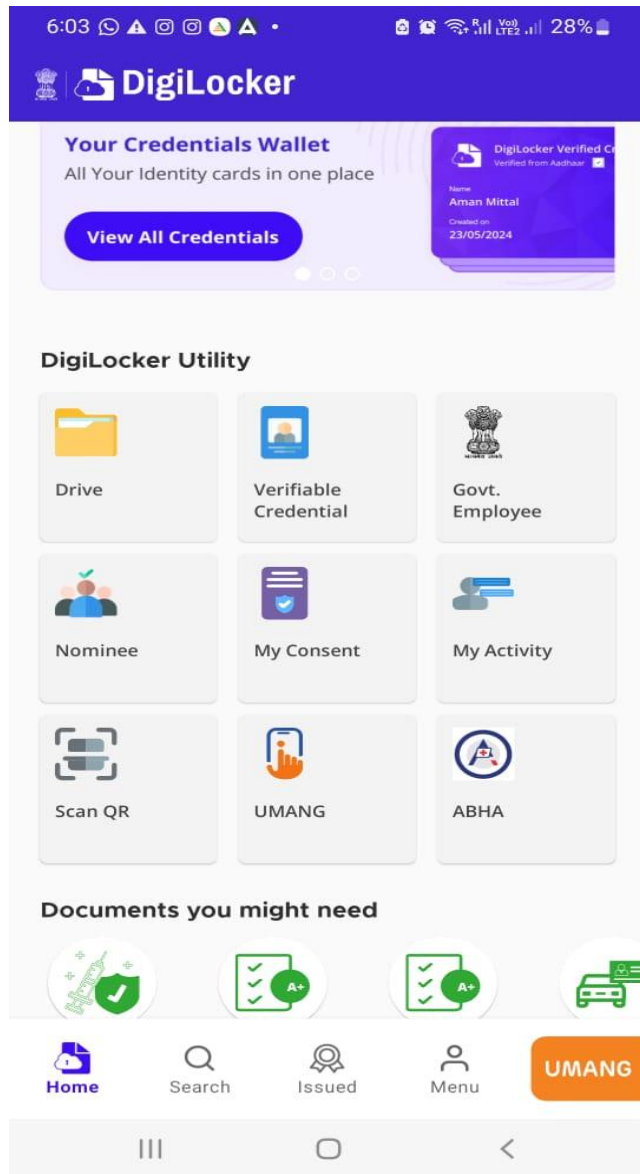
- Use the **built-in QR code scanner** to verify documents

Step 1 – Ask the Candidate to Share the Certificate

- Candidates can download/share their **digitally issued document** (e.g., degree, marksheet) from DigiLocker
- These documents have a **QR code** printed on them (bottom or top corner)

Step 2 – Open DigiLocker App

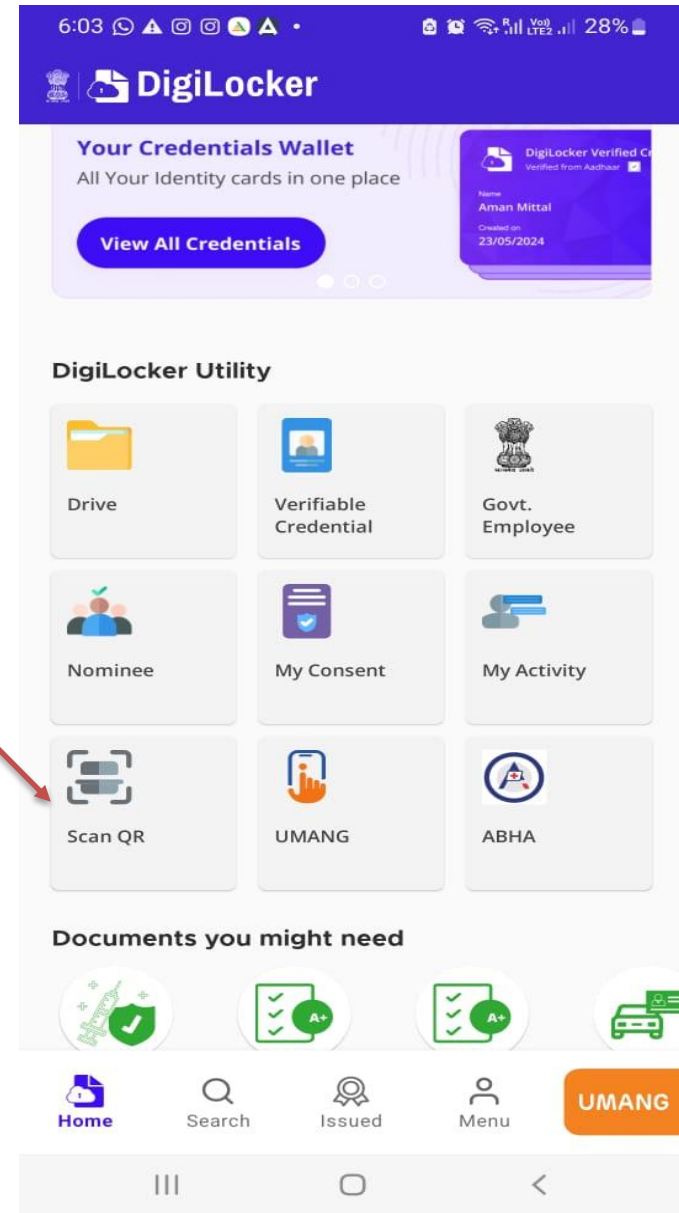
- HR/Employer should log in to the DigiLocker mobile app



- Navigate to the “Scanner” option (typically on the home screen)

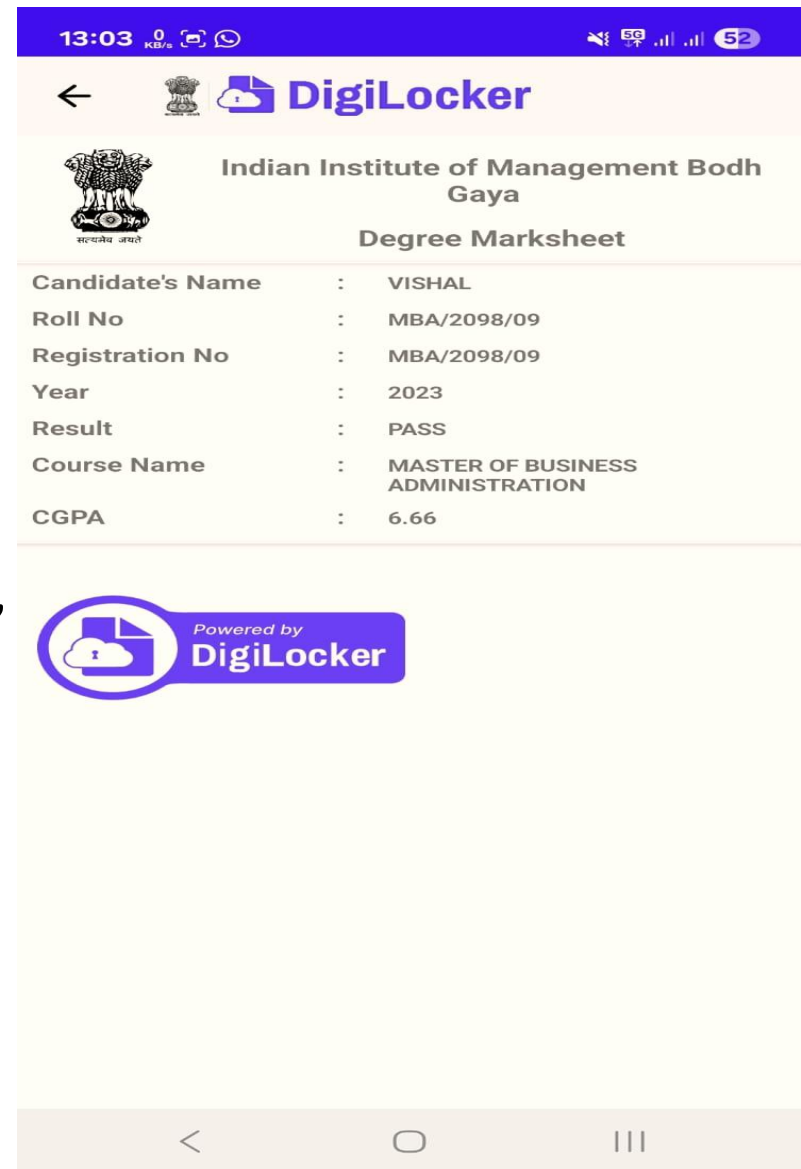
Step 3 – Scan the QR Code

- Point the camera at the **QR code** on the certificate
- DigiLocker will fetch the **authentic record** directly from its database



Step 4: View the Verified Document

- If genuine, the app will display:
 - Issuing authority (e.g., CBSE, AICTE, university)
 - Candidate's name, marks, credentials
 - “Verified” status with a digital timestamp



Advantages

- No need for manual input of roll numbers, names, or date of birth
- Works **offline after login**, using secure blockchain-linked hashes
- Prevents fraud and fake documents

Common Errors & Solutions

- Issue: 'Record Not Found' – Reason: Typo – Action: Check name/roll no.
- Issue: No document found – Reason: Not uploaded – Action: Ask candidate
- Issue: Expired session – Reason: Timeout – Action: Re-login

Conclusion

- Fast, secure, and paperless credential verification
- Part of India's Digital Credentials Ecosystem
- Encouraged for all future-facing employers