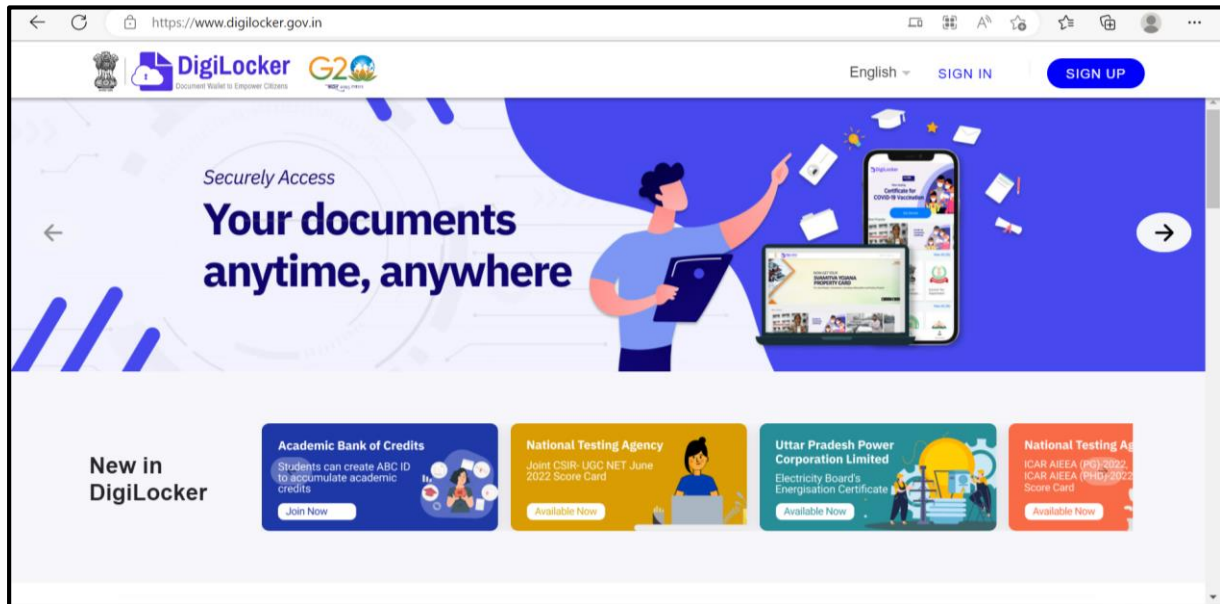


STEPS TO ACCESS CERTIFICATE/ MARKSHEET THROUGH DIGILOCKER WEBSITE – INS VALSURA

1. **Step 1 - Access.** Login to DigiLocker website on <https://www.digilocker.gov.in/>.



2. **Step 2 – Sign Up.** New Users are required to sign up using their Aadhar details. The DigiLocker Application would verify credentials from the Aadhar database and an OTP would come on the registered mobile number. Set a six digit pin that would be utilised to access your account. Click on submit to created an account on DigiLocker. In case you already have an account, proceed to Step 3.

Creating account is fast and easy!

Full Name* (as per Aadhaar)

Date of Birth* (as per Aadhaar)

DateMonthYear

☐ Male ☐ Female ☐ Other

Mobile Number*

Set 6 digit security PIN*

Email ID

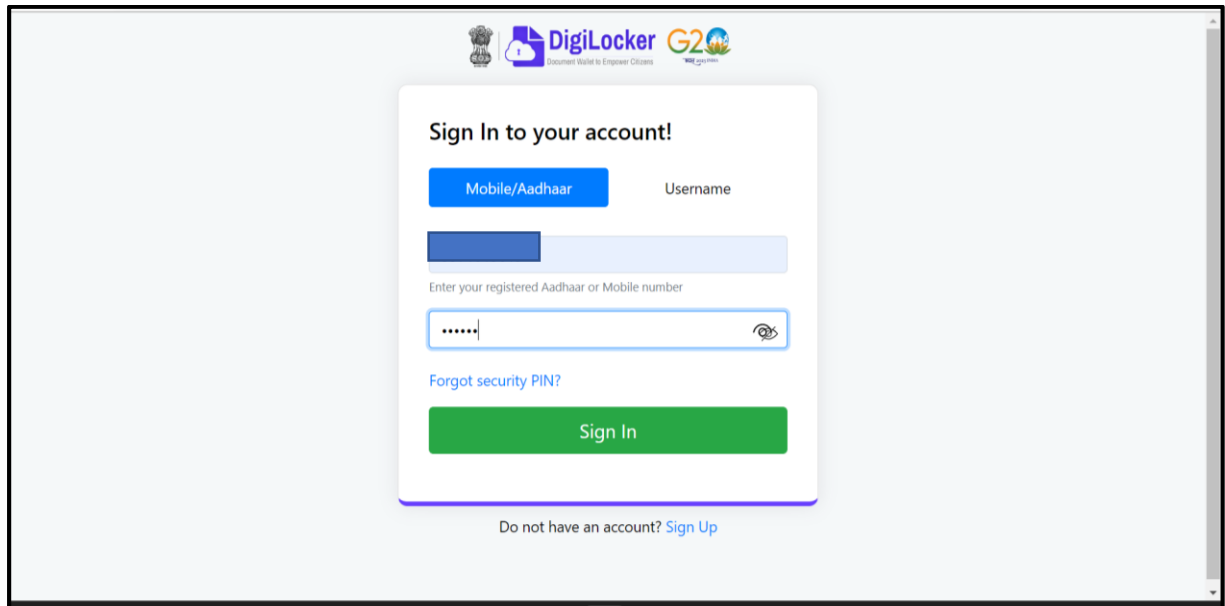
Aadhaar Number

DigiLocker uses Aadhaar to verify identity of the user and also enable authentic document access

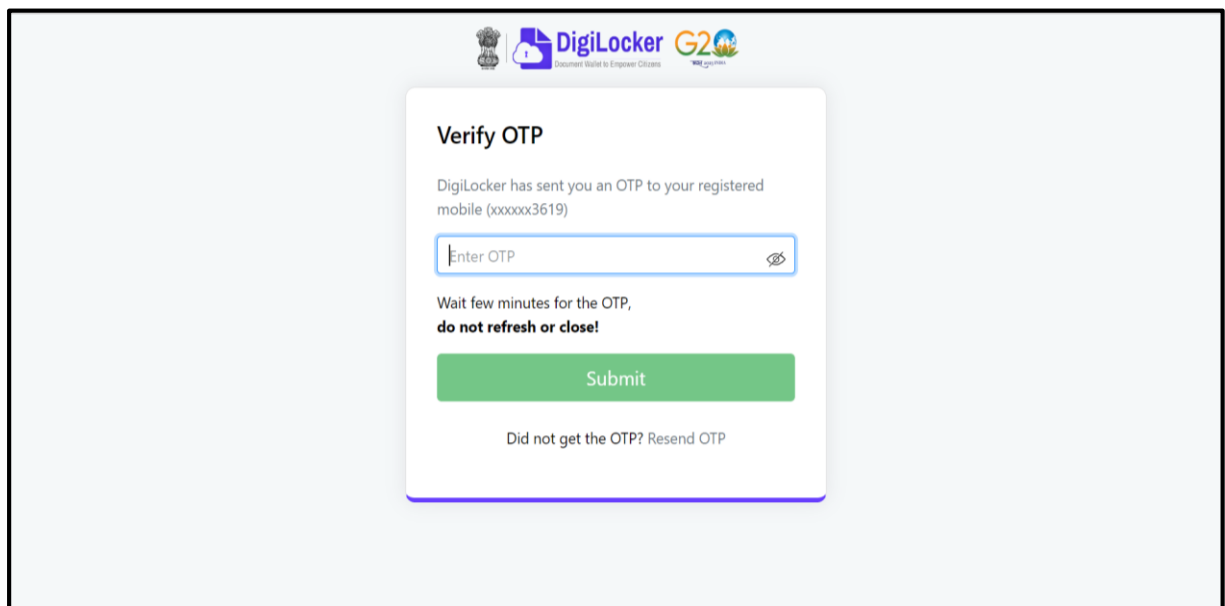
Submit

By signing up, you agree to DigiLocker's Terms and Privacy Policy

3. **Step 3 – Sign In.** Login into the DigiLocker with your Aadhar number and the six digit pin. Subsequently enter the OTP received on the registered mobile number.

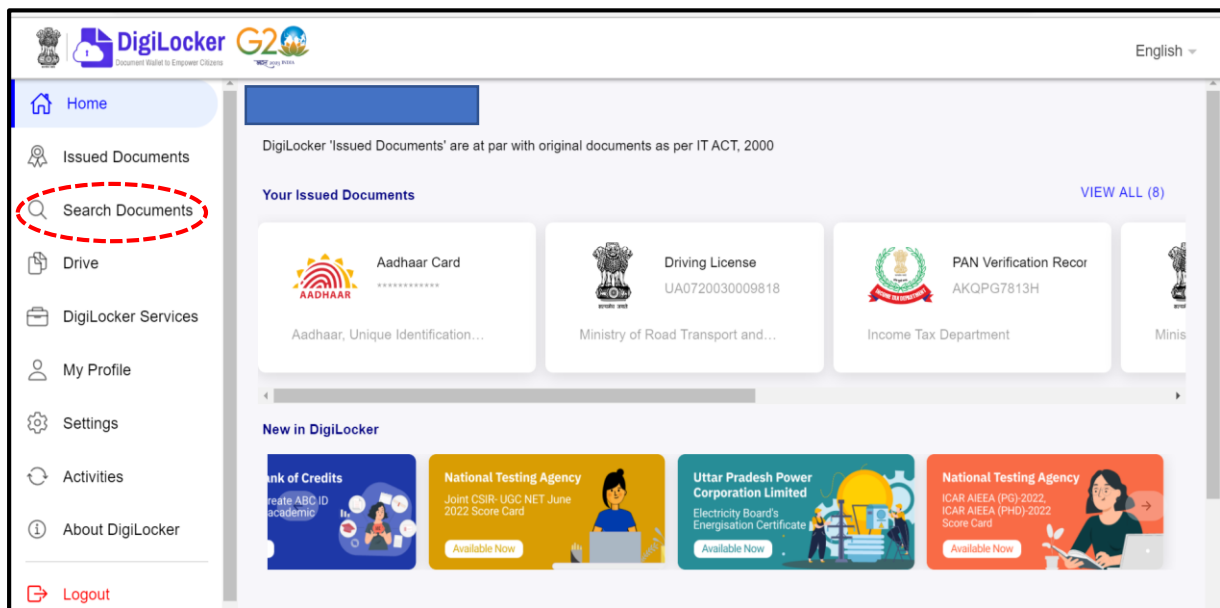


The screenshot shows the DigiLocker 'Sign In to your account!' interface. At the top, there are logos for the Government of India, DigiLocker, and G20. The main heading is 'Sign In to your account!'. Below this, there are two input fields: 'Mobile/Aadhaar' (with a blue button) and 'Username'. The 'Mobile/Aadhaar' field is currently active and contains a blue bar. Below these fields is a text prompt: 'Enter your registered Aadhaar or Mobile number'. There is a password field with six dots and an eye icon for toggling visibility. A link 'Forgot security PIN?' is located below the password field. A large green 'Sign In' button is at the bottom of the form. At the very bottom, there is a link: 'Do not have an account? Sign Up'.

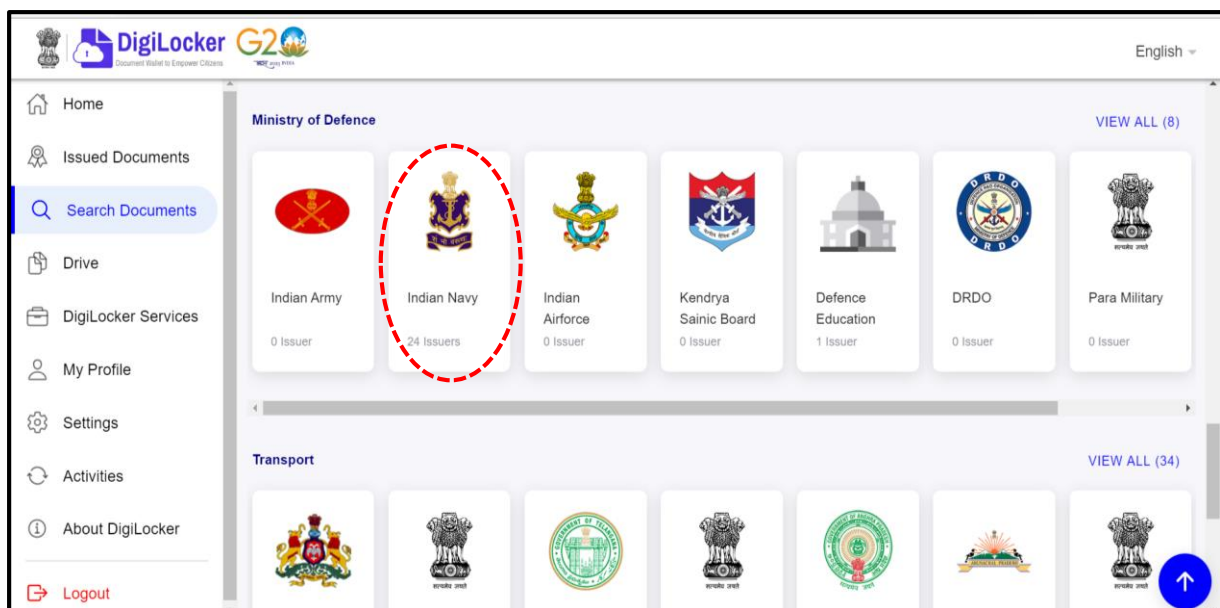


The screenshot shows the DigiLocker 'Verify OTP' interface. At the top, there are logos for the Government of India, DigiLocker, and G20. The main heading is 'Verify OTP'. Below this, there is a text prompt: 'DigiLocker has sent you an OTP to your registered mobile (xxxxxx3619)'. There is a text input field labeled 'Enter OTP' with an eye icon for toggling visibility. Below the input field, there is a text prompt: 'Wait few minutes for the OTP, do not refresh or close!'. A large green 'Submit' button is at the bottom of the form. At the very bottom, there is a link: 'Did not get the OTP? Resend OTP'.

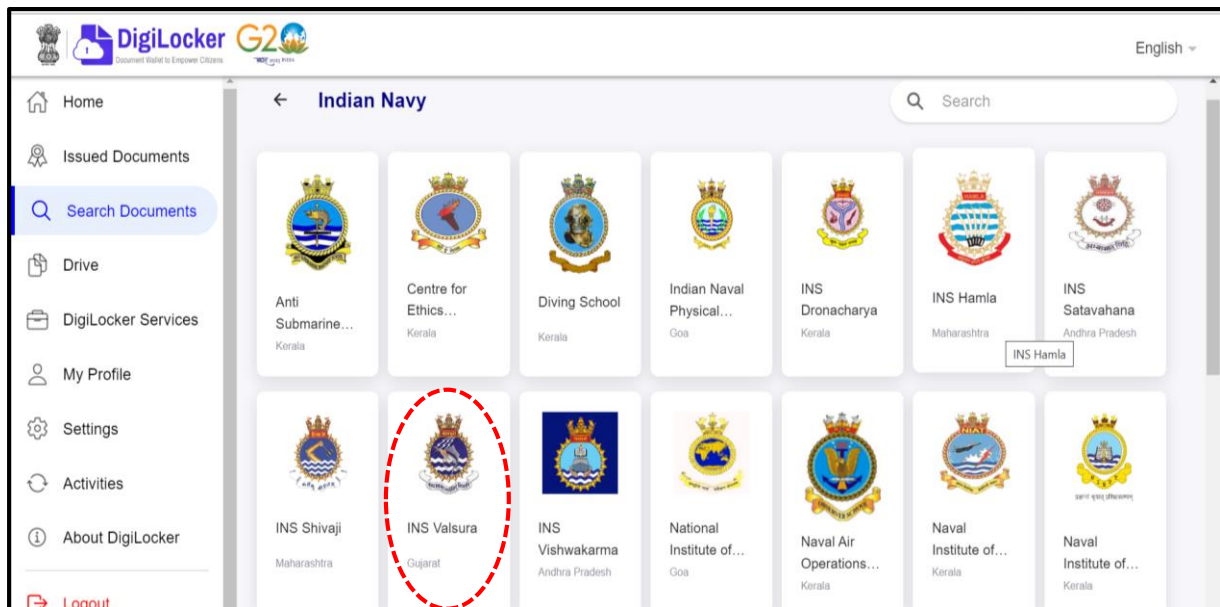
4. **Step 4.** Go to 'Search Documents' on the left side pane.



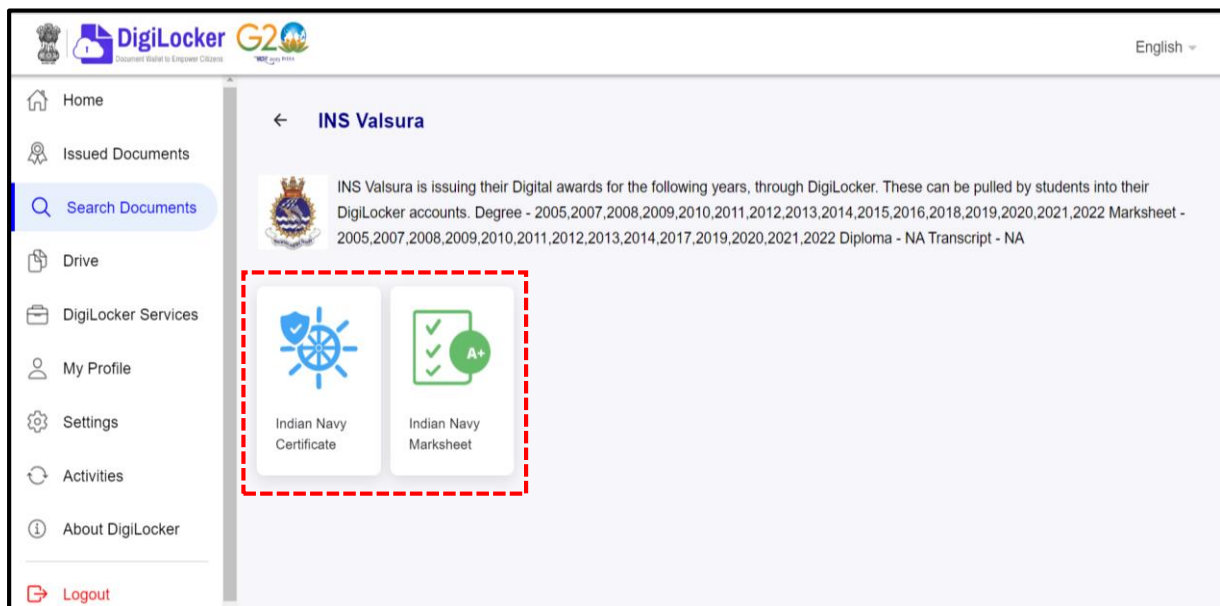
5. **Step 5.** Scroll down the window and click on 'Indian Navy' under the Ministry of Defence Tab.



6. **Step 6.** Click on 'INS Valsura'.



7. **Step 7.** Select 'Indian Navy Certificate' or 'Indian Navy Marksheet', depending upon document to be fetched.



8. **Step 8.** Your name and Date of Birth as per Aadhar Card would be displayed automatically. Enter your Personal Number in (12345-X) format. Enter the Course ID and year of course completion as available on INS Valsura website.

The screenshot shows the DigiLocker interface with a sidebar on the left containing links: Home, Issued Documents, Search Documents (highlighted), Drive, DigiLocker Services, My Profile, Settings, Activities, About DigiLocker, and Logout. The main content area is titled 'Get your document by entering the required details'. It contains a form with the following fields: 'Name (as per Aadhaar)' with the value 'Sumit Gaur', 'Date of Birth' with '05-08-1985', 'Personal No.' with a placeholder 'Enter Personal No.' and an example 'Ex. 1988XX10', 'Course Id' with a placeholder 'Enter Course Id' and an example 'Ex. 7.099', and 'YEAR' with a 'Select' dropdown. A red dashed box highlights the 'Personal No.', 'Course Id', and 'YEAR' fields. Below the form is a checkbox labeled 'I provide my consent to DigiLocker to share my details with the Issuers for the purpose of fetching my documents.' which is checked. A blue 'Get Document' button is at the bottom right. On the right side of the form, there is a yellow box containing text about document availability for various years.

English ▾

Home

Issued Documents

Search Documents

Drive

DigiLocker Services

My Profile

Settings

Activities

About DigiLocker

Logout

Get your document by entering the required details

Name (as per Aadhaar) Sumit Gaur

Date of Birth 05-08-1985

Personal No. Enter Personal No.
Ex. 1988XX10

Course Id Enter Course Id
Ex. 7.099

YEAR Select ▾

☒ I provide my consent to DigiLocker to share my details with the Issuers for the purpose of fetching my documents.

Get Document

awards for the following years, through DigiLocker. These can be pulled by students into their DigiLocker accounts. Degree - 2005,2007,2008,2009,2010,2011,2012,2013,2014,2015,2016,2018,2019,2020,2021,2022 Marksheet - 2005,2007,2008,2009,2010,2011,2012,2013,2014,2017,2019,2020,2021,2022 Diploma - NA Transcript - NA

9. **Step 9.** Access your certificate/ marksheet and download/ print as required.

The screenshot shows a formal 'INDIAN NAVY Training Certificate'. At the top right is the 'Certificate No. : 32952'. The center features the Indian Navy emblem and the text 'INDIAN NAVY Training Certificate'. Below this, it states: 'This is to certify that [redacted] has successfully completed 94 WEEKS ELECTRICAL SPECIALISATION course 70.070 conducted from 09-JUL-07 to 25-APR-09 at INS Valsura'. At the bottom left is a QR code. In the center bottom is a 'verified by digilocker' logo. At the bottom right is a box stating 'Digitally signed on Date : 20/11/2022 13:30:20 IST' with a green checkmark. A 'Note:-' section at the very bottom contains four points regarding the digital nature and validity of the certificate.

Certificate No. : 32952

INDIAN NAVY Training Certificate

This is to certify that [redacted] has successfully completed 94 WEEKS ELECTRICAL SPECIALISATION course 70.070 conducted from 09-JUL-07 to 25-APR-09 at INS Valsura

Digitally signed on Date : 20/11/2022 13:30:20 IST

Note:-

1. This is a digital certificate. The format of this certificate may differ from the document issued by the Institute.
2. This certificate is electronically generated by DigiLocker - National Academic Depository.
3. This digitally signed document is legally valid as per the IT Act 2000 when used electronically.
4. To verify this certificate, download DigiLocker Android application from Google Play and scan the QR code on the certificate.