



C. V. RAMAN POLYTECHNIC

(Affiliated to SCTE & VT and Approved by Govt. Odisha)
BIDYANAGAR, MAHURA, JANLA, BHUBANESWAR-752054, ODISHA

Ref. No.: CVRP / 031 / 2018

Date: 31/01/2018

NOTICE

Sub: - Opening of DigiLocker account.

SCTE&VT has decided to provide digitally signed soft copy of Divisional marks sheet and Diploma certificate in the DigiLocker account of each student. In context of it, all students are notified that:

1. DigiLocker account of all students of Summer-2017 passed out and existing students will be opened (on-line on the web-site as detailed in the notice attached).
2. All concerned students have to submit a copy (hard or soft) of their 'Aadhar Card' duly signed by them along with contact no. & e-mail ID (which will be used in opening the account & Up-loading it on the web-site). In lieu, the Soft copy (Aadhar Card) may be sent to our official e-mail ID. i.e. infopolytechnic@cvrqi.edu.in.
3. SCTE&VT notice and detail process of opening the account is enclosed.
4. Any student can open his account by themselves. In case of any problem, He / She may contact to Miss. Monalisha Biswal (Faculty- CSE) in the following days and durations mentioned below.
 - Tuesday – 4.00 PM to 4.30 PM
 - Wednesday – 2.00 PM to 2.30 PM
 - Thursday – 3.30 PM to 4.30 Pm
 - Friday – 4.00 PM to 4.30 PM
5. In addition to the availability of information in the official website, the same also will be displayed in the notice board of CVRP and Web-site of CVRGI.

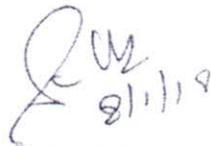
PRINCIPAL,
C.V. Raman Polytechnic

31.01.18

31/01/18

Step-By-Step Process for opening DigiLocker Account

1. Visit the DigiLocker site by entering the URL <https://digilocker.gov.in> and click on **Sign Up** bottom on the top right corner of the home page.
2. Enter your Mobile No. and authenticate it by entering the OTP (One Time Password) received in your mobile. Click **Verify** bottom.
3. Enter the user name and password of your DigiLocker account and click **Sign Up** bottom. Normally your name should be the user name of your DigiLocker account. The password should be within 8 to 30 characters and must contain at least one letter, one number and one special character. Only hash (#), asterisk (*), dollar (\$), and at the rate (@) are allowed as special character.
4. Enter your Aadhaar Number provided by UIDAI and click **Submit** bottom.
5. Authenticate it by entering the OTP received from Aadhaar and click **Verify** bottom.
6. Type the text as shown in the box and click **Verify** bottom.
7. Enter your Date of Birth, Name and Gender.
8. Enter your E-Mail id in the box on the top left corner of the screen for verification. You will receive a mail from DigiLocker. Click the link provided in the mail for updating your profile details.
9. For further clarification you may log into <https://digilocker.gov.in/faq.php> and <https://digilocker.gov.in/assets/img/DigiLocker-Intro.pdf>.


Secretary
SCTE&VT, odisha