

**National e-Governance Division
Ministry of Electronics and IT
Government of India**

PRESS RELEASE

IndianOil becomes the first PSU to issue Digital Offers of Appointment through DigiLocker - A major step towards paperless, secure and digitally verifiable recruitment

New Delhi: Indian Oil Corporation Limited (IndianOil) has become the **first Public Sector Undertaking (PSU) in India to issue digital Offers of Appointment through DigiLocker**, marking an important milestone in the digital transformation of recruitment and HR processes.

The initiative has been undertaken in collaboration with the NeGD, MeitY and leverages DigiLocker to provide selected candidates with convenient access to their digitally issued and verifiable appointment documents.

The initiative represents a significant step towards **paperless, secure and trusted digital documentation** in the recruitment process and further demonstrates the growing application of India's Digital Public Infrastructure in organisational and citizen-facing services.

Digital “Offers of Appointment” through DigiLocker

Under this initiative, candidates selected for positions at IndianOil will receive their **Offers of Appointment digitally through DigiLocker**. The digitally issued documents will be available to candidates through the DigiLocker platform, enabling them to access their appointment documents conveniently whenever required, without dependence on physical copies.

The initiative will help streamline recruitment documentation, reduce paperwork and provide a more seamless digital experience for both candidates and the organisation.

How candidates can access their Digital Offer of Appointment

Selected candidates can access their digitally issued Offer of Appointment through DigiLocker through the following steps:

1. **Log in to DigiLocker** using the registered credentials
2. Search for **Indian Oil Corporation Limited** under the relevant search option
3. Select **Letter of Appointment**
4. Enter the required details
5. Click on **Get Document**
6. The document will be available under **Issued Documents** for future access

Enabling Trusted Verification of Appointment Documents

The integration of appointment documents with DigiLocker provides candidates with an additional mechanism to **access and verify the authenticity of digitally issued documents**.

This assumes particular significance in addressing the risks associated with fake appointment letters and recruitment-related fraud. Availability of official appointment documents through DigiLocker provides candidates with a trusted digital channel to access their digitally issued documents.

Candidates are advised to rely only on **official recruitment channels** and to exercise caution before responding to any communication seeking payment or sensitive personal information in connection with recruitment.

Advancing Digital Transformation of HR Processes

The initiative is a part of IndianOil's broader efforts towards the **digital transformation of its human resource processes** and enhancing the employee experience from the very beginning of an individual's association with the organisation.

The adoption of DigiLocker for issuing Offers of Appointment demonstrates how **India's Digital Public Infrastructure can enable secure, paperless and citizen-centric delivery of trusted documents**, while simplifying processes for organisations and individuals.

The initiative further reinforces the vision of **Digital India** by promoting trusted digital documentation and reducing dependence on physical paperwork across important citizen and organisational processes.

A New Benchmark for Digital HR

The initiative by IndianOil marks an important step in bringing **trusted digital documentation into the employment lifecycle** and demonstrates the potential for wider adoption of DigiLocker across recruitment and HR processes.

By making digitally issued appointment documents readily accessible and verifiable, IndianOil and MeitY are contributing to a more **efficient, paperless and digitally enabled recruitment ecosystem**.



Your Appointment Letter. Now Digital.

Indian Oil Corporation Limited (IOCL) becomes the **first PSU** to launch Letters of Appointment on **DigiLocker**

From appointment to access—your important document is now available digitally, securely and anytime, anywhere

Why DigiLocker?

-  Instant digital access
-  Secure & authenticated document
-  Paperless and hassle-free

 No files. No paperwork.
Just your appointment letter,
digitally accessible on **DigiLocker**

