GENERAL INSTRUCTIONS FOR FILLING FORM

Fell short in GAT or Maths?

These books rebuilds your foundation with precision



If you're still dreaming of the uniform These are the only books you need The UPSC Online Application Portal has four parts, arranged in 4 separate cards at the home page, three of which namely, <u>Account Creation</u>, <u>Universal Registration</u> and <u>Common Application Form</u> are common to all examination applications and can be filled anytime by the candidates. The fourth part i.e. <u>Examination</u> displays the examination notices as and when notified, Examination Application link and applications status. Applications can be filled during the time period allowed in the notification of an examination.

All applicants are required to fill up the application and upload their documents in the newly introduced portal afresh. The old One Time Registration (OTR) module will not be applicable henceforth.

You are advised to go through these instructions thoroughly for a comprehensive understanding of the new UPSC Online Portal. These instructions serve as companion for the module/profile wise filling of information and uploading of documents.

The Home Page

When you enter **upsconline.nic.in** in your browser, the first page that appears is called the Home Page. The Home Page is also referred to as the Landing Page. It essentially serves as the entry point to other important pages (or hyperlinks). The UPSC Online portal's home page is simple, robust and responsive. The home page of UPSC online portal looks something like this:



On the top right corner of Home Page you can see the current date and time, below which you will see the UPSC logo. Below the logo, comes the Navigation Bar.

Navigation Bar

A navigation bar is a panel on the website that helpsyou easily find and navigate to different pages or sections. It contains the important hyperlinks, such as "Account Creation", "Examinations" drop down which contains the set of links related to Examination like

- View Examination Notices: You can view the list of active examination notices. You can just view the active notices.
- Apply for Examination: Once logged in, you can view and apply for any active examinations.
- MyApplications: When logged in, you can proceed to fill out the incomplete application form. If the application form has already been completed, it will also be displayed there with completed status.

"Instruction and FAQs" drop down (contains the set of links related to Instructions).

- Instructions for filling the form
 - General Instructions

Account Creation Examinations • Instructions and FAQs •

- o Identity Profile
- Matriculation Profile
- Aadhaar / Photo ID
- o Personal Profile
- o Parents' Profile
- Social Category Profile
- Disability Profile
- o Address
- o Educational Profile
- o Employment Experience Profile
- Achievements
- Previous UPSC Examination Profile
- Instructions for uploading documents
- Frequently Asked Questions (FAQs)

At the right corner of Navigation bar, you can see the "Login" Button which takes you to the login page. Below the navigation bar, there is section of 4 cards which is called the Homepage Cards.

Homepage Cards

1	2	3	6
Create Account and Login	Universal Registration	Common Application Form	Examinations
1. Create Account	1. Instructions	1. Instructions	1. View Examination Notices
2. Login	2. Proceed for Universal Registration	2. Proceed for Common Application Form	2. Apply for Examinations 3. My Applications

There are 4 cards / sections with dynamic hyperlinks. Various links are accessible only after login. The section is divided into following cards which are basically the 4 steps to fill any exam specific forms like CSE, NDA& NA, CDS, CAPF (AC) etc.:

- 1. Create Account and Login
- 2. Universal Registration
- 3. Common Application Form
- 4. Examinations

Footer

C Email-Id C Help Desk

The footer section of the Union Public Service Commission (UPSC) online portal is a persistent element displayed at the bottom of the page. It includes the email and contact information with some additional information related to the UPSC Online Portal.

1. Account Creation

To apply for any form on the UPSC online portal, you first need to create an account on UPSC online portal which can be done by clicking on "Account Creation" link on the navigation bar, or select "Create Account" from the first card.



On Account Creation page, you shall read the instructions mentioned on the page before checking the declaration box and clicking **Proceed for Account Creation** button to continue.

	0	0	0	0	<u></u>
	1.Instructions	2.Verify Email ID	3.Verify Mobile Number	4.Create Password	
		Step 1: Instructions f	or creating your account		
your permanent record an	nd ensure that both ren ave read and understood	nain active and accessit	vie at all times for all future appl	ications.	
		-			

Below the navigation bar, you can see the **stepper**[steps showing current step (eye image) and completed steps (green tick)]; similar steppers will be shown in further forms.



NOTE: To create an account, you must have an active email ID and mobile number.

After reading the instructions, in the next step, you will enter your email ID. An OTP will be sent to this email, which you have to enter to verify the email ID.

and Annanananan	0	0	0	0	
	Linitructions	Z.Venty Email ID	Step 2:	Verify Email ID	
			Emol ID :	,	
	O 17		() mail.co	m	
	_ 00		Coniim Email ID :		
	/		() mail.co	m	
			CAPTCHA (as shown bein	lwc	
			q4xxs	CJ q4zzs	
1			declare that the above e-Mali is ow his e-Mali ID on this portal. *	med by me and I have not created any	account using
	24		C	Get OTP	

Similarly, in the next step, you have to enter your mobile number and verify it using an OTP.

4 19	Account Creation Examinations * Instru	CE COMMISSIO	N 0	0	Login
	Linstructions	2.Verify Email ID	3.Verify Mobile Number	4.Create Password	
			Step 3 : Ver	ify Mobile Number	
			Mobile Number:		
			A		
		1.	Confirm Mabile Number	·	
			۵		
			CAPTCHA (as shown belo	(we	
			-mnm3e	C) mnm3e	
			I declare that the above m	obile number is owned by me and I have this mobile number on this portal.	ave not
				Get OTP	

In the following step, you have to create a password for your account. The instructions for creating the password are written at the top of the password creation page.

Account Creation	Examinations • Instruc	tions and FAQs =			Login
	0	0	0	0	
	Linutructions	2.Verily Email ID	3.Verify Mobile Number	4.Create Password	
		Step 4 : Cre	eate Password		
			 asarcia roug,- Password must contail Password must contail characters (eg. 4-2). Password must contail characters (eg. a-z). Password must contail (eg. *,@ etc.). Possword i 	n at least 8 characters. nat least one uppercase nat least one lowercose nat least one number (eg. 0-9). nat least one special character	
			la	8	
			Confirm Password:	Strong	
			A	Ø	
			and a second sec		

After Successful account creation the below displayed success message will be shown and also an email and SMS will be sent regarding the same.

संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION	
Account Creation Examinations * Instructions and FAOs •	Logn Congratulations You have successfully created your account. assa@yahooin constinue to Login Constinue to Login
 And An Institute 1 	

<u>Login</u>

After completing the account creation process, you can login using 3 methods which are:

- i. Mobile Number and OTP
- ii. URN and Password (URN will be available after completion of Universal Registration)
- iii. Email ID and Password

How to login?

You can

- Click on the Login link, which is in the first card of the home page.
- Click on the Login button located on the top-right corner of the navigation bar.



On the login page, you will see the screen displayed below. On this screen, you need to either enter your Mobile Number and OTP, URN and Password or Email ID and Passwordalong with the captcha verification, and then click the Sign In button to proceed. URN stands for Universal Registration Number, which you will receive after completing the next

URN stands for Universal Registration Number, which you will receive after completing the next step post-login, i.e., the Universal Registration.

	Login			
Mobile Number :				
Senter Register	ed Mobile Number			
CAPTCHA (as shown be	low]			
928nv	¢)		
	Send OTP			
	Or			
Don't have an acc	ount? Click here to cre	ate your account		
	OR			
Mobile & OTP	URN & Password	Email & Password		
	Login			
Universal Registration	Number :		2	
S Enter Registe	red Universal Registra	ation Number		
Password :				
Enter Passwi	ord	Ø]	
		Forgot Password	12	
CAPTCHA (as shown b	elow)		1	
9ngug			J	
	Sign in			
	Or	÷.		
Don't have an oc	count? Click here to cre	eate your account		
	OR			
Mobile & OTP	URN & Password	Email & Password		
Registered Email ID :	Login			
S Enter Registe	red Email ID			
Password :				
Enter Passwo	rd	Ø		
CARTONA Inc. shows by	4	Forgot Password?	,	
r7b8	ф (
	Sign in			
	- Or			
Don't have an acc	ount? Click here to cre	ate your account		

2. Universal Registration

Once you successfully log into the portal, you will land on the landing page, i.e., the home page, where you can see the link to Universal Registration either on the navigation bar or in the second card, as shown below.



On clicking the Universal Registration link, you will first see the instructions. You must carefully readthe instructions before proceeding for the next step. Click the "Proceed for Universal Registration" button to continue.

Start the Universal Registration (UR) Process

After acknowledging the instructions, you will begin the Universal Registration (UR) process.

Complete Mandatory Profiles (In Sequence)

The Universal Registration process requires you to fill the following profiles in the prescribed order:

1. Identity Profile

• You must enter personal identity related details such as Name, Gender, Date of Birth, Father's Name, Mother's Name and Guardian's name(if applicable).

2. Matriculation Board Profile

• You must provide details related to your Class 10th (Matriculation) education, including Board Name, Roll Number, Year of Passing, etc.

3. Aadhaar / Photo ID

 Furnish either Aadhaar information or an alternative valid Photo Identity Document as proof of identity. For early confirmation and eased access at exam centre and verification process you are advised to use Aadhaar as your Identity document.

NOTE: A separate instruction document containing detailed guidelines on how to fill each module and how to upload document is available on the portal's Instructions and FAQs section in navigation bar.

Universal Registration Number (URN) Generation

Before locking the Universal Registration, carefully verify the data entered in all three modules/profiles.

Before the URN is generated, you can edit all three profiles any number of times. However, once the URN is generated, no further changes will be allowed in any of these profiles.

Therefore, ensure that all information is accurate before proceeding to generate the URN.

Once you have verified all the data, you can click the 'Lock and Submit' button to complete your Universal Registration and generate the URN.



Congratulations!



3. Common Application Form (CAF)

The Common Application Form has 10 profiles / modules.You are allowed to fill these profiles/modules in any order of your choice except the last one i.e. Photo and Signature profile.The profiles / modules are:

i. Personal Profile

• You have to enter your basic personal information such as Nationality, Religion, Mother Tongue, State of Domicile, Marital Status, Place of Birth: Country, State, District and other related details.

ii. Parents' Profile

• You are required to provide the details of your father, mother, or guardian (if applicable) in this profile of CAF.

iii. Social Category Profile

 Category to which you belong: General / SC / ST / OBC / EWS, along with supporting certificate and details.

iv. Disability Profile

• Information regarding any Disability (PwD) or Benchmark disability (PwBD), along with Type of Disability, Percentage, and Disability Certificate details.

v. Address

• **Permanent Address** and **Correspondence Address** along with State, District, and PIN Code. Option to mark both addresses as the same. Along with this Father's and Mother's Address also required in this module.

vi. Educational Profile: Choose the origin of your education

• India

Outside India

Academic qualifications starting from 12th / Diploma / equivalent qualification onwards:

- Select Qualification Level
- Qualification Level Status
- Qualification passing State/UT
- Board/University Name
- Percentage/CGPA
- Stream/Subject, etc.

vii. Employment Experience Profile

- Details of self employment and employment details, if any:
 - Nature of Employment
 - o Monthly Income
 - Name of the Employer/ Organization, etc.

viii. Achievements

- Prizes, Medal, Scholarships.
- Sports/ N. C. C. etc.
- Position(s) of distinction leadership held in school/ College.
- Other extra-curricular activities and Interests.

ix. Previous UPSC Examination Profile

- Information about any prior attempts in UPSC examinations:
 - Select Examination Name
 - ExaminationYear
 - Roll Number, etc.

x. Photo & Signature

• Upload **passport-sized photograph** and **signature** in the prescribed format and size. You are advised to refer to the Instructions for Uploading Documents which includes instructions for uploading photo and signature.

Once you complete the CAF, you will be directed to the dashboard and will be ready to apply for any examination. Now you can apply for any examination notified therein for which you wish to fill the form.

4.Examinations

To apply for a particular examination, you need to go to the 'Examinations' dropdown and click on the 'Apply for Examination' link after completing the CAF. Alternatively, you can click the same link in the fourth card on the homepage. This will display a list of active examinations along with an 'Apply' button. To apply for any exam, click on the 'Apply' button.

Sr. Nd: Exam Name Application Start Date Application End Date Notification A	
	tion
1. Handhar beferde Adaberry & Kavan Adaberry Examination (ii) Hay 16, 2023 do 13, 2023 🗋 🕐 🔛	Apply
2. Combined Defence Services Examination (II) Apr 3, 2025 May 30, 2025 🚱 🚱 🖸	Apply
Showing 1 to 2 of 2 entries 🤞 🤘 5	5

Lock - Common Application Form (CAF)

After clicking the 'Apply' button, you will need to lock your CAF data for that particular examination. Once locked, you will not be able to make any changes to your data for that specific exam. Therefore, on the next page, carefully verify all your details. If you notice any errors up to this point, please update them. Otherwise, once you lock the data, you will not be able to edit it under any circumstances for that examination.

Profile - Examinations - Update My data - Security Center - Instructions and FAQs -	URN: Lucout
Exam Name: Combined Defence Services I	Examination (II), 2025
Name: Name:	
Common Application Form (CAF) for Combined Defen Note : Candidate must view all sub-forms and document	ts and lock the CAF profile & proceed.
Common Application Form data as declared and	submitted by the candidate
Universal Registration	p.
I Candidate Identity	View 💿 🛆
뀤 Matriculation Board Profile	View 💿 💧
Adhaar / Photo ID	View @
Common Application Fo	m
3 Personal Profile	View/Edit 👁
段 Parents' Profile	View/Edit 🐼
at Social Category Profile	View/Edit 👁
and Disability Profile	View/Edit 👁
Address	View/Edit 👁
2 Education Profile	View/Edit 👁
Employment Experience Profile	View/Edit 👁
Achievements	View/Edit 💿
Previous UPSC Examination Profile	View/Edit 👁
Photograph and Signature as uploaded	l by the candidate
Candidate Photo	View/Edit 💿
Candidate Signature	View/Edit 👁

The button to lock the CAF will be enabled only after you have viewed all the profiles/modules and checked the consent box given below.

Note: You are strongly advised to carefully review and verify all information provided in the Common Application Form before locking it. Once locked, the form will be considered final and will be used for the examination you are applying for.

Profile - Examinations - Update My data -	Security Center * Instructions and FAQs *	URN: Logout
	Exam Name: Combined Defence Services Examination (II), 202	5
	Name:	
Common	Application Form (CAF) for Combined Defence Services Exami	ination (II), 2025
Note - Canun	Common Application Form data as declared and submitted by the car	r proceed.
	Universal Registration	
Candidate Identity		Viewed V
Matriculation Board Profile		Viewed 🗸 🗛
E Aadhaar / Photo ID		
3 Personal Profile	Are You Sure?	Viewed 🗸
R Parents' Profile	your Common Application Form information for this	Viewed 🗸
a Social Category Profile	exam.	Viewed 🗸
A Disability Profile	Yes No	Viewed 🗸
O Address		Viewed 🗸
B Education Profile		Viewed 🗸
Ga Employment Experience Profile		Viewed 🗸
Achievements		Viewed 🗸
Previous UPSC Examination Profile		Viewed 🗸
	Photograph and Signature as uploaded by the candidate	
III) Candidate Photo		Viewed 🗸
Candidate Signature		Viewed 🗸

Once you have**successfully locked the Common Application Form (CAF)** after verifying and submitting all required modules, the system will automatically **enable access to the Examination-Specific Application Form** for the particular exam you are applying for.

Filling Exam Specific forms

The Exam Specific Form is a dynamic form that will open based on your CAF and Universal Registration data. You must fill in all the mandatory fields.

Payment of Examination Fee

- Proceeds to pay the examination fee using available payment modes:
 - Debit/Credit Card
 - o UPI
 - Net Banking, etc.
- Upon successful payment, a **Payment Acknowledgment** is generated.

Examination Centre Selection

• Choose a preferred examination centre from the available list.

Final Submission

- After completing all sections:
 - Review all entered details
 - Confirm and **Submit** the Examination Form
- A **Confirmation Page/PDF** is generated and available for download and you can see the submitted applications in the Examinations drop down in the navigation bar.

Note: You are advised to retain the confirmation copy and payment receipt for future reference.