

## INSTRUCTIONS FOR FILLING ONLINE APPLICATION

1. Log on <http://uppsc.up.nic.in> to access the home page of the "Candidate Segment".
2. Before filling up the form candidates are advised to carefully go through the Relevant Notification published in the **Employment News** and also available in the "All Notifications/Advertisements" in Candidate segment page.
3. Place the mouse over the "All Notifications/Advertisements" menu to view all details of notifications with respective of vacancies/post.
4. Click on "All Notifications/Advertisements" link would take you to the list of all the active Notifications, where you can select to **Apply** for any of the listed notification by clicking on the link "Apply" against each notification.
5. Click on "Apply" button it will open option "Candidate Registration".

For Part-I Candidate Registration process you have to click on "Candidate Registration" option it will fetch out Candidate Basic Registration page in which the candidates have to fill fundamental information, particulars and details asked for. Fields with pink colour background are mandatory and essential to be filled in by the candidate. Every field has clear instructions for filling up are written which should be carefully read and strictly followed by the candidates while filling up the form.

6. Read User guidelines carefully using "User Instruction" option.

The Application submission of form divided into two options namely "Candidate Registration" and "Submit Application Form".

### **Part -1**

7. Now click on "Candidate Registration" option to accomplish 1<sup>st</sup> part of form submission.

#### **Candidate Basic Registration form:**

Here the system asks for Candidate's **Personal Information** including 'Type of Recruitment', 'Name', 'Father's/husband's name', 'UP Domicile', 'Category', 'Sub Category', 'DOB', Gender, 'Marital status', 'Contact no', Email-Id, Qualification details, and other relevant information.

After entering verification code Click on "**Submit**" button at bottom of the page, the second page that will display your **Registration Slip** where you can find your **11 digit registration number** with detail that you can also take print for future reference.

[The candidates are supposed to fill in the Payment Details while filling up Part-II of the Online Application Submission.]

8. After Completion of PART-I Registration. You have to go through via "Fee Deposition/Reconciliation" and enter your Registration No, Date of Birth and Gender then click to Proceed for Payment option. After clicking the above caption of " [Click here to proceed for payment](#)", home page of State Bank MOPS (Multi Option Payment

System) shall be displayed comprising of 03 modes of payment viz. **(i) NET BANKING (ii) CARD PAYMENTS and (iii) OTHER PAYMENT MODES**. After depositing the required fee by any one of the above prescribed modes, "Payment Acknowledgement Receipt (PAR)" shall be displayed alongwith detail of fee deposition, the print of which must be taken by clicking on "Print Payment Receipt".

[The candidates may however note that Application would be treated as incomplete and rejected unless accompanied with Part-II Application Form submission.]

### **Part -2**

9. Click on "[Submit Application Form](#)" would take you to the 2nd part of the online application.
10. Now to complete online application submission you just click on "[Submit Application Form](#)" in Candidate Segment Page.

Clicking on "[Submit Application Form](#)" button it will opens-up a page and ask for Candidate Registration Number, Fee details, Scanned photograph with signature and some your personal details that you filled during registration process. And click on submit button & you will be moved on next page where you can fill all information to complete form submission.

[Here the candidate is required to upload the images of recent **Photograph** and **Signature Specimen**. Images to be uploaded should be only in **(\* .jpe, \* .jpeg, \* .jpg, \* .png)** format of size not exceeding **20 KB** each.  
[ [Click to show GuideLines for Scanning Photograph with Signature](#) ]

**# the candidate should scan his signature, which has been put on white paper using Black Ink pen with his/her photograph.**

### **Detailed Application Form:**

At the top of the page there is a 'Declaration' **for** the candidates. Candidates are advised to go through the contents of the **Declaration** carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on '**I Agree**' or '**I do not agree**' buttons. In case the candidate opts to disagree, the application will be dropped and the procedure will be terminated. Accepting to agree only will submit the candidate's Online Application.

#### **Notification Details**

This section shows information relevant to Notification i.e. Notification number, selection type, directorate/department name and post name

#### **Personal Details**

This section shows information about candidate personal details i.e. Registration Number, candidate name, Father/Husband name, Gender, DOB, UP domicile, Category, Marital status, email and contact number.

#### **Other Details of candidate**

Other details of candidate shows the information details about UP Freedom Fighter, Ex Army, service duration and your physical challenges

#### **Education & Experience Details**

It shows you educational and experience details

#### **Candidate address, photo & signature details**

Here you will see your complete communication address and photo with your signature.

### **Declaration segment**

At the bottom of the page there is a 'Declaration' **for** the candidates. Candidates are advised to go through the contents of the **Declaration** carefully.

After filling all above particulars there is provision for preview your detail before final submission of application form on clicking on "[Preview](#)" button. Preview page will display all facts/particulars that you have mentioned on entry time if you are sure with filled details then click on "Submit" button to finally push data into server with successfully submission report that you can print. Otherwise using "[Back](#)" button option you can modify your details.

### **[CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE "[Print](#)" OPTION AVAILABLE]**

11. On clicking "[View Application status](#)" option in Candidate Segment page you can see current status of candidate.
12. On clicking "[List of Applications Having photo related Objections](#)" option in Candidate Segment page candidate can see current status of uploaded photo is in objection or not.
13. On clicking "[Download Forms for Eligibility Checking](#)" option in Candidate Segment page candidate can download forms for eligibility checking by UPPSC.
14. On clicking "[Download Interview Letter](#)" option in Candidate Segment page candidate can download Interview Letter and examination schedule details periodically.
15. On clicking "[Duplicate Regi.Slip & Application form](#)" option in Candidate Segment page candidate can download thier Duplicate Registration Slip or Detailed Application Form using with some basic credential of candidate periodically.
16. On clicking "[Key Answer Sheet](#)" candidate can download key answer sheet.
17. On clicking "[List of Rejected Candidate](#)" candidate can view Rejected candidate list.
18. On clicking "[Download Admit Card](#)" candidate can download their Admit Card using with some basic credential of candidate
19. On clicking "[Download Syllabus](#)" candidate can view syllabus of particular examination.

**[The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.]**

**UPPSC takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination process.**

### **LAST DATE FOR RECEIPT OF APPLICATIONS :**

**Online Application process must be completed (including filling up of Part-I and Part-II of the Form) before [last date of form submission](#) according to**

**Advertisement, after which the web-link will be disabled.**