

**Instructions for filling online Application Form of Civil Services  
(Preliminary) Examination – 2020**

**Important**

- Before applying for the CS(P)/IFoS(P) Examination, the candidates are requested to check their eligibility (w.r.t. minimum educational qualification, age etc.) given in the **Notice of the Examination** available on Commission's website.
- Candidate should have details of one Photo ID Card viz. Aadhaar Card/Voter Card/PAN Card/Passport/Driving Licence/Any other Photo ID Card issued by the State/Central Government. The details of this Photo ID Card will have to be provided by the candidate while filling up the online application form. The candidates will have to upload a scanned copy of the Photo ID whose details have been provided in the online application by him/her. This Photo ID Card will be used for all future referencing and the candidate is advised to carry this Photo ID Card while appearing for Examination/Personality Test.
- The facility of withdrawal of Application is available for those candidates who do not want to appear for Civil Services (Preliminary) Examination. In this regard, Instructions are mentioned in Appendix IIB of the Examination Notice.
- The candidates who are required to pay the examination fee must ensure that the fee is paid by them. The examination fee once paid, either for Civil Services Examination or Indian Forest Service Examination will not be refunded under any circumstances. It may also be noted that the fee once paid for one application is not allowed to be adjusted against another application.
- Candidates appearing in CS (P) Examination, 2020/Indian Forest Service (P) Examination, 2020 will be required to indicate information such as (a) detail of centers for Civil Services (Main) Examination and Indian Forest Service (Main) Examination (if opted) (b) Optional subject to be selected for the examination, (c) Medium of Examination for Civil Services (Main) Examination, (d) Medium of Examination for Optional Subject if he/she chooses any Indian Language as the Medium of Examination for Civil Services (Main) Examination and (e) compulsory Indian Language for Civil Services (Main) Examination at the time of the filling up online application itself. The Medium of Examination or the Optional Subject, once opted, cannot be changed at later stage.
- While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination. If any candidate appears at a centre other than the one indicated by the Commission in his/her Admit Card, the papers of such a candidate will not be evaluated and his/her candidature will be liable to cancellation.
- Suitable provisions for information regarding use of scribes by the Persons with Benchmark Disability who are eligible to avail the facility of scribe have been made in the online application at the time of the initial online application itself.
- Applicants are requested to note that before filling the online application they may have a careful look on the common reasons where an applicant's online application is being rejected by the Commission. Applicants are therefore

advised to be careful enough so that chances of their applications being rejected are minimized to the best possible extent and their effort is not lost due to the reasons which can be avoided by them if they remain slightly more careful while submitting their application to the Commission. The Experience of Commission (UPSC) shows that major rejection happens due to the following reasons:-

- a) Application being rejected on the grounds of bad quality of submitted photograph.
- b) Application being rejected on the grounds of bad quality of submitted signature.
- c) Application being rejected on the grounds of swapping of photograph with that of signature.
- d) Only PART-I of the application is submitted to the Commission and thus their application is incomplete because of non-submission of PART-II.
- e) Fee Payment details against one Registration ID has been submitted to another Registration ID (Fee once paid against single registration ID, is not allowed to be adjusted against another RID\*).
- f) Applicant having submitted PART-I, but failing to complete Part 2 registration. Applicant must complete part 2 registrations by uploading appropriate photograph and signature, paying admissible fee and giving his choice of examination centre for CSP.
- g) Application being rejected on the grounds of non submission of payment proof to the Commission within specified time in case of fictitious payment \*\*cases (which are intimated to the applicant through e-mail as well as published on the website of the Commission within 2 weeks after the last date of receipt of online application).

\* RID is Registration ID, which is generated by the system when the application completes PART-I registration of his application.


\*\*\*Fictitious payment cases are those cases for which the Commission does not receive any information from the bank authorities to which the applicant has claimed to have deposited his/her fees.

## **Instructions For Filling Online Application Form For CIVIL SERVICES (PRELIMINARY) Examination 2020**

1. Applicants are advised to carefully go through the detailed Notice No 05/2020- CSP & 06/2020-IFS, which can be viewed on the website of the Commission (<https://www.upsc.gov.in/>) as well as on the website <https://upsconline.nic.in/> Applicant can view all the current notification.
2. Go to Website / URL <https://upsconline.nic.in> in your browser.



3. Click on **“ONLINE APPLICATION FOR VARIOUS EXAMINATIONS OF UPSC”** link. This will take to the sample screen as given below.



**UPSC**

संघ लोक सेवा आयोग  
**UNION PUBLIC SERVICE COMMISSION**

Home / 05/2020 | Guidelines to the Candidates / उम्मीदवारों के लिए दिशा-निर्देश | FAQ / सहाय 05 | View / Print Application फॉर्म / ऑन-लाइन आवेदन | Contact Us / हमसे संपर्क करें

**Please choose the Examination to apply for / आवेदन के लिए परीक्षा का चयन करें**

Examination Code परीक्षा कोड	Examination परीक्षा	Year वर्ष	Notice Number नोटिस संख्या	Notice Date नोटिस की तिथि	Closing Date अंतिम तिथि	Part-I Registration भाग- I पंजीकरण	Part-II Registration भाग- II पंजीकरण
CSP	Civil Services (Preliminary) Examination सिविल सेवा (प्रारंभिक) परीक्षा (for Civil Services and Indian Forest Service Examinations / सिविल सेवा और भारतीय वन सेवा परीक्षाओं के लिए)	2020	05/2020-CSP 06/2020-IFS	12-02-2020	03-03-2020 Till 1800 hrs / 1800 बजे तक	<a href="#">Click Here for Part I परीक्षा- I के लिए यहां क्लिक करें</a>	<a href="#">Click Here for Part II परीक्षा- II के लिए यहां क्लिक करें</a>

Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centres except Chennai, Dispur, Kolkata and Nagpur. Allotment of Centres will be on the "first-apply-first allot" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.


आवेदकों को ध्यान देना चाहिए कि चेन्नई, दिसपुर, कोलकाता और नागपुर को छोड़कर प्रत्येक केंद्र में आवंटित उम्मीदवारों की संख्या सीमित होगी। केंद्रों का आवंटन पहले आवेदन-पहले आवंटन के आधार पर किया जाएगा, और केंद्र की निर्धारित सीटें भर जाने पर इसे रोक दिया जाएगा। आवेदकों को इस प्रकार सलाह दी जाती है, कि वे जल्दी आवेदन करें जिससे वे अपनी पसंद का केंद्र ले सकें।

**NB : Notwithstanding the aforesaid provision, The Commission reserve the right to change the Centres at their discretion if the situation demands. विशेष टिप्पणी : उक्त प्रावधान के होते हुए भी स्थिति के अनुसार, आयोग अपने विवेक पर केंद्रों को बदलने का अधिकार सुरक्षित रखता है।**

This site can be best viewed in Google Chrome, Internet Explorer 9 and above.  
इस साइट को गुगल क्रोम, इंटरनेट एक्सप्लोरर 9 और इससे ऊपर में अच्छी तरह से देखा जा सकता है।

(Sample Image)

4. Click on the Part 1 registration given against Notice no 05/2020-CSP& 05/2020-IFS. This will lead you to the Part 1 Registration Form. The candidates must read the instructions carefully and must agree that he/she has read them. The Part-I Registration is done in 2 steps in which the applicants have to fill in the requisite information, particulars and details asked for.



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Home / 05/2020 | Examination List परीक्षा सूची

**Civil Services (Preliminary) Examination - 2020**  
**सिविल सेवा (प्रारंभिक) परीक्षा - 2020**

**Important Instructions to fill Online Application Form**  
**ऑनलाइन आवेदन - प्रपत्र भरने के बारे में महत्वपूर्ण अनुदेश**

- Candidates are advised to go through the Instructions carefully before filling up the application form. उम्मीदवारों को सुझाव दिया जाता है कि वे आवेदन प्रपत्र भरने से पूर्व अनुदेशों को ध्यानपूर्वक पढ़ लें।
- Online submission of application can only be made at website <https://upsconline.nic.in>. Detailed instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign. आवेदन पत्र को केवल <https://upsconline.nic.in> वेबसाइट पर ऑनलाइन जमा किया जा सकता है। विस्तृत अनुदेश वेबसाइट पर उपलब्ध हैं। उम्मीदवार को कोई भी प्रविष्टि करने अथवा विकल्पों का चुनाव करने से पूर्व अनुदेशों को ध्यानपूर्वक पढ़ लेना चाहिए। ऑनलाइन आवेदन पत्र भरते समय उम्मीदवार को सभी आवश्यक विवरण देने चाहिए। अनिवार्य विवरणों को \* (संकेतित) चिन्ह से अंकित किया गया है।
- Candidates may please note that changes are not allowed in the online application, once it is submitted. If you wish to make any changes, you may submit a fresh application with requisite revision by the last date for receipt of application i.e. 03-03-2020 (6:00 P.M.). Your registration-id for latest completely submitted application will be considered for processing and all

(Sample Image)

- 4.1 The candidates will be taken to the next screen to fill up their personal details when they have read the instructions to fill Online Application Form.

**Application Form For Civil Services (Preliminary) Examination - 2020**  
सिविल सेवा (प्रारंभिक) परीक्षा-2020 के लिए आवेदन पत्र

Part I Registration
Payment
Center Selection
Photo, Sign & Photo Identity Card Upload
Agreeing to Declaration

भाग I पंजीकरण भुगतान केंद्र चयन फोटो, साइन व फोटो पहचान पत्र अपलोड घोषणा स्वीकृति करना

PART-I REGISTRATION / भाग-I पंजीकरण

**Personal Details / व्यक्तिगत विवरण**

**Name / नाम \*** :

Note 1: Name as recorded in the Matriculation/Secondary Examination Certificate.  
नोट 1: माट्रिकुलेशन/सेकेंडरी परीक्षा प्रमाण-पत्र में दर्ज नाम के अनुसार।  
Note 2: Please do not use any prefix such as Mr. or Ms. etc unless it consists of only 3 letters as 4 letters are mandatory for NAME field.  
नोट 2: कृपया नाम के अगले अक्षर (Mr.) या कुमारी (Ms.) अक्षर न लगाएं जब तक कि इससे पहले केवल 3 अक्षर ही हों क्योंकि नाम के कुल 4 अक्षर अनिवार्य हैं।  
Note 3: If your name is exceeding 30 characters, please read the FAQ.  
नोट 3: यदि आपका नाम 30 अक्षरों से अधिक है, तो कृपया ध्यान दें।

**Gender / लिंग \*** :

Select Gender

**Date of Birth / जन्म तिथि \*** :

Day Month Year  
(Date of Birth as recorded in the Matriculation/Secondary Examination Certificate)  
(माट्रिकुलेशन/सेकेंडरी परीक्षा प्रमाण-पत्र में दर्ज जन्म-तिथि के अनुसार)

**Father's Name / पिता का नाम \*** :

Please do not use any prefix such as Shri or Dr. etc.  
(कृपया नाम के अगले अक्षर न लगाएं)

**Mother's Name / माता का नाम \*** :

Please do not use any prefix such as Smt or Dr. etc.  
(कृपया नाम के अगले अक्षर न लगाएं)

**Nationality / राष्ट्रियता \*** :

Indian / भारतीय

**Marital Status / वैवाहिक स्थिति \*** :

Select Marital Status

**Candidates of Persons with Benchmark Disability /**

No

5. Applicant must fill all the required fields. Fields with red STAR (\*) marks are mandatory and essential to be filled in by the applicant.

**5.1 Name as recorded in the Matriculation/Secondary Examination Certificate.** Please do not use any prefix such as Mr. or Ms. Etc. unless it consists of only 3 letters as 4 letters are mandatory for NAME field.

When you enter your name more than 30 characters in the name column, then Full Name column automatic display below to facilitate the abbreviate name. Now you can abbreviate your name within 30 characters and fill the abbreviate name in Name column. Do not forget to send a signed written request to Joint Secretary (Examination), UPSC, Dholpur House, Shahjahan Road, New Delhi 110069 by Speed-post or by Fax (011-23387310) giving details of the full name and reasons for abbreviation in this regard; otherwise your application/candidature may be rejected at a later stage.

**5.2 Gender: Select from Male/Female/Transgender.**

**5.3 Date of Birth:** Date of Birth as recorded in the Matriculation/Secondary Examination Certificate should be filled carefully.

**Note:-**Candidate should note that only the date of birth as recorded in the Matriculation/Secondary Examination certificate or an equivalent certificate on the date of submission of application will be accepted by the Commission, and no subsequent request for its change will be considered or granted.

**5.4 Father's Name:** Please do not use any prefix such as Shri or Dr. etc.

**5.5 Mother's Name:** Please do not use any prefix such as Smt or Dr. etc.

**5.6 Nationality: Should opt from Indian/Others. Applicant should note that only Indian citizens are eligible for Indian Administrative Service/Indian Foreign Service/Indian Police Service.**

**5.7 Marital Status: Should choose from Unmarried /Married /Widow/ Widower/Divorcee.**

**5.8 PwBD(Persons with Benchmark Disability) : Applicant should indicate by Yes/No.**

**5.9 PwBD Category: There are five categories i.e**(a) blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism,



intellectual disability, specific learning disability and mental illness; and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

Applicants with less than 40% disability will be considered as NON-PwBD candidates and are not eligible for age relaxation under the rules. For other details, Applicant may refer to the Detailed Notice of the Examination.

**5.10 Certificate of Disability date:** Date of issue of the Certificate.

**5.11 Community: Fill the appropriate category from EWS/General/OBC/SC/ST.** Applicants who belongs to OBCs but come in the ' Creamy Layer 'are not entitled to OBC reservation as per rules. Such type of applicants will be treated as unreserved.

**5.12 If you belong to Minority: In case of yes, Must choose appropriate minority option.**

**5.13 Fee Remission Claimed:** Fee exemption is admissible only to SC/ST, PwBD and Female candidates.

**5.14 Educational Qualification: Applicant must fill the appropriate information.**

**5.15 Address: An applicant must fill the correct information regarding address.**

**6. Click on “Continue” button at bottom of the page to go to the next step. This takes you page asking for claiming Age relaxation**

The screenshot displays the UPSC application form interface. At the top, the UPSC logo and the text 'संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION' are visible. Below this, the title 'Application Form For Civil Services (Preliminary) Examination - 2020' is shown in both English and Hindi. A progress bar indicates the current step is 'Other Details / अन्य विवरण'. The 'Other Details' section includes a dropdown menu for 'Claiming age relaxation / आयु में छूट का दावा' with a 'Select' button. A 'Continue / आगे बढ़ें' button is visible at the bottom. The page also features the UPSC logo and the text 'संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION'.

(Sample Image)

7. Here the system asks if the candidate wishes to apply for 'Age Relaxation'. The candidate will be given the option to select the category under which he/she is applying for age relaxation. (Candidates are advised to refer to the detailed Notice No. 05/2020-CSP & 06/2020-IFS which is available in the website

<https://upsonline.nic.in/> as well as on the website of the Commission <http://upsc.gov.in>

8. After filling Claiming Age Relaxation, Applicant must click on “Continue” button at bottom of the page to proceed to the next step.

8.1 The candidate should provide the details of Photo ID like Voter ID /Aadhaar /Driving License etc.

8.2. The candidate should provide Photo ID number and confirm it.

The screenshot shows the UPSC application form interface. At the top, there is the UPSC logo and the text 'संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION'. Below this, the title of the form is 'Application Form For Civil Services (Preliminary) Examination - 2020' and 'सिविल सेवा (प्रारंभिक) परीक्षा-2020 के लिए आवेदन पत्र'. The form is divided into several steps: 'Part I Registration', 'Payment', 'Center Selection', 'Photo, Sign & Photo Identity Card Upload', and 'Agreeing to Declaration'. The 'Part I Registration' step is currently active. It contains the following fields and instructions:

- Photo Identity Card / फोटो पहचान कार्ड \* : PAN Card (dropdown menu)
- Photo Identity Card Number / फोटो पहचान कार्ड संख्या \* : [Text input field]
- Confirm Photo Identity Card Number / फोटो पहचान कार्ड संख्या की पुष्टि करें \* : [Text input field]
- Please Indicate your percentage at the Graduation level / स्नातक स्तर पर अर्जन प्रतिशत दर्शाएं \* : [Text input field] %

There is a note in red text: 'Note: Please provide the photo identity card number in Online Application Form and remember to carry the same at the time of Personality Test/Examination venue.' Below the note, there is a small text: 'Note: In case of 'CGPA' Please refer to S.No. 9 of the instructions for filling up the online application form. नोट: 'सीजीपीए' के मामले में स्नातक अध्ययन आवेदन पत्र भरने के लिए निर्देश के क्र.सं. 9 को देखें।' At the bottom of the form, there is a checkbox for 'No Of Attempts already made in Civil Services Examination'. The browser window shows the file 'CSE NOTICE FINA...doc' and the taskbar at the bottom with various open applications and the system clock showing 'ENG 5:40 PM'.

(Sample Image)

9. Percentage at Graduate level must be filled correctly. The system asks for the % age of marks obtained at the Graduation Level. This information is for statistical purposes only. In cases where grades/CGPA is awarded by the University, the equivalent percentage of marks, as per University guidelines, may be filled. In cases where there are no guidelines on this issue, the indicative percentage of marks may be calculated based on the CGPA. For example, if a candidate obtained a CGPA of 7.0 out of 10, then the percentage may be filled as 70%.

10. No of Attempts already made in Civil Services Examination: Must be filled correctly.

11. **Specific Details for Civil Services (Main) Examination, viz,** (a) detail of centers for Civil Services (Main) Examination and Indian Forest Service (Main) Examination (b) Optional subject to be selected for the examination, (c) medium of examination for Civil Services (Main) Examination, (d) Medium of Examination for Optional Subject if he/she chooses any Indian Language as the Medium of Examination for Civil Services (Main) Examination and (e) compulsory Indian Language for Civil Services (Main) Examination. **These fields must be filled carefully since No request for change will be considered by the Commission at any later stage.**

**11.1 Centre for Civil Services (Main) Examination and Indian Forest Service (Main) Examination (if opted): To be selected from the given list indropdown menu.**

**11.2 Optional Subject for Paper VI & VII (in case of CSE) and Paper III&IV( in case of IFoS Examination): To be selected from the given list indropdown menu.**

**11.3 Language Medium for CS(M) Examination for Paper I to Paper VII: To be selected from the dropdown menu carefully. Also, the Medium of CS(M) Examination for Optional Subject if he/she chooses any Indian Language as the Medium of Examination for Civil Services (Main) Examination to be selected.**

**11.4 Information regarding hailing from Arunachal Pradesh/ Manipur /Meghalaya /Mizoram/Nagaland /Sikkim and claiming exemption from appearing in INDIAN LANGUAGE FOR PAPER A should be selected either Yes or No.**

**11.4.1** The paper A on Indian Language will not, however, be compulsory for candidates of Persons with Benchmark Disability (**only Hearing Impaired**) provided that they have been granted such exemption from 2<sup>nd</sup> or 3<sup>rd</sup> language courses by the concerned education Board/University. The candidate needs to provide an undertaking/self declaration in this regard in order to claim such exemption.

**11.5. Applicants selecting No in para 11.4, have to select the Language for Paper A.**

**12. Specific Details for Indian Forest Service's Examination: viz, Centre for IFoS(Main) Examination, First Optional Subject and Second Optional Subject: Applicants must fill these fields carefully since No request for change in this information at any later stage (i.e DAF-I ) will be considered.**

**12.1 Centre for IFoS (Main) Examination: To be selected from the given list in Drop-down menu.**

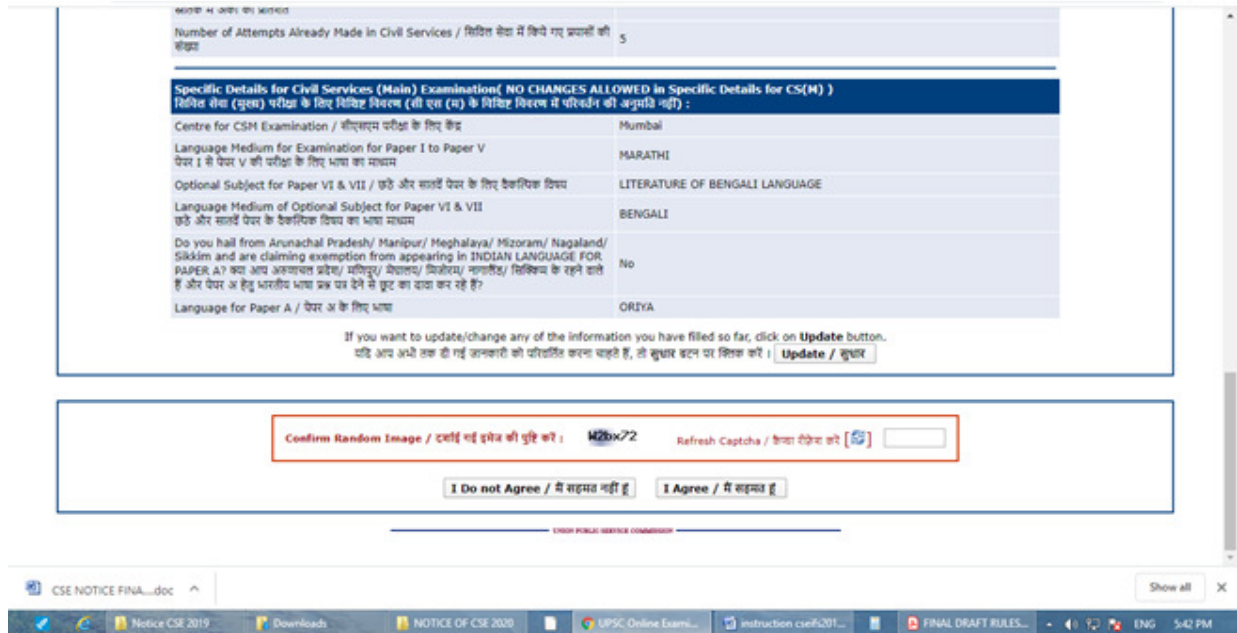
**12.2 First Optional Subject: To be selected from the given list in dropdown menu.**

**12.3 Second Optional Subject: To be selected from the given list in dropdown menu.** List of other optional subjects comprise only those subjects which are permissible along with the optional subject already chosen.

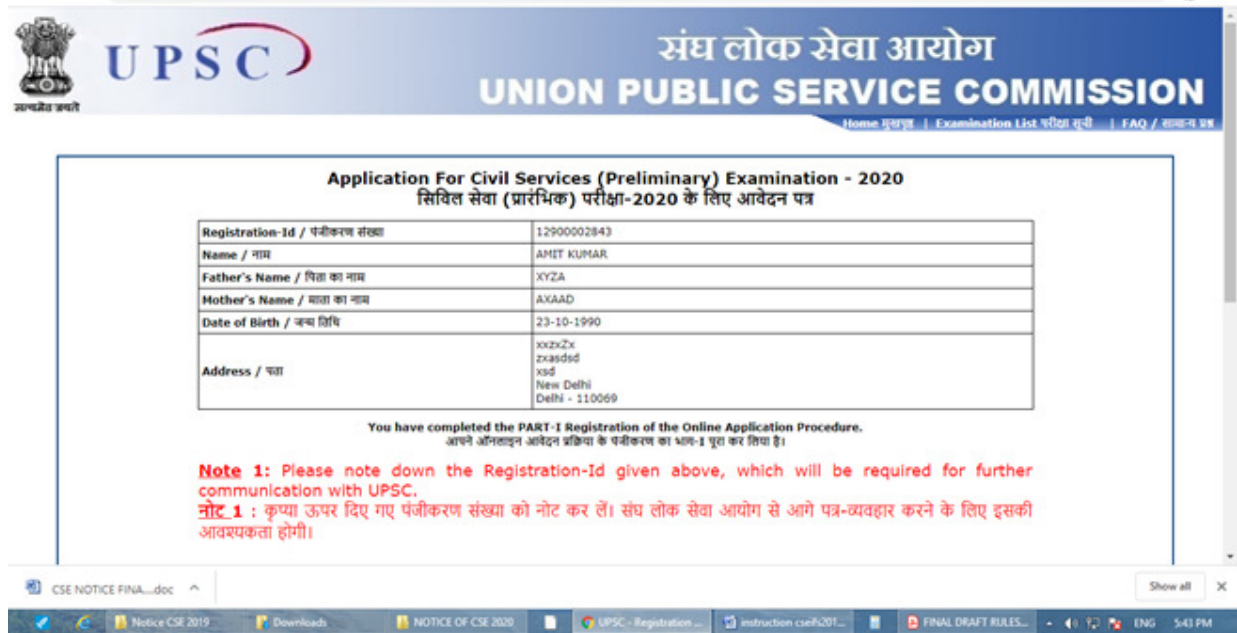
**12.4 Attempts Already made in IFoS Examination: To be filled correctly.**

**13.** Click on "**Continue**" button at bottom of the page to proceed to the next step. Here the system displays all the information provided by the candidate in the application form for verification. '**Update**' button is also provided therein at the bottom of the Online Application details to move back and make any correction in the information filled in. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled up. No change in information filled in by the candidates would be allowed at any subsequent stage of the examination process.





14. **Declaration box:** 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**, and the Part-I data submitted would be saved and a **RegistrationId** is generated for the candidate.



(Sample Image)

15. **When an applicant clicks on I Agree button, his/her eligibility for agerelaxation and other criteria is automatically checked by the system. With the correct eligibility, the system Displays the system generated unique 'Registration ID' along with the essential identification information about**

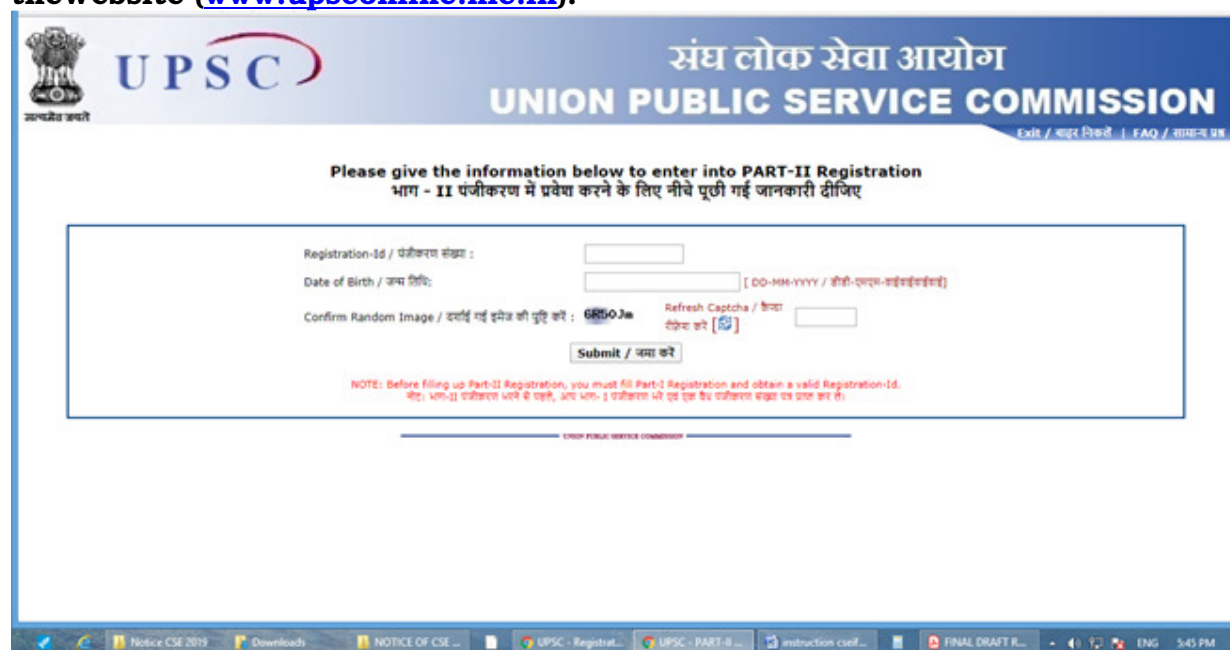
thecandidate viz. 'Name', 'Father's Name', 'Mother's name', 'DOB', 'Address', 'Examination Centre' etc. opted by the candidate.

**16.** The candidate is also intimated that he has completed PART-I of the Registration of Online Application procedure. **The candidates may however note that Application would be treated as incomplete and rejected unless accompanied with Part-II Registration.**

**17. CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE "Print" OPTION AVAILABLE BELOW NOTE-2 THEREIN. THEY WILL BE REQUIRED TO INPUT THEIR REGISTRATION ID and DOB at subsequent stages.**

### **PART-II Registration**

**18. Once PART-I of the Online Application procedure is completed, an applicant has to complete the PART-II Registration for the successful Online Application Submission by clicking on the link Part-II Registration on the Website ([www.upsconline.nic.in](http://www.upsconline.nic.in)).**



### **PART-II REGISTRATION COMPRISES THREE STEPS:-**

1. FEE PAYMENT (Female / SC, ST & PwBD Candidates are exempted from payment offee)
2. EXAMINATION CENTRE for Civil Services (Prelims) HAS TO BE CHOSEN FROM THE AVAILABLE DROP DOWN MENU.
3. UPLOADING OF PHOTOGRAPH, SIGNATURE and PHOTO ID.

19.1 Applicants have to upload images of their photograph and signature # in .jpg format. Scanned photograph should be in JPG format and must be uploaded first. The digital size of file should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum ,

1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.

19.2 Scanned signature should be in JPG format and must be uploaded. The digital size of each file should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum , 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.

19.3 Photo identity card document in PDF format must be uploaded. The digital size of PDF file should not exceed 300 KB and must not be less than 20 KB.

20. After uploading a fresh page shows the preview of the uploaded images by the candidate. **Here the candidate is advised to see his/her uploaded photograph that the photograph is clearly visible/identifiable in the upper row and the specimen signature in the lower row.** In no case these rows should be swapped and uploaded photograph and specimen signature must be clearly identifiable / visible, otherwise the candidature of the candidate is liable to be cancelled by the commission and no representation from the candidate will be entertained by the commission regarding any change for the wrong data uploaded /filled up by the candidate. If the candidate is satisfied with the uploaded images he may CONFIRM the uploading of photograph and signature by clicking on **Confirm Upload** button. **If by any reason uploaded images are not up to the mark then the candidate can RELOAD these images by clicking on the Reload Photograph and/or Reload Signature button.** They can view reloaded Photograph/signature by clicking on **"Image refresh"** button. The software will not save photograph and signature of the candidate unless he confirms the upload by clicking on **Confirm Upload** button.

Note: Candidates should satisfy themselves about the quality of photograph & signature files upload. Applications having poor quality photo or signature files are liable to be rejected.

21. 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. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on **'I have read Declaration & 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 Finally.**

22. FOR FEE PAYMENT CANDIDATES HAVE THREE OPTIONS:-

- a) THEY CAN PAY CASH AT ANY BRANCH OF STATE BANK OF INDIA THROUGH THE PAY-IN-SLIP GENERATED BY THE ONLINE APPLICATION PROCESS.
- b) THEY CAN PAY ONLINE USING THE INTERNET BANKING FACILITY OF THE STATE BANK OF INDIA.
- c) THEY CAN PAY ONLINE USING ANY **VISA/MASTERCARD Debit OR Credit Card** ISSUED BY ANY BANK/INSTITUTION.

**23.** Applicants who opt for "Pay by Cash" mode should print the system generated Pay-in-slip during part II registration and deposit the fee at the counter of SBI Branch on the next working day only. "Pay by Cash" mode will be deactivated at 11.59 P.M. of 02.03.2020 i.e. one day before the closing date; however applicants who have generated their Pay-in- Slip before it is deactivated may pay at the counter of SBI Branch during banking hours on the closing date. After receipt of cash, the Bank would stamp the pay-in-slip and also provide a "TRANSACTION ID" as indicated on the Challan Form as SBI Journal Number. After paying fee through Cash Mode, the candidate would have to go to the website ([www.upsconline.nic.in](http://www.upsconline.nic.in)) again and fill the transaction id and other details with PART-II Registration process.

**24.** After filling fee details (in case of cash payment) or paying fee through other than Cash mode, the application must click on the Continue button provided at the bottom of the page.

**25.** In next step, Applicant must fill in the Centre of Examination for Civil Services (Prelims) and click on the submit button given at the bottom of the page.

**26.** In a next step, through a fresh page the applicant is intimated that their application has been submitted successfully. This page has also a link to view the complete application. Applicants are advised to take printout of their completed application right after they have completed the application process.

**27.** To view the application submitted by the candidate a link View/Print Application is also given on the home page.

**28. Candidates applying online need NOT send hard copy of the Online Application filled by them online or any other document/certificate/testimonial to the Union Public Service Commission. However they are advised to take printout of the Online Application and retain it for further communication with the Commission.**

**29.** 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.

**30. Mere issue of admission certificate to the candidate will not imply that his candidature has been finally cleared by the Commission. The Commission 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 1800 hrs of 3<sup>rd</sup> March, 2020.**