

INSTRUCTIONS FOR CANDIDATES

Registration process

Registration is a one-time process. Candidates are required to register before moving ahead for further process. The registration process will naturally generate a registration number, and it will be instantly shared with the potential candidate through mail and SMS. The candidate will log into the system using the shared registration number.

1. Click on Candidate button and click on registration link to open registration interface.
2. Fill all the input fields requested for proper registration.
3. Click on submit button to generate registration number.



Figure 1



Figure 2

Applying process

1. Click on apply link on index page as shown in figure 3.



Figure 3

2. Click on “I agree...” check box to agree with all terms and condition of the process as shown in figure 4.
3. Click on login button to open login interface as shown in figure 4.

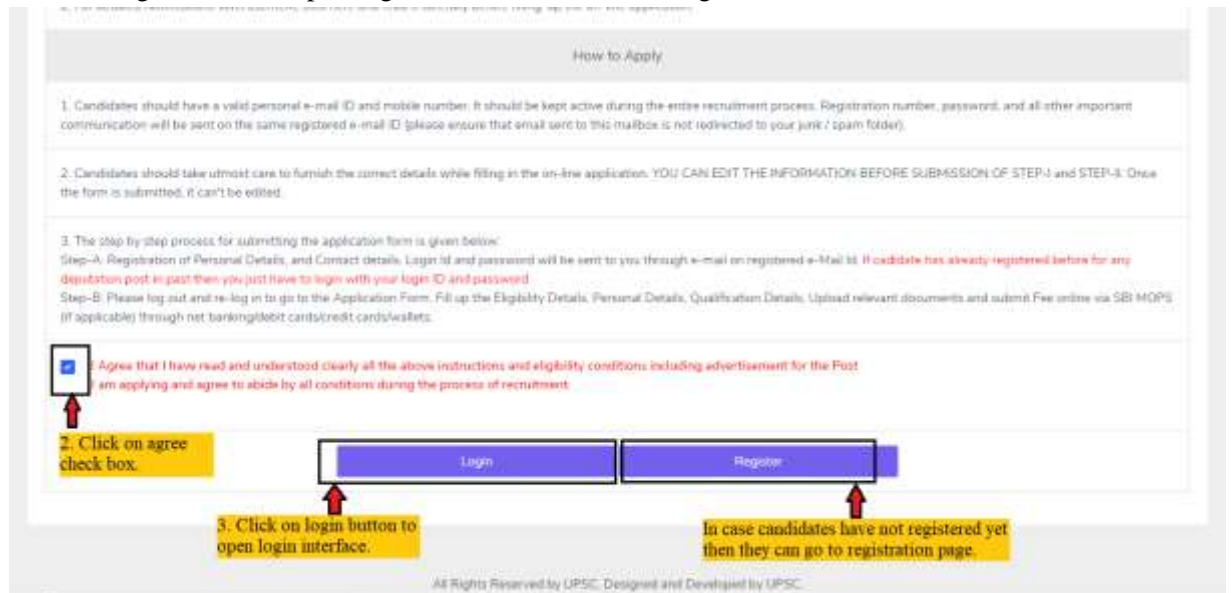


Figure 4

4. Enter registration number shared through email and SMS as shown in figure 5.

5. Enter your password as shown in figure 5.
6. Click login button to enter into the system as shown in figure 5.



Figure 5

7. Select Central Govt. Employee if the candidate is an employee of central govt. or select Others if the candidate is not an employee of central govt. Click on Forward button to move ahead. The content may be read as “The Nodal Officer/Cadre Controlling Authority shall verify the particulars and other details of the candidate and shall upload a copy of the requisite documents i.e. cadre clearance, integrity certificate, major-minor penalty certificate (for the last 10 years), requisite up-to-date APARs (with NRC for gap periods, if any), vigilance clearance and experience certificate.

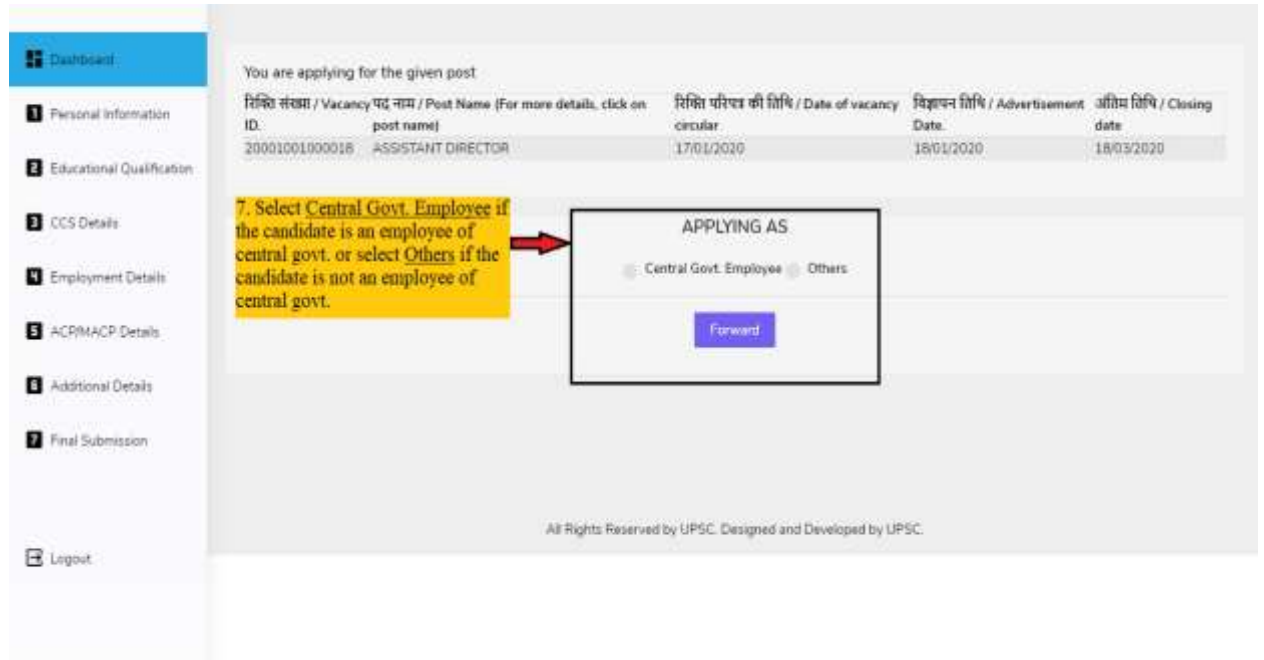


Figure 6

8. Fill your all personal information in text fields as shown in figure 7. The contents may be read as “The Nodal Officer/Cadre Controlling Authority shall submit the application online in the portal and a confirmation mail and SMS shall be sent on the registered mobile numbers and registered email IDs of the candidate and nodal officer/cadre controlling authority”.
9. Enter correct captcha.
10. Click save button to save your data.
11. Click on forward button and move to next module.

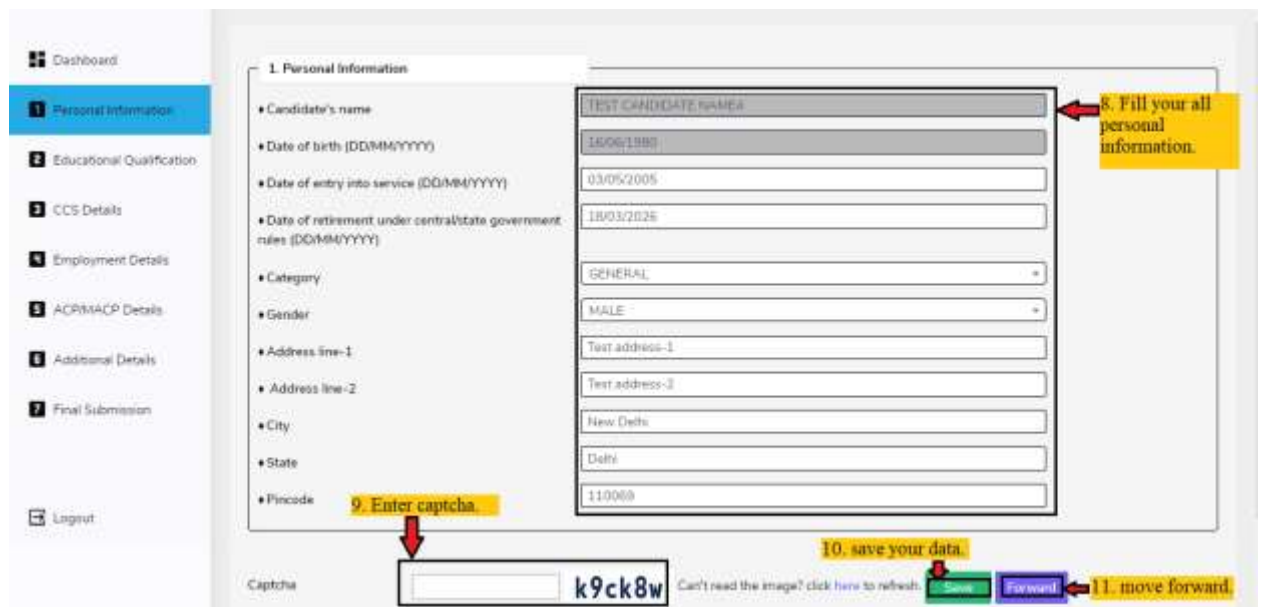


Figure 7

12. Select your degree level(Bachelor, Masters and Ph.D etc.) essential for the applying post as shown in figure 8.
13. Then select the specialization in your degree level. You can add more educational Qualification by clicking **Add Qualification** button. A new row is added, where you can select degree level, specialization and date of passing. Repeat step 15 and 16 as shown in figure 9 if you are adding more qualifications. You can also delete wrong entry by marking check box of the row you want to delete and click on Delete Qualification button as shown in figure 10.
14. Select date of passing as shown in figure 8.
15. Enter captcha as shown in figure 8.
16. Click save button to save your data as shown in figure 8.
17. Click forward button and move to next module as shown in figure 8.

The screenshot shows the '2. Educational Qualifications' form. On the left is a navigation menu with items: Dashboard, Personal Information, Educational Qualification (highlighted), CCS Details, Employment Details, ACR/MACP Details, Additional Details, and Final Submission. The main form area contains a table with the following data:

Essential Educational Qualification	Date of Passing	Check to delete
B.A.(Hons)	21/05/2001	<input type="checkbox"/>
German		
Select		

Below the table are buttons for 'Delete Qualification' and 'Add Qualification'. At the bottom of the form is a captcha field containing '89 jnvq', a 'click here to refresh' link, and 'Save' and 'Forward' buttons. Annotations with red arrows point to various elements: '12. Select level of degree essential for the applied post' points to the 'Essential Educational Qualification' dropdown; '13. Select specialization in selected level of degree' points to the 'German' dropdown; '14. Select date of passing.' points to the 'Date of Passing' field; '15. Enter captcha' points to the captcha input; '16. Click save' points to the 'Save' button; and '17. Click and move to next module' points to the 'Forward' button. Two notes are present: 'Note: This column needs to be amplified to indicate essential and desirable qualifications as mentioned in the RRs by the administrative Ministry/Department/Office at the time of issue of circular and issue of Advertisement in the employment News.' and 'Note: In case of Degree and Post Graduate Qualification Elective/ main subjects and subsidiary subjects may be indicated by the candidate.'

Figure 8

This is a close-up of the '2. Educational Qualifications' form, focusing on the table and the 'Add Qualification' button. The table has the same structure as in Figure 8:

Essential Educational Qualification	Date of Passing	Check to delete
B.A.(Hons)	21/05/2001	<input type="checkbox"/>
German		
Select		

The 'Add Qualification' button is highlighted with a red arrow. A yellow callout box with a red arrow pointing to the button contains the text: 'Click on Add Qualification button to add new row for adding more educational qualification.' The same two notes from Figure 8 are visible at the bottom of the form.

Figure 9

2. Educational Qualifications

Essential Educational Qualification	Date of Passing	Check to delete
B.A.(Hons)	21/05/2001	<input type="checkbox"/>
German		<input type="checkbox"/>
Select		<input checked="" type="checkbox"/>

Mark check box

After marking check box, click on Delete Qualification to delete the marked row

Note: This column mentioned in the RRs by the administrative Ministry/Department/Office at the time of issue of certificate.

Note: In case of Degree and Post Graduate Qualification Elective/ main subjects and subsidiary subjects may be indicated by the candidate.

2. Educational Qualifications

Essential Educational Qualification	Date of Passing	Check to delete
B.A.(Hons)	21/05/2001	<input type="checkbox"/>
German		<input type="checkbox"/>

Figure 10

18. Provide Required details of Cadre Controlling Authority(CCA)/Forwarding Authority(FA) , these details must be accurate because communication for cadre clearance of application will be done using contact information provided by the candidate.
19. Enter captcha correctly.
20. Click save button to save data as shown in figure 11.
21. Click forward button and move to next module as shown in figure 11.

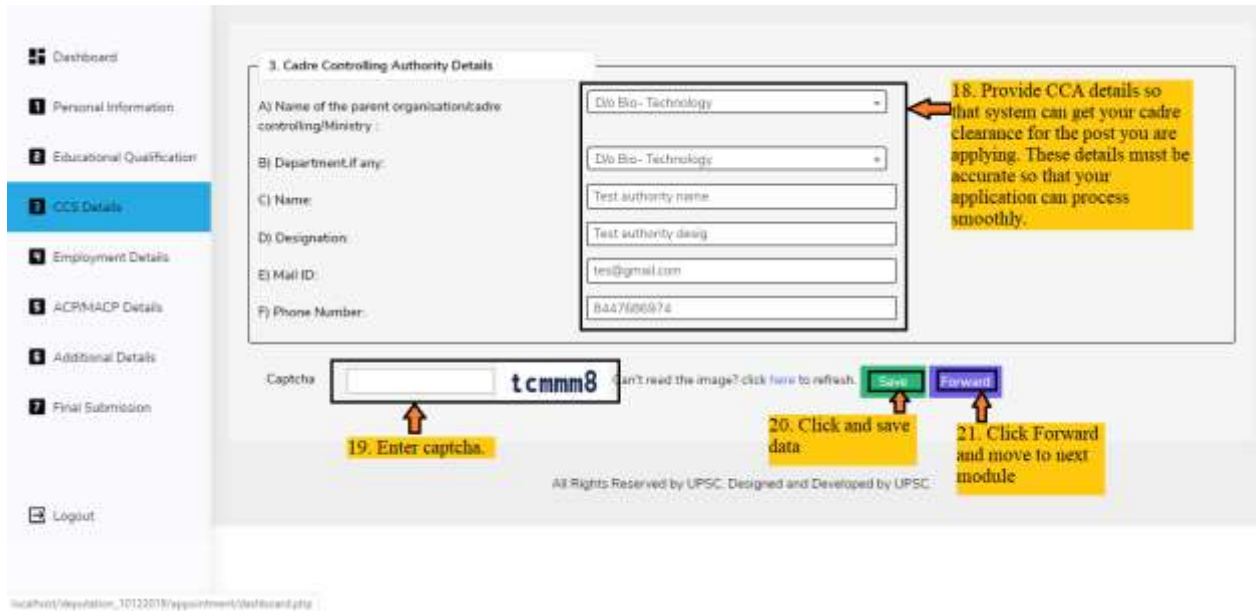


Figure 11

22. Write your experience details in chronological order. First type all input fields shown in figure 12 and click on Add Experience button to save your experience. Your experience will add up above box in light blue color in an order. In case any wrong experience added by mistake then you can delete it by clicking delete button beside that experience row.
23. Add Experience button to add each experience.
24. After adding all experiences, click on forward button and move to next module.

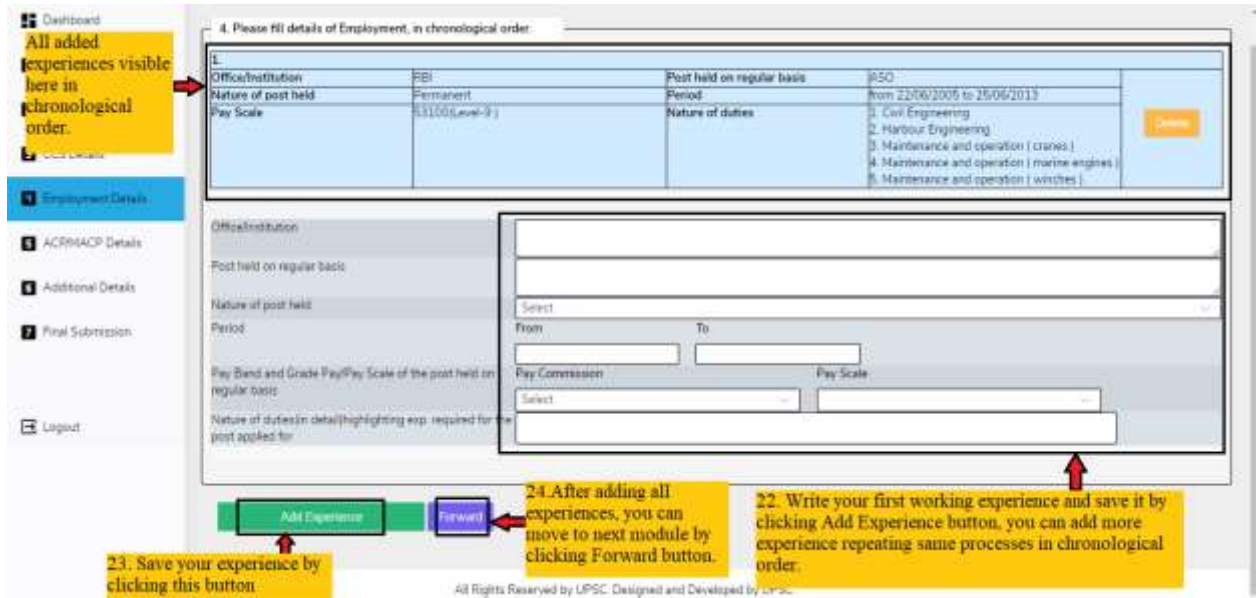


Figure 12

25. Select YES if any ACP/MACP received, otherwise select NO and move to step 27 as shown in figure 13.

26. If you have selected YES in ACP/MACP condition then details required for every ACP/MACP received in past in each row of table shown in figure 13. You can add row by clicking Add Row button and fill details. In case any wrong entry you can delete that row by marking check box first and then clicking on delete button to delete that row.

27. Click save button to save data.

28. Click forward button and move to next module as shown in figure 13.

5. ACP/MACP Details.

Whether Pay-band and Grade Pay granted under ACP/MACP: YES

Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidates, may be indicated as below:

Office/Institution	Pay Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To	Check to delete
RSI	7600	27/12/2010	28/01/2010	

Delete Row Add Row

Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with cadre clearance, Vigilance Clearance and Integrity certificate.

Note: Information under Columns 9(c) and 9(d) above must be given in all cases where a person is holding a post in a feeder grade while maintaining a lien in his parent cadre/organization.

Save Forward

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Figure 13

29. Additional details may be filled as per desired. Additional information field shown in figure 15, each point may be filled in separate row so that the points will be added having numbering. For achievement field, first check mark the field in which you would like to add information and each point must be added in separate row by click add row button.

30. Enter captcha correctly.

31. Click save button to save data.

32. Click forward button and move to next module as shown in figure 17.

6. Additional Information.

If any post held on deputation in the past by the applicant: NO

Date of return from the last deputation:

Other details about last deputation Post:

Additional Details about present employment: Officers of the Central Governments

Please state whether you are working in the same department and are in the feeder grade or feeder-to-feeder grade: feeder grade

Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale: YES

Date from which the revision took place	pre-revised scale
01/01/2020	56000

Figure 14

• Total emoluments per month now drawn

Basic Pay in the PS	Grade Pay	Total Emoluments	Check to delete
<input type="text" value="56777"/>	<input type="text" value="567575"/>	<input type="text" value="57575"/>	<input type="checkbox"/>

[Delete Row](#) [Add Row](#)

• In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Retain-in-charge/Other Allowances etc.(with break-up details)	Total Emoluments
<input type="text"/>	<input type="text"/>	<input type="text"/>

• Additional information, if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

<input type="text" value="According to Hotho et al. (2005) we can offer three different perspectives of text mining, namely text"/>	<input type="checkbox"/>
<input type="text" value="According to Hotho et al. (2005) we can offer three different perspectives of text mining, namely text"/>	<input type="checkbox"/>

[Delete Row](#) [Add Row](#)

Figure 15

• Achievements:

Enable Category	Achievements	Details
<input type="checkbox"/>	Research publications and reports and special projects	<input type="text"/> Delete Row Add Row
<input type="checkbox"/>	Awards/Scholarships/Official Appreciation	<input type="text"/> Delete Row Add Row
<input type="checkbox"/>	Affiliation with the professional bodies/institutions/societies and	<input type="text"/> Delete Row Add Row
<input type="checkbox"/>	Patents registered in own name or achieved for the organisation	<input type="text"/> Delete Row Add Row
<input type="checkbox"/>	Any research/innovative measure involving official recognitions	<input type="text"/> Delete Row Add Row
<input type="checkbox"/>	any other information	<input type="text"/> Delete Row Add Row

Figure 16

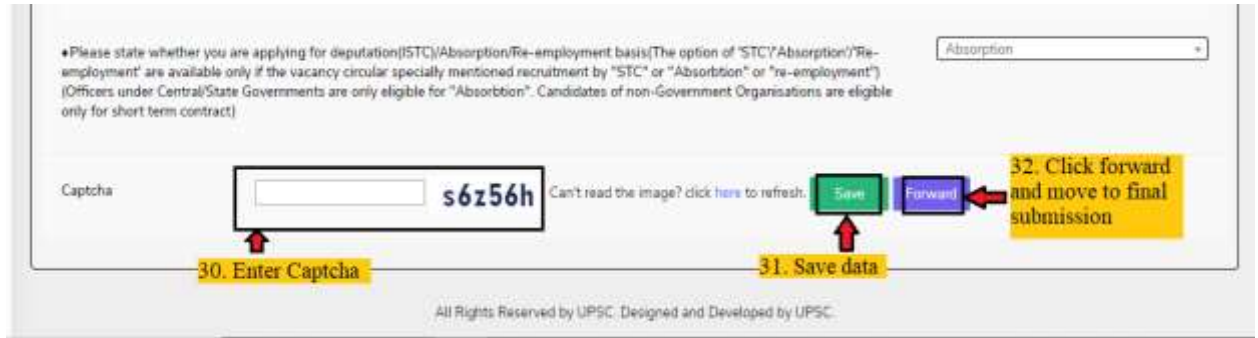


Figure 17

33. Upload your scanned signature.
34. Click on check box to agree that all the details added by you correct in best of your knowledge.
35. Enter captcha as shown in figure 18.
36. Click on final submit button to submit your application as shown in figure 18.

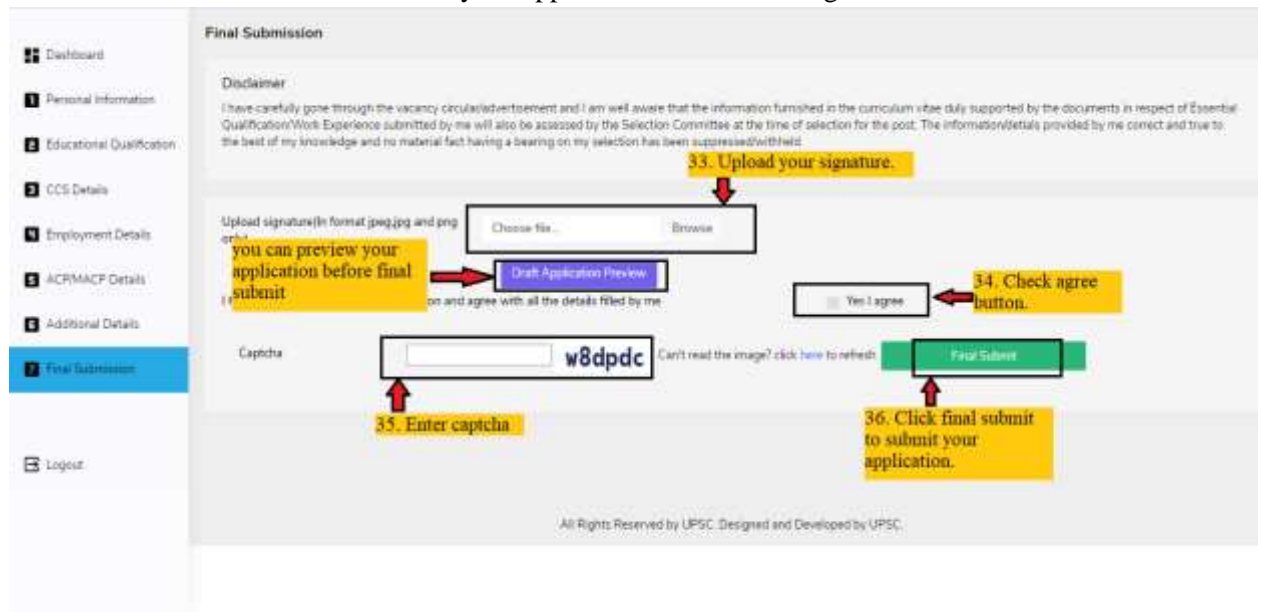


Figure 18

37. After application submitted successfully you can download a copy of your application from the link provided in figure 19.

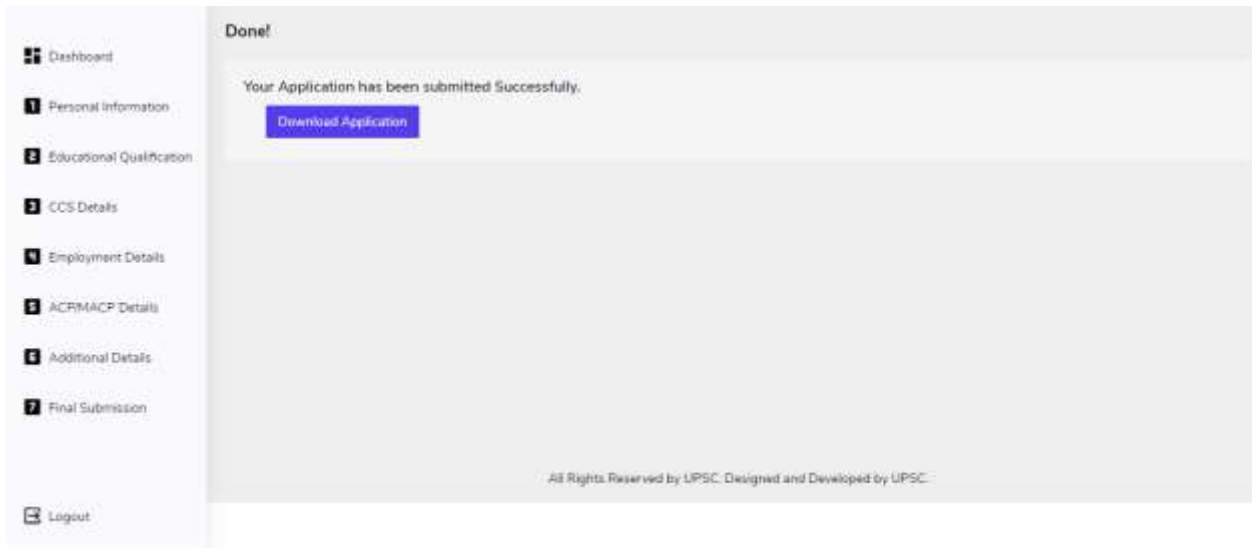


Figure 19