

# **INSTRUCTIONS FOR FILLING THE AADHAAR/ PHOTO ID**

## Aadhaar/ Photo ID

**Note:** Read the General Instructions before going through this document.

### Step 1: Accessing the Aadhaar/ Photo ID Module

1. Select "Aadhaar/ Photo ID" from the left menu.
2. You can also navigate to this profile later before locking Universal Registration.

Has Aadhaar Card been issued to you?\*

Select Aadhaar Status

Yes, I have been issued Aadhaar card and consent to proceed for verification

Yes, I have Aadhaar card and consent to verification through virtual ID

I do not want to proceed with Aadhaar verification

**NOTE: You are strongly advised to use your Aadhaar as ID document for easy, effortless and seamless verification and authentication of ID and other details.**

### Step 2: Choose Aadhaar

From the dropdown, select an option for Aadhaar:

- "Yes, I have been issued Aadhaar card and consent to proceed for verification" or
- "Yes I have Aadhaar card and consent to verification through virtual ID"

### Step 3: Entering Aadhaar Details

1. If you select "Yes, I have been issued Aadhaar card and consent to proceed for verification" option, you must enter your **12-digit Aadhaar Number**.
2. Enter the CAPTCHA code as displayed on the screen.
3. Click on **Get Aadhaar OTP** to receive One-Time Password (OTP) on the Aadhaar-linked mobile number.
4. Enter the OTP received and verify Aadhaar.

**Aadhaar / Photo ID**

**Aadhaar as an Identity Proof**

Has Aadhaar Card been issued to you?

I, the holder of the Aadhaar number mentioned below, hereby provide my consent to the Union Public Service Commission (UPSC), New Delhi, to utilize my Aadhaar number, name, date of birth, and mobile number for authentication with the Unique Identification Authority of India (UIDAI). I have been informed by the UPSC that my identity information will be used exclusively for the recruitment processes administered by the Commission. I have also been informed that my eKYC information may be used for the purpose of preventing malpractices in Examinations.

मैं नीचे दिए गए आधार संख्या का पालक, अपनी सहानुभूति प्रदान करता हूँ कि मेरे लाल सेवा अधिकारी (यूपीएससी), नई दिल्ली, मेरे आधार संख्या, नाम, जन्म तिथि और मोबाइल नंबर का उपयोग प्रारंभिक विशेष घटनाम प्राप्तिकरण (यूएपीईएआई) के लिए कर सकता है। यूपीएससी द्वारा मुझे यह भी सुनिश्चित किया गया है कि मेरी इंकारात्मकी जाकरात्री का उपयोग परीक्षाओं में कानून के उपर से किया जा सकता है।\*

Aadhaar Number:

CAPTCHA (as shown below):  u466v1

**Get Aadhaar OTP**

**Listen to consent**

5. If you select “Yes I have Aadhaar card and consent to verification through virtual ID”, you must enter your **16-digit VID Number** and proceed for Aadhaar authentication.

**Aadhaar / Photo ID**

**Aadhaar as an Identity Proof**

Has Aadhaar Card been issued to you?

Yes, I have Aadhaar card and consent to verification through virtual ID

I, the holder of the Virtual ID number mentioned below, hereby provide my consent to the Union Public Service Commission (UPSC), New Delhi, to utilize my Virtual ID number, name, date of birth, and mobile number for authentication with the Unique Identification Authority of India (UIDAI). I have been informed by the UPSC that my identity information will be used exclusively for the recruitment processes administered by the Commission. I have also been informed that my eKYC information may be used for the purpose of preventing malpractices in Examinations.

मैं नीचे दिए गए नंबरअल अर्हती संख्या का पालक, अपनी सहानुभूति प्रदान करता हूँ कि मेरे लाल सेवा अधिकारी (यूपीएससी), नई दिल्ली, मेरे नंबरअल अर्हती संख्या, नाम, जन्म तिथि और मोबाइल नंबर का उपयोग प्रारंभिक विशेष घटनाम प्राप्तिकरण (यूएपीईएआई) के लिए कर सकता है। यूपीएससी द्वारा मुझे यह भी सुनिश्चित किया गया है कि मेरी इंकारात्मकी जाकरात्री का उपयोग परीक्षाओं में कानून के उपर से किया जा सकता है।\*

Virtual ID Number:

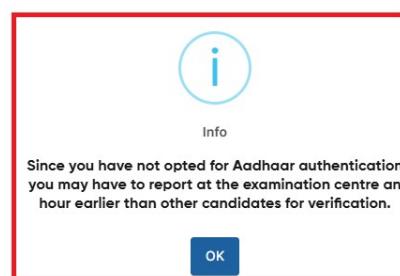
CAPTCHA (as shown below):  48est

**Get Aadhaar OTP**

**Listen to consent**

#### Step 4: Alternative ID selection (If Aadhaar is not used)

1. If you do not have Aadhaar, you must select “I do not want to proceed with Aadhaar verification”. You will see a popup message, as shown in the screenshot below.



2. Select a photo Identity card from drop down and enter details
3. Upload the document as per the selected ID and proceed. Document name should be **id\_cardin jpg** format and sized between 20KB-200KB.
4. Click on the **Next & Review** button to proceed to the next section

## Step 5: Review and Submission

1. Carefully review the entered details.
2. Ensure that the Aadhaar or alternative photo ID details match the official records.
3. Click on the Submit button to proceed to the next section

## **Step 6: Validation and Verification**

- The system will verify the Aadhaar number using UIDAI services.
- If an alternative ID is provided, it will be cross-checked against valid formats.

## **Note: After Successful Submission of “Aadhaar/ Photo ID”:**

- Once the “Aadhaar / Photo ID” is successfully submitted, proceed to fill out the **“Personal Profile”**.
- Continue following the process by completing the subsequent sections as per the guidelines.