

INSTRUCTIONS FOR FILLING THE **ADDRESS**

Address

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

Step 1: Accessing the Address Module

1. Select "Address" from the menu.
2. You can also navigate to this profile later if you want to edit any information in the Address.

The screenshot shows the 'Update Address Details' interface. On the left, a sidebar lists various profile modules, with 'Address' highlighted. The main area is titled 'Update Address Details' and contains two tabs: 'My Address' (selected) and 'Father's Last Address' / 'Mother's Address'. Below the tabs, there are two sections: 'Correspondence Address details' and 'Permanent Address details'. The 'Correspondence Address details' section is pre-filled with the following information: House No./Apartment/Building/Street: 510a/ Shivpuri; Select State/UT from the list: Uttar Pradesh; Select District from the list: Ghaziabad; Enter Village/Town/City: Khindora; Enter your PIN Code: 201204; Enter Post Office: Modinagar. A checkbox 'Is your permanent address same as correspondence address?' is checked 'Yes'. The 'Permanent Address details' section is currently empty, showing the same input fields. A 'Next' button is located at the bottom right of the form.

Step 2: Filling the Details of your Address

Correspondence Address Details:

You must enter your current communication address as follows:

Field Name	Description	Mandatory
House No./Apartment/Building/Street	Full residential address for correspondence	Yes
State/UT	Select from the dropdown list	Yes
District	Select corresponding district of the selected state	Yes
Village/Town/City	Mention locality or city/town	Yes
PIN Code	Enter the postal PIN code	Yes
Post Office	Enter nearest post office name	Yes

Update Address Details

My Address | Father's Last Address | Mother's Address

Correspondence Address details

House No./ Apartment/ Building/ Street: 510a/ Shivpuri ✓

Select State/UT from the list: Uttar Pradesh ✓ Select District from the list: Ghaziabad ✓ Enter Village/Town/City: Khindora ✓

Enter your PIN Code: 201204 ✓ Enter Post Office: Modinagar ✓

Is your permanent address same as correspondence address ? ☒ Yes ☐ No

Permanent Address details

House No./ Apartment/ Building/ Street: 510a/ Shivpuri

Select State/UT from the list: Uttar Pradesh Select District from the list: Ghaziabad Enter Village/Town/City: Khindora

Enter your PIN Code: 201204 Enter Post Office: Modinagar

Next →

Once the aforementioned fields are filled, you are required to select **"Yes"** or **"No"** for the question: **"Is the permanent address the same as the correspondence address?"**

- If you select **"Yes"**, the correspondence address will be automatically fetched and populated as the permanent address.

Update Address Details

My Address | Father's Last Address | Mother's Address

Correspondence Address details

House No./ Apartment/ Building/ Street: 510a/ Shivpuri ✓

Select State/UT from the list: Uttar Pradesh ✓ Select District from the list: Ghaziabad ✓ Enter Village/Town/City: Khindora ✓

Enter your PIN Code: 201204 ✓ Enter Post Office: Modinagar ✓

Is your permanent address same as correspondence address ? ☒ Yes ☐ No

Permanent Address details

House No./ Apartment/ Building/ Street: 510a/ Shivpuri

Select State/UT from the list: Uttar Pradesh Select District from the list: Ghaziabad Enter Village/Town/City: Khindora

Enter your PIN Code: 201204 Enter Post Office: Modinagar

Next →

- If you select **"No"**, the you will be required to manually enter your permanent address.

Update Address Details

My Address | Father's Last Address | Mother's Address

Correspondence Address details

House No./ Apartment/ Building/ Street: 510a/ Shivpuri ✓

Select State/UT from the list: Uttar Pradesh ✓ Select District from the list: Ghaziabad ✓ Enter Village/Town/City: Khindora ✓

Enter your PIN Code: 201204 ✓ Enter Post Office: Modinagar ✓

Is your permanent address same as correspondence address ? ☐ Yes ☒ No

Permanent Address details

House No./ Apartment/ Building/ Street: 510a/ Shivpuri ✓

Select State/UT from the list: Uttar Pradesh Select District from the list: Ghaziabad Enter Village/Town/City: Khindora Village ✓

Enter your PIN Code: 210204 ✓ Enter Post Office: Modinagar ✓

Next →

Once you have filled in your address details under the **"My Address"** section, you must click the **"Next"** button to proceed with the subsequent steps in the application process.

The screenshot shows the 'Update Address Details' form. On the left, a sidebar lists various profile sections: Personal Profile, Parents' Profile, Social Category Profile, Disability Profile, Address (highlighted with a red box), Educational Profile, Employment Experience Profile, Achievements, Previous UPSC Examination Profile, and Photo & Signature. The main form has three tabs: 'My Address', 'Father's Last Address', and 'Mother's Address'. The 'My Address' tab is active. It contains two sections: 'Correspondence Address details' and 'Permanent Address details'. Each section has fields for 'House No./ Apartment/ Building/ Street', 'Select State/ UT from the list', 'Select District from the list', 'Enter Village/ Town/ City', and 'Enter your PIN Code'. The 'Correspondence Address details' section has a question 'Is your permanent address same as correspondence address?' with 'Yes' and 'No' radio buttons. The 'No' button is highlighted with a red box. At the bottom of the form, a 'Next' button is highlighted with a red box.

Next, you are required to select **"Yes"** or **"No"** for the question: **"Is your father's address the same as your correspondence address?"**

- If you select **"Yes"**, the address details provided under the **"My Address"** section will be automatically fetched as the father's address.

The screenshot shows the 'Update Address Details' form with the 'Father's Last Address' tab selected. The question 'Is your Father's address same as your correspondence address?' is displayed with 'Yes' and 'No' radio buttons. The 'Yes' button is highlighted with a red box. Below the question, there are fields for 'House No./ Apartment/ Building/ Street', 'Select State/ UT from the list', 'Select District from the list', and 'Enter Village/ Town/ City'. At the bottom, there are 'Back' and 'Next' buttons.

- If you select **"No"**, you will need to manually enter the details of your father's address, an additional question will appear: **"Is your father's address the same as your permanent address?"**

You must again select **"Yes"** or **"No"**. Based on the response, the system will either autofill the permanent address or prompt you to enter a separate address.

Update Address Details

My Address **Father's Last Address** Mother's Address

Is your Father's address same as your correspondence address ?* ☐ Yes ☒ No

Is your Father's address same as your permanent address ?* ☒ Yes ☐ No

House No./ Apartment/ Building/ Street:*
518a/ Shilpuri

Select State/UT from the list:*
Uttar Pradesh

Select District from the list:*
Ghaziabad

Enter Village/Town/City:*
Khindora Village

Enter your PIN Code:*
210204

Enter Post Office:*
Modinagar

[Back](#) [Next](#)

Once you have filled the **"Father's Address"** section, you must click the **"Next"** button to proceed with the subsequent steps in the application process.

After clicking the **"Next"** button, you will be required to provide details for the **Mother's Address**, following the same process as for the Father's Address. You must choose **"Yes"** or **"No"** for the questions regarding whether the mother's address is the same as the correspondence address and/or the permanent address. Based on the responses, the system will either autofill the relevant address fields or prompt you to enter the details manually.

Update Address Details

My Address Father's Last Address **Mother's Address**

Is your Mother's address same as your father address ?* ☒ Yes ☐ No

House No./ Apartment/ Building/ Street:*
Dfddf

Select State/UT from the list:*
Uttar Pradesh

Select District from the list:*
Allgarh

Enter Village/Town/City:*
Sadsd

Enter your PIN Code:*
234567

Enter Post Office:*
Dfghj

[Back](#) [Next & Review](#)

Step 3: Review and Submission

1. Verify all the entered details for accuracy.
2. Click on Next to proceed.
3. If required, make any corrections before final submission.

Preview Universal Registration

Common Application Form

Personal Profile

Parents' Profile

Social Category Profile

Disability Profile

Address

Educational Profile

Employment Experience Profile

Achievements

Previous UPSC Examination Profile

Photo & Signature

Update Address Details

Correspondence Address

House No./ Apartment/ Building/ Street	518a/ Shivpuri
State/UT	Uttar Pradesh
District	Ghaziabad
Village/Town/City	Khindora
PIN Code	201204
Post Office	Modinagar
Is your permanent address same as correspondence address ?	No

Permanent Address

House No./ Apartment/ Building/ Street	518a/ Shivpuri
State/UT	Uttar Pradesh
District	Ghaziabad
Village/Town/City	Khindora Village
PIN Code	210204
Post Office	Modinagar

Post Office

Modinagar

Father's Address

Is your Father's address same as your correspondence address ?	No
Is your Father's address same as your permanent address ?	Yes
House No./ Apartment/ Building/ Street	518a/ Shivpuri
State/UT	Uttar Pradesh
District	Ghaziabad
Village/Town/City	Khindora Village
PIN Code	210204
Post Office	Modinagar

Mother's Address

Is your Mother's address same as your father address ?	Yes
Is your Mother's address same as your permanent address ?	No
House No./ Apartment/ Building/ Street	Dfddf
State/UT	Uttar Pradesh
District	Aligarh
Village/Town/City	Sadsd
PIN Code	234567
Post Office	Dfghj

Edit Submit

Note: After Successful Submission of "Address":

- Once the "Address" is successfully submitted, proceed to fill out the "Educational Profile".
- Continue following the process by completing the subsequent sections as per the guidelines.