

INSTRUCTIONS FOR FILLING THE **DISABILITY PROFILE**

Disability Profile

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

Step 1: Accessing the Disability Profile Module

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

The screenshot shows the 'Common Application Form' interface. On the left, a sidebar lists various profile sections: Personal Profile, Parents' Profile, Social Category Profile, Disability Profile (highlighted with a red box), Address, Educational Profile, Employment Experience Profile, Achievements, Previous UPSC Examination Profile, and Photo & Signature. The main content area displays the 'Disability Profile' section with a progress bar at the top showing 'Disability Profile' as the current step and 'Review' as the next. Below the progress bar, there is a question: 'Whether you are a PwD / PwBD candidate ?*' followed by a dropdown menu. A 'Next & Review' button is visible at the bottom right of the form area.

Steps 2: Fill the Disability Profile:

Answer whether you are a PwD/ PwBD candidate?

- Choose Yes or No from the dropdown.

This screenshot shows the 'Disability Profile' form after the first question has been answered. The question 'Whether you are a PwD / PwBD candidate ?*' is now followed by a dropdown menu with 'No' and 'Yes' options. The 'Yes' option is selected, and the dropdown is highlighted with a red box. The 'Next & Review' button remains at the bottom right.

If you choose "Yes", a question will appear:

Candidate with a disability 40% or above?

- Choose Yes or No

This screenshot shows the 'Disability Profile' form after the second question has been added. The first question 'Whether you are a PwD / PwBD candidate ?*' is answered 'Yes'. Below it, a new question 'Candidate with a disability 40% or above ?*' is displayed, followed by a dropdown menu with 'No' and 'Yes' options. The 'Yes' option is selected, and the dropdown is highlighted with a red box. The 'Next & Review' button remains at the bottom right.

Case 1: If you choose “Yes” in Candidate with a disability 40% or above, some more questions will appear:

- Percentage of Disability
- Certificate Number of your disability certificate
- Certificate Issued on (in dd/mm/yyyy format)
- Designation of issuing Authority
- State/UT of issuing Authority
- Address of issuing Authority

The screenshot shows the 'Disability Profile' section of a web application. On the left is a sidebar menu with options: Personal Profile, Parents' Profile, Social Category Profile, Disability Profile (highlighted with a red box), Address, Educational Profile, Employment Experience Profile, Achievements, and Previous UPSC Examination Profile. The main area is titled 'Disability Profile' and has a progress bar with 'Disability Profile' and 'Review' steps. The form contains several fields with green checkmarks indicating successful input:

- Whether you are a PwD / PwBD candidate ?*: Yes
- Candidate with a disability 40% or above ?*: Yes
- Percentage of Disability :*: 45.00
- Certificate Number :*: 542678
- Certificate issued on (dd/mm/yyyy)*: 11/11/2014
- Designation of issuing Authority*: Collector
- State/ UT of issuing Authority :*: Andhra Pradesh
- Address of issuing Authority*: address

Disability Type as per Disability Certificate issued by the District Medical Board:

- Select the appropriate type from the dropdown based on your certificate (e.g., Hearing Impairment, Locomotor Disability, etc.)
- Once an option is selected, an additional field will be displayed.

The screenshot shows a form for selecting the disability type. It has two dropdown menus, both with green checkmarks:

- Disability Type as per Disability Certificate issued by the District Medical Board*: Orthopedically Challenged (OC)/ Locomotor Disability
- Orthopedically Challenged (OC)/ Locomotor Disability*: One Arm (OA)

Upload Disability certificate:

- Upload your Disability Certificate (pdf only)
- File size must be between 50 KB to 300 KB
- The file name should be disability_certificate.pdf

The screenshot shows the 'Upload Disability Certificate' interface. It features a document icon on the left. On the right, there are two notes in a yellow box:

- NOTE 1:-** Allowed Disability Certificate size : 50 KB to 300 KB, File format: pdf
- NOTE 2:-** File name should be disability_certificate.pdf

Below the notes is a 'Choose File' button next to the text 'No file chosen'. At the bottom right is an 'Upload Certificate' button.

Answer a few more Yes/No questions:

- Are you a PwBD candidate having a physical limitation to write?
- Do you have a UDID Card/Enrollment Number?
- Have you ever been recommended as a PwD/ PwBD candidate in any examination conducted by UPSC in the past?

Are you a PwBD candidate having a physical limitation to write*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Do you have a UDID(Unique Disability ID) Card/Enrollment Number*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Have you ever been recommended as a PwD/PwBD candidate in any examination conducted by UPSC in the past?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Declaration

- Tick the checkbox that says you declare the information provided is correct and you will provide documents whenever asked.


☐ Declaration - I hereby declare that, the disability information provided by me is correct and I will produce relevant documents whenever asked.*

Next & Review →

Case 2: If you choose “No” in Candidate with a disability 40% or above, some more questions will appear:

- Percentage of Disability
- Choose Disability Type as per Disability Certificate issued by the District Medical Board: Once an option is selected, an additional field will be displayed.

Disability Profile



Whether you are a PwD / PwBD candidate ?*

Yes ✓

Candidate with a disability 40% or above ?*

No ✓

Percentage of Disability :*

24 ✓

Disability Type as per Disability Certificate issued by the District Medical Board:*

Orthopedically Challenged (OC)/ Locomotor Disability ✓

Orthopedically Challenged (OC)/ Locomotor Disability:*

Cerebral Palsy (CP) ✓

Answer a few more Yes/No questions:

- Are you a PwD candidate having a physical limitation to write?
 - Do you have a UDID Card/ Enrollment Number?
- If you selects “Yes” in this field, two additional fields will appear.
- Select Option(UDID Number/ Enrollement Number)
 - UDID Number/ Enrollment Number

Are you a PWD candidate having physical limitation to write ?*

☐ Yes

☒ No

Do you have a UDID(Unique Disability ID) Card/Enrollment Number*

☒ Yes

☐ No

Select Option:*

Enrollment Number



Enrollment Number:*

564768787698790765465



- ☐ Have you ever been recommended as a PwD/ PwBD candidate in any examination conducted by UPSC in the past?

If you select “Yes” in this field, some more fields will appear.

- I. Name of the Examination
- II. Roll Number
- III. Examination Year

Once you have filled in all the details, you need to click on “Add Recommended Examinations.”

Have you ever been recommended as a PwD/PwBD candidate in any examination conducted by UPSC in the past?*

☒ Yes

☐ No

- Upload the evidence, i.e., a valid and readable copy of the Recommended Disability Certificate
- The evidence has to be mandatorily uploaded in the document library module of this portal by the candidate.
- It will be subject to physical verification. The registration shall be cancelled, and all applications shall be rejected if incorrect evidence is uploaded.

Name of Examination:*

Roll Number:*

Examination year:*

Name of Examination

Roll Number

Examination year

Add Recommended Exams

- ☐ After any such recommendation by the UPSC, were you ever found UNFIT/NOT RECOMMENDED by the Central Standing Medical Board or any other Medical Board constituted by the Government with regard to your physical disability?

If you choose “Yes” in this field, a new fields will appear

- I. Reason for being Unfit

Reason for being Unfit*

Reason for being Unfit

- ☐ Declaration:

Tick the checkbox that says you confirm the information is correct and you will provide documents if asked.



Declaration - I hereby declare that, the disability information provided by me is correct and I will produce relevant documents whenever asked.*

If you choose “No”, a question will appear:

- Have you ever been recommended as a PwD/PwBD candidate in any examination conducted by UPSC in the past?
 - ☐ Have you ever been recommended as a PwD/ PwBD candidate in any examination conducted by UPSC in the past?

If you select “Yes” in this field, some more fields will appear.

- I. Name of the Examination
- II. Roll Number
- III. Examination Year

Once you have filled in all the details, you need to click on “Add Recommended Examinations.”

Have you ever been recommended as a PwD/PwBD candidate in any examination conducted by UPSC in the past? ☒ Yes ☐ No

- Upload the evidence, i.e., a valid and readable copy of the Recommended Disability Certificate
- The evidence has to be mandatorily uploaded in the document library module of this portal by the candidate.
- It will be subject to physical verification. The registration shall be cancelled, and all applications shall be rejected if incorrect evidence is uploaded.

Name of Examination:*	Roll Number:*	Examination year:*
<input type="text" value="Name of Examination"/>	<input type="text" value="Roll Number"/>	<input type="text" value="Examination year"/>

Add Recommended Exams

- After any such recommendation by the UPSC, were you ever found UNFIT/NOT RECOMMENDED by the Central Standing Medical Board or any other Medical Board constituted by the Government with regard to your physical disability?

If you choose “Yes” in this field, a new fields will appear

- I. Reason for being Unfit

Reason for being Unfit*

- Declaration

Tick the checkbox that says you declare the information is correct and you will provide documents whenever asked.

☒ Declaration - I hereby declare that, the disability information provided by me is correct and I will produce relevant documents whenever asked.*

Step 3: Next and Review

- Once all details are filled correctly, click Next & Review to save and proceed.

Note: After Successful Submission of “Disability Profile”:

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