

**INSTRUCTIONS
FOR
FILLING THE
EDUCATIONAL PROFILE**

Educational Profile

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

Step 1: Accessing the Educational Profile Module

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

The screenshot shows the 'Educational Profile' form within the 'Common Application Form' module. The left sidebar lists various profile sections, with 'Educational Profile' highlighted. The main form area is titled 'Educational Profile' and has a progress indicator showing 'Educational Profile' as the active step and 'Review' as the next step. A red box highlights the form fields, which include a dropdown for 'Select where you completed your education' (with 'India' selected), and several mandatory fields: 'Select Qualification Level*', 'Qualification Level Status*', 'Select Qualification passing State/ UT from the list*', 'Select Board/ University*', 'School/ Institute/ College Name*', 'Subject(s)/ Branch*', 'Roll Number*', and 'Select Medium of stream/ course*'. An 'Add' button is located below these fields. Below the form is a table with columns: 'Qualification Level', 'Subject/Branch', 'Roll Number', 'University/Board', 'Certificate issued on / Joined and Completion date', and 'Action'. The table currently shows 'No Qualifications Found'. A 'Preview & Next' button is at the bottom of the form.

Step 2: Select the country from which you passed the education

- Select the appropriate option:
 - **India** – If the qualification has been completed within India.
 - **Outside India** – If the qualification has been completed Outside India.

This close-up screenshot shows the 'Select where you completed your education' dropdown menu. The 'India' option is selected, and the 'Outside India' option is also visible. A red box highlights the dropdown area.

Based on this selection, the fields in the form will adapt accordingly.

Step 3: Entering Educational Details

Select Qualification Level

- Dropdown with predefined academic levels (e.g., 12th, Graduation, Post Graduation, etc.)
- **It is a mandatory field**

Qualification Level Status

- Options: Completed / Pursuing

- **It is a mandatory field**

Stream at Graduate Level

- Options: Medical/ Engineering/ Science, etc
- **It is a mandatory field**

Select Qualification Passing State/UT

- Dropdown list of States/UTs where the qualification was obtained.
- **It is a mandatory field**

Select Board/University

- Dropdown based on selected state.
- **It is a mandatory field**

School/Institute/College Name

- Free text input
- **It is a mandatory field**

Graduate Degree

- Options: AMIE/ AMIM/ B.TECH, etc
- **It is a mandatory field**

Subject(s)/Branch

- Free text input (e.g., Physics, Computer Science, Economics, etc.)
- **It is a mandatory field**

Roll Number

- As printed on the marksheet/ degree certificate.
- **It is a mandatory field**

Date of Qualification Completion / Certificate Issuance

- Enter date in dd/mm/yyyy format.
- Should match certificate or final marksheet date.
- **It is a mandatory field**

Select % Marks / CGPA / Grade Obtained

- Dropdown with systems like Percentage, CGPA out of 10, Grade (A, B, etc.)
- Corresponding numeric/grade input field appears.
- **It is a mandatory field**

Select Medium of Stream/Course

- Dropdown (e.g., English, Hindi, Regional Languages)
- **It is a mandatory field**

One by one Enter particulars of all examinations, starting from 12th class / Diploma or an equivalent examination up to your highest qualification.

Select where you completed your education: India Outside India

Select Qualification Level*: Graduate

Qualification Level Status*: Completed

Stream or Graduate Level*: Engineering

Select Qualification issuing State: UT from the list*: Uttar Pradesh

Select Board / University*: Dr. APJ Abdul Kalam Technical University, Uttar Pradesh

School / Institute / College Name*: R D Engineering College

Graduate Degree*: B. TECH.

Subject(s), Branch*: Mechanical

Roll Number*: 1623140088

Date of Qualification completion / Certificate issuance date(cc/mm/yyyy)*: 11/11/2020

Select % of Marks / CGPA / Grade Obtained*: CGPA / Grade 3D

Enter CGPA*: 3B

Select Medium of stream / course*: Hindi

Add

Add Qualification Entry

- After all required fields are filled; click “Add” to save the entry.
- The qualification will appear in the table below the form.

One by one Enter particulars of all examinations, starting from 12th class / Diploma or an equivalent examination up to your highest qualification.

Select where you completed your education: India Outside India

Add

Qualification Level	Subject/Branch	Roll Number	University/Board	Certificate issued on / Issued and Completion Date	Action
Higher Secondary (10+2)	sdgh	1234567	Central Board of Secondary Education	11/11/2020	
Graduate	Mechanical	1623140088	Dr. APJ Abdul Kalam Technical University, Uttar Pradesh	11/11/2024	

Preview & Next

Step 4: Add more Educational qualification

- If you have additional qualifications to enter, select the option to "Add".
- Repeat the process outlined for each additional qualification.
- If there are no additional qualifications, proceed to the next step by clicking on “Preview & Next”.

One by one Enter particulars of all examinations, starting from 12th class / Diploma or an equivalent examination up to your highest qualification.

Select where you completed your education: India Outside India

Add

Note: After Successful Submission of “Educational Profile”:

- Once the “Educational Profile” is successfully submitted, proceed to fill out the **“Employment Experience Profile”**.
- Continue following the process by completing the subsequent sections as per the guidelines.