INSTRUCTIONS FOR FILLING THE EDUCATIONAL PROFILE

UNION PUBLIC SERVICE COMMISSION

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.

2 Preview Universal Registration	А	Educational Profile								
Common Application Fo	orm					Educational Profile	Review			
O Personal Profile	0	Enter particulars of all examination	ons one by one, starting from	1 12 th clas	s / Diplor	na or an equivalent examination up t	to your highest qualification	L.		
Parents' Profile	0	Select where you completed y	our education				India	Outside India		
🔬 Disability Profile	0	Select Qualification Level:*			Qualifica	tion Level Status:*		Select Qualification passing State/ UT from the list.*		
Address	0	Select Qualification Level		~	Qualif School/	ication Level Status	~	Qualification passing State/ UT	~	
G Educational Profile	(Select Board/University		~	Enter	School/ Institute/ College Name		Enter Subject(s) /Branch		
Employment Experience Profile	0	Roll Number:*			Select M	edlum of stream/course:*				
Achievements	0	Roll Number			Selec	t Medium of stream/course	~			
Previous UPSC Examination Prot	file 👔					Add				
Photo & Signature	0 6	Qualification Level	Subject/Branch	Roll	Number	University/Board	Certificate	issued on / Joined and Completion date	Action	
						No Qualifications Fo	und			
			Preview & Next							

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

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

Educational Profile									
C Educational Profile	Review								
One by one Enter particulars of all examinations , starting from 12 th class / Diploma or an equivalent examination up to your hi	ighest qualification.								
Select where you completed your education	\odot India	Outside India							

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

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• 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

Preview Universal Registration Common Application	iorm	One by one Enter particulars of all examinations , starting from 12 th class / Diploma or an equivalent	lent exan	Educational Profile Educational Profile Review Nination up to your Highest qualification.		
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and Social Category Profile	0 🗸	Select Qualification Levels*		Qualification Level Statust*		Stream at Graduate Levels*
A Disability Profile	0 🗸	Graduate	~ ~	Completed	~ `	✓ Engineering ✓ ✓
(i) Address	0.	Select Qualification passing State/ UT from the lat:*		Select Board. University:*		School/ Institute/ College Name:*
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A concational prome		Oraduate Degreet*		Subject(s)/Branchi*		Roll Numbers*
Employment Experience Profil	0 🗸	B. TECH.	~ ~	Mechanical		1623140098
Achievements	0 🗸	Date of Qualification completion / Certificate Issuance date(astmm/yyyy)t*		Select % of Marks / CGPA/ Grade Obtamed:*		Erner COPAc*
Previous UPSC Examination P	dite 🔿 🧹	11/11/2020	~	CGPA/ Scale 10	~ `	/][24
Photo & Signature	0 8	Select Medium of stream/course:*				
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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.

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R Parents' Profile	0 🗸	Select where you completed your education	tion				O India	Outside India	
${}^{0}_{0}^{0}_{0}$ Social Category Profile	0 🗸					י ו			
🖧 Disability Profile	0 🗸								
O Address	0 🗸	Qualification Level	Subject/Branch	Roll Number	University/Board			Certificate issued on / Joined and Completion date	Action
Address Educational Profile	0 <	Qualification Level Higher Secondary (10+2)	Subject/Branch sdtgh	Roll Number 1234567	University@loard Central Board of Secondary Education			Certificate issued on / Joined and Completion date 11/11/2020	Action
Address Educational Profile	0 ✓ 0 ✓	Qualification Level Higher Secondary (10+2) Graduate	Subject/Brench sdfgh Mechanical	Roll Number 1234567 1623140098	University/Board Central Board of Secondary Education Dr. APJ Abdul Kalam Technical University, Utar I	Pradesh		Certificate issued on / Joined and Completion date 11/11/2020 11/11/2024	Action © 😚 🖉 © 😨 🖉
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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".

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	Educational Profile	Review	
e by one Enter particulars of all examinations , starting from $12^{th} class$ / Diploma or an ε	quivalent examination up to your highest qualification.		
Select where you completed your education		⊖ India	Outside India
	Add		

Preview Universal Registration	۵	Educational Profile							
Common Application F	Form				Educational Profile Review				
O Personal Profile	0	Enter particulars of all examination	ns one by one, starting f	from 12 th class / Diplor	ma or an equivalent examination up to your highest	qualification.			
요즘, Parents' Profile	0	Select where you completed yo	ur education			O India	Outside India		
Social Category Profile	0	Select where you completed yo							
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Address	0	Qualification Level	Subject/Branch	Roll Number	University/Board	Certificate issued on / Joined and Compl	letion date Action		
G Educational Profile	<i>i</i> –	Higher Secondary (10+2)	demo	34567	Central Board of Secondary Education	11/11/2016	© 🗊 🖉		
Employment Experience Profile	0				Preview & Next				
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Previous UPSC Examination Previous	ofile 🕧								
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Step 5: Enter Qualification (Outside India)

If you have pursued education outside India, you should select 'Outside India' and proceed to fill in the relevant fields accordingly.

One by one Enter particulars	y one Enter particulars of all examinations, starting from 12 th class / Diploma or an equivalent examination up to your highest qualification.								
Select where you com	pleted your e	education	O India		Outside India				
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da, Disability Profile	0 ~	Select Qualification Level	Qualification Level Status	Qualification passing Country	~				
(Address	0 <	School/ Institute/ College Namer*	Subject(s)/Branchu*	Roll Numbers*					
		Enter School/ Institute/ College Name	Enter Subject(s) /Branch	Roll Number					
Q contraction		Select Medium of stream/course!*							
2 Employment Experience Profil	. 0 ~	Select Medium of stream/course)						
Achievements	0 ~	If you have obtained a school leaving certificate from abroad or hold a foreign degree, does the certificate or degree ha	ve recognized equivalence from the Association of Indian Universities or the University Grants Commission?	•					
Previous UPSC Examination Pr	ofile 🔿 🧹	Does the certificate or the degree have the recognized equivalence of the Association of Indian Unive	rsity Grant Commission		~				

Step 5: Check the details on Review Page

You are required to thoroughly review the information entered in your application. If any modifications are necessary, please click the 'Edit' button to make the appropriate changes. Once all details have been verified and are accurate, click the 'Submit' button to finalize and submit your educational profile.

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R Parents' Profile	0 🗸	Qualification Level	Subject/Branch	Roll Number	University/Board	Certificate issued on / Joined and Completion date	Action
Social Category Profile	0 🗸	Higher Secondary (10+2)	sdfgh	1234567	Central Board of Secondary Education	11/11/2020	۵
A Disability Profile	0 <	Graduate	Mechanical	1623140098	Dr. APJ Abdul Kalam Technical University, Uttar Pradesh	11/11/2024	٢
Address	0 ~				Edit / Add Update		
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Photo & Signature	0 🛆						

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.

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