

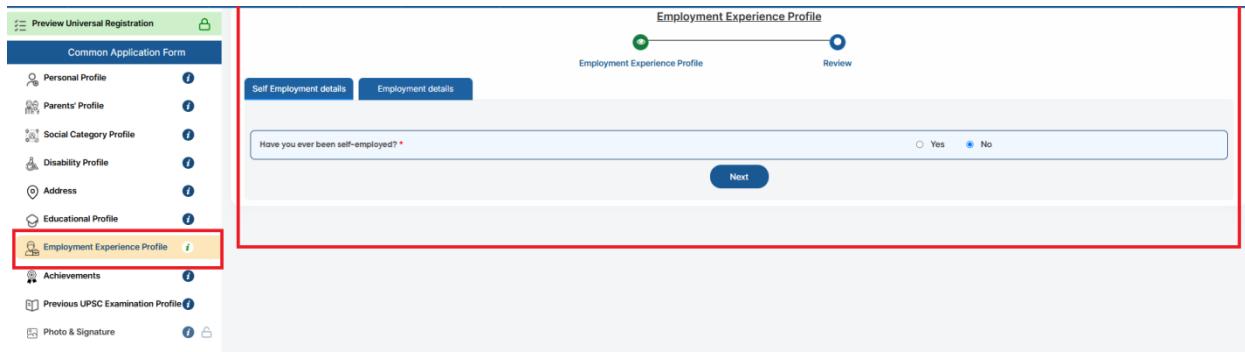
# **INSTRUCTIONS FOR FILLING THE EMPLOYMENT EXPERIENCE PROFILE**

# Employment Experience Profile

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

## Step 1: Accessing the Employment Experience Profile Module

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



The image shows a screenshot of the 'Common Application Form' interface. On the left, a sidebar lists various profile sections: Personal Profile, Parents' Profile, Social Category Profile, Disability Profile, Address, Educational Profile, Employment Experience Profile (which is highlighted with a red box), Achievements, Previous UPSC Examination Profile, and Photo & Signature. On the right, the 'Employment Experience Profile' module is displayed. It has a header 'Employment Experience Profile' with 'Self Employment details' and 'Employment details' tabs. Below is a question 'Have you ever been self-employed?' with 'Yes' and 'No' radio buttons. A 'Next' button is at the bottom.

## Step 2: Provide Self-Employment Experience

1. The system will ask: "Have you ever been self-employed?"
2. Choose one of the following options:
  - o Yes (if you have been self-employed)
  - o No (if you have never been self-employed)



The image shows a screenshot of the 'Employment Experience Profile' module. It has a header 'Employment Experience Profile' with 'Self Employment details' and 'Employment details' tabs. Below is a question 'Have you ever been self-employed?' with 'Yes' and 'No' radio buttons. A 'Next' button is at the bottom.

If "Yes" is selected, additional fields will appear requiring:

- Enter Nature of Employment
- Monthly Income(Total) in Rs.
- Period From-To
- Are you still working: Yes/No
- Enter Name of the Organisation
- Place of Employment(Address)
- Remarks

**Note:** If you have additional experience, you can add more entries by clicking the "Add" button.

The screenshot shows the 'Employment Experience Profile' section of the application. The 'Employment details' tab is active. A red box highlights the 'Add' button, which is used to add more employment entries. Another red box highlights the 'Next' button at the bottom of the page, which is used to proceed to the next step.

If "No" is selected, additional fields will not appear, click on the "Next" button for filling the Employment details.

### Step 3: Provide Employment Details (if applicable)

1. The system will ask: **"Have you ever been employed?"**
2. Choose one of the following options:
  - a. **Yes** (if you have been employed)
  - b. **No** (if you have never been employed)

The screenshot shows the 'Employment Experience Profile' section of the application. The 'Employment details' tab is active. A red box highlights the 'Preview & Next' button at the bottom of the page, which is used to preview the data or proceed to the next step.

If "Yes" is selected, additional fields will appear requiring:

- Select Employer Type
- Enter Designation/ Position
- Monthly Remuneration (Total) in Rs.
- Select Employment Type/Nature of appointment
- Enter Employer/ Organization/Firm
- Period From-To
- Are you still working?
- Select Field/Type of experience(with others)
- Place of employment (Address)
- Select Worked as Supervisor/Admin/Jr. Scale
- Nature of Duties Performed(Descriptive)

**Note:** If you have additional experience, you can add more entries by clicking the "Add" button.

Employment Experience Profile

Employment Experience Profile Review

Self Employment details Employment details

Have you ever been Employed:  Yes  No

Select Employer Type:  Central Government Service Enter Designation/Position: demo Monthly remuneration (Total) in Rs: 34454

Select Employment Type/ Nature of appointment:  Temporary Enter details of name of Employer/ Organisation/ Firm: demo Period from: 11/11/2024

Select Field/ Type of experience (with others):  Teaching Place of employment (Address): demo

Are you still working?  Yes  No

Select worked as Supervisor/ Admin/ Jr Scale:  Supervisory level Nature of duties performed (In descriptive manner): demo

Add

Nature of Employment	Monthly Income	Period from	Period to	Name of Employer	Place of Employment	Designation	Action
No Data Found							Preview & Next

If "No" is selected, additional fields will not appear, click on the "Preview & Next" to proceed further.

#### Step 4: Preview and Next

1. Click "Preview & Next" to proceed to the Review section.
2. Verify all entered details before final submission.
3. Click "**Submit**" to save the information.

Employment Experience Profile

Employment Experience Profile Review

Self Employment details Employment details

Have you ever been self-employed?: No

Have you ever been Employed: Yes

Nature of Employment	Monthly Income	Period from	Name of Employer	Place of Employment	Action
Temporary	34454	11/11/2024	demo	demo	⊕

Edit Submit

**Note: After Successful Submission of “Employment Experience Profile”:**

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