

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 screenshot shows the 'Employment Experience Profile' module interface. On the left is a sidebar menu titled 'Common Application Form' with various profile options. The 'Employment Experience Profile' option is highlighted with a red box. The main content area shows a progress bar at the top with 'Employment Experience Profile' and 'Review' steps. Below the progress bar are two tabs: 'Self Employment details' and 'Employment details'. The 'Self Employment details' tab is active, displaying a question: 'Have you ever been self-employed? *'. There are two radio buttons: 'Yes' and 'No', with 'No' selected. A 'Next' button is located below the question.

Step 2: Provide Self-Employment Experience

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

This screenshot is a closer view of the 'Self Employment details' tab. It shows the question 'Have you ever been self-employed? *' with 'Yes' and 'No' radio buttons. The 'No' button is selected. A 'Next' button is positioned below the question.

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.

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)

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.

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

Employment Experience Profile

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 Ru: *

34454

Select Employment Type/ Nature of appointment: *

Temporary

Enter details of/ name of Employer/ Organisation/ Firm: *

demo

Period from: *

11/11/2024

Are you still working? *

Yes No

Select Field/ Type of experience (with others): *

Teaching

Place of employment (Address): *

demo

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.

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

Employment Experience Profile

Employment Experience Profile

Review

Self Employment details

Have you ever been self-employed? :

No

Employment details

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.