

INSTRUCTIONS FOR FILLING THE **IDENTITY PROFILE**

Identity Profile

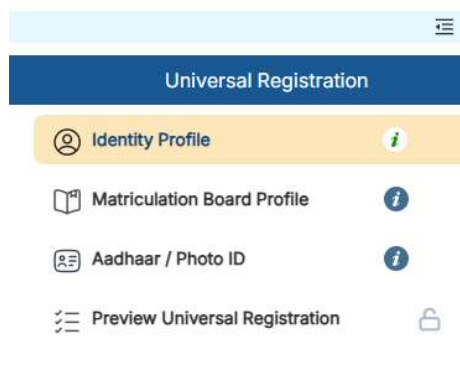
Note: Read the **General Instructions for filling form** before going through this document.

After creating account and logging in, you can start your Universal Registration process by clicking on the **Universal Registration** link in the navigation bar. You can also start the Universal Registration from the **second card** provided below. The first profile/module in this process is the **Identity Profile**.



Step 1: Accessing the Identity Profile Module

1. Log in to the UPSC online portal using valid credentials.
2. Click on the Universal Registration link from the navigation bar.
3. Read the instructions for Universal Registration.
4. Click on “Proceed for Universal Registration”.
5. Fill all mandatory fields on the Identity Profile form.
6. You can also navigate to this profile later before locking the Universal Registration.



Step 2: Entering Information in Identity Profile

1. Enter your First Name.
2. Middle Name (if applicable), and Last Name (if applicable).
3. Confirm the First Name, Middle Name, and Last Name.

Please fill in your full name (first name, middle name, and last name) as per the instructions given below.

- If your name has three or more parts, enter it like this: First Name - Middle Name - Last Name.

Full Name example	First Name	Middle Name	Last Name
Suresh Prasad Singh	Suresh	Prasad	Singh

- If your name has two parts, enter it like this: First Name - Last Name.

Full Name example	First Name	Middle Name	Last Name
Rohit Kumar	Rohit		Kumar

- If your name has only one part, enter it in First Name.

Full Name example	First Name	Middle Name	Last Name
Divya	Divya		

4. Indicate if the name matches the 10th/Matriculation/Equivalent Examination Certificate by selecting Yes or No.
5. If "No" is selected, provide the name exactly as per the 10th Class/ Matriculation/ Equivalent Board Examination Certificate.

Case 1: Select "Yes" - If the name matches the 10th Class/ Matriculation/ Equivalent Board Examination Certificate.

The same name details entered by you will be auto-fetched here.

Name: SURESH PRASAD SINGH

First Name: *
SURESH ✓

Middle Name:
PRASAD ✓

Last Name:
SINGH ✓

Confirm First Name: *
SURESH ✓

Confirm Middle Name:
PRASAD ✓

Confirm Last Name:
SINGH ✓

Is the above name the same as the name printed on the 10th Class/ Matriculation/ Equivalent Board Examination Certificate Issued by the Examination Board ?

☒ Yes

☐ No

Full Name as per 10th Class/ Matriculation/ Equivalent Board Examination Certificate issued by the Examination Board: SURESH PRASAD SINGH

Enter your name as printed on the 10th Class/ Matriculation/ Equivalent Board Examination Certificate issued by the Examination Board *

First Name: *
SURESH ✓

Middle Name:
PRASAD ✓

Last Name:
SINGH ✓

Confirm First Name: *
SURESH ✓

Confirm Middle Name:
PRASAD ✓

Confirm Last Name:
SINGH ✓

Case 2: Select "No" - If the name doesn't matches the 10th Class/ Matriculation/ Equivalent Board Examination Certificate.

In this case you must enter your name as printed on the 10th Class/ Matriculation/ Equivalent Board Examination Certificate in the fields provided below. And also fill the details of "State from which Gazette Notification is issued", "District from which Gazette Notification is Issued", "Gazette Notification number", "Gazette Notification Issued on(dd/mm/yyyy)".

Name: SURESH PRASAD SINGH

First Name: *
SURESH ✓

Middle Name:
PRASAD ✓

Last Name:
SINGH ✓

Confirm First Name: *
SURESH ✓

Confirm Middle Name:
PRASAD ✓

Confirm Last Name:
SINGH ✓

Is the above name the same as the name printed on the 10th Class/ Matriculation/ Equivalent Board Examination Certificate Issued by the Examination Board ?

☐ Yes

☒ No

Upload the evidence i.e. valid and readable copy of the gazette notification issued by the competent Authority for the change in name.

Full Name as per 10th Class/ Matriculation/ Equivalent Board Examination Certificate issued by the Examination Board: SURESH SINGH

Enter your name as printed on the 10th Class/ Matriculation/ Equivalent Board Examination Certificate issued by the Examination Board *

First Name: *
SURESH ✓

Middle Name:
Enter Middle Name

Last Name:
SINGH ✓

Confirm First Name:
SURESH ✓

Confirm Middle Name:
Enter Confirm Middle Name

Confirm Last Name:
SINGH ✓

Additionally, you must upload a change name Gazette document and format should be in pdf file 50-300KB (refer the Instruction for uploading document format which is in Download section in Navigation bar). File name should be "name_change"

Gazette Notification issuing authority *	District from which Gazette Notification issuing authority *
Government of Maharashtra ✓	Chandrapur ✓
Gazette Notification Number: *	Gazette Notification issued on (dd/mm/yyyy): *
No. 07/2010/08/20299-42 ✓	31/05/2010 ✓

Change Name Gazette document

Preview

NOTE - Allowed Document size : 50 KB to 300 KB, File format: pdf, File name should be name_change.pdf.

Choose File

name_change.pdf

Upload Gazette document

Step 3: Providing Additional Identity Details

1. Select **Gender** from the dropdown menu.
2. Enter **Date of Birth** in the format **dd/mm/yyyy** and confirm it.
3. You should enter the **Father's Name** and confirm it.
4. You should enter the **Mother's Name** and confirm it.
5. Enter the **Guardian's Name** and confirm it, if you are under the care of a Guardian due to personal circumstances (optional).

Gender: *	Confirm Gender: *
Male ✓	Male ✓
Date of Birth (dd/mm/yyyy): *	Confirm Date of Birth (dd/mm/yyyy): *
05/08/2000 ✓	05/08/2000 ✓
Father's full name (Initials and honorifics (e.g. Dr., Col., etc.) are not allowed): *	Confirm Father's full name: *
ENTER YOUR FATHER NAME ✓	ENTER YOUR FATHER NAME ✓
Mother's full name (Initials and honorifics (e.g. Dr., Col., etc.) are not allowed): *	Confirm Mother's full name: *
ENTER YOUR MOTHER NAME ✓	ENTER YOUR MOTHER NAME ✓
Guardian's Name:	Confirm Guardian's Name:
ENTER ✓	Confirm Guardian's Name

Next & Review →

Step 4: Review and Submission

1. Carefully review the entered information for accuracy.
2. Click the **Next & Review** button to proceed.
3. If any errors are detected, make the necessary corrections before final submission.

Step 5: Check the details on Review Page

You are required to thoroughly review the information entered in their 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 identity profile module.

Identity Profile

Identity Details		
	Name	Name as per 10 th Class/ Matriculation/ Equivalent Board Examination passing certificate issued by a recognised Education Board
First Name	SURESH	SURESH
Middle Name	PRASAD	PRASAD
Last Name	SINGH	SINGH
Other Identity Details		
Gender	Male	
Date of Birth	05/08/2000 In words: (FIVE AUGUST TWO THOUSAND)	
Father's Full Name	ENTER YOUR FATHER NAME	
Mother's Full Name	ENTER YOUR MOTHER NAME	
Guardian's Full Name	N/A	

[Edit](#)
[Submit](#)

Note: After Successful Submission of “Identity Profile”:

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