

# संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION

Instructions for Candidate Question Paper Representation Portal

## User Guide

Please read the following instructions carefully before proceeding

### STEP 1 Access the Portal

► Open your web browser and navigate to:

<https://upsconline.nic.in>

### STEP 2 Login and Access Representations Section

On the homepage, click Login. Three login options are available:

- **Mobile & OTP** → Enter registered mobile number, CAPTCHA, receive OTP, and login.
- **URN & Password** → Enter Universal Registration Number and password.
- **Email & Password** → Enter registered email and password.

Enter the required details, complete the CAPTCHA, and login.

### STEP 3 Home Screen — Examinations Menu

- **After login**, the Candidate Dashboard will open.
- **On the top menu**, click on Examinations.
- **In the dropdown**, select Representations on Question paper.
  - This option is used to raise question representations on the Exam question paper.



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UNION PUBLIC SERVICE COMMISSION

Home Profile Examinations Update my data Instructions and FAQs URN : 259386789221 Logout

Examinations Notices

- Apply Exam
- My Applications
- Download NDAII, 2025 Admit Card
- Download CDSII, 2025 Admit Card
- Representations on Question Paper

Instructions for Downloading Admit Card. Please e

- 1 Manage Account**
  - 1. Change my password
  - 2. Change Email ID
  - 3. Change Mobile number
- 2 Universal Registration**
  - 1. Preview URN
- 3 Common Application Form**
  - 1. Manage Dashboard
  - 2. Edit/Preview your Common Application Form
- 4 Examinations**
  - 1. View Examination Notices
  - 2. Apply for Examinations
  - 3. My Applications

- It will redirect to the **representation** page.

#### STEP 4 Select Exam for Submitting Representations

Read all the instructions carefully and tick 'I have read the instructions'.

Fill in the details as shown:

- Exam** → Select exam from dropdown.
- Subject** → Choose the subject of the Exam from dropdown.
- Series** → Choose your question paper series (A, B, C, or D). It will navigate to questions list page.

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**Representation on Question Paper**  
Verify your details and select your exam, subject, and question paper series to raise representations on the question paper.

**Instructions**

- Select your Exam and Subject from the dropdown menu.
- Ensure the **Question Paper Series** exactly matches your physical booklet before proceeding.
- You may represent multiple questions in a single attempt. Please save your selected questions as drafts and submit them together, as **only one final submission is permitted per subject**.
- If you have already submitted representations for a subject, you will be automatically redirected to your acknowledgement and submission summary.
- Download the acknowledgement slip for your reference after final submission, as it will **not be available once the submission window closes**.

I have read and understood the above instructions. I confirm that the Question Paper Series I select matches my physical booklet and that I will submit only genuine representations. I wish to proceed.

**Candidate Profile**

T2

APPLICATION NO. CANDIDATE NAME  
ROLL NUMBER CANDIDATE URN  
EMAIL ADDRESS MOBILE NUMBER

**Paper Selection**

1. Select Exam  
UPSC-2026  
Representation window: 12 May 2026, 10:00 am – 27 May 2026, 11:00 pm

2. Select Subject  
General Studies Paper 1

3. Select Question Paper Series  
SERIES A SERIES B SERIES C SERIES D  
Select Series A

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← **Answer Key**  
Select to represent

EXAM: UPSC-2026    SUBJECT: General Studies Paper 1    SERIES: A    TOTAL: 100

|    |   |    |   |    |   |    |   |    |   |    |   |    |   |    |   |     |   |
|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|-----|---|
| 1  | A | 13 | A | 25 | A | 37 | A | 49 | A | 61 | A | 73 | A | 85 | A | 97  | A |
| 2  | B | 14 | B | 26 | B | 38 | B | 50 | B | 62 | B | 74 | B | 86 | B | 98  | B |
| 3  | C | 15 | C | 27 | C | 39 | C | 51 | C | 63 | C | 75 | C | 87 | C | 99  | C |
| 4  | D | 16 | D | 28 | D | 40 | D | 52 | D | 64 | D | 76 | D | 88 | D | 100 | D |
| 5  | A | 17 | A | 29 | A | 41 | A | 53 | A | 65 | A | 77 | A | 89 | A |     |   |
| 6  | B | 18 | B | 30 | B | 42 | B | 54 | B | 66 | B | 78 | B | 90 | B |     |   |
| 7  | C | 19 | C | 31 | C | 43 | C | 55 | C | 67 | C | 79 | C | 91 | C |     |   |
| 8  | D | 20 | D | 32 | D | 44 | D | 56 | D | 68 | D | 80 | D | 92 | D |     |   |
| 9  | A | 21 | A | 33 | A | 45 | A | 57 | A | 69 | A | 81 | A | 93 | A |     |   |
| 10 | B | 22 | B | 34 | B | 46 | B | 58 | B | 70 | B | 82 | B | 94 | B |     |   |
| 11 | C | 23 | C | 35 | C | 47 | C | 59 | C | 71 | C | 83 | C | 95 | C |     |   |
| 12 | D | 24 | D | 36 | D | 48 | D | 60 | D | 72 | D | 84 | D | 96 | D |     |   |

▶ **Question Number** → Select the question you want to represent.

**STEP 5 Representation Form Page**

Fill in the details as shown:

- ▶ **Select your preferred Option** → Choose your claiming option.
- ▶ **Explanation & Justification Box** → Type your objection/representation (maximum 1500 characters).
- ▶ Attach all three supporting documents. (in PDF/JPG/JPEG/PNG format).

**Instructions before uploading documents:**

- ▶ File size should be up to 1MB.
- ▶ File should not be password-protected.
- ▶ Make sure the file is clear and readable.
- ▶ Click Upload to attach document.

← **Represent Question**

**Question No. 1**

Select your preferred Option \*

Option A   
  Option B   
  Option C   
  Option D   
  None of these

**Important:** Representations that include your own name, special symbols, or AI-generated content are liable to be rejected. Enter only correct explanations and justifications and upload only authentic supporting documents from the cited reference source.

Explanation & Justification \* 47 / 1500 chars

This is incorrect key as per the Indian polity.

Reference Source \*

Please provide details for the references. (All 3 references and attachments are mandatory)

Reference source 1

Book Name \* 13 / 50 chars    Author Name \* 12 / 50 chars    Page No. Numeric

Indian Polity    M IaxmiKanth    95

ATTACHMENT \*

Representation.png 🗑️

✔️ Uploaded

Reference source 2

Same as Reference 1

Book Name \* 13 / 50 chars    Author Name \* 12 / 50 chars    Page No. Numeric

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**Reference Source \***  
Please provide details for the references. (All 3 references and attachments are mandatory)

**Reference source 1**

Book Name \* 13 / 50 chars Author Name \* 12 / 50 chars Page No. Numeric

Indian Polity M IaxmiKanth 95

ATTACHMENT \*

Representation.png Uploaded

**Reference source 2**

Same as Reference 1

Book Name \* 13 / 50 chars Author Name \* 12 / 50 chars Page No. Numeric

Indian Polity M IaxmiKanth 95

ATTACHMENT \*

Representation.png Uploaded

**Reference source 3**

Same as Reference 1

Book Name \* 13 / 50 chars Author Name \* 12 / 50 chars Page No. Numeric

Indian Polity M IaxmiKanth 95

ATTACHMENT \*

Representation.png Uploaded

Cancel Save Draft

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### STEP 6 Save Representation as Draft

- ▶ After filling in the representation form and attaching documents, click Save Draft.
- ▶ It will open a screen like the image below.
- ▶ All contested questions will be highlighted in yellow colour.
- ▶ Clicking on "Review Contests" below will show all the contests placed.
- ▶ Clicking on the red box right arrow will show the full details of that particular contest.

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**Answer Key**  
Select to represent

EXAM: UPSC-2026    SUBJECT: General Studies Paper 1    SERIES: A    TOTAL: 100

|    |   |    |   |    |   |    |   |    |   |    |   |    |   |    |   |     |   |
|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|-----|---|
| 1  | A | 13 | A | 25 | A | 37 | A | 49 | A | 61 | A | 73 | A | 85 | A | 97  | A |
| 2  | B | 14 | B | 26 | B | 38 | B | 50 | B | 62 | B | 74 | B | 86 | B | 98  | B |
| 3  | C | 15 | C | 27 | C | 39 | C | 51 | C | 63 | C | 75 | C | 87 | C | 99  | C |
| 4  | D | 16 | D | 28 | D | 40 | D | 52 | D | 64 | D | 76 | D | 88 | D | 100 | D |
| 5  | A | 17 | A | 29 | A | 41 | A | 53 | A | 65 | A | 77 | A | 89 | A |     |   |
| 6  | B | 18 | B | 30 | B | 42 | B | 54 | B | 66 | B | 78 | B | 90 | B |     |   |
| 7  | C | 19 | C | 31 | C | 43 | C | 55 | C | 67 | C | 79 | C | 91 | C |     |   |
| 8  | D | 20 | D | 32 | D | 44 | D | 56 | D | 68 | D | 80 | D | 92 | D |     |   |
| 9  | A | 21 | A | 33 | A | 45 | A | 57 | A | 69 | A | 81 | A | 93 | A |     |   |
| 10 | B | 22 | B | 34 | B | 46 | B | 58 | B | 70 | B | 82 | B | 94 | B |     |   |
| 11 | C | 23 | C | 35 | C | 47 | C | 59 | C | 71 | C | 83 | C | 95 | C |     |   |
| 12 | D | 24 | D | 36 | D | 48 | D | 60 | D | 72 | D | 84 | D | 96 | D |     |   |

▶ Review Representations 1

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### Review & Submit

Representing 1 questions + Add New Representation

| No. | Series | Key | Claim | Explanation                                     | Reference 1                         | Reference 2 | Reference 3                         | Remove |                                     |  |
|-----|--------|-----|-------|-------------------------------------------------|-------------------------------------|-------------|-------------------------------------|--------|-------------------------------------|--|
| 1   | A      | A   |       | This is incorrect key as per the Indian polity. | Indian Polity<br>M laxmiKanth, p.95 |             | Indian Polity<br>M laxmiKanth, p.95 |        | Indian Polity<br>M laxmiKanth, p.95 |  |

Total Representations: 1 Cancel Submit All

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**STEP 7 Add New Representation for Same Exam/Paper**

On this screen, you can see your saved representation details. Options available:

- ▶ **View/Download** → See and download the representation files.
- ▶ **Delete** → Remove the representation.
- ▶ **+ Add New Representation** → Add another representation for a different question & (paper/subject) of the same exam.
- ▶ You can continue adding multiple representations.

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### Review & Submit

Representing 1 questions + Add New Representation

| No. | Series | Key | Claim | Explanation                                     | Reference 1                         | Reference 2 | Reference 3                         | Remove |  |
|-----|--------|-----|-------|-------------------------------------------------|-------------------------------------|-------------|-------------------------------------|--------|--|
| 1   | A      | A   |       | This is incorrect key as per the Indian polity. | Indian Polity<br>M laxmiKanth, p.95 |             | Indian Polity<br>M laxmiKanth, p.95 |        |  |

**Your Explanation**  
This is incorrect key as per the Indian polity.

**References & Proofs**

1. Indian Polity · by M laxmiKanth · p.95
2. Indian Polity · by M laxmiKanth · p.95
3. Indian Polity · by M laxmiKanth · p.95

Total Representations: 1 Cancel Submit All

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### STEP 8 Submit All Representations & Representation ID Generation

- ▶ After clicking on "Submit All", a confirmation box will popup.
- ▶ Check the confirmation declaration box.
- ▶ Click on "Submit" to do final submission and an acknowledgement reference number will be generated.
- ▶ Click on "Cancel" to withdraw from final submission.

The screenshot shows the 'Online Representation Portal' interface. A 'Review & Submit' section is visible with a table of representations. A 'Confirm Submission' modal is open, displaying the following text:

By proceeding, I hereby confirm that:

1. I have carefully read, understood, and agreed to all the Terms and Conditions governing this examination/representation.
2. I am participating in this examination honestly and without any fraudulent, unlawful, or malicious intent.
3. I will not upload, submit, or transmit any content that is irrelevant, inappropriate, abusive, harmful, misleading, malicious, or unrelated to the question raised.
4. I understand that any submission made with intent that deviates from the purpose of the examination — including but not limited to uploading disruptive, fraudulent, or extraneous content — will result in strict action, which may include disqualification, cancellation of results, suspension, banning from future examinations, and/or other appropriate legal or disciplinary measures.
5. I understand that only one submission is permitted.
6. I understand that representations that include my own name, special symbols, or AI-generated content are liable to be rejected. I will provide correct explanations and justifications and will upload only authentic supporting documents from the cited reference sources.
7. I understand and accept that once the submission is completed and submitted, it cannot be modified, edited, or withdrawn under any circumstances.

I confirm that the information and content submitted by me are genuine, relevant, and in accordance with the rules of this examination.

Buttons: Cancel, Submit

The screenshot shows the 'Online Representation Portal' interface after successful submission. A green message box states: 'Representation Submitted Successfully. Your representation submission has been recorded, and no further changes can be made at this stage. Important: Save or print the acknowledgement slip now; it will not be available after the submission window closes.'

ACKNOWLEDGEMENT REFERENCE NO.  
**UPSC\_2026\_General Studies Paper 1\_20260529114510\_8FCF99**  
 Please quote this for future correspondence


SUBMISSION SUMMARY


|                                   |                       |
|-----------------------------------|-----------------------|
| Candidate Name :                  | Test Candidate 2      |
| Candidate Email :                 | test2@gmail.com       |
| Candidate URN :                   | 1234567890122         |
| Exam :                            | UPSC - 2026           |
| Total representations submitted : | 1                     |
| Submitted on :                    | 29 May 2026, 11:45 am |

Buttons: Print Acknowledgement, Represent Another Subject

**STEP 9 View/Print Submitted Representations**

- ▶ You will be able to view/print the representation.
- ▶ Please keep **Representation ID** for future reference.

Online Representation PortalTEST CANDIDATE 2TLogout

 **Representation Submitted Successfully**  
Your representation submission has been recorded, and no further changes can be made at this stage.  
**Important:** Save or print the acknowledgement slip now; it will not be available after the submission window closes.

ACKNOWLEDGEMENT REFERENCE NO.  
**UPSC\_2026\_General Studies Paper 1\_20260529114510\_8FCF99**  
Please quote this for future correspondence

**SUBMISSION SUMMARY**

|                                   |                       |
|-----------------------------------|-----------------------|
| Candidate Name :                  | Test Candidate 2      |
| Candidate Email :                 | test2@gmail.com       |
| Candidate URN :                   | 1234567890122         |
| Exam :                            | UPSC - 2026           |
| Total representations submitted : | 1                     |
| Submitted on :                    | 29 May 2026, 11:45 am |

[Print Acknowledgement](#)

[Represent Another Subject](#)

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