

UNION PUBLIC SERVICE COMMISSION

# **Instructions for Universal Registration One-Time Edit Process**

## Candidate Instructions for Universal Registration One-Time Edit Process

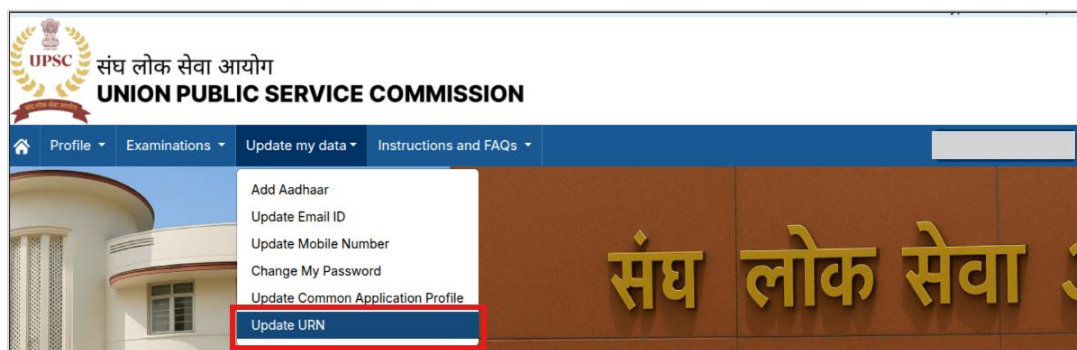
### Universal Registration One-Time Functionality

The Universal Registration Details Edit Functionality is a one-time facility provided to candidates to **correct or update** their Universal Registration details in case any incorrect information was entered earlier.

Candidates are strongly advised to use the **Universal Registration Details Edit Facility** carefully. This is a **one-time opportunity given by the UPSC** to correct any mistakes in the details already submitted. **Once the correction is done, no further changes will be allowed.**

### How to Update Universal Registration Data:

1. **One-Time URN Edit Feature:** The One-Time Edit feature allows candidates to edit their Universal Registration details only once, so please make changes carefully.
2. **Steps to access the URN One-Time Edit feature:**
  - a. After logging into the candidate portal (*refer to General Instruction document for login*), click **“Update URN”** under **“Update My Data”** in the navigation bar to edit your details.



- b. The Universal Registration Preview page will open. This page shows all your existing details.
  - c. Candidates are advised to **carefully review all details** shown on the preview page before proceeding further.

### Universal Registration Profile Preview

Identity Details	
	Name as per 10 <sup>th</sup> Class/ Matriculation/ Equivalent Board Examination passing certificate issued by a recognised Education Board
First Name	
Middle Name	
Last Name	

Other Identity Details	
Gender	
Date of Birth	
Father's Full Name	
Mother's Full Name	
Guardian's Full Name	


Aadhaar / Photo ID	
Has Aadhaar Card been issued to you?	

Identity Card Details	
Identity Card	
Class 11/12 ID card issued by school(only for NDA) Number	
Class 11/12 ID card issued by school(only for NDA) Issue On	
Class 11/12 ID card issued by school(only for NDA) Expiry Date	
Photo ID card document	View Uploaded Document

10 <sup>th</sup> Class/ Matriculation/ Equivalent Board Details	
Country from where you completed 10th Class/ Matriculation/ Equivalent Board Examination	India
10 <sup>th</sup> Class/ Matriculation/ Equivalent Examination Passout State/ UT	
10 <sup>th</sup> Class/ Matriculation/ Equivalent Examination Board Name	
10 <sup>th</sup> Class/ Matriculation/ Equivalent Examination Passout Year	
Passing Certificate No. as per 10 <sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate	
10 <sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10 <sup>th</sup> Board Examination Certificate	
10 <sup>th</sup> Class/ Matriculation/ Equivalent Certificate issue date (dd/mm/yyyy)	
Do you know your udise code	
School Name	
School UDISE Code	
Grade System (as per Board Certificate)	
Percentage of Marks	
10 <sup>th</sup> Class/ Matriculation/ Equivalent board Certificate document	View Uploaded Document


Next Cancel

- d. **Read and Accept the Mandatory Declaration:** Before editing the details, candidates must accept the following declaration:
- "I want to update or modify the details in my URN account, and I understand that I will not be able to update or modify my URN details at a later stage."***
- e. Only after accepting the declaration can the candidate proceed to edit the details.



Confirm

Please note that the data/details in your Universal Registration Number (URN) can be edited or changed only one time. If you have already made changes to your URN details, you will not be able to edit or update them again. Do you want to modify the details in your Universal Registration Number (URN)?



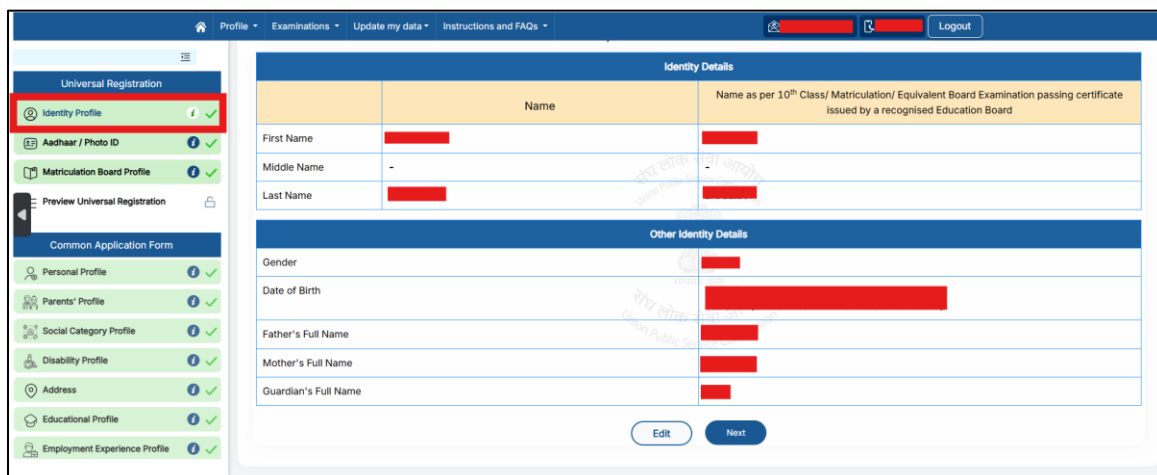
Success

Your Universal Registration Number (URN) has been unlocked to allow modification or correction of your data/details.

**f. Sections Available for Editing:**

- i. The URN edit module is arranged in the following sequence:
  1. Identity Details
  2. Aadhaar / Photo Identity Details
  3. Matriculation Board Profile
  4. Preview Universal Registration
- ii. Candidates may edit the relevant details in these sections, wherever applicable.

**3. Update Identity Profile – Candidate can update/edit the identity profile details.**



Identity Details	
Name	Name as per 10 <sup>th</sup> Class/ Matriculation/ Equivalent Board Examination passing certificate issued by a recognised Education Board
First Name	[Redacted]
Middle Name	-
Last Name	[Redacted]

Other Identity Details	
Gender	[Redacted]
Date of Birth	[Redacted]
Father's Full Name	[Redacted]
Mother's Full Name	[Redacted]
Guardian's Full Name	[Redacted]

**4. Update Aadhaar/Photo ID – Candidate can update/edit the Aadhaar/ Photo ID details.**

Universal Registration

- Identity Profile
- Aadhaar / Photo ID**
- Matriculation Board Profile
- Preview Universal Registration

Common Application Form

- Personal Profile
- Parents' Profile
- Social Category Profile
- Disability Profile
- Address
- Educational Profile
- Employment Experience Profile

Update Aadhaar / Photo ID

Aadhaar / Photo ID

Has Aadhaar Card been issued to you?

Identity Card Details

Identity Card

Valid PAN Card Number

Photo ID card document

View Uploaded Document

Edit Next

**5. Update Matriculation Board Profile – Candidate can update/edit the Matriculation Board Profile details.**

Profile Examinations Update my data Instructions and FAQs

Universal Registration

- Identity Profile
- Aadhaar / Photo ID
- Matriculation Board Profile**
- Preview Universal Registration

Common Application Form

- Personal Profile
- Parents' Profile
- Social Category Profile
- Disability Profile
- Address
- Educational Profile
- Employment Experience Profile

10th Class/ Matriculation/ Equivalent Board Details

Country from where you completed 10th Class/ Matriculation/ Equivalent Board Examination

10th Class/ Matriculation/ Equivalent Examination Passout State/ UT

10th Class/ Matriculation/ Equivalent Examination Board Name

10th Class/ Matriculation/ Equivalent Examination Passout Year

Passing Certificate No. as per 10th Class/ Matriculation/ Equivalent Board Examination Certificate

10th Class/ Matriculation/ Equivalent Roll Number as per 10th Board Examination Certificate

10th Class/ Matriculation/ Equivalent Certificate issue date (dd/mm/yyyy)

Grade System

Grade System (as per Board Certificate)

CGPA

10th Class/ Matriculation/ Equivalent board Certificate document

View Uploaded Document

Edit Next

**6. Make changes only if required and ensure all information is correct.**

- A candidate can edit the Universal Registration only once.
- After the candidate saves and locks the Universal Registration, no further changes will be allowed.
  - If a candidate opens the Universal Registration edit page but does not make any changes and then closes the browser or logs out, the Universal Registration edit option will remain available.
  - If the candidate's Universal Registration is not locked, the candidate will not be allowed to apply for any examination.
  - All previously uploaded documents will remain available and will not be deleted.

- c. The candidate must carefully verify all details before locking the Universal Registration details.

## 7. Preview, Lock, and Submit:

- a. After completing the required changes, candidates must review the updated details on the Preview Universal Registration page.
- b. Candidates must Lock and Submit the Universal Registration page to save the changes permanently.
- c. If the Universal Registration page is not locked, the candidate will not be permitted to apply for any examination.

Universal Registration

Identity Profile

Aadhaar / Photo ID

Matriculation Board Profile

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

Universal Registration Profile Preview

Identity Details

	Name	Name as per 10 <sup>th</sup> Class/ Matriculation/ Equivalent Board Examination passing certificate issued by a recognised Education Board
First Name		
Middle Name	-	
Last Name		

Other Identity Details

Gender	
Date of Birth	
Father's Full Name	
Mother's Full Name	
Guardian's Full Name	

Aadhaar / Photo ID

Has Aadhaar Card been issued to you?	
Identity Card	
Valid PAN Card Number	
Photo ID card document	<a href="#">View Uploaded Document</a>

10<sup>th</sup> Class/ Matriculation/ Equivalent Board Details

Country from where you completed 10th Class/ Matriculation/ Equivalent Board Examination	
10 <sup>th</sup> Class/ Matriculation/ Equivalent Examination Passout State/ UT	
10 <sup>th</sup> Class/ Matriculation/ Equivalent Examination Board Name	
10 <sup>th</sup> Class/ Matriculation/Equivalent Examination Passout Year	
Passing Certificate No. as per 10 <sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate	
10 <sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10 <sup>th</sup> Board Examination Certificate	
10 <sup>th</sup> Class/ Matriculation/ Equivalent Certificate issue date (dd/mm/yyyy)	
Do you know your udise code	
School Name	
School UDISE Code	
Grade System (as per Board Certificate)	
CGPA	
10 <sup>th</sup> Class/ Matriculation/ Equivalent board Certificate document	<a href="#">View Uploaded Document</a>

Edit

Lock & Submit

Email-Id

Help Desk

**8. FAQ's Section:**

**a. Can a candidate edit Universal registration details more than once?**

**Answer:** No. Universal registration details edit feature allows only one edit. Once the candidate uses the "Update URN" option, further edits are not allowed.

**b. What happens if a candidate opens the edit page but does not make any changes?**

**Answer:** If the candidate closes the browser or logs out without saving, the Universal registration details edit option will not be considered used, and the one-time edit facility will remain available.

**c. What happens if the Universal registration details remain unlocked after editing?**

**Answer:** The candidate cannot apply for any examination until the Universal registration details are locked again.

**d. Will my previously uploaded documents be deleted when I edit the Universal registration details?**

**Answer:** No. All previously uploaded documents remain saved in your Universal registration details.

**e. What should a candidate do if the name in the Universal registration details is different from the 10th certificate?**

**Answer:** The system will ask whether the Universal registration details-name matches the name on the 10th certificate. If the candidate selects "No", the system will ask whether the candidate has a Gazette Notification for the name change.

**f. What happens if a candidate edits Name, Date of Birth (DoB), or Gender?**

**Answer:** The Aadhaar / Photo ID details will be cleared automatically. The candidate must re-enter and re-verify the Aadhaar / Photo ID details.

**g. Will uploaded documents be removed if the candidate edits the Universal registration details?**

**Answer:** No. All previously uploaded documents will remain saved in the Universal registration details.

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