

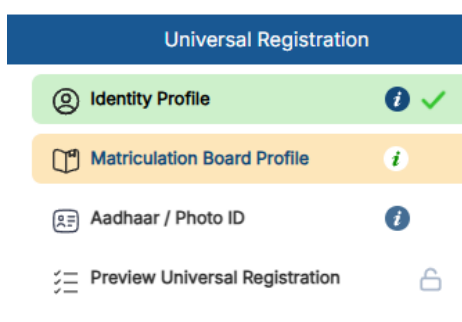
INSTRUCTIONS FOR FILLING THE **MATRICULATION BOARD PROFILE**

Matriculation Board Profile

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

Step 1: Accessing the Matriculation Board Profile Module

After submitting the "Identity Profile" module, you will be redirected to this form. You can also navigate to this profile later before locking Universal Registration. This section requires detailed information about your Matriculation Board details, including the 10th Class/ Matriculation/ Equivalent examination pass-out State/ UT, examination board name, year of completion, Passing certificate number, roll number and grades obtained.

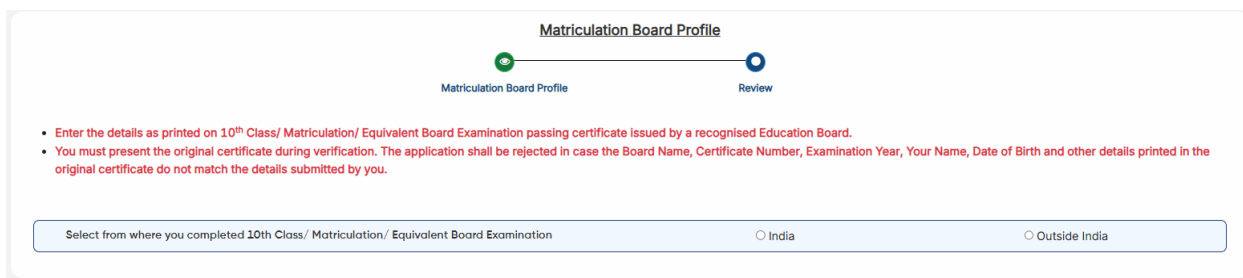


A sidebar menu titled "Universal Registration" with a blue header. It contains four items: "Identity Profile" with a person icon and a green checkmark, "Matriculation Board Profile" with a book icon and an information icon, "Aadhaar / Photo ID" with a document icon and an information icon, and "Preview Universal Registration" with a list icon and a lock icon.

Step 2: Country from where you have passed Matriculation Examination

- Select the appropriate option:
 - **India** – If the 10th board examination was completed within India.
 - **Outside India** – If the 10th board examination was completed outside India.

Based on this selection, the fields in the form will come accordingly.



A form titled "Matriculation Board Profile" with a progress bar showing "Matriculation Board Profile" and "Review". Below the progress bar, there are two bullet points: "Enter the details as printed on 10th Class/ Matriculation/ Equivalent Board Examination passing certificate issued by a recognised Education Board." and "You must present the original certificate during verification. The application shall be rejected in case the Board Name, Certificate Number, Examination Year, Your Name, Date of Birth and other details printed in the original certificate do not match the details submitted by you." At the bottom, there is a label "Select from where you completed 10th Class/ Matriculation/ Equivalent Board Examination" followed by two radio buttons: "India" and "Outside India".

Case 1: If you choose “India”

The screenshot shows the 'Matriculation Board Profile' form for India. The left sidebar contains a 'Universal Registration' section with 'Identity Profile' (checked), 'Matriculation Board Profile' (active), 'Aadhaar / Photo ID', and 'Preview Universal Registration'. Below is the 'Common Application Form' with links to 'Personal Profile', 'Parents' Profile', 'Social Category Profile', 'Disability Profile', 'Address', 'Educational Profile', 'Employment Experience Profile', 'Achievements', 'Previous UPSC Examination Profile', and 'Photo & Signature'. The main form area has a progress bar with 'Matriculation Board Profile' and 'Review'. Instructions state: 'Enter the details as printed on 10th Class/ Matriculation/ Equivalent Board Examination passing certificate issued by a recognised Education Board.' and 'You must present the original certificate during verification. The application shall be rejected in case the Board Name, Certificate Number, Examination Year, Your Name, Date of Birth and other details printed in the original certificate do not match the details submitted by you.' A radio button selection shows 'India' is chosen over 'Outside India'. The form is divided into two columns for '10th Class/ Matriculation/ Equivalent Exam' details. The left column has fields for 'Passout State/ UT', 'Board Name', 'Passout Year', 'Certificate No.', 'Roll number', and 'Issue date'. The right column has corresponding 'Confirm' fields. A 'Grade System' dropdown is at the bottom.

Case 2: If you choose “Outside India”

The screenshot shows the 'Matriculation Board Profile' form for Outside India. The layout is identical to Case 1, but the 'Outside India' radio button is selected. The form fields are adjusted: 'Passout Country' instead of 'State/ UT', 'Enter exam board name' instead of 'Board Name', and 'Select Grade System' instead of a dropdown. The 'Confirm' fields on the right are also present.

Step 3: Entering Matriculation Details

3.1 State/UT

- Select the State/Union Territory from where the 10th examination was passed.

3.2 Board Name

- Select the Education Board Name from the dropdown.

3.3 Passout Year

- Enter the year in which you passed the 10th examination (in YYYY form).

3.4 Certificate Number

- Enter the certificate number exactly as mentioned on your board certificate.

3.5 Roll Number

- Enter the roll number as printed on the certificate.

3.6 Certificate Issue Date

- Enter the **Issue Date** of the certificate in the format dd/mm/yyyy.

3.7 Grade System

- Select the appropriate grade system

Universal Registration

Identity Profile ✓

Matriculation Board Profile ⓘ

Aadhaar / Photo ID ⓘ

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 ⓘ

Matriculation Board Profile

Review

• Enter the candidate's identity and other details as printed on 10th Class/ Matriculation/ Equivalent Board Examination passing certificate issued by a recognised Education Board.

• The candidate must present the original certificate during verification. The application shall be rejected in case the Board Name, Certificate Number, Examination Year, Candidate's Name, Date of Birth and other details printed in the original certificate do not match the details submitted by the candidate.

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

☒ India ☐ Outside India

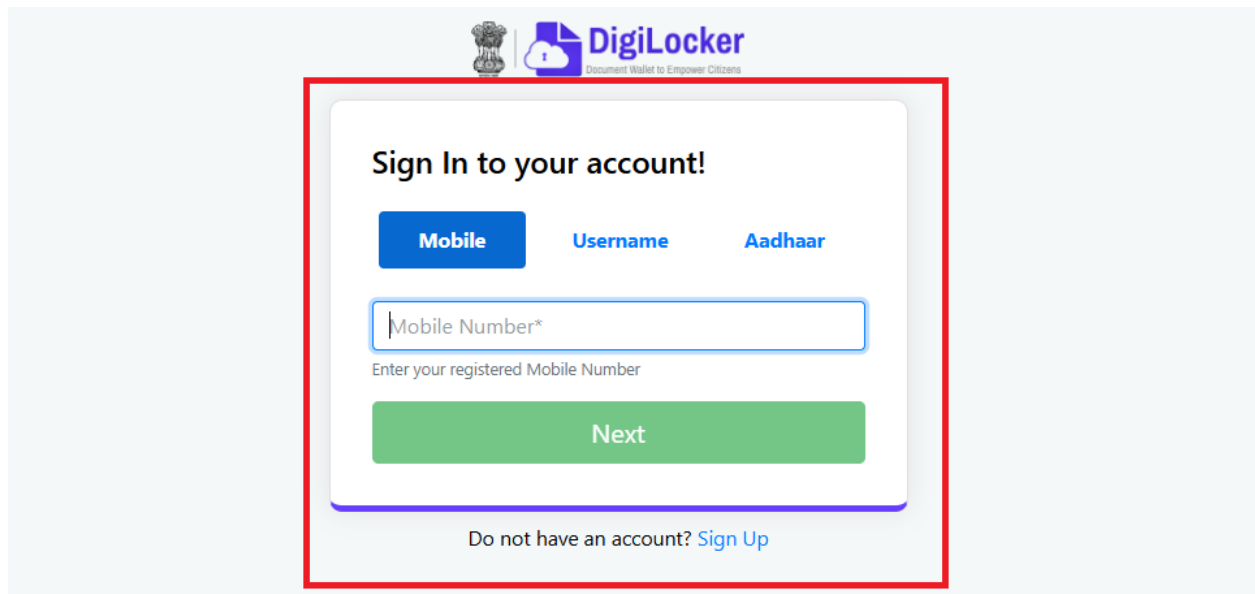
10 th Class/ Matriculation/ Equivalent Exam Passout State/ UT: *	Confirm 10 th Class/ Matriculation/ Equivalent Exam Passout State/ UT: *
Andaman and Nicobar Islands ✓	Andaman and Nicobar Islands ✓
10 th Class/ Matriculation/ Equivalent Exam Board Name: *	Confirm 10 th Class/ Matriculation/ Equivalent Exam Board Name: *
Central Board of Secondary Education ✓	Central Board of Secondary Education ✓
10 th Class/ Matriculation/ Equivalent Exam Passout Year: *	Confirm 10 th Class/ Matriculation/ Equivalent Exam Passout Year: *
2014 ✓	2014 ✓
Passing Certificate No. as per 10 th Class/ Matriculation/ Equivalent Board Examination Certificate: *	Confirm Passing Certificate No. as per 10 th Class/ Matriculation/ Equivalent Board Examination Certificate: *
2014 ✓	2014 ✓
10 th Class/ Matriculation/ Equivalent Roll Number as per 10 th Board Examination Certificate: *	Confirm 10 th Class/ Matriculation/ Equivalent Roll Number as per 10 th Board Examination Certificate: *
2014 ✓	2014 ✓
10 th Class/ Matriculation/ Equivalent Certificate Issue date (dd/mm/yyyy): *	Confirm 10 th Class/ Matriculation/ Equivalent Certificate Issue date (dd/mm/yyyy): *
11/11/2014 ✓	11/11/2014 ✓
Grade System (as per Board Certificate): *	
Certificate only requires a pass and where marks not given ✓	

Step 4: Uploading Matriculation Certificate

1. Ensure the document meets the specified criteria which is specified below:
 - File size: 50 KB to 300 KB
 - Format: pdf
 - File name: board_certificate
2. Click Choose File, select the certificate file, and then click **Upload Certificate**.

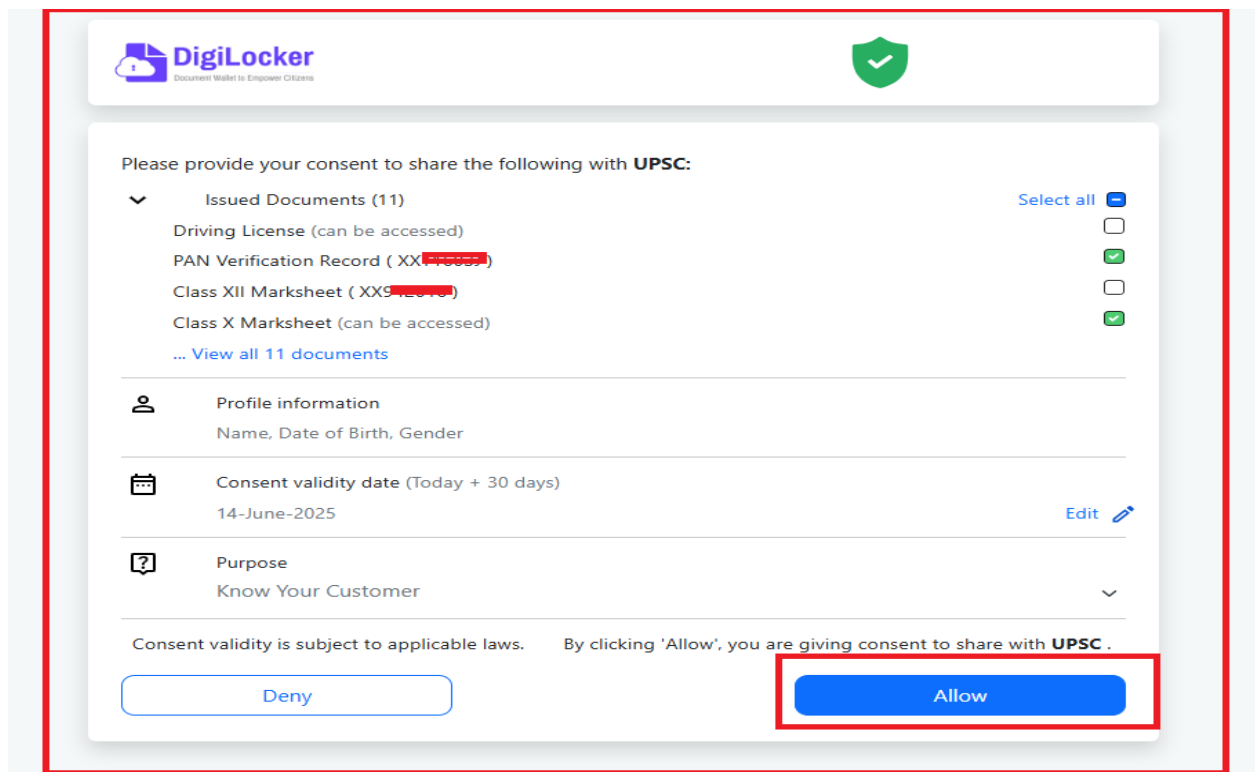
3. Alternatively, you can fetch your certificate directly from DigiLocker by clicking **Fetch 10th/Matriculation Certificate from DigiLocker**.

You can retrieve your Matriculation Board certificate directly from DigiLocker.



The image shows the DigiLocker 'Sign In to your account!' screen. At the top, there is the DigiLocker logo and the tagline 'Document Wallet to Empower Citizens'. Below the header, there are three tabs: 'Mobile' (highlighted in blue), 'Username', and 'Aadhaar'. Under the 'Mobile' tab, there is a text input field labeled 'Mobile Number*' with a placeholder 'Enter your registered Mobile Number'. Below the input field is a green 'Next' button. At the bottom, there is a link that says 'Do not have an account? Sign Up'.

You can select the documents you wish to fetch from DigiLocker by ticking the appropriate checkboxes and clicking on the 'Allow' button to proceed.



The image shows the DigiLocker consent screen for sharing documents with UPSC. At the top, there is the DigiLocker logo and a green shield icon. The main heading is 'Please provide your consent to share the following with UPSC:'. Below this, there is a section titled 'Issued Documents (11)' with a 'Select all' button. The documents listed are: 'Driving License (can be accessed)', 'PAN Verification Record (XX1460057)', 'Class XII Marksheet (XX912074)', and 'Class X Marksheet (can be accessed)'. Each document has a checkbox, with the first and last ones checked. Below the documents is a link to 'View all 11 documents'. There are three sections below: 'Profile information' (Name, Date of Birth, Gender), 'Consent validity date (Today + 30 days)' (14-June-2025) with an 'Edit' button, and 'Purpose' (Know Your Customer). At the bottom, there is a disclaimer: 'Consent validity is subject to applicable laws. By clicking 'Allow', you are giving consent to share with UPSC.' Below this are two buttons: 'Deny' and 'Allow' (highlighted with a red box).

Step 5: Declaration and Submission

1. Read the declaration statement carefully.
2. Check the acknowledgment box to confirm the correctness of the information provided.
3. Click the **Next & Review** button to proceed.
4. If any mistake is detected, make the necessary corrections by clicking edit button before submission.

Common Application Form

Select from where you completed 10th Class/ Matriculation/ Equivalent Board Examination: India Outside India

10 th Class/ Matriculation/ Equivalent Exam Passed State/ US *	Confirm 10 th Class/ Matriculation/ Equivalent Exam Passed State/ US *
Aravindhar Prakash	Aravindhar Prakash
10 th Class/ Matriculation/ Equivalent Exam Board Name *	Confirm 10 th Class/ Matriculation/ Equivalent Exam Board Name *
Central Board of Secondary Education	Central Board of Secondary Education
10 th Class/ Matriculation/ Equivalent Exam Passed Year *	Confirm 10 th Class/ Matriculation/ Equivalent Exam Passed Year *
2014	2014
Passing Certificate No. as per 10 th Class/ Matriculation/ Equivalent Board Examination Certificate *	Confirm Passing Certificate No. as per 10 th Class/ Matriculation/ Equivalent Board Examination Certificate *
2015	2015
10 th Class/ Matriculation/ Equivalent Roll Number as per 10 th Board Examination Certificate *	Confirm 10 th Class/ Matriculation/ Equivalent Roll Number as per 10 th Board Examination Certificate *
2016	2016
10 th Class/ Matriculation/ Equivalent Certificate issue date (dd-mm-yyyy) *	Confirm 10 th Class/ Matriculation/ Equivalent Certificate issue date (dd-mm-yyyy) *
11/11/2014	11/11/2014
Grade System (as per Board Certificate) *	
Certificate only requires a pass and where marks not given	

10th Class/ Matriculation/ Equivalent Board Examination Certificate

NOTE 1: Allowed 10th Class/ Matriculation/ Equivalent Board Examination Certificate file size: 50 KB to 500 KB. File format: pdf
NOTE 2: File name should be board_certificate.pdf

Click here to preview No file chosen

☒ I hereby declare that the information given by me in this form is true, complete and correct to best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

[Next & Review](#)

Step 6: Validation and Verification

- The system will validate required fields and format compliance.
- You must ensure all details match the certificate.

Step 7: Check the details on Review Page

You are required to thoroughly review the information entered in your 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 Matriculation Board profile.

Universal Registration

Identity Profile

Matriculation Board Profile

Aadhaar / Photo ID

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

Matriculation Board Profile

Review

10th Class/ Matriculation/ Equivalent Board Details

Country from where you completed 10 th Class/ Matriculation/ Equivalent Board Examination	India
10 th Class/ Matriculation/ Equivalent Exam Passout State/ UT	Andaman and Nicobar Islands
10 th Class/ Matriculation/ Equivalent Exam Board Name	Central Board of Secondary Education
10 th Class/ Matriculation/Equivalent Exam Passout Year	2014
Passing Certificate No. as per 10 th Class/ Matriculation/ Equivalent Board Examination Certificate	2014
10 th Class/ Matriculation/ Equivalent Roll Number as per 10 th Board Examination Certificate	2014
10 th Class/ Matriculation/ Equivalent Certificate issue date (dd/mm/yyyy)	11/11/2014

Grade System

Grade System (as per Board Certificate)	Certificate only requires a pass and where marks not given
10 th Class/ Matriculation/ Equivalent board Certificate document	View Uploaded Document

Edit

Submit

Note: After Successful Submission of “Matriculation Board Profile”:

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