

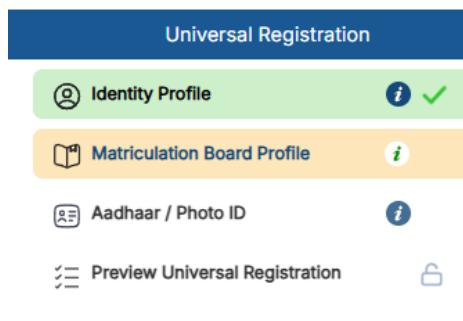
# **INSTRUCTIONS FOR FILLING THE MATRICULATION BOARD PROFILE**

## 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 10<sup>th</sup> Class/ Matriculation/ Equivalent examination pass-out State/ UT, examination board name, year of completion, Passing certificate number, roll number and grades obtained.



### 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 screenshot of a digital form titled 'Matriculation Board Profile'. At the top, there is a navigation bar with two buttons: 'Matriculation Board Profile' (highlighted with a green dot) and 'Review' (highlighted with a blue dot). Below the navigation bar, there is a note in red text: 'Enter the details as printed on 10<sup>th</sup> 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 section titled 'Select from where you completed 10th Class/ Matriculation/ Equivalent Board Examination' with two radio buttons: 'India' (unchecked) and 'Outside India' (unchecked).

## Case 1: If you choose “India”

Universal Registration

Matriculation Board Profile

Matriculation Board Profile Review

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

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout State/ UT: \*

Select State

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Board Name: \*

Select Board Name

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Year: \*

YYYY

Passing Certificate No. as per 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate: \*

Certificate No.

10<sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*

Roll number

10<sup>th</sup> Class/ Matriculation/ Equivalent Certificate Issue date (dd/mm/yyyy): \*

Grade System (as per Board Certificate): \*

Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout State / UT: \*

Select State

Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Board Name: \*

Select Board Name

Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Year: \*

YYYY

Confirm Passing Certificate No. as per 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate: \*

Certificate No.

Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*

Roll number

Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Certificate Issue date (dd/mm/yyyy): \*

Grade System (as per Board Certificate): \*

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

## Case 2: If you choose “Outside India”

Universal Registration

Matriculation Board Profile

Matriculation Board Profile Review

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

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Country: \*

Select Country

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Year: \*

YYYY

Passing Certificate No. as per 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate: \*

Certificate No.

10<sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*

Roll number

10<sup>th</sup> Class/ Matriculation/ Equivalent Certificate Issue date (dd/mm/yyyy): \*

Grade System (as per Board Certificate): \*

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Board Name: \*

Enter exam board name

Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Year: \*

YYYY

Confirm Passing Certificate No. as per 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate: \*

Certificate No.

Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*

Roll number

Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Certificate Issue date (dd/mm/yyyy): \*

Grade System (as per Board Certificate): \*

Select Grade System

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

## 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

Matriculation Board Profile

Review

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

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

India

Outside India

10<sup>th</sup> Class / Matriculation/ Equivalent Exam Passout State/ UT: \*

Andaman and Nicobar Islands

Confirm 10<sup>th</sup> Class / Matriculation/ Equivalent Exam Passout State/ UT: \*

Andaman and Nicobar Islands

10<sup>th</sup> Class / Matriculation/ Equivalent Exam Board Name: \*

Central Board of Secondary Education

Confirm 10<sup>th</sup> Class / Matriculation/ Equivalent Exam Board Name: \*

Central Board of Secondary Education

10<sup>th</sup> Class / Matriculation/ Equivalent Exam Passout Year: \*

2014

Confirm 10<sup>th</sup> Class / Matriculation/ Equivalent Exam Passout Year: \*

2014

Passing Certificate No. as per 10<sup>th</sup> Class / Matriculation/ Equivalent Board Examination Certificate: \*

2014

Confirm Passing Certificate No. as per 10<sup>th</sup> Class / Matriculation/ Equivalent Board Examination Certificate: \*

2014

10<sup>th</sup> Class / Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*

2014

Confirm 10<sup>th</sup> Class / Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*

2014

10<sup>th</sup> Class / Matriculation/ Equivalent Certificate Issue date (dd /mm /yyyy): \*

11/11/2014

Confirm 10<sup>th</sup> Class / Matriculation/ Equivalent Certificate Issue date (dd /mm /yyyy): \*

11/11/2014

Grade System (as per Board Certificate): \*

Certificate only requires a pass and where marks not given

## Step 4: Uploading Matriculation Certificate

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

Address

Educational Profile

Employment Experience Profile

Achievements

Previous UPSC Examination Profile

Photo & Signature

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Year: \*  
2014  Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Year: \*  
2014

Passing Certificate No. as per 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate: \*  
2014  Confirm Passing Certificate No. as per 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate: \*  
2014

10<sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*  
2014  Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*  
2014

10<sup>th</sup> Class/ Matriculation/ Equivalent Certificate Issue Date (dd/ mm/ yyyy): \*  
11/11/2014  Confirm 10<sup>th</sup> Class/ Matriculation/ Equivalent Certificate Issue Date (dd/ mm/ yyyy): \*  
11/11/2014

Grade System (as per Board Certificate): \*  
Grade only requires a pass and where marks not given

**10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate**

**NOTE 1:- Allowed 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate file size : 50 KB to 300 KB, File format: pdf**  
**NOTE 2:- File name should be board\_certificate.pdf**

No file chosen  OR

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\*

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

Universal Registration

Identity Profile  Matriculation Board Profile

Address / Photo ID  Preview Universal Registration

Common Application Form

Personal Profile  Parent Profile  Social Category Profile  Address  Educational Profile  Employment Experience Profile  Achievements  Previous UPSC Examination Profile  Photo & Signature

Matriculation Board Profile

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

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout State: \*  
India  Outside India

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Board Name: \*  
Central Board of Secondary Education  Confirms 10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout State: India

10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Year: \*  
2014  Confirms 10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Board Name: \*  
2014

Passing Certificate No. as per 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate: \*  
2019  Confirms 10<sup>th</sup> Class/ Matriculation/ Equivalent Exam Passout Year: \*  
2014

10<sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*  
2016  Confirms Passing Certificate No. as per 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate: \*  
2016

10<sup>th</sup> Class/ Matriculation/ Equivalent Certificate Issue Date (dd/ mm/ yyyy): \*  
11/11/2014  Confirms 10<sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate: \*  
2016

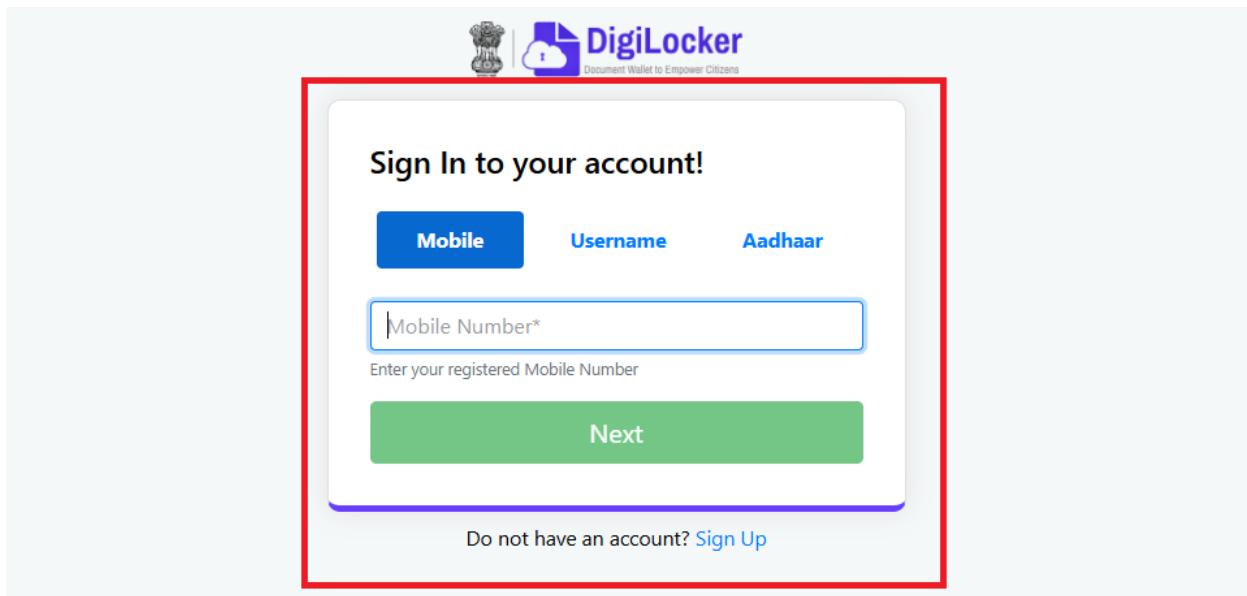
Grade System (as per Board Certificate): \*  
CGPA/ Score 3.0  Confirms Certificate Issue Date (dd/ mm/ yyyy): \*  
11/11/2014

**10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate**

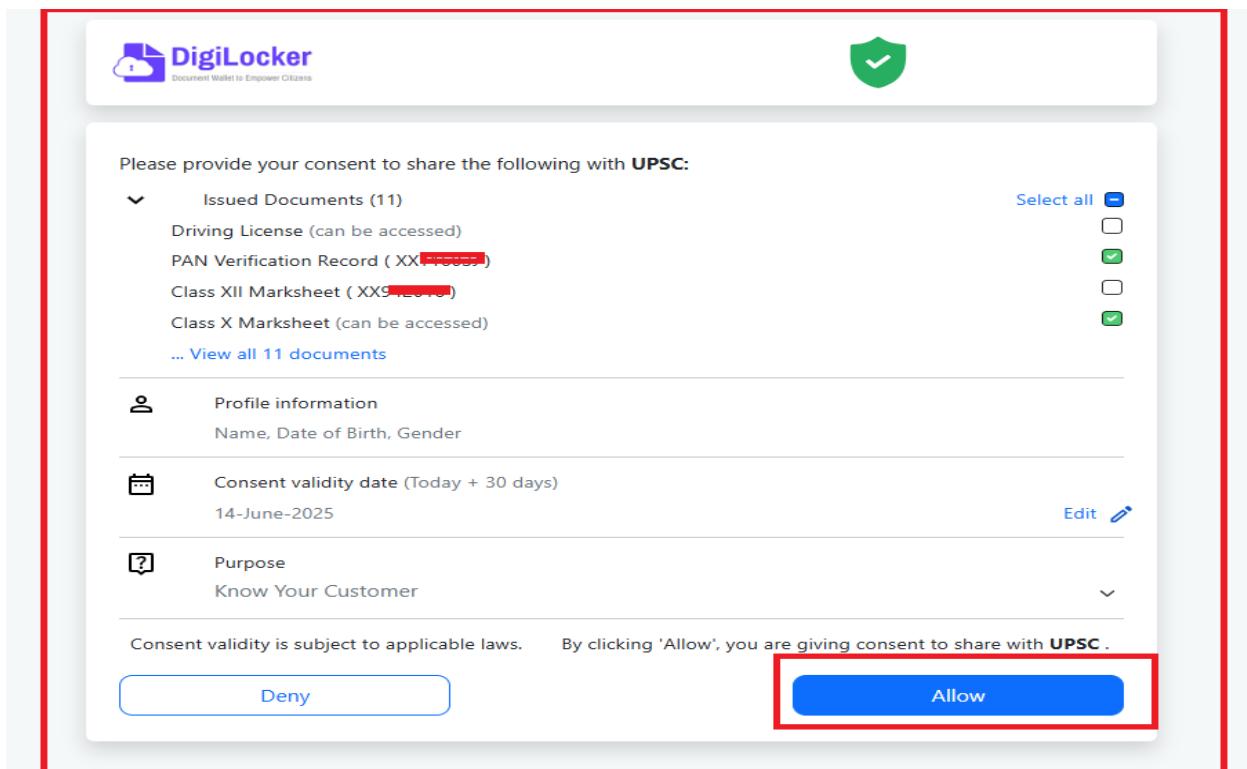
**NOTE 1:- Allowed 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate file size : 50 KB to 200 KB, File format: pdf**  
**NOTE 2:- File name should be board\_certificate.pdf**

No file chosen  OR

You can retrieve your Matriculation Board certificate directly from DigiLocker.



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



## 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<sup>th</sup> Class / Matriculation/ Equivalent Exam Passout State / UT:   Arunachal Pradesh

10<sup>th</sup> Class / Matriculation/ Equivalent Exam Board Name:   Central Board of Secondary Education

10<sup>th</sup> Class / Matriculation/ Equivalent Exam Passout Year:   2014

Passing Certificate No. as per 10<sup>th</sup> Class / Matriculation/ Equivalent Board Examination Certificate:   2015

10<sup>th</sup> Class / Matriculation/ Equivalent Roll Number as per 10<sup>th</sup> Board Examination Certificate:   2016

10<sup>th</sup> Class / Matriculation/ Equivalent Certificate issue date (dd. mm. yyyy):   11/11/2014

Grade System (as per Board Certificate):   Grade System (as per Board Certificate)

Certificate only requires a pass and where marks not given:

10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate

Click here to preview

NOTE 1-Acknowledged 10<sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate No size : 50 KB to 300 KB, File format: pdf

NOTE 2-File name should be board\_certificate.pdf

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\*

## 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 i

Aadhaar / Photo ID i

Preview Universal Registration i

Matriculation Board Profile ✓ Review i

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 Exam Passout State/ UT	Andaman and Nicobar Islands
10 <sup>th</sup> Class/ Matriculation/ Equivalent Exam Board Name	Central Board of Secondary Education
10 <sup>th</sup> Class/ Matriculation/Equivalent Exam Passout Year	2014
Passing Certificate No. as per 10 <sup>th</sup> Class/ Matriculation/ Equivalent Board Examination Certificate	2014
10 <sup>th</sup> Class/ Matriculation/ Equivalent Roll Number as per 10 <sup>th</sup> Board Examination Certificate	2014
10 <sup>th</sup> 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 <sup>th</sup> Class/ Matriculation/ Equivalent board Certificate document	<span style="border: 1px solid #0070C0; border-radius: 50%; padding: 2px 5px; display: inline-block;">View Uploaded Document</span>

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.