

# INSTRUCTIONS FOR FILLING THE **PARENTS' PROFILE**

## Parents' Profile

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

### Step 1: Accessing the Parents' Profile Module

1. Select "Parents' Profile" from the menu.
2. You can also navigate to this profile later if you want to edit any information in your parents' profile.

The screenshot shows the 'Parents' Profile' module access screen. On the left is a sidebar menu with options: 'Preview Universal Registration', 'Common Application Form', 'Personal Profile' (checked), 'Parents' Profile' (highlighted), 'Social Category Profile', 'Disability Profile', 'Address', 'Educational Profile', 'Employment Experience Profile', 'Achievements', 'Previous UPSC Examination Profile', and 'Photo & Signature'. The main content area is titled 'Parents' Profile' and contains two sections: 'Father's Details' and 'Mother's Details'. Each section has fields for Name, Status, Occupation, and Nationality. A 'Next & Review' button is at the bottom right.

### Step 2: Filling the Father's Details

1. **Father's Name:** Father's Name will be auto-fetched from the Identity Profile module.
2. **Status:** Select the appropriate status (Alive/Deceased).
3. **Annual Income:** You should enter the annual income of your father (in case of Alive only).
4. **Occupation:** Provide your father's current or last held occupation.
5. **Nationality:** Select the nationality from the dropdown list.
6. **State and District:** Choose the state and district to which your father originally belongs.

The screenshot shows the 'Parents' Profile' module with data filled in. The 'Father's Details' section is highlighted with a red box. The data entered is: Father's Name: AS, Status: Alive, Annual Income (Rs): 340000, Occupation: Accountant, Nationality: Citizen of India, State to which your Father originally belongs: Andaman and Nicobar Islands, District to which your Father originally belongs: Nicobars. The 'Mother's Details' section is also visible with similar fields.

### Step 3: Filling the Mother's Details

1. **Mother's Name:** Mother's Name will be auto-fetched from the Identity Profile module.
2. **Status:** Select the appropriate status (Alive/Deceased).
3. **Annual Income:** You should enter the annual income of your mother (in case of Alive only).
4. **Occupation:** Provide your mother's current or last held occupation.
5. **Nationality:** Select the nationality from the dropdown list.
6. **State and District:** Choose the state and district to which your mother originally belongs.

The screenshot shows the 'Parents' Profile' form. The 'Mother's Details' section is highlighted with a red box. It includes fields for Mother's Name, Status, Occupation, Annual Income (Rs), Nationality, State to which your Mother originally belongs, and District to which your Mother originally belongs. The 'Next & Review' button is visible at the bottom right of the form.

### Step 4: Review and Submission

1. Verify all the entered details for accuracy.
2. Click on **Next & Review** to proceed.
3. If required, make any corrections before final submission.

The screenshot shows the 'Parents' Profile' form. The 'Mother's Details' section is highlighted with a red box. It includes fields for Mother's Name, Status, Occupation, Annual Income (Rs), Nationality, State to which your Mother originally belongs, and District to which your Mother originally belongs. The 'Edit' and 'Submit' buttons are visible at the bottom right of the form.

**Note: After Successful Submission of “Parents’ Profile”:**

- Once the “Parents’ Profile” is successfully submitted, proceed to fill out the **"Social Category Profile"**.
- Continue following the process by completing the subsequent sections as per the guidelines.