

INSTRUCTIONS FOR FILLING THE PERSONAL PROFILE

Personal Profile

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

Step 1: Accessing the Personal Profile Module

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

Update Personal Profile

Nationality: Citizen of India

Minority Status: Yes No

Mother Tongue: Bengali

Marital Status: Unmarried

Step 2: Enter Personal Information

1. **Nationality:** Select the nationality from the dropdown list.

Personal Profile

Personal Profile Review

Nationality: Citizen of India

Minority Status: Yes No

Mother Tongue: Select Mother Tongue

Select State of Domicile: State of Domicile

Marital Status: Select Marital Status

Place of Birth:

Is your place of birth in India or abroad? India Outside India

Select Country: Select name of the country

Address of place of birth: Enter Address of place of birth

2. **Minority Status:** Choose your minority status. If you select "Yes" for Minority Status, you will be required to select a Minority Group. If you select "No," you must fill in all the remaining details.

Nationality: Citizen of India

Minority Status: Yes No

Mother Tongue: Hindi

Select State of Domicile: Bihar

Marital Status: Unmarried

3. **Minority Group:** Select your Minority Group from the drop down.

4. **Mother Tongue:** Select the mother tongue from the available options.
5. **Select State/Domicile:** Choose the appropriate state or domicile.
6. **Marital Status:** Choose the marital status from the dropdown.

Nationality:*	Minority Status:*
Citizen of India	<input checked="" type="radio"/> Yes <input type="radio"/> No
Select minority group:*	Mother Tongue:*
Jain	Hindi
Select State of Domicile:*	Marital Status:*
Bihar	Unmarried

Step 3: Providing Birth Details

1. Select whether the place of birth is India or Outside country.

Place of Birth:*

Is your place of birth in India or abroad ?*	<input type="radio"/> India <input checked="" type="radio"/> Outside India
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2. If "Outside India" is selected, choose the respective country from the dropdown. Then, enter the complete address of the place of birth.

Place of Birth:*

Is your place of birth in India or abroad ?*	<input type="radio"/> India <input checked="" type="radio"/> Outside India
Select Country: *	Address of place of birth: *
Select name of the country	Enter Address of place of birth

3. If you select India, you must also select the state in which you were born. After that, select the district and fill in the remaining details.

Place of Birth:*

Is your place of birth in India or abroad ?*	<input checked="" type="radio"/> India <input type="radio"/> Outside India
State:*	District:*
State	District
Enter Village/Town/City:	Enter Post Office:
Enter Village/Town/City	Enter Post Office Name
Enter your PIN Code:	
Enter your PIN code	

Step 4: Digital Contact Information(Optional)

1. **WhatsApp Number:** You may enter a valid WhatsApp number for communication.
2. **Alternate Mobile Number:** Provide an additional mobile number for backup.
3. **Alternate Email ID:** You may enter an alternate email for communication.

Alternate contact information:

WhatsApp Number:

Enter WhatsApp Number

Alternate email ID:

Enter alternate email ID

Alternate Mobile Number:

Enter alternate Mobile Number

Next & Review →

Step 5: Review and Submission

1. Carefully review the entered details for accuracy.
2. Click on the **Next & Review** button to proceed.
3. Make necessary corrections if required before final submission.

Personal Profile

Personal Identity Profile Details

Nationality	Citizen of India
Minority Status	No
Mother Tongue	Hindi
State of Domicile	Bihar
Marital Status	Unmarried

Place of Birth

Place of birth	India
State	Bihar
District from the list	Patna
Village/Town/City	N/A
Post Office	N/A
Your PIN Code	N/A

Alternate contact information

WhatsApp Number	N/A
Alternate email ID	N/A
Alternate Mobile Number	N/A

Edit **Submit**

Note: After Successful Submission of “Personal Profile”:

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