

# **INSTRUCTIONS FOR FILLING THE PREVIOUS UPSC EXAMINATION PROFILE**

## Previous UPSC Examination Profile

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

### Step 1: Accessing the Previous UPSC Exam Profile Module

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

The screenshot displays the UPSC application form interface. On the left, a sidebar menu lists various profile sections: Personal Profile, Parents' Profile, Social Category Profile, Disability Profile, Address, Educational Profile, Employment Experience Profile, Achievements, Previous UPSC Examination Profile (highlighted with a red box), and Photo & Signature. The main content area is titled 'Previous UPSC Examination(s) Profile' and features a progress bar with two steps: 'Previous UPSC Examination(s) Profile details' (active) and 'Review'. Below the progress bar, there are two tabs: 'Previous UPSC Examination details' and 'Debarment details'. The 'Previous UPSC Examination details' tab is selected, showing a question: 'Have you ever appeared in any UPSC Examination so far, in previous year(s)?'. To the right of the question are radio buttons for 'Yes' and 'No', with 'No' being selected. A 'Next' button with a right arrow is located below the question.

### Step 2: Indicate Previous Exam attempts

1. The system will ask: **"Have you ever appeared in any UPSC Examinations so far, in previous year(s)?"**
2. Choose one of the following options:
  - **Yes** (if you have appeared in a UPSC exam before)
  - **No** (if you have never appeared for any UPSC exam)

Previous UPSC Examination(s) Profile

Previous UPSC Examination(s) Profile details Review

Previous UPSC Examination details Debarment details

Have you ever appeared in any UPSC Examination so far, in previous year(s)? \* ☒ Yes ☐ No

Select Name of Examination /Recruitment test /Selection: \* Examination year: \*

Select Name of Examination /Recruitment test /Selection YYYY

Your Roll Number for the examination: \* Whether appeared at the interview: \* ☐ Yes ☒ No

Enter Appeared Roll Number

(The candidate who is not in possession of his/her Roll number(s) for previous year Examination is advised to fill 0000000 in place of his/her Roll Number(s))

Whether you were recommended for appointment? \* ☐ Yes ☒ No Have you joined or been appointed? \* ☐ Yes ☒ No

Add Previous Exam Details

Next →

### Step 3: Provide Exam Details (if “Yes” is selected)

If you select "Yes", additional fields will appear asking for:

1. **Select Name of the Examination** – Select from the dropdown list of past UPSC exams.
2. **Exam Year**– Enter the year(s) in which you appeared.
3. **Roll Number**– Provide the roll number assigned in the respective exam(s) (If you are not in possession of your Roll Nos. for previous year examination, you are advised to fill 00000000 in place of your Roll Nos.)
4. **Whether appeared at the interview:** Choose Yes or NO.
5. **Whether you were recommended for appointment:** Choose Yes or No.
6. **Whether you have joined/ appointed:** Choose Yes or No.

**Note:**You may add multiple exam details by clicking on “Add Previous Exam Details”.

Previous UPSC Examination(s) Profile

Previous UPSC Examination(s) Profile details Review

Previous UPSC Examination details Debarment details

Have you ever appeared in any UPSC Examination so far, in previous year(s)? \* ☒ Yes ☐ No

Select Name of Examination /Recruitment test /Selection: \* Examination year: \*

Select Name of Examination /Recruitment test /Selection YYYY

Your Roll Number for the examination: \* Whether appeared at the interview: \* ☐ Yes ☒ No

Enter Appeared Roll Number

(The candidate who is not in possession of his/her Roll number(s) for previous year Examination is advised to fill 0000000 in place of his/her Roll Number(s))

Whether you were recommended for appointment? \* ☐ Yes ☒ No Have you joined or been appointed? \* ☐ Yes ☒ No

Add Previous Exam Details

Next →

#### Step 4: Provide Debarment details (if applicable)

- If you have ever been **debarred from any UPSC examination**, select "**Yes**" under the **Debarred Details** tab.
- Provide necessary details regarding the debarment, including the **reason** and **period of debarment**.

The screenshot shows the 'Previous UPSC Examination(s) Profile' form. The left sidebar contains a list of application form sections: Personal Profile, Parents' Profile, Social Category Profile, Disability Profile, Address, Educational Profile, Employment Experience Profile, Achievements, Previous UPSC Examination Profile (highlighted with a red box), and Photo & Signature. The main content area has a progress bar at the top with 'Previous UPSC Examination(s) Profile details' and 'Review'. Below the progress bar, there are two tabs: 'Previous UPSC Examination details' and 'Debarment details'. The 'Debarment details' tab is active. It contains a question: 'Have you ever been debarred by the UPSC from any of its Examinations/Selections? : \*' with radio buttons for 'Yes' (selected) and 'No'. Below this is a text input field labeled 'Give Debarred Details'. At the bottom of the form are 'Back' and 'Next & Preview' buttons.

#### Step 5: Review and Submit

1. Click "**Next & Review**" to proceed to the **Review** section.
2. Verify all entered details before final submission.
3. Click "**Submit**" to save the information.

The screenshot shows the 'Previous UPSC Examination(s) Profile' form in the 'Review' stage. The left sidebar is the same as in Step 4, with 'Previous UPSC Examination Profile' highlighted. The main content area shows the progress bar with 'Previous UPSC Examination(s) Profile details' and 'Review'. Below the progress bar, there is a table titled 'UPSC Examination(s) History'. The table has two rows: 'Have you ever been debarred by the UPSC from any of its Examinations/Selections?' and 'Have you ever appeared in any UPSC Examination so far, in previous year(s)?'. Both rows have 'No' entered in the answer column. Below the table are 'Edit' and 'Submit' buttons.

**Note: After Successful Submission of “Previous UPSC Examination Profile”:**

- Once the “Previous UPSC Examination Profile” is successfully submitted, proceed to fill out the "Photo &Signature".
- Continue following the process by completing the subsequent sections as per the guidelines.