

**INSTRUCTIONS
FOR
FILLING THE
SOCIAL CATEGORY
PROFILE**

Social Category Profile

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

Step 1: Accessing the Social Category Profile Module

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

The screenshot displays the 'Social Category Profile' module. On the left, a navigation menu lists various profile sections: Personal Profile, Parents' Profile, Social Category Profile (highlighted), Disability Profile, Address, Educational Profile, Employment Experience Profile, Achievements, Previous UPSC Examination Profile, and Photo & Signature. The main area shows a progress indicator with 'Social Category Profile' and 'Review' steps. Below this is a dropdown menu for 'Select Community:' with the placeholder text 'Select your Community'. A declaration box contains the text: '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'. A 'Next & Review' button is located at the bottom right of the form.

Step 2: Filling the Community details

1. From the dropdown menu labeled "**Select Community**", choose the appropriate category:
 - Unreserved
 - Other Backward Classes (OBC)
 - Scheduled Caste (SC)
 - Scheduled Tribe (ST)
 - Economically Weaker Section (EWS)
2. If applicable, ensure you have the required supporting documents for category verification.

The screenshot shows the 'Social Category Profile' module with the 'Select Community' dropdown menu open. The dropdown is highlighted with a red border and lists the following options: SC, ST, OBC, Unreserved, and EWS. The background shows the same navigation menu and progress bar as in the previous screenshot.

Step 3: Declaration Agreement

Check the box to agree to the declaration: ***"I hereby declare that the information given by me in this form is true, complete, and correct to 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 canceled/terminated."*** Click on the **"Next & Review"** button to save the social category profile.

The screenshot shows the 'Social Category Profile' form in a web application. On the left is a navigation menu with options like 'Personal Profile', 'Parents' Profile', 'Social Category Profile', 'Disability Profile', 'Address', 'Educational Profile', 'Employment Experience Profile', 'Achievements', 'Previous UPSC Examination Profile', and 'Photo & Signature'. The 'Social Category Profile' option is selected. The main form area has a progress indicator at the top with 'Social Category Profile' and 'Review'. Below this is a 'Select Community*' dropdown menu with 'Unreserved' selected. A red box highlights a declaration statement: 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*. Below the declaration is a 'Next & Review' button.

Case 1: If you select "SC" under the Social Category Profile module, additional fields will appear to fill. These fields include:

- Certificate Number
- State of Issuing Authority
- Office of Issuing Authority
- Designation of Issuing Authority
- Date of Issue
- Religion
- Name of Caste
- Central list with serial No.
- Address of Issuing Authority

After providing the required details, you must **upload a copy of your caste certificate**. The uploaded file should be named **"caste_certificate"**.

Alternatively, you have the option to **fetch your caste certificate directly from DigiLocker**.

The screenshot shows the 'Social Category Profile' form with the 'SC' community selected. The form is filled with the following details: Certificate Number: 234567; State of Issuing Authority: Andaman and Nicobar Islands; Office of Issuing Authority: District Magistrate; Designation of Issuing Authority: District Magistrate; Date of Issue (dd-mm-yyyy): 15/10/2024; Religion: Hindu; Name of Caste (Title/Community): Ghatia; Address of Issuing Authority: Ghatia. Below these fields is a 'Caste Certificate Document' section with a file upload area. A note states: 'NOTE: 1 - Allowed File size: 50 KB to 300 KB. File format: pdf. File name format should be: caste_certificate.pdf'. There is a 'Choose File' button and a 'Fetch Caste Certificate from DigiLocker' button.

Case 2: If you select "ST" under the Social Category Profile module, additional fields will appear that you are required to fill. These fields include:

- **Certificate Number**
- **Office of Issuing Authority**
- **Designation of Issuing Authority**
- **State of Issuing Authority**
- **Date of Issue**
- **Address of Issuing Authority**
- **Name of Caste/ Tribe/ Community (as per community certificate)**
- **Central list with serial No.**

After providing the required details, you must **upload a copy of your caste certificate**. The uploaded file should be named "**caste_certificate**".

Alternatively, you have the option to **fetch your caste certificate directly from DigiLocker**.

Social Category Profile

Select Community*: ST

- Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
- It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Certificate Number*: 123456

Office of Issuing Authority*: dempo

Designation of Issuing Authority*: District Magistrate

State of Issuing Authority*: Andaman and Nicobar Islands

Date of Issue (dd-mm-yyyy)*: 11/11/2024

Address of Issuing Authority*: dempo

Name of Caste/Tribe (Community (as per community Certificate)*: dempo

Central list with Serial No. Caste/Tribe/Community: [Click here to see list](#) *

Category Certificate Document

NOTE: 1 - Allowed File size - 50 KB to 300 KB. File format: pdf. File name format should be caste_certificate.pdf

Upload Category Certificate

Fetch Caste Certificate from DigiLocker

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

Social Category Profile

Select Community*: ST

- Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
- It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Certificate Number*: 123456

Office of Issuing Authority*: dempo

Designation of Issuing Authority*: District Magistrate

State of Issuing Authority*: Andaman and Nicobar Islands

Date of Issue (dd-mm-yyyy)*: 11/11/2024

Address of Issuing Authority*: dempo

Name of Caste/Tribe (Community (as per community Certificate)*: dempo

Central list with Serial No. Caste/Tribe/Community: [Click here to see list](#) *

Category Certificate Document

NOTE: 1 - Allowed File size - 50 KB to 300 KB. File format: pdf. File name format should be caste_certificate.pdf

Upload Category Certificate

Fetch Caste Certificate from DigiLocker

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

Case 3: If you select "OBC" under the Social Category Profile module, additional fields will appear that you are required to fill. These fields include:
 You first need to indicate whether you belong to the Creamy Layer or Non-Creamy Layer category.

Social Category Profile

Select Community*: OBC

- Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
- It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Belongs to Creamy Layer*: Yes No

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

A. If you select 'Yes' in the above field, additional questions will be displayed accordingly.

The screenshot shows the 'Social Category Profile' form. The 'Belongs to Creamy Layer*' field is set to 'Yes'. Below this field, there is a text input field for 'Enter the post held by your Father'. A 'Next & Review' button is visible at the bottom.

B. If you select 'No' in the above field, additional questions will be displayed accordingly.

The screenshot shows the 'Social Category Profile' form with 'Belongs to Creamy Layer*' set to 'No'. The form is populated with the following details:

- Certificate Number: 23456
- Office of Issuing Authority: demo
- Designation of Issuing Authority: District Magistrate
- State of Issuing Authority: Andaman and Nicobar Islands
- Address of Issuing Authority: demo
- Date of Issue (dd/mm/yyyy): 11/11/2024
- Name of Caste/Tribe/Community (as per community Certificate): demo
- Central list with Serial No. Caste/Tribe/Community: demo

 At the bottom, there is a section for 'Caste Certificate Document' with a file upload area and a 'Fetch Caste Certificate from DigiLocker' button. A note specifies: 'NOTE: 1 - Allowed File size : 50 KB to 300 KB, File format: pdf, File name format should be caste_certificate.pdf'.

- **Certificate Number**
- **Office of Issuing Authority**
- **Designation of Issuing Authority**
- **State of Issuing Authority**
- **Address of Issuing Authority**
- **Date of Issue**
- **If your Father is in service, indicate the post held by him / If retired, indicate last post held by him**
- **Name of Caste/ Tribe/ Community (as per community certificate)**
- **Central list with serial No.**

After providing the required details, you must **upload a copy of your caste certificate**. The uploaded file should be named "**caste_certificate**".

Alternatively, you have the option to **fetch your caste certificate directly from DigiLocker**.

Social Category Profile

Select Community*
CBC

Belongs to Creamy Layer*
 Yes No

Certificate Number*
23456

Office of Issuing Authority*
demo

Designation of Issuing Authority*
District Magistrate

State of Issuing Authority*
Andaman and Nicobar Islands

Date of Issue (dd/mm/yyyy)*
11/11/2024

Address of Issuing Authority*
demo

Name of Caste/Tribe: Community (as per community Certificate)*
demo

Central list with Serial No. Caste/Tribe: Community: [Click here to see list](#)*

Caste Certificate Document

NOTE: 1 - Allowed File size : 50 KB to 300 KB, File format: pdf, File name format should be caste_certificate.pdf

Choose File caste_certificate.pdf

Upload Category Certificate

Fetch Caste Certificate From DigiLocker

Case 4: If you select "EWS" under the Social Category Profile module, additional fields will appear that you are required to fill. These fields include:

- **Certificate Number**
- **Office of Issuing Authority**
- **Designation of Issuing Authority**
- **State of Issuing Authority**
- **Date of Issue**
- **Address of Issuing Authority**

After providing the required details, you must **upload a copy of your EWS certificate**. The uploaded file should be named "**caste_certificate**".

Alternatively, you have the option to **fetch your caste certificate directly from DigiLocker**.

Social Category Profile

Select Community*
EWS

Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
 • It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Certificate Number*
3456

Office of Issuing Authority*
demo

Designation of Issuing Authority*
District Magistrate

State of Issuing Authority*
Andhra Pradesh

Date of Issue (dd/mm/yyyy)*
11/11/2024

Address of Issuing Authority*
demo

Caste Certificate Document

NOTE: 1 - Allowed File size : 50 KB to 300 KB, File format: pdf, File name format should be caste_certificate.pdf

Choose File caste_certificate.pdf

Upload Category Certificate

Fetch Caste Certificate From DigiLocker

Case 5: If you select "Unreserved" in the Social Category Profile module, you are required to accept the declaration and proceed with submission.

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.

Social Category	
Community	SC
Certificate Number	234567
Designation of Issuing Authority	District Magistrate
State of Issuing Authority	Andaman and Nicobar Islands
Date of Issue (dd/mm/yyyy)	11/11/2024
If your Father is in service, indicate the post held by her / If retired, indicate last post held by her (otherwise fill "NOT APPLICABLE")	demo
Office of Issuing Authority	demo
Central list with Serial No. Caste/Tribe/Community	demo
Name of Caste/Tribe/Community (as per community Certificate)	demo
Religion	Sikh
Address of Issuing Authority	demo
Category Certificate document	View Uploaded Document

Note: After Successful Submission of “Social Category Profile”:

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