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.

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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.

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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" buttonto save the social category profile.

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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**.

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

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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.

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- 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**.

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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, the youmust **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**.

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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.

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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.