

# **GENERAL INSTRUCTIONS FOR FILLING FORM**

The UPSC Online Application Portal has four parts, arranged in 4 separate cards at the home page, three of which namely, Account Creation, Universal Registration and Common Application Form are common to all examination applications and can be filled anytime by the candidates. The fourth part i.e. Examination displays the examination notices as and when notified, Examination Application link and applications status. Applications can be filled during the time period allowed in the notification of an examination.

All applicants are required to fill up the application and upload their documents in the newly introduced portal afresh. The old One Time Registration (OTR) module will not be applicable henceforth.

You are advised to go through these instructions thoroughly for a comprehensive understanding of the new UPSC Online Portal. These instructions serve as companion for the module/profile wise filling of information and uploading of documents.

## The Home Page

When you enter **upsonline.nic.in** in your browser, the first page that appears is called the Home Page. The Home Page is also referred to as the Landing Page. It essentially serves as the entry point to other important pages (or hyperlinks). The UPSC Online portal's home page is simple, robust and responsive. The home page of UPSC online portal looks something like this:



On the top right corner of Home Page you can see the current date and time, below which you will see the UPSC logo. Below the logo, comes the Navigation Bar.

## Navigation Bar



A navigation bar is a panel on the website that helps you easily find and navigate to different pages or sections. It contains the important hyperlinks, such as “Account Creation”, “Examinations” drop down which contains the set of links related to Examination like

- View Examination Notices: You can view the list of active examination notices. You can just view the active notices.
- Apply for Examination: Once logged in, you can view and apply for any active examinations.
- MyApplications: When logged in, you can proceed to fill out the incomplete application form. If the application form has already been completed, it will also be displayed there with completed status.

“Instruction and FAQs” drop down (contains the set of links related to Instructions).

- Instructions for filling the form
  - General Instructions
  - Identity Profile
  - Matriculation Profile
  - Aadhaar / Photo ID
  - Personal Profile
  - Parents’ Profile
  - Social Category Profile
  - Disability Profile
  - Address
  - Educational Profile
  - Employment Experience Profile
  - Achievements
  - Previous UPSC Examination Profile
- Instructions for uploading documents
- Frequently Asked Questions (FAQs)

At the right corner of Navigation bar, you can see the “Login” Button which takes you to the login page. Below the navigation bar, there is section of 4 cards which is called the Homepage Cards.

## Homepage Cards



There are 4 cards / sections with dynamic hyperlinks. Various links are accessible only after login. The section is divided into following cards which are basically the 4 steps to fill any exam specific forms like CSE, NDA& NA, CDS, CAPF (AC) etc.:

1. Create Account and Login
2. Universal Registration
3. Common Application Form
4. Examinations

## Footer



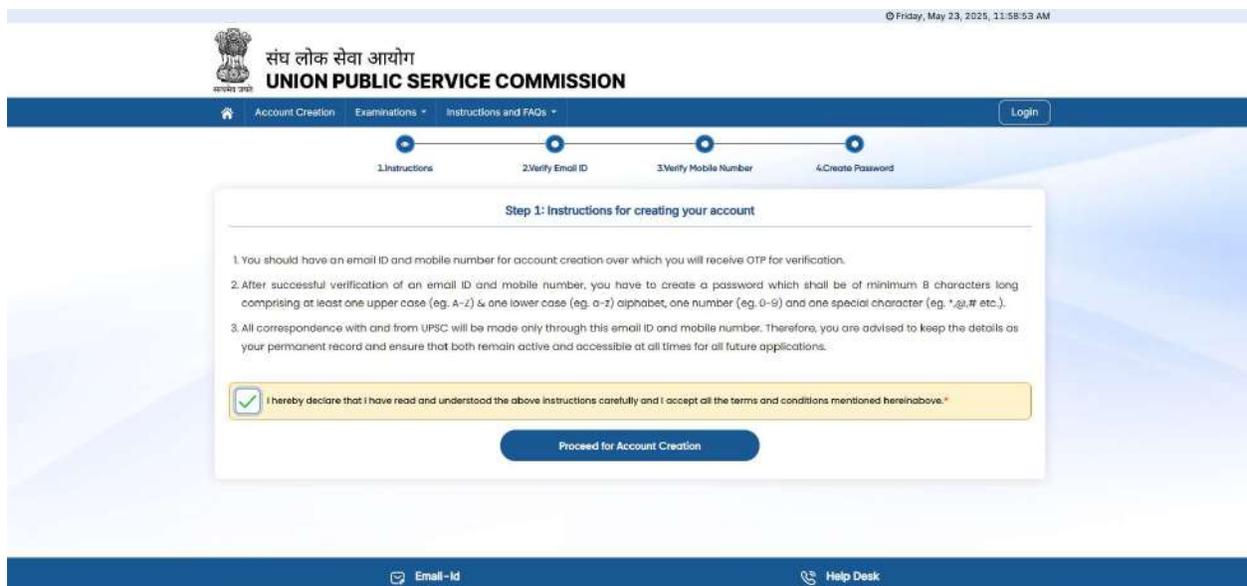
The footer section of the Union Public Service Commission (UPSC) online portal is a persistent element displayed at the bottom of the page. It includes the email and contact information with some additional information related to the UPSC Online Portal.

# 1. Account Creation

To apply for any form on the UPSC online portal, you first need to create an account on UPSC online portal which can be done by clicking on “Account Creation” link on the navigation bar, or select “Create Account” from the first card.



On Account Creation page, you shall read the instructions mentioned on the page before checking the declaration box and clicking **Proceed for Account Creation** button to continue.



Below the navigation bar, you can see the **stepper**[steps showing current step (eye image) and completed steps (green tick)]; similar steppers will be shown in further forms.

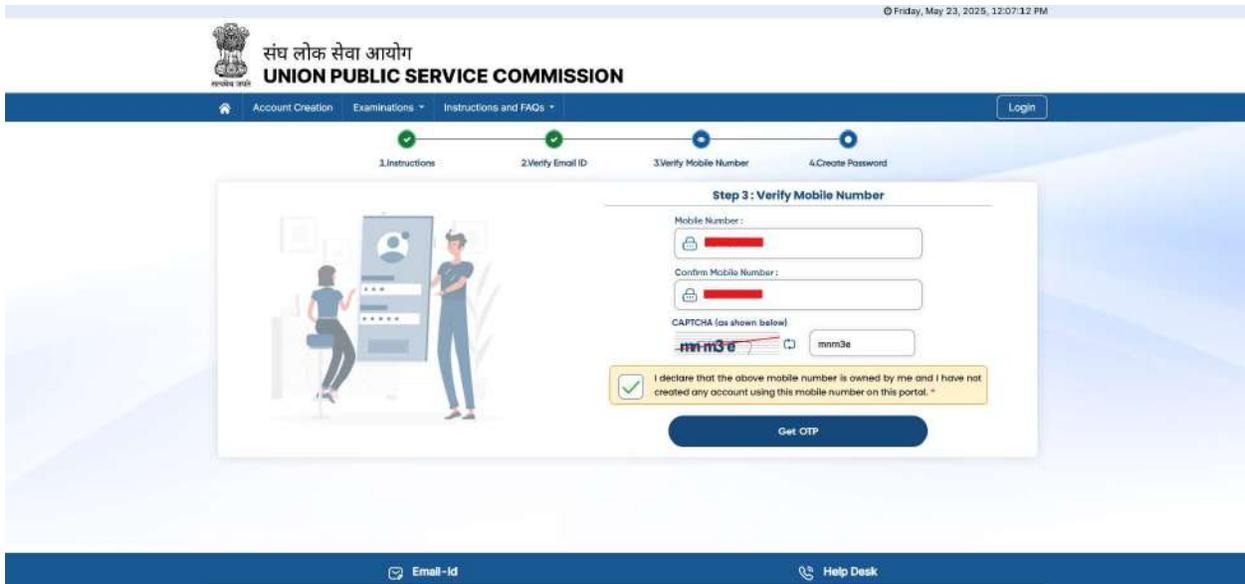


**NOTE: To create an account, you must have an active email ID and mobile number.**

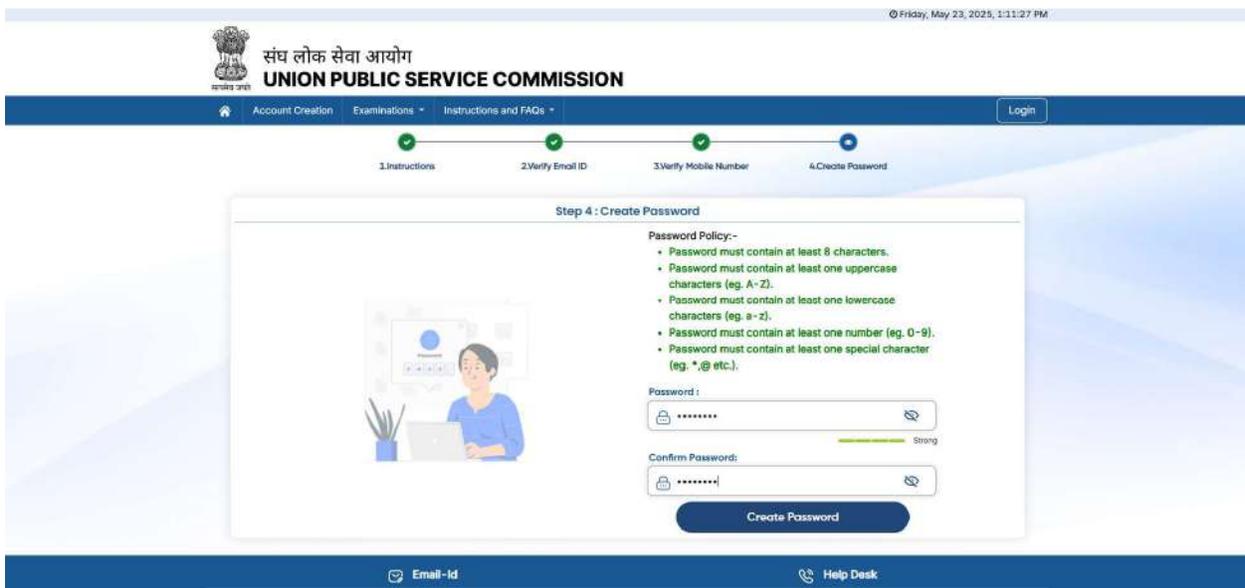
After reading the instructions, in the next step, you will enter your email ID. An OTP will be sent to this email, which you have to enter to verify the email ID.

The screenshot shows the website header with the Union Public Service Commission logo and name in Hindi and English. A navigation bar includes 'Account Creation', 'Examinations', and 'Instructions and FAQs'. A stepper is visible at the top of the page content, with '1.Instructions' completed and '2.Verify Email ID' active. The main form area is titled 'Step 2: Verify Email ID' and contains fields for 'Email ID', 'Confirm Email ID', and 'CAPTCHA'. A 'Get OTP' button is at the bottom of the form. A declaration checkbox is also present.

Similarly, in the next step, you have to enter your mobile number and verify it using an OTP.



In the following step, you have to create a password for your account. The instructions for creating the password are written at the top of the password creation page.



After Successful account creation the below displayed success message will be shown and also an email and SMS will be sent regarding the same.



**Congratulations**

You have successfully created your account.

✉ akas...@yahoo.in

☎ \*\*\*\*\*9127

Continue to Login

## Login

After completing the account creation process, you can login using 3 methods which are:

- i. Mobile Number and OTP
- ii. URN and Password (URN will be available after completion of Universal Registration)
- iii. Email ID and Password

### How to login?

You can

- Click on the Login link, which is in the first card of the home page.
- Click on the Login button located on the top-right corner of the navigation bar.



On the login page, you will see the screen displayed below. On this screen, you need to either enter your Mobile Number and OTP, URN and Password or Email ID and Password along with the captcha verification, and then click the Sign In button to proceed.

URN stands for Universal Registration Number, which you will receive after completing the next step post-login, i.e., the Universal Registration.

Mobile & OTP

URN & Password

Email & Password

### Login

Mobile Number :

CAPTCHA (as shown below)

g28nv

Send OTP

Or

Don't have an account? [Click here to create your account](#)

OR

Mobile & OTP

URN & Password

Email & Password

### Login

Universal Registration Number :

Password :

[Forgot Password?](#)

CAPTCHA (as shown below)

9ngug

Sign in

Or

Don't have an account? [Click here to create your account](#)

OR

Mobile & OTP

URN & Password

Email & Password

### Login

Registered Email ID :

Password :

[Forgot Password?](#)

CAPTCHA (as shown below)

r7jb8

Sign in

Or

Don't have an account? [Click here to create your account](#)

## 2. Universal Registration

Once you successfully log into the portal, you will land on the landing page, i.e., the home page, where you can see the link to Universal Registration either on the navigation bar or in the second card, as shown below.



On clicking the Universal Registration link, you will first see the instructions. You must carefully read the instructions before proceeding for the next step. Click the “Proceed for Universal Registration” button to continue.

### **Start the Universal Registration (UR) Process**

- After acknowledging the instructions, you will begin the Universal Registration (UR) process.

### **Complete Mandatory Profiles (In Sequence)**

The Universal Registration process requires you to fill the following profiles in the prescribed order:

#### **1. Identity Profile**

- You must enter personal identity related details such as Name, Gender, Date of Birth, Father’s Name, Mother’s Name and Guardian’s name(if applicable).

#### **2. Matriculation Board Profile**

- You must provide details related to your Class 10th (Matriculation) education, including Board Name, Roll Number, Year of Passing, etc.

### 3. Aadhaar / Photo ID

- Furnish either Aadhaar information or an alternative valid Photo Identity Document as proof of identity. For early confirmation and eased access at exam centre and verification process you are advised to use Aadhaar as your Identity document.

NOTE: A separate instruction document containing detailed guidelines on how to fill each module and how to upload document is available on the portal's Instructions and FAQs section in navigation bar.

### Universal Registration Number (URN) Generation

Before locking the Universal Registration, carefully verify the data entered in all three modules/profiles.

Before the URN is generated, you can edit all three profiles any number of times. However, once the URN is generated, no further changes will be allowed in any of these profiles.

Therefore, ensure that all information is accurate before proceeding to generate the URN.

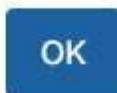
Once you have verified all the data, you can click the 'Lock and Submit' button to complete your Universal Registration and generate the URN.



Congratulations!

Your Universal Registration Number (URN) has been generated.

URN : XXXXXXXXXXXX



### **3. Common Application Form (CAF)**

The Common Application Form has 10 profiles / modules. You are allowed to fill these profiles/modules in any order of your choice except the last one i.e. Photo and Signature profile. The profiles / modules are:

#### **i. Personal Profile**

- You have to enter your basic personal information such as Nationality, Religion, Mother Tongue, State of Domicile, Marital Status, Place of Birth: Country, State, District and other related details.

#### **ii. Parents' Profile**

- You are required to provide the details of your father, mother, or guardian (if applicable) in this profile of CAF.

#### **iii. Social Category Profile**

- Category to which you belong: **General / SC / ST / OBC / EWS**, along with supporting certificate and details.

#### **iv. Disability Profile**

- Information regarding any Disability (PwD) or Benchmark disability (PwBD), along with Type of Disability, Percentage, and Disability Certificate details.

#### **v. Address**

- **Permanent Address** and **Correspondence Address** along with State, District, and PIN Code. Option to mark both addresses as the same. Along with this Father's and Mother's Address also required in this module.

#### **vi. Educational Profile: Choose the origin of your education**

- **India**
- **Outside India**

Academic qualifications starting from 12<sup>th</sup> / Diploma / equivalent qualification onwards:

- Select Qualification Level
- Qualification Level Status
- Qualification passing State/UT
- Board/University Name
- Percentage/CGPA
- Stream/Subject, etc.

#### **vii. Employment Experience Profile**

- Details of self employment and employment details, if any:
  - Nature of Employment
  - Monthly Income
  - Name of the Employer/ Organization, etc.

#### **viii. Achievements**

- Prizes, Medal, Scholarships.
- Sports/ N. C. C. etc.
- Position(s) of distinction leadership held in school/ College.
- Other extra-curricular activities and Interests.

#### **ix. Previous UPSC Examination Profile**

- Information about any prior attempts in UPSC examinations:
  - Select Examination Name
  - ExaminationYear
  - Roll Number, etc.

#### **x. Photo & Signature**

- Upload **passport-sized photograph** and **signature** in the prescribed format and size. You are advised to refer to the Instructions for Uploading Documents which includes instructions for uploading photo and signature.

Once you complete the CAF, you will be directed to the dashboard and will be ready to apply for any examination. Now you can apply for any examination notified therein for which you wish to fill the form.

## 4.Examinations

To apply for a particular examination, you need to go to the 'Examinations' dropdown and click on the 'Apply for Examination' link after completing the CAF. Alternatively, you can click the same link in the fourth card on the homepage. This will display a list of active examinations along with an 'Apply' button. To apply for any exam, click on the 'Apply' button.

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Profile - Examinations - Update My data - Security Center - Instructions and FAQs - URN: XXXXXXXXXX Logout

Apply for a Exam

10 Entries Per Page Search:

Sr. No.	Exam Name	Application Start Date	Application End Date	Notification	Action
1.	National Defence Academy & Naval Academy Examination (II)	May 18, 2025	Jul 15, 2025		Apply
2.	Combined Defence Services Examination (II)	Apr 3, 2025	May 30, 2025		Apply

Showing 1 to 2 of 2 entries

Email-Id Help Desk

### Lock - Common Application Form (CAF)

After clicking the 'Apply' button, you will need to lock your CAF data for that particular examination. Once locked, you will not be able to make any changes to your data for that specific exam. Therefore, on the next page, carefully verify all your details. If you notice any errors up to this point, please update them. Otherwise, once you lock the data, you will not be able to edit it under any circumstances for that examination.



Exam Name: Combined Defence Services Examination (II), 2025

Name: [REDACTED]

**Common Application Form (CAF) for Combined Defence Services Examination (II), 2025**

**Note : Candidate must view all sub-forms and documents and lock the CAF profile & proceed.**

**Common Application Form data as declared and submitted by the candidate**

**Universal Registration**

Candidate Identity	View
Matriculation Board Profile	View
Aadhaar / Photo ID	View

**Common Application Form**

Personal Profile	View/Edit
Parents' Profile	View/Edit
Social Category Profile	View/Edit
Disability Profile	View/Edit
Address	View/Edit
Education Profile	View/Edit
Employment Experience Profile	View/Edit
Achievements	View/Edit
Previous UPSC Examination Profile	View/Edit

**Photograph and Signature as uploaded by the candidate**

Candidate Photo	View/Edit
Candidate Signature	View/Edit

I hereby declare that I have reviewed my Common Application Form and confirm that all information provided is correct. I understand that I will not be able to make any change once I lock the CAF profile. \*

[View your Common Application Form](#) [Lock Common Application Form profile & proceed](#) →

The button to lock the CAF will be enabled only after you have viewed all the profiles/modules and checked the consent box given below.

**Note:** You are strongly advised to carefully review and verify all information provided in the Common Application Form before locking it. Once locked, the form will be considered final and will be used for the examination you are applying for.


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[Profile](#) - [Examinations](#) - [Update My data](#) - [Security Center](#) - [Instructions and FAQs](#) - URN: [REDACTED] [Logout](#)

Exam Name: **Combined Defence Services Examination (II), 2025**

Name: [REDACTED]

**Common Application Form (CAF) for Combined Defence Services Examination (II), 2025**  
**Note : Candidate must view all sub-forms and documents and lock the CAF profile & proceed.**

Common Application Form data as declared and submitted by the candidate

**Universal Registration**

Candidate Identity	Viewed ✓	
Matriculation Board Profile	Viewed ✓	
Aadhaar / Photo ID	Viewed ✓	
Personal Profile	Viewed ✓	
Parents' Profile	Viewed ✓	
Social Category Profile	Viewed ✓	
Disability Profile	Viewed ✓	
Address	Viewed ✓	
Education Profile	Viewed ✓	
Employment Experience Profile	Viewed ✓	
Achievements	Viewed ✓	
Previous UPSC Examination Profile	Viewed ✓	

**Are You Sure?**  
 After this action, you will no longer be able to modify your Common Application Form information for this exam.

[Yes](#) [No](#)

**Photograph and Signature as uploaded by the candidate**

Candidate Photo	Viewed ✓
Candidate Signature	Viewed ✓

I hereby declare that I have reviewed my Common Application Form and confirm that all information provided is correct. I understand that I will not be able to make any change once I lock the CAF profile. \*

[View your Common Application Form](#) [Lock Common Application Form profile & proceed](#) →

Once you have successfully locked the **Common Application Form (CAF)** after verifying and submitting all required modules, the system will automatically **enable access to the Examination-Specific Application Form** for the particular exam you are applying for.

### **Filling Exam Specific forms**

The Exam Specific Form is a dynamic form that will open based on your CAF and Universal Registration data. You must fill in all the mandatory fields.

### **Payment of Examination Fee**

- Proceeds to **pay the examination fee** using available payment modes:
  - Debit/Credit Card
  - UPI
  - Net Banking, etc.
- Upon successful payment, a **Payment Acknowledgment** is generated.

### **Examination Centre Selection**

- Choose a **preferred examination centre** from the available list.

### **Final Submission**

- After completing all sections:
  - **Review all entered details**
  - Confirm and **Submit** the Examination Form
- A **Confirmation Page/PDF** is generated and available for download and you can see the submitted applications in the Examinations drop down in the navigation bar.

**Note:** You are advised to retain the confirmation copy and payment receipt for future reference.

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