

## GENERAL GUIDELINES FOR FILLING IN ONLINE APPLICATIONS

- The Commission invites applications for all its examinations on the online mode. Candidates are required to log on to <http://www.upsconline.nic.in/> to access the home page of the “ONLINE APPLICATIONS”.
- Candidates are required to apply online after going through the detailed instructions given as and when online applications are invited from the candidates simultaneously with the Notification of an examination.
- Online application can be filled in and submitted in the web portal of the Commission within the last date of submission of applications as mentioned in the Examination Notice.
- Applicants are advised to go through the detailed instructions given at the time of inviting of online applications by the Commission to ensure that their applications are not rejected due to avoidable reasons.
- Online Application consists of two parts: Part-I and Part-II.
- RID is Registration ID, which is generated by the system when the applicant completes Part-I registration of his application. Candidates should note down the RID for future references.
  
- After completing the process of filling in Part-I of the online application, the candidates are required to fill in Part-II of the online application process, which consists of three steps viz. Payment of Examination Fee (if applicable), uploading signature and photograph and choice of Examination centre.
- After completion of the Part-I and Part-II of the online application process, a candidate is to submit his/her RID No. and Date of birth and click at the SUBMIT button to complete the entire application process.