

## **INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE RECRUITMENT APPLICATION (ORA)**

1. Online Recruitment Application is spread over different **Modules/Sections** designed to capture information related to Personal Profile, Contact detail, Age Relaxation, Fee Exemption, Educational Qualification, Experience etc. of candidates. Details can be filled in multi-session after Registration .Once registered a candidate can fill up personal profile and contact detail, even if he/she does not intend to apply against any particular post at all. Before closing each session candidate must save the information filled by clicking 'Save' button. Before filling up the Online Recruitment Application, candidates are advised to go carefully through the relevant Advertisement published in the Employment News.
2. Log on to <http://www.upsconline.nic.in/> to access the home page of the Online Recruitment Application.
3. Click the hyperlink "ONLINE RECRUITMENT APPLICATION (ORA) FOR VARIOUS RECRUITMENT POSTS". The link would display the details of the vacancies alongwith different links. Then proceed ahead as directed taking lead from prompts and message(s) displayed as may be applicable to your case (Already Registered?/New Registration).
4. Select "Apply Now" against the post for which you wish to apply and fulfill the requisite eligibility conditions and proceed ahead taking lead as above.. Eligibility conditions for a particular post can be viewed by clicking on the Post Name.
5. Clicking on "Apply Now" link would take you to the Login page.
6. If you are already registered at Online Recruitment Application (ORA) website of UPSC, you are required to enter your Registration ID of 8 alphanumeric Characters and password.
7. In case you have forgotten your Registration Id and Password you can click on "Forget Registration ID/ Password". By submitting your e-mail id, place of birth and date of birth you will receive the password by e-mail from "ORA Administrator".
8. In case you are not registered, you are requested to register yourself with ORA website of UPSC first by clicking "New Registration". This can be done 24X7 365 days a year..
9. Clicking on "New Registration" would take you to the page where you are required to enter mandatory items of your personal details like Name, Father's Name, Date of Birth, Email ID, Password etc. which will be used for the online application. Before filling, please check random number for legibility otherwise reset. After successful registration, a registration ID of 8 alphanumeric characters will be allotted to you. You are advised to note down your Registration ID and Password, to be kept somewhere safe since this Registration ID and password are required to be entered each time when you Login to the system for completing the Online Recruitment Application.

**Module-wise** information is as follows:-

[Note: Depending on requirements of the post some module may remain in active mode (**clickable blue colour**) while the remaining would be in inactive mode (**non clickable black colour**). Further, a module that has been defined Essential would turn Green once it is completely filled and saved.]

### **Personal Profile**

Here the system asks for Personal Information namely 'Mother's name', 'Contact No', 'Physically Challenged status', 'category', 'Community' (General, OBC, SC, ST) etc. Some fields which candidate has already filled in while doing his/her Registration will display in read only mode in grey text area. **The information provided at the time of registration is of permanent nature and non-modifiable.**

### **Contact Details**

Here system asks for your contact details such as your address, telephone number etc. One telephone number is mandatory. In case your mailing address and permanent address are same, you are not required to enter it again. Click the checkbox for “Yes” against the question “Is your mailing address same as permanent address?”. In case your mailing address is different than the permanent address, proceed as required or as directed.

### **Age Relaxation**

The age relaxation for communities i.e. SC, ST and OBC are provided automatically by the system, based on the details furnished in Personal profile, **if there is a vacancy(s) reserved for them.** However age relaxation for other categories like PH, Central/UT Government Servant, Ex-Serviceman/ ECO/ SSCO, Widow/Divorced women etc. need to be explicitly claimed by the candidate by filling details in “Age Relaxation” module/section. To claim age relaxation, the candidate should choose “Yes” from the drop down list against the question “Do you want to claim Age Relaxation?”. Then the candidate is required to select the category under which he/she wants to claim the age relaxation. Details are available in the relevant "Advertisement" published in the Employment News. In case you are claiming age relaxation as a Central/ UT Govt. Employee, it is mandatory to fill current experience details in **Experience Module** (General Experience format).

### **Fee Exemption**

Candidates applying online are required to pay a fee of Rs.25/- (Rupees twenty five)

except for Female, Physically Handicapped, SC and ST candidates who are exempted from payment of fee. In the “Personal Profile” module / section when the candidates choose ST or SC in "Community" field OR Female in "Gender" field OR 'YES' in "Physically Challenged" field with percentage of PH 40% or higher, then such candidates are automatically given fee exemption. Such candidates will not be taken through the "fee payment details page".

### **.. Educational Qualification(s)**

#### **1. When there is mention of essential Educational Qualifications for a particular post**

Here system asks for details of your educational qualification(s). This module will be enabled for filling details only after you click the checkbox against “I have read and understood the required Essential Qualification criterion and I fulfill the required Educational Qualification criterion”. You are required to provide details of 10<sup>th</sup>/High school and 12<sup>th</sup>/Intermediate/SSC qualification. For Higher qualification you can add as many qualifications as you wish by adding one at a time. However, here the system captures data with regard to qualifications under three broad types viz., Essential Qualification (EQ), Desirable Qualification (DQ) and Additional/Higher Qualification. Accordingly, if Qualification(s) required to be recorded into the online application is (are) as per the Essential Qualification (EQ) criteria or Desirable Qualification(s) criteria or Additional/Higher Qualification(s) of the vacancy advertisement, the type to be selected from the drop down menu should be “Essential”, “Desirable”, or “Additional/Higher” respectively. Before you proceed to record your qualifications into the online application, you are advised to ensure that you fulfill the essential requirements of the post and other conditions stipulated in the advertisement.

Note: If Educational Module is in Essential mode, one Essential qualification must be filled in. : If you wrongly equate the level(s) of your qualification(s), you may not be shortlisted through computer aided shortlisting. You may also be liable for rejection/debarment from UPSC.

#### **2. When there is no mention of any educational qualification for the post**

The candidate, as he/she may desire, may fill up his/her educational data in educational module in a manner as explained above if the same is in active mode.

### **Experience**

Here system asks for details of your employment / experience you possess and is relevant for the post. This module will be enabled for filling details only after you click the checkbox against “I have read and understood the required Essential Qualification

criterion and I fulfil the required Experience Qualification criterion”. However, before this module is further enabled, you are required to calculate the total experience you are possessing in Years & Months and enter the same in the relevant box against following “No. of years of relevant experience claimed and valid as per advertisement in my case is:”. For validation purpose, system will crosscheck total experience claimed by the candidate with the experience required for the post under EQ (in years and months). Except when experience claimed either pertains to DNB/DM/MCh or experience at bar for Advocate, both of which are post specific, candidate is required to fill his experience in the General format. Experience details are to be filled in chronological order.

### **Professional Registration**

This module will be active (Clickable blue colour) only if the professional registration information is required for the post otherwise it will be inactive (non clickable black colour). Here system asks for details of your Professional Registration/ Enrolment/ Membership Information i.e. Kind of Registration, Registered with, Registration No., Date of Registration, time based or life time and Valid up to etc.

### **Language**

This module will be active (Clickable blue colour) only if the language information is required for the post otherwise it will be inactive (non clickable black colour). Here system asks for details of languages you know i.e., read/write/speak proficiency, qualification obtained and institute name with place and date of certification etc. If any specific language(s) is specified in the post then it (those) will appear in a dropdown list otherwise you will be allowed to type any language name and provide associated details. You can add more than one language details if required.

### **Miscellaneous Module**

In this module depending upon the requirement of the post, candidates are required to give answer as YES or NO. You are required to answer all the questions correctly as any wrong response would make you ineligible. Further, candidate may give clarification/ details relating to the concerned issue in the question(s), in the box below the questionnaire in open text.

### **Recruitment Test Centre**

Here the system asks for the location preferences for the recruitment test centers. This input is mandatorily taken for all the vacancies for the reason that in case written Recruitment test is to be conducted for short-listing then candidate will be allotted the preferred test centre as per feasibility. Here, you will be required to select two preferences for the recruitment test centre.

## **Document Upload Module (Experience Certificate(s) only)**

In this module, a candidate, who is claiming experience while filling in Experience Module, is required to upload his/her experience certificate(s). The candidate may scan the relevant experience certificate(s) which he has claimed in 200 dpi Grey Scale and convert into a single PDF file up to 2 MB. The PDF so created must not be password protected.

## **Upload of Scanned Photograph and Signature**

Uploaded photograph and specimen signature must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained by the Commission. The candidate should scan his photograph and specimen signature (in Black Ink pen put on white paper) in .JPG format. Scanned images, each of photograph and signature in .JPG format, should not exceed 40 KB in size. For photograph, the pixel size is 140 pixels height x110 pixels width and for signature it should be 110 pixels height x140 pixels width. To upload the images of recent Photograph and Specimen Signature click on Upload Photograph/ Upload Signature buttons.

[Candidates using MS Window/MS Office can easily obtain photo and signature in JPG format not exceeding 40KB by using MS Paint or MS Office Picture Manager. Scanned photograph and signature (scan at 200 dpi) in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 40KB by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editor also.]

After uploading, a fresh page shows the preview of the uploaded images. **Here the candidate is advised to see his/her uploaded photograph that the photograph is clearly visible/identifiable in the upper row and the specimen signature in the lower row**. In no case these rows should be swapped. If the candidate is satisfied with the uploaded images, he may CONFIRM the uploading of photograph and signature by clicking on **Confirm Upload** button. **If for any reason uploaded images are not up to the mark then the candidate can RELOAD these images by clicking on the Reload Photograph and/or Reload Signature button.** They can view reloaded Photograph/signature by clicking on "Refresh Image" button. The software will not save photograph and signature of the candidate unless he confirms the upload by clicking on Confirm Upload button.

Note- Photo and Signature has to be uploaded separately for each application.

## **..Preview**

Here, the system displays all the information filled in by the candidate in the Online

Recruitment Application for verification at his/her end. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled in. No changes to the information filled in by the candidates would be allowed at any subsequent stage of the Online Recruitment Application process once the same is submitted.

### **Submit**

After filling details as asked for in all the Modules/Sections for the post including uploading of experience certificate(s) and also uploading of the scanned photograph and signature click on "SUBMIT" button. If you fulfill the various Module validations, you would be directed to payment page (this page would be bypassed in case of fee exemption cases). Once the payment is successful, the system will accept your Online Recruitment Application.

### **Fee Payment**

Various fee payment options are:

1. Pay in Cash at any branch of State Bank of India through the Pay-in-Slip generated by the Online Recruitment Application system.
1. Pay Online using the Internet banking facility of the State Bank of India and its Associate Banks (State Bank of Hyderabad, State Bank of Mysore, State Bank of Patiala, State Bank of Travancore and State Bank of Bikaner and Jaipur) ( if you are Customer of any of these banks and having Internet banking facility).
2. Pay Online using any Visa/Master Debit or Credit card issued by any Bank/ Institution.

Candidates opting to deposit fee in cash are advised to take printout of Pay-in-Slip by using the option "Print Bank Pay-in-Slip". Using this pay-in slip, they can deposit the fee in cash at any branch of STATE BANK OF INDIA. The Bank will not accept any pay-in slip or challan other than the one printed through the "Print Bank Pay-in-Slip" OPTION of this Online Recruitment Application. **After receipt of cash, the Bank would stamp the pay-in-slip and also provide a "TRANSACTION ID". The candidate would have to login again and proceed with payment of fee process.**

Before proceeding to fill in fee details for cash option, candidates must ensure that TRANSACTION ID has been obtained if payment of requisite fee is made in cash in any of the SBI Branches.

Note- In the other two online modes of payments, TRANSACTION ID is generated and filled in automatically.

A Candidate has the option of filling the “Fee Payment” details either immediately after filling the Application Part or he/she may log out after completing the Application Part and log in later for completing the “Fee Payment” part. If you have logged out after completing the Application Part and before filling the “Fee Payment” part, then go through the following steps for Payment of Fees:

1. Log on to <http://www.upsconline.nic.in/>.
  2. For the applications submitted earlier or for the currently active applications, there is a hyperlink on the center of the Online Recruitment Application vacancy page "**Click here to view your Previous/Currently active applications**".
  3. On clicking "click here", the user is asked to login (with registration ID and Password). On successful login the user can see his/her (incomplete) applications listed under the "My Active Application (My draft Application)" link. The "Pay Fee" link in the "My Active Applications" link is enabled for those cases only where the Application Part is complete and fee payment is pending. Once the fee payment process is over, the completed applications (with fee payment) can be viewed under "My Account (My finally Submitted Application)" module.
1. By Clicking "Pay Fee", a fresh page opens up indicating three options of payments, viz, "Pay by Cash"; "Pay by Card" and "Pay by Net Banking" each option accompanied with a radio button.
  2. Click on the radio button corresponding to the choice of your payment and then click on CONTINUE.
  3. If paying by cash, fresh window opens wherein TRANSACTION Id given by the State Bank of India and Date of Transaction is to be filled in. The TRANSACTION Id given by the BANK is to be a SEVEN OR EIGHT DIGIT NUMERIC CHARACTER, which is to be filled in the Transaction-Id field.

Considering the All India spread of the SBI there is a possibility of writing of Transaction ID on the Pay-in-slip by the bank staff variously as TID - 0012121212 or J - 0012121212 or 0012121212 etc. if in eight digits or AS TId - 001212121 or J - 001212121 or 001212121 etc. if in seven digits. CANDIDATES ARE REQUESTED TO FILL IN ONLY THE LAST 7 or 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ANY ALPHABET, SPECIAL CHARACTER or PREFIXED ZEROES. In the above two cases, fill in the Transaction Id as 12121212 or 1212121.

After filling in Transaction Id and Date of Transaction, Click CONTINUE. A fresh page opens indicating the payment details filled in. After verification, Click SUBMIT. Fresh page opens intimating submission of payment details and prompting to PROCEED.

2. Candidates opting to pay through Credit/Debit card or SBI Internet Banking facility would be directed to their respective sites and after completing payment process would be directed back intimating the payment details.

If the candidate has opted for fee exemption under SC, ST, Women and PH category in the application, these payment options/ pages will not be displayed to him/her.

**The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**