

Appendix-II

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATIONS

- Candidates are required to apply Online using the website www.upsconline.nic.in.
- Salient features of the system of Online Application Form are given hereunder:
- Detailed instructions for filling up online applications are available on the above mentioned website.
- Candidates will be required to complete the Online Application Form containing two stages viz. Part- I and Part-II as per the instructions available in the above mentioned site through drop down menus.
- The candidates are required to pay a fee of Rs.25/- Rupees Twenty Five only) [Except SC/ST/ Female/Persons with Benchmark Disability candidates who are exempted from payment of fee] either by remitting the money in any branch of State Bank of India by cash, or by using net banking facility of any bank or by using any Visa/Master/RuPay/Credit/ Debit Card/UPI Payment.
- Before filling up Online Application, a candidate must have his photograph and signature duly scanned in the .jpg format in such a manner that each file should not exceed 300 KB each and must not be less than 20 KB in size for the photograph and signature.
- The candidate should have details of one Photo ID Card viz. Aadhar Card/ Voter Card / PAN Card / Passport/ Driving License / Any other photo ID card issued by the State / Central Government. The details of this photo ID will have to be provided by the candidate while filling up the online application form. This photo ID will be used for all future references and the candidate is advised to carry this Photo ID while appearing for the Examination/Personality Test.
- The Online applications (Part I and II) can be filled from 25th Feb, 2023 to 17th March, 2023 till 18:00 Hrs.
- Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the applications with higher RID is complete in all respects.
- In case of multiple applications, the applications with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.

- The applicants must ensure that while filling their Application Form, they are providing their valid and active E-Mail IDs as the Commission may use electronic mode of communication while contacting them at different stages of examination process.
- The applicants are advised to check their emails at regular intervals and ensure that the email addresses ending with @ nic.in are directed to their inbox folder and not to the SPAM folder or any other folder.
- Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications.