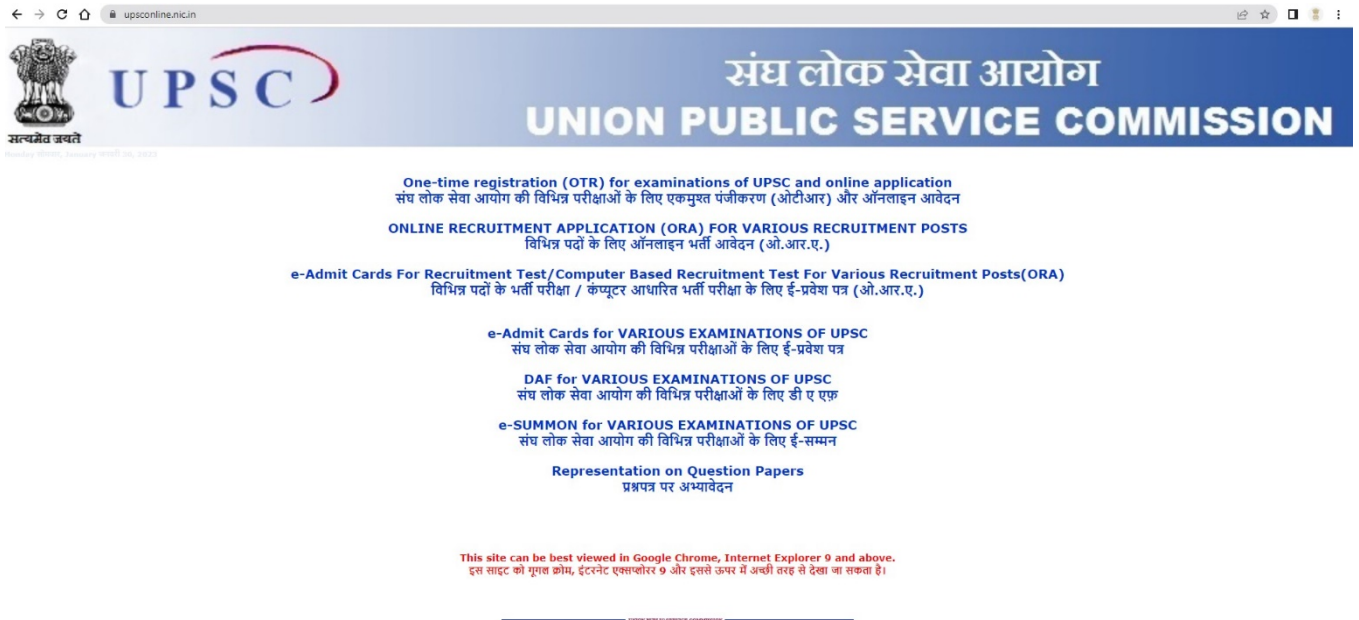


RECRUITMENT SPECIAL ADVERTISEMENT NO.51/2024

Instructions For Filling Online Application Form Personal Assistant Examination 2024

1. Applicants are advised to carefully go through the detailed Notice of Personal Assistant which can be viewed on the website of the Commission (<https://www.upsc.gov.in/>) as well as on the website <https://upsconline.nic.in/>.
2. Go to Website / URL <https://upsconline.nic.in> in your browser.



(Sample Image)

3. Click on “**ONE-TIME REGISTRATION (OTR) FOR EXAMINATIONS OF UPSC AND ONLINE APPLICATION**” link. This will take to the sample screen

displayed

below:

The screenshot displays the UPSC OTR portal interface. At the top, the header includes the UPSC logo and name in Hindi and English, along with navigation links like Home, Login, Instructions for OTR, FAQ, Contact Us, and Forgot Password. The main content area is divided into three sections. On the left, a 'Steps for Applicants' sidebar lists 'Registration', 'Already Registered', 'Verification', and 'Dashboard'. The central 'Already Registered' section contains a 'New Registration' button and a login form with fields for 'Email ID', 'Mobile Number', and 'OTR ID'. Below these is a CAPTCHA image 'p5cz7y' and a 'Get OTP' button. A 'Verification Code' field and a 'Login' button are at the bottom. On the right, the 'One Time Registration Benefits' section lists advantages like one-time registration and digital availability. Below it, the 'How to apply for Online Application?' section provides a step-by-step guide for registration and login.

(Sample Image)

4. If you have **NOT** registered, then go to the “**New Registration**” button and register yourself with personal details & verify the same as given below:

- 4.1 Name as recorded in the Matriculation/Secondary Examination Certificate. Please do not use any prefix such as Mr. or Ms. etc. unless it consists of only 3 letters as 4 letters are mandatory for NAME field.
- 4.2 Enter your name within 100 characters as per the Matriculation/Secondary Examination Certificate only.
- 4.3 **Gender:** Select from Male/Female/Transgender.
- 4.4 **Date of Birth:** Date of Birth as recorded in the Matriculation/Secondary Examination Certificate should be filled carefully.
Note: - Candidate should note that only the date of birth as recorded in the Matriculation/Secondary Examination certificate or an equivalent certificate on the date of submission of application will be accepted by the Commission, and no subsequent request for its change will be considered or granted.
- 4.5 **Father’s Name:** Please do not use any prefix such as Shri or Dr. etc.
- 4.6 **Mother’s Name:** Please do not use any prefix such as Smt or Dr. etc.
- 4.7 **Primary and Alternate Mobile Number & E-Mail ID.**
- 4.8 **10th Class Roll No. & Security Questions.**
- 4.9 **After Completion of registration, you will get One Time Registration (OTR)-ID on your Mobile Number and E-Mail ID.**

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UNION PUBLIC SERVICE COMMISSION

Home Login Instructions for OTR FAQ Contact Us Forget Password

Provide your basic information under One Time Registration (OTR)

New Registration

► Name* Name

► Verify Name* Verify Name

► Full Name Full Name

► Gender* Gender

► Verify Gender* Verify Gender

► Date of Birth* DD/MM/YYYY [DD/MM/YYYY]

► Verify Date of Birth* DD/MM/YYYY [DD/MM/YYYY]

► Father's Name* Father's Name

► Verify Father's Name* Verify Father's Name

► Mother's Name* Mother's Name

► Verify Mother's Name* Verify Mother's Name

► Minority status* Minority status

► Mobile Number* Mobile Number

1 Registration
2 Already Registered
3 Verification
4 Dashboard

Important instructions For filling Registration Form:

1. Registration 2. Already Registered 3. Verification 4. Dashboard

Applicant can submit his/her following details:

- Name and Verify Name
- Full Name, if any
- Gender and Verify Gender
- Date of Birth and Verify Date of Birth
- Father's Name and Verify & Father's Name
- Mother's Name and Verify & Mother's Name
- Minority Status
- Valid Mobile Number (to be used as Login ID)
- Alternate Mobile Number, if any
- Valid Email ID (to be used as Login ID)
- Alternate Email ID, if any
- Board Examination Roll No (Class Xth)
- Security Questions

(Sample Image)

5. If you are already registered then Login with given mode (E-Mail or Mobile with OTP / OTR ID with Password) as displayed below:

संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION

Home Login Instructions for OTR FAQ Contact Us Forget Password

Steps for Applicants

► Registration

► Already Registered

► Verification

► Dashboard

Already Registered **New Registration**

Select Mode for Login ☒ Email ID ☐ Mobile Number ☐ OTR ID

Email ID Email ID

Enter OTP / Password OTP **Get OTP**

pscz7y
Can't read the image? Click here to refresh

Verification Code Verification Code

Login

One Time Registration Benefits:

- Applicant needs to fill personal details only once.
- Applicant needs to upload document, if required.
- OTR Information is digitally available anytime anywhere.
- OTR Information get automatically populated while applying under any Commission's Notification.

How to apply for Online Application?

- Candidate has to register himself/ herself on OTR (One Time Registration) portal by Clicking the **New Registration** button.
- After registration, he/she has to login (by Email ID/ Mobile Number/ OTR ID) to verify the already registered OTR application.
- Go to the **Latest Notification** tab in the OTR application.
- Apply for desirable Examination.
- Candidate can check active examination Notification (in English and Hindi) on URL: <https://www.upsc.gov.in>

(Sample Image)

6. After Login Successfully, “**DashBoard**” page will be displayed below:

OTR ID : XXXXXXXXXXXX669 Welcome, RAM RAM71 Last Login : 30/01/2023 12:39:08 Latest DAF Change Password Logout

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UNION PUBLIC SERVICE COMMISSION

75th Azadi Ka Amrit Mahotsav

Dashboard Withdrawal Latest Notification Application Status Application History View Profile Update/Edit Profile

Important Instructions to fill Online Application Form:

- Candidates are advised to go through the instructions carefully before filling up the application form.
- Online submission of application can only be made at website <https://upsconline.nic.in/>. Detailed instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should fill all the required details while filling up the online form. Mandatory fields are marked with ***(asterisk)** sign.
- Online Application Form is available in English and Hindi Language but it can only be filled in English Language.
- The online application contains two parts.
- Candidate must press "I Agree" button after he / she finds that information supplied by him/ her is in order.
- When "I Agree" button is pressed, a page with Registration Number will be generated. Please note down Registration Number or take a print out of the page. The application is incomplete without payment, uploading of scanned photograph, signature, Photo Identity Card Document, selection of centre, agree to declaration.
- Scanned photograph and Signature should be in JPG format. The digital size should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum, 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.
- Upload your photo identity card document in PDF format only. The digital size of PDF file should not exceed 300 KB and must not be less than 20 KB.
- If you are selecting the assistive device other than listed in Part-I application form, upload scanned 'other assistive device' in JPG format. The digital size of file should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum, 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.
- Candidates can pay application fee online, through Credit /Debit Card /Net banking /UPI Payment facility of any Banks or by cash challan in SBI bank only.
- To pay fee in cash, candidate should take printout of challan generated online after completion of Part-I registration. Candidate may go to nearest SBI branch for depositing fee after 24 hours of generation of challan. Pay by cash mode option will be deactivated at 23.59 hours of one day before the closing date.
- Who are exempted from payment of fee can skip steps 10 and 11.
- Please provide the photo identity card number in Part-I and upload copy of the same in Part-II Application Form and remember to carry it at the time of Personality Test /Examination at the venue.
- On successful completion of your online application, an auto-generated email message will be sent on your registered email-id. In case email is not received by you, please check / ensure that "Final Submission" button of Part-II of the Application has been clicked.
- PwBD candidates with less than 40% disability will not be considered for any relaxation and are required to pay fee if not exempted under the rules.

Recent Activity:

Exam Name : Exam Year	Application Status
-----------------------	--------------------

(Sample Image)

7. For apply examination of Personal Assistant Examination 2024, click on “**Latest Notification**” tab displayed below:

Dashboard	Latest DAF	Latest Notification	Application Status	Application History	View Profile	Update/Edit Profile
Please choose the below Examination applying for:						
Examination परीक्षा	Year वर्ष	Notice Number नोटिस संख्या	Notice Date नोटिस की तिथि	Closing Date अंतिम तिथि	Part-I Registration भाग- I पंजीकरण	Part-II Registration भाग- II पंजीकरण
Nursing Officer : 2024	2024	55/2024-NU/ESIC	06-01-2023	30-04-2024 till 1800 hrs / 1800 बजे तक	Update / Edit OTR (One Time Registration) Profile Click Here for PART I / भाग- I के लिए यहां क्लिक करें	Not Active *
* Part-I Registration has not been done yet.		Instructions to the Candidate	English Notification	Hindi Notification		
Examination परीक्षा	Year वर्ष	Notice Number नोटिस संख्या	Notice Date नोटिस की तिथि	Closing Date अंतिम तिथि	Part-I Registration भाग- I पंजीकरण	Part-II Registration भाग- II पंजीकरण
Personal Assistant in Employee Provident Fund Organisation : 2024	2024	54/2024-PA/EPFO	06-01-2023	30-04-2024 till 1800 hrs / 1800 बजे तक	Update / Edit OTR (One Time Registration) Profile View Part-I	<ul style="list-style-type: none">View Examination Fee Paid ✓View Upload Photograph & Signature Uploaded ✓View Center Selection & Agreeing to Declaration ✓
Instructions to the Candidate		English Notification	Hindi Notification			

(Sample Image)

8. “**Click Here for Part I**” registration given against Notice. This will lead you to the Part-I Registration Form. The candidates must read the instructions carefully and must agree that he/she has read them. The Part-I Registration is done in 2 steps in

which the applicants have to fill in the requisite information, particulars and details asked for.

Personal Assistant in Employee Provident Fund Organisation - 2024
कर्मचारी भविष्य निधि संगठन में निजी सहायक - 2024

Important Instructions to fill Online Application Form

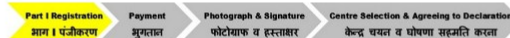
ऑनलाइन आवेदन - प्रपत्र भरने के बारे में महत्वपूर्ण अनुदेश

- Candidates are advised to go through the instructions carefully before filling up the application form.
उम्मीदवारों को सुझाव दिया जाता है कि वे आवेदन प्रपत्र भरने से पूर्व अनुदेशों को ध्यानपूर्वक पढ़ लें।
- Online submission of application can only be made at website <https://upsconline.nic.in>. Detailed instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign.
आवेदन पत्र को केवल <https://upsconline.nic.in> वेबसाइट पर ऑनलाइन जमा किया जा सकता है। विस्तृत अनुदेश वेबसाइट पर उपलब्ध हैं। उम्मीदवार को कोई भी प्रविष्टि करने अथवा विकल्पों का चुनाव करने से पूर्व अनुदेशों को ध्यानपूर्वक पढ़ लेना चाहिए। ऑनलाइन आवेदन पत्र भरते समय उम्मीदवार को सभी आवश्यक विवरण देने चाहिए। अनिवार्य विवरणों को * (तारांकित) चिन्ह से अंकित किया गया है।
- Candidate can make correction(s) in any field(s) (except OTR details) of the application form for this examination from next day of the closure of the application window of this Examination
उम्मीदवार इस परीक्षा के लिए आवेदन विंडो बंद होने के अगले दिन से आवेदन पत्र के किसी भी क्षेत्र (ओ.टी.आर. विवरण को छोड़कर) में सुधार कर सकते हैं।
- Online Application Form is available in English and in Hindi Language but it can only be filled in English Language.
ऑनलाइन आवेदन पत्र अंग्रेजी एवं हिंदी भाषा में उपलब्ध है, लेकिन यह केवल अंग्रेजी भाषा में भरा जा सकता है।
- The filling of online application contains two parts.
ऑनलाइन आवेदन पत्र दो भागों में भरा जाता है।
- In Part I registration, candidate will have to fill basic information. On submission of details, candidate will be prompted to check the details and make correction, if any, in the application.
पंजीकरण के भाग-1 में, उम्मीदवार को सामान्य जानकारी देनी होगी। विवरण प्रस्तुत करने पर, उम्मीदवार से दिए गए विवरण की जांच करने और आवेदन में संशोधन, यदि कोई हो, करने के लिए कहा जाएगा।

(Sample Image)

The candidates will be taken to the next screen to fill up their personal details when they have read the instructions to fill Online Application Form.

Application Form For Personal Assistant in Employee Provident Fund Organisation - 2024
कर्मचारी भविष्य निधि संगठन में निजी सहायक - 2024 के लिए आवेदन पत्र



[Click here to update OTR \(One Time Registration\) Profile](#)

PART-I REGISTRATION / भाग-I पंजीकरण

OTR (One Time Registration) Profile / ओटीआर (वन टाइम रजिस्ट्रेशन) प्रोफाइल

Name / नाम :	UPSC EXAM
Gender / लिंग :	Male / पुरुष
Date Of Birth / जन्म तिथि :	02-07-2000
Father's Name / पिता का नाम :	FATHER NAME CHANGE
Mother's Name / माता का नाम :	MOTHER NAME CHANGE
Do you belong to Minority / क्या आप अल्पसंख्यक हैं :	No / नहीं
Mobile No. / मोबाइल नं. :	1122334455
e-mail / ई-मेल :	ajay.ori@gmail.com

Examination Application Details (Other than OTR Profile)

Nationality / राष्ट्रियता :	Indian / भारतीय
Marital Status / वैवाहिक स्थिति :	Select Marital Status
Candidate belongs to PwD/PwD category / प्रत्यावेष्टा/प्रत्यावेष्टा श्रेणी के सम्बन्ध में प्रमाणित :	No

(Sample Image)

9. Applicant must fill all the required fields except OTR details. Fields with red STAR (*) marks are mandatory and essential to be filled in by the applicant.

9.1 Nationality: Should opt from Indian/Others.

9.2 Marital Status: Should choose from Unmarried /Married /Widow/ Widower/Divorcee.

9.3 PwBD (Persons with Benchmark Disability): Applicant should indicate by Yes/No.

9.4 PwBD Category: There are five categories i.e (a) blindness and low vision; deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf- blindness.

Applicants with less than 40% disability will not be considered as PWD candidates and are not eligible for age relaxation and fee exemption under the rules. For other details, Applicant may refer to the Detailed Notice of the Examination.

9.5 Certificate of Disability date: Date of issue of the Certificate.

9.6 Community: Fill the appropriate category

from EWS/General/OBC/SC/ST. Applicants who belongs to OBCs but come in the ' Creamy Layer 'are not entitled to OBC reservation as per rules. Such type of applicants will be treated as unreserved.

9.7 If you belong to Minority: In case of yes, must choose appropriate minority option.

9.8 Fee Remission Claimed: Fee exemption is admissible only to SC/ST, PwBD and Female candidates.

9.9 Educational Qualification: Applicant must fill the appropriate information.

9.10 Address: An applicant must fill the correct information regarding address.

10. Click on “Continue” button at bottom of the page to go to the next step. This takes you page asking for claiming Age relaxation

संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION

75th
Azadi Ka
Amrit Mahotsav
Latest Notification

Application Form For Personal Assistant in Employee Provident Fund Organisation - 2024
कर्मचारी भविष्य निधि संगठन में निजी सहायक - 2024 के लिए आवेदन पत्र

Part I Registration / भाग I पंजीकरण
Payment / भुगतान
Photograph & Signature / फोटोग्राफ व हस्ताक्षर
Centre Selection & Agreeing to Declaration / केन्द्र चयन व घोषणा सहमति करना

Other Details / अन्य विवरण
Claiming age relaxation / आयु में छूट का दावा : [Select]

(*) - Star marked fields are essentially to be filled by the candidate. / उम्मीदवार (*) स्टार चिन्ह वाले स्थानों को अवश्य भरें।

Continue / आगे बढ़ें

(Sample Image)

11. Here the system asks if the candidate wishes to apply for ‘Age Relaxation’. The candidate will be given the option to select the category under which he/she is applying for age relaxation. (Candidates are advised to refer to the detailed Notice which is available in the website <https://upsconline.nic.in/> as well as on the website of the Commission <https://upsc.gov.in/>)

12. After filling Claiming Age Relaxation, Applicant must click on “Continue” button at bottom of the page to proceed to the next step. The candidate should provide the details of Photo ID like Voter ID /Aadhaar /Driving License etc.

12.1 The candidate should provide Photo ID number and confirm it.

Application Form For Personal Assistant in Employee Provident Fund Organisation - 2024

Part I Registration / भाग I पंजीकरण
Payment / भुगतान
Photograph & Signature / फोटोग्राफ व हस्ताक्षर
Centre Selection & Agreeing to Declaration / केन्द्र चयन व घोषणा सहमति करना

Photo Identity Card / फोटो पहचान कार्ड : [Select Photo Identity Card]

Photo Identity Card Number / फोटो पहचान कार्ड संख्या :
Note: (Do not enter special characters like (_ , \ , / etc.)
विशेष वर्ण जैसे (_ , \ , / आदि) दर्ज न करें।

Confirm Photo Identity Card Number / फोटो पहचान कार्ड संख्या की पुष्टि करें :
Note: (Do not enter special characters like (_ , \ , / etc.)
विशेष वर्ण जैसे (_ , \ , / आदि) दर्ज न करें।

Upload your scanned photo identity card document (.PDF Format)
कैन विंग न्यू अपरे फोटो पहचान कार्ड दस्तावेज़ अपलोड करें :
Choose File | No file chosen

(For uploading instruction / अपलोडिंग संकेती अनुदेशों के लिए यहाँ क्लिक करें, [click here / यहाँ क्लिक करें](#))
Note: Please don't upload password protected document.
कृपया पासवर्ड संरक्षित दस्तावेज़ अपलोड न करें।

All entries in the page are mandatory / पेज में सभी प्रविष्टियां अनिवार्य हैं

Continue / आगे बढ़ें

(Sample Image)

13. Percentage at Graduate level must be filled correctly. The system asks for the percentage of marks obtained at the Graduation Level. This information is for statistical purposes only. In cases where grades/CGPA is awarded by the University, the equivalent percentage of marks, as per University guidelines, may be filled. In cases where there are no guidelines on this issue, the indicative percentage of marks may be calculated based on the CGPA. For example, if a candidate obtained a CGPA of 7.0 out of 10, then the percentage may be filled as 70%.

14. Click on “**Continue**” button at bottom of the page to proceed to the next step. Here the system displays all the information provided by the candidate in the application form for verification. ‘**Update**’ button is also provided therein at the bottom of the Online Application details to move back and make any correction in the information filled in. The candidates are advised to check the filled in details and satisfy themselves that all information is correctly filled up. No change in information filled in by the candidates would be allowed at any subsequent stage of the examination process except during the correction window.

15. Declaration box: In case the candidate opts to “I Do not Agree”, the application will be dropped and the procedure will be terminated. **Accepting to “I Agree” only will submit the candidate’s Online Application.**

Do you belong to Minority / क्या आप अल्पसंख्यक हैं	No
Mobile No. / मोबाइल नं.	2345789899
e-mail / ई-मेल	S[at]NIC[dot]IN
Examination Application Details (Other than OTR Profile)	
Nationality / राष्ट्रियता	Indian
Marital Status / वैवाहिक स्थिति	Unmarried
Candidate belongs to PwBD/PwD category / उम्मीदवार शैक्षणिक श्रेणी से संबंधित है	No
Community / समुदाय	General
Fee Remission Claimed / शुल्क माफ किया गया है	Yes
Address Line 1 / पता लाइन 1	Englgh
Address Line 2 / पता लाइन 2	ghfghfghf
Address Line 3 / पता लाइन 3	ghfghfghf
District / City जिला/शहर	Shahdara
State / UT राज्य/केन्द्र शासित क्षेत्र	Delhi
PIN Code / पिन कोड	121102
Phone No. / फोन नं.	-
Claiming age relaxation / आयु में छूट का दावा किया है	No
Educational Qualification / शैक्षणिक योग्यता	Bachelors Degree in any subject from recognised university or institute & Speed of 120 Words per minute in Stenography (English OR Hindi)
Medium of Stenography Test / अंग्रेजी/हिंदी परीक्षा का माध्यम	English Note: (Speed of Stenography Test will be as per notification) अंग्रेजी/हिंदी परीक्षा की गति अधिसूचना के अनुसार होगी।
Photo Identity Card / फोटो पहचान कार्ड :	Driving Licence - XX3456 Note: Please provide the photo identity card number in Online Application Form and remember to carry the same at the time of Personal Test/Examination venue.
Photo Identity Card Document / फोटो पहचान कार्ड दस्तावेज़ :	Document Uploaded [View document]

If you want to update/change any of the information you have filled so far, click on **Update** button.
यदि आप अभी तक से भरे जानकारी को परिवर्तित करना चाहते हैं, तो कृपया **Update** बटन पर क्लिक करें। **Update** / **सुधार**

Confirm Random Image / दृष्टाई गढ़ स्कैन की पुष्टि करें : **1E2x4P** Refresh Captcha / कैप्चा रीफ्रेश करें []

I Do not Agree / मैं सहमत नहीं हूँ **I Agree / मैं सहमत हूँ**

(Sample Image)



Application For Personal Assistant in Employee Provident Fund Organisation - 2024	
Registration-Id / पंजीकरण संख्या	XXXXXXXXXX
Name / नाम	BSRP
Father's Name / पिता का नाम	FNAME
Mother's Name / माता का नाम	MNAME
Date of Birth / जन्म तिथि	26-12-2002
Address / पता	fhghgh ghghghgh ghghghghgh District/City : Shahdara State/UT : Delhi Pincode : 121102

You have completed the PART-I Registration of the Online Application Procedure.
आपने ऑनलाइन आवेदन प्रक्रिया के पंजीकरण का भाग-I पूरा कर लिया है।

Note 1: Please note down the Registration-Id given above, which will be required for further communication with UPSC.
नोट 1 : कृपया ऊपर दिए गए पंजीकरण संख्या को नोट कर लें। संघ लोक सेवा आयोग से आगे पत्र-व्यवहार करने के लिए इसकी आवश्यकता होगी।

Note 2: Your Application will be treated as INCOMPLETE AND REJECTED UNLESS YOU COMPLETE PART-II REGISTRATION. Part-II Registration consists of FOUR Stages (i) filling up Payment details (except for fee exempted candidates), (ii) Selection of Examination Centre, (iii) Uploading of Photograph and Signature (iv) Agreeing to Declaration.*
नोट 2 : यदि आपने भाग-II पंजीकरण पूरा नहीं किया है तो आपके आवेदन पत्र को अपूर्ण और अस्वीकृत माना जाएगा। भाग-II पंजीकरण के चार चरण हैं :- (i) भुगतान का विवरण प्रदान करना (शुल्क छूट प्राप्त अभ्यर्थियों को छोड़कर), (ii) परीक्षा केंद्र का चयन करना, (iii) फोटोग्राफ और हस्ताक्षर अपलोड करना, (iv) घोषणा के लिए सहमति देना।*

* For payment of exam fee, Selection of Exam Centre, uploading of Photograph and Signature, proceed to PART-II Registration.
परीक्षा शुल्क के भुगतान, परीक्षा केंद्र के चयन, फोटोग्राफ और हस्ताक्षर की अपलोडिंग के लिए, भाग II पंजीकरण करने के लिए आगे बढ़ें।

[Print Slip / प्रिंट स्लिप](#) [Upload Photograph & Signature Image](#)

An acknowledgement has been sent to your Email id. / आपके ई-मेल आईडी पर यशस्वी भेज दी गई है।

(Sample Image)

16. When an applicant clicks on “I Agree” button, his/her eligibility for age relaxation and other criteria is automatically checked by the system. With the correct eligibility, the system Displays the system generated unique ‘Registration ID’ along with the essential identification information about the candidate viz. ‘Name’, ‘Father’s Name’, ‘Mother’s name’, ‘DOB’, ‘Address’, ‘Examination Centre’ etc. opted by the candidate.

17. The candidate is also intimated that he has completed PART-I of the Registration of Online Application procedure. **The candidates may however note that Application would be treated as incomplete and rejected unless accompanied with Part-II Registration.**

18. CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE “Print Slip” OPTION AVAILABLE BELOW THEREIN.

PART-II Registration:

19. Once PART-I of the Online Application procedure is completed, an applicant has to complete the PART-II Registration by clicking on the “Latest Notification” for submission of Online Application successfully.

The screenshot displays the UPSC online application portal. At the top, there is a header with the UPSC logo, the text 'संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION', and a 75th Anniversary logo. Below the header is a navigation bar with links: Dashboard, Withdrawal, Latest Notification, Application Status, Application History, View Profile, and Update/Edit Profile. The main content area shows a table with columns: Examination, Year, Notice Number, Notice Date, Closing Date, Part-I Registration, and Part-II Registration. The first row shows details for 'Personal Assistant in Employee Provident Fund Organisation - 2024'. The 'Part-II Registration' column indicates that the user needs to 'Update / Edit OTR (One Time Registration) Profile' and provides links for 'Upload Photograph & Signature Upload' and 'Center Selection & Agreeing to Declaration'. Below the table, there are links for 'Instructions to the Candidate' and 'Hindi Notification'.

Examination परीक्षा	Year वर्ष	Notice Number नोटिस संख्या	Notice Date नोटिस की तिथि	Closing Date अन्तिम तिथि	Part-I Registration भाग-1 पंजीकरण	Part-II Registration भाग-2 पंजीकरण
Personal Assistant in Employee Provident Fund Organisation - 2024	2024	54/2024-PA/EPFO	06-01-2023	30-04-2024 till 1800 hrs / 1800 घंटे तक	Update / Edit OTR (One Time Registration) Profile View Part-I	• Upload Photograph & Signature Upload ✖ • Center Selection & Agreeing to Declaration ✖

Instructions to the Candidate English Notification Hindi Notification

(Sample Image)

20. PART-II REGISTRATION COMPRISES THREE STEPS: -

1. FEE PAYMENT (Female / SC, ST & PwBD Candidates are exempted from payment of fee)
2. EXAMINATION CENTRE for Personnel Assistant HAS TO BE CHOSEN FROM THE AVAILABLE DROP-DOWN MENU.
3. UPLOADING OF PHOTOGRAPH, SIGNATURE, PHOTO ID and RELEVANT DOCUMENTS.

21.1 Applicants have to upload images of their latest photograph and signature in #.jpg format. Scanned photograph should be in JPG format and must be uploaded first. The digital size of file should not exceed 300 KB each and must not be less than 20 KB and resolution 550 pixels (Width) X 550 pixels (Height) minimum, 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit. The photograph should be clear with plain white background and 3/4 of photograph should present full face (full head from top of hair to bottom of chin) the photograph should be latest (Not older than 10 days for filling Online Application Form) and at bottom of photograph name of candidate and date of photo to be mentioned.

21.2 Scanned signature should be in JPG format and must be uploaded. The digital size of each file should not exceed 350 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum, 550 pixels (Width) X 550 pixels (Height) maximum and Bit Depth of image file should be 24 bit.

21.3 Photo identity card document in PDF format must be uploaded. The digital size of PDF file should not exceed 300 KB and must not be less than 20 KB.

22. After uploading a fresh page shows the preview of the uploaded images by the candidate. **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 and uploaded photograph and specimen signature must be clearly identifiable / visible, otherwise the candidature of the candidate is liable to be cancelled by the commission and no representation from the candidate will be entertained by the commission regarding any change for the wrong data uploaded /filled up by the candidate. 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 by 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 “**Image refresh**” button. The software will not save photograph and signature of the candidate unless he confirms the upload by clicking on **Confirm Upload** button.

Note: Candidates should satisfy themselves about the quality of photograph &signature files upload. Applications having poor quality photo or signature files are liable to be rejected.

23. At the bottom of the page there is a 'Declaration' for the candidates. Candidates are advised to go through the contents of the Declaration carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on “***I have read Declaration & Agree***” or “***I Do Not Agree***” buttons. In-case the candidate opts to '***I Do Not Agree***', the application will be dropped and the procedure will be terminated. **Accepting to “*I have read Declaration & Agree*” only will submit the candidate's Online Application Finally.**

24. FOR FEE PAYMENT CANDIDATES HAVE THREE OPTIONS: -

24.1 THEY CAN PAY CASH AT ANY BRANCH OF STATE BANK OF INDIA THROUGH THE PAY-IN-SLIP GENERATED BY THE ONLINE APPLICATION PROCESS.

24.2 THEY CAN PAY ONLINE USING THE INTERNET BANKING FACILITY OF THE STATE BANK OF INDIA.

26.3 THEY CAN PAY ONLINE USING ANY **VISA/MASTER CARD Debit OR Credit Card/UPI** ISSUED BY ANY BANK/INSTITUTION.

25. Applicants who opt for "Pay by Cash" mode should print the system generated Pay-in-slip during part II registration and deposit the fee at the counter of SBI Branch on the next working day only. "Pay by Cash" mode will be deactivated at **11.59 P.M. of 26.03.2024** i.e. one day before the closing date; however applicants who have generated their Pay-in-Slip

before it is deactivated may pay at the counter of SBI Branch during banking hours on the closing date. After receipt of cash, the Bank would stamp the pay-in-slip and also provide a “TRANSACTION ID” as indicated on the Challan Form as SBI Journal Number. After paying fee through Cash Mode, the candidate would have to go to the website (www.upsconline.nic.in) again and fill the transaction id and other details with PART-II Registration process.

26. After filling fee details (in case of cash payment) or paying fee through other than Cash mode, the application must click on the Continue button provided at the bottom of the page.

27. In next step, Applicant must fill in the Centre of Examination for Personnel Assistant and click on the submit button given at the bottom of the page.

28. In a next step, through a fresh page the applicant is intimated that their application has been submitted successfully. This page has also a link to view the complete application. Applicants are advised to take printout of their completed application right after they have completed the application process.

29. To view the application submitted by the candidate a link View/Print Application is also given on the home page.

30. Candidates applying online need NOT send hard copy of the Online Application filled by them online or any other document/certificate/testimonial to the Union Public Service Commission. However, they are advised to take printout of the Online Application and retain it for further communication with the Commission.

31. The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

32. Mere issue of admission certificate to the candidate will not imply that his candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination process.

LAST DATE FOR RECEIPT OF APPLICATIONS:

Online Application process must be completed (including filling up of Part-I and Part-II of the Form) before 1800 HRS of 27th March, 2024.
