

USER MANUAL

myOTR

Candidate Portal

Uttar Pradesh Education Services Selection Commission

Candidate Registration | One Time Registration (OTR) | Examination Application

1. Portal Process Overview

The Candidate Portal separates the applicant journey into three activities: Candidate Registration, completion of the One Time Registration (OTR) profile, and an examination-specific application. Candidate Registration creates the account and initial identity/security setup; OTR stores the reusable candidate profile; and the Examination Application starts only when the applicant selects an advertised examination and clicks “Apply”.

Process	Purpose	Key portal action
Candidate Registration	Creates the applicant account and completes the initial contact, identity, live photograph, security and recovery setup.	Home page > “Create your OTR ID” > “Create Account”
One Time Registration (OTR)	Completes the reusable candidate profile through Personal Details, Address, Educational Qualifications, Twin Declaration, Documents and Review & Submit.	Candidate Sign In > OTR profile > “Complete OTR Profile”
Examination Application	Starts an application for a selected examination using the applicant's portal profile.	Available Exams > “Apply” > examination-specific application stages

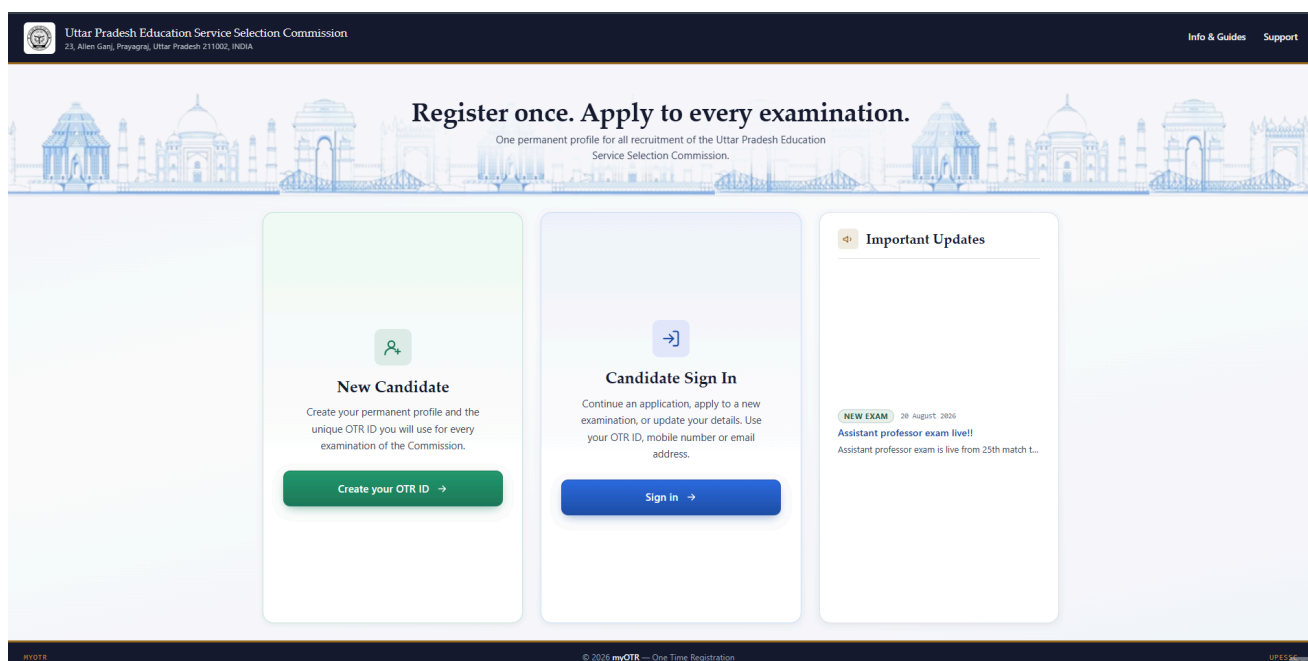


Figure 1-1. Candidate Portal home page

2. Candidate Registration Process

Candidate Registration is the initial account-creation process for a new applicant. The applicant enters personal and contact details, verifies the selected identity document, captures and verifies a live photograph, creates the account password, sets account-recovery information and submits the registration to create the account used for the Candidate Portal.

Step-1 Open the Candidate Registration page

- Applicant should open the Candidate Portal home page and locate the “New Candidate” section.
- Applicant should click on “Create your OTR ID” to open the Candidate Registration page.

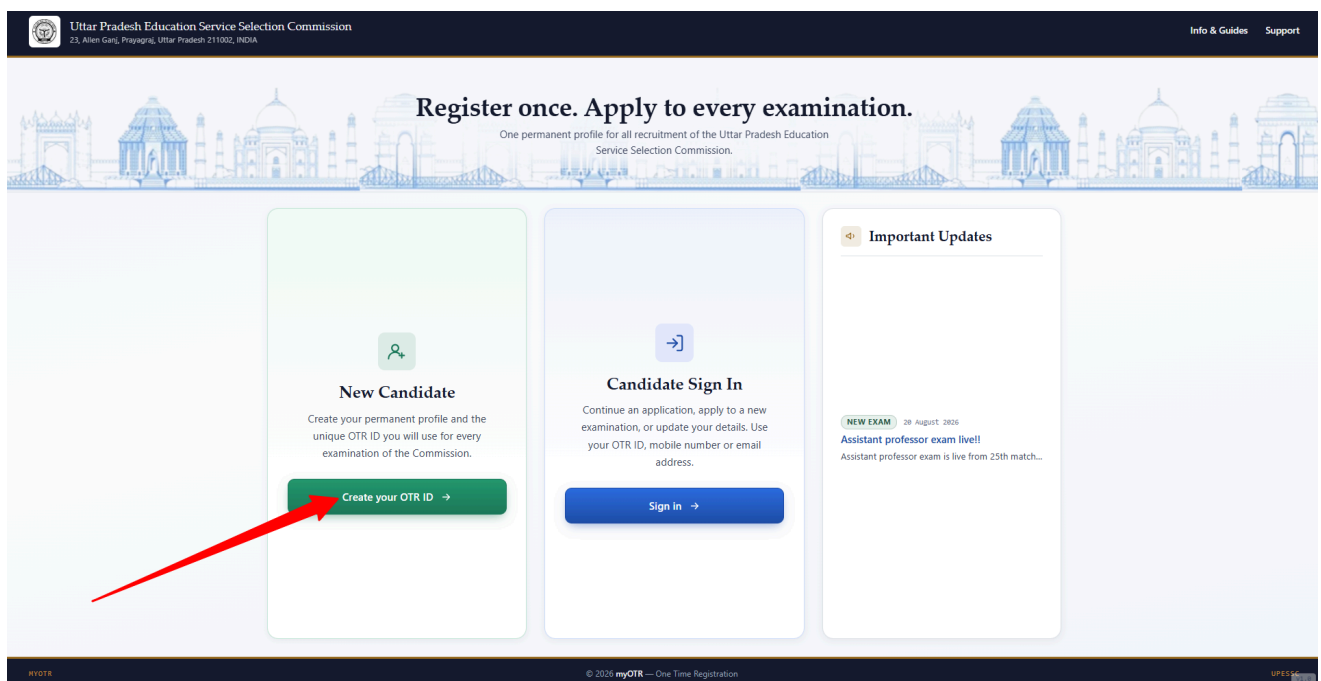


Figure 2-1. Candidate Portal home page — New Candidate access

Step-2 Enter Personal Details

The Personal Details section instructs the applicant to enter identity details exactly as they appear on the identity document. Confirmation fields are provided for the principal identity details.

- Applicant should enter Full Name and re-enter the same in “Confirm Full Name”.
- Applicant should enter Father’s Name and re-enter the same in “Confirm Father’s Name”.
- Applicant should enter Mother’s Name and re-enter the same in “Confirm Mother’s Name”.
- Applicant should select Date of Birth and select the same date in “Confirm Date of Birth”.
- Applicant should select Gender and repeat the selection in “Re-enter Gender”.

Step-3 Enter and verify Contact Details

The Contact Details section requires both the Mobile Number and Email Address to be verified through OTP before identity verification is completed.

- Applicant should enter the Mobile Number and click on “SEND OTP”.
- Applicant should complete the OTP verification for the Mobile Number as prompted by the portal.
- Applicant should enter the Email Address and click on “SEND OTP”.
- Applicant should complete the OTP verification for the Email Address as prompted by the portal.
- After successful verification, the portal displays the contact detail as “Verified”. The “Change Mobile” and “Change Email” links can be used where the verified contact detail has to be changed.

Step-4 Complete Identity Verification

The Identity Verification section provides an Identity Document selector and a field for the corresponding identity-document number. The registration screen also provides an alternative for cases where the applicant's personal details legitimately differ from the selected identity document.

- Applicant should select the required Identity Document from either Aadhar Card, Pan Card or Driving Licence.
- Applicant should enter the identity-document number in the field displayed for the selected document.
- If the applicant's personal details legitimately differ from the identity document, applicant can select “Register without document match” after reading the responsibility statement displayed by the portal.

After identity verification, the portal states that the applicant's name, father's name and date of birth are locked for 15 minutes.

The screenshot displays the 'Candidate Registration' portal with a progress bar at the top indicating the current step: 'Identity Verification' (Step 3). The portal is divided into three main sections:

- 1 PERSONAL DETAILS**: This section contains fields for 'Full Name', 'Father's Name', 'Mother's Name', 'Date of Birth', and 'Gender'. Each field has a corresponding 'Confirm' field. The values entered are: Full Name: NISHANT SINGH, Father's Name: DHIRENDRA PRATAP SINGH, Mother's Name: NIMMI SINGH, Date of Birth: 1 NOV 1994, and Gender: Male. All fields are marked as verified.
- 2 CONTACT DETAILS**: This section contains fields for 'Mobile Number' and 'Email Address'. The Mobile Number is +91 9962640422 and the Email Address is singhnishant001@gmail.com. Both are marked as verified. There are links for 'Change Mobile' and 'Change Email'.
- 3 IDENTITY VERIFICATION**: This section contains a dropdown for 'IDENTITY DOCUMENT' (set to PAN Card) and a field for 'PAN Number'. The PAN Number field is marked as verified. A link 'Do you want to use a different / correct identity document?' is present.

At the bottom, a message states: 'Identity verified — your details match your document.'

Figure 2-2. Candidate Registration — Personal Details, Contact Details and Identity Verification

Step-5 Capture and verify Live Photograph

The Live Photograph stage is used to capture the applicant's current photograph during registration. The portal checks the captured image for liveness before accepting it. The verified photograph becomes the applicant photograph used by the portal, including on the admit card.

Photograph capture rules

- Applicant should keep the camera at eye level.
- Applicant should use a plain, well-lit background and adequate lighting.
- Applicant should keep the face clearly visible and look straight at the camera.
- Applicant should not wear a cap, mask or dark glasses while capturing the photograph.
- Applicant should ensure that the face and both ears are visible.

Capture using the camera

- Applicant should click on "START CAMERA".
- Applicant should position the face inside the face-alignment oval displayed by the portal.
- Applicant should click on "CAPTURE PHOTO" after the face is properly aligned.
- After capture, applicant should review the photograph. If another photograph is required, click on "Retake Photo".
- Applicant should click on "Verify Live Photograph". The portal performs the liveness check before accepting the photograph.

Capture using QR when the current device does not have a camera

- If the current device does not have a usable camera, applicant should click "Live QR (no camera?)" to display the QR code.
- Applicant should scan the displayed QR code using a mobile phone. The portal opens the live-photograph capture process on the phone.
- Applicant should capture and verify the live photograph on the phone. After the photograph passes verification, it appears automatically on the registration page.
- Applicant can click on "Hide QR" to close the QR option and return to camera capture on the current device.

Step-6 Set Account Security

The Account Security section is used to create the password for sign-in and complete the Human Verification shown on the page.

- Applicant should create a Password of 8 to 72 characters.
- The Password should include at least one lowercase letter, one uppercase letter, one digit and one special character.
- Applicant should re-enter the same password in “Confirm Password”.
- Applicant should answer the arithmetic question displayed under “HUMAN VERIFICATION”.
- Applicant can use “Refresh” to display a new Human Verification question where required.

Step-7 Set Account Recovery and create the account

The Account Recovery section is used to help recover access to the account.

- Applicant should select a Security Question from the displayed selector.
- Applicant should enter the Security Answer. The portal states that answer matching ignores case and spacing.
- Applicant should read and select the declaration confirming that the registration activity may be logged for security and audit purposes and that the entered details are true and correct.
- Applicant should click on “Create Account” after completing the required registration details.

The screenshot displays a registration form with three main sections:

- ACCOUNT SECURITY** (Step 5): Includes instructions for password creation (8-72 characters, mix of case, digits, and special characters). It features two password input fields with "SHOW" toggles and a "GOOD" status indicator. Below is a "HUMAN VERIFICATION" section with an arithmetic question $1 + 9 = 10$ and a "Refresh" link.
- ACCOUNT RECOVERY** (Step 6): Includes a "Security Question" dropdown (selected: "What was the name of your first pet?") and a "Security Answer" text field (containing "SCOOBY"). A note states: "Used to help recover your account. Answer matching ignores case and spacing."
- Create Account**: A checkbox with the text "I understand that my registration activity may be logged for security and audit purposes, and I confirm that the details I have entered are true and correct." is checked. A red arrow points to the "Create Account" button.

At the bottom, a footer note reads: "Your registration data is protected and processed per the platform privacy policy."

Figure 2-5. Candidate Registration — Account Security, Account Recovery and Create Account

3. Candidate Sign In

Registered applicants use the Candidate Sign In page to access the Candidate Portal. The sign-in page accepts the OTR ID, mobile number or email address.

Step-1 Sign in using password

- Applicant should select “Use my password”.
- Applicant should enter the OTR ID, mobile number or email address in the displayed field.
- Applicant should enter the Password.
- Applicant should click on “Sign in”.

The screenshot shows the 'Candidate Sign In' page of the Uttar Pradesh Education Service Selection Commission. The page has a dark blue header with the commission's logo and name on the left, and 'Info & Guides' and 'Support' links on the right. The main content area is light blue. In the center, there is a white sign-in form titled 'Candidate Sign In' with the instruction 'Use your OTR ID, mobile number or email address.' Below this, there are two buttons: 'Use my password' (selected) and 'Send me a code'. The form has two input fields: 'OTR ID, mobile number or email address' (containing 'singh.nishant0901@gmail.com') and 'Password' (containing masked characters). There is a 'Forgot password?' link next to the password field. Below the input fields is a dark blue 'Sign in →' button, which is highlighted by a red arrow. At the bottom of the form, there is a link 'Not registered yet? Create your OTR ID' and a disclaimer: 'No one from the Commission will ever ask for your password or your code.'

Figure 3-1. Candidate Sign In page

4. One Time Registration (OTR) Profile

After sign-in, the portal presents a six-step One Time Registration (OTR) profile. The OTR is the applicant's reusable profile containing personal details, address, educational qualifications, twin declaration and supporting documents. The applicant completes and reviews these details before completing the OTR profile.

4.1 OTR workflow

The OTR screens use “Save & Continue” to proceed. The later steps also provide “Back” to return to the preceding step.

4.2 Step-1 — Personal Details

The Personal Details page is Step 01 of 06 of the OTR profile. It contains identity and contact information together with Marital Status, Visible Identification Mark, Category & Reservation, Differently-Abled (PwD / PH) Status, Special Reservation and Age Relaxation. The portal displays additional fields according to the selections made by the applicant.

Your Identity Details

The page displays Full Name, Father’s Name, Mother’s Name, Date of Birth and Gender.

Contact Details

The page displays Registered Mobile Number and Registered Email, together with fields for Aadhaar-linked Mobile Number and Telephone Number (with STD Code).

- Applicant should enter the Aadhaar-linked Mobile Number in the displayed field.
- Applicant can enter the Telephone Number (with STD Code), where applicable.

STEP 01 OF 06

Personal Details

YOUR IDENTITY DETAILS

Full Name (as per 10th marksheet)
NISHANT SINGH

Father's Name
DHIRENDRA PRATAP SINGH

Mother's Name
NIMMI SINGH

Date of Birth
01-11-1994

Gender
MALE

CONTACT DETAILS

Registered Mobile Number
[Masked Number]

Registered Email
SINGH.NISHANT0901@GMAIL.COM

Aadhaar-linked Mobile Number *
[Masked Number]

Telephone Number (with STD Code)
e.g. 0522-2466851

Must be a valid 10 digit mobile number starting with 6-9

About You

- Applicant should select Marital Status.
- Applicant should enter the Visible Identification Mark. The displayed field requires a minimum of 2 characters.

Penalty / Service Declaration

Applicant should select Yes or No against “Have you ever been penalized, removed or blacklisted by an employer, professional body or public authority?”. Additional information is displayed according to the option selected.

- If “No” is selected, no additional field is displayed under Penalty / Service Declaration.
- If “Yes” is selected, applicant should enter the required information in “Penalty / Removal / Blacklisting Details”.

Legal Proceedings in India

Applicant should select Yes or No against “Have you ever been a party to, or are you currently involved in, any criminal, civil, regulatory, disciplinary or other legal proceeding/case before a court, tribunal, authority or law-enforcement agency in India?”. Additional fields are displayed according to the option selected.

- If “No” is selected, no additional legal proceeding fields are displayed.
- If “Yes” is selected, applicant should select the “Case / Proceeding Type” and “Current Status”.
- Applicant should enter the “Case / Reference Number” and “Court / Tribunal / Authority”.
- Applicant should enter/select the “Date of Institution / Filing” and “Date of Disposal / Conclusion”, as applicable.
- Applicant should enter the required information in “Relevant Legal Case Details”.

Category & Reservation

Applicant should select the applicable option against “Are you a resident of Uttar Pradesh?” and then select the Reservation Category. The Reservation Category selector displays Unreserved (General), OBC, Scheduled Caste (SC), Scheduled Tribe (ST) and Economically Weaker Section (EWS). Additional fields are displayed according to the category selected.

- If Unreserved (General) is selected, applicant should proceed with the remaining Personal Details.
- If OBC is selected, applicant should select the OBC Layer Status as “Creamy Layer” or “Non-Creamy Layer”.
- If “Non-Creamy Layer” is selected, applicant should enter the Category Certificate Number, Certificate Issue Date, Issuing Authority and State of Issuing.
- If Scheduled Caste (SC) is selected, applicant should enter the Category Certificate Number, Certificate Issue Date, Issuing Authority and Contact Telephone Number.
- If Scheduled Tribe (ST) is selected, applicant should enter the Category Certificate Number, Certificate Issue Date, Issuing Authority and Contact Telephone Number.
- Applicant should select Economically Weaker Section (EWS) from the Reservation Category selector where applicable.

Differently-Abled (PwD / PH) Status

If “Yes” is selected against “Are you differently abled (PwD/PH)?”, the portal requires additional disability details and supporting verification information before the applicant can continue.

- Applicant should select the Disability Type.
- Applicant should enter the Disability Percentage. The displayed field indicates a minimum of 40%.
- Applicant should select whether a scribe is required.
- Applicant should select the PwD Verification Type. If “UDID Number” is selected, applicant should enter the 18-character alphanumeric UDID Number. If “Certificate Number” is selected, applicant should enter PwD Certificate Number, Certificate Issue Date, Issuing Authority and Issuing State.

Selection	Additional details displayed by the portal
UDID Number	Enter the 18-character alphanumeric UDID Number.
Certificate Number	Enter PwD Certificate Number, Certificate Issue Date, Issuing Authority and Issuing State.

Special Reservation

Applicant should select the applicable Special Reservation Category. The selector displays None, Dependent Freedom Fighter, Ex-Army Serviceman and Others. Additional fields are displayed according to the option selected.

- Applicant should select “None” where no Special Reservation Category is being selected.
- If “Dependent Freedom Fighter” is selected, applicant should select the Freedom Fighter State.
- If “Ex-Army Serviceman” is selected, applicant should enter/select Designation / Rank, Length of Service — Years, Length of Service — Months, Date of Enrollment, Date of Attestation and Date of Discharge.
- If “Others” is selected, applicant should enter the required information in “Please specify (Others)”.

Age Relaxation

- Applicant should select Yes or No against “Seeking Age Relaxation?”. If “Yes” is selected, the portal displays “Age Relaxation Category”, and applicant should select the applicable category before proceeding.
- Applicant should click on “Save & Continue” after completing the required Personal Details.

The screenshot displays the 'UPESSC One Time Registration' portal. The form includes the following sections and fields:

- Marital Status:** A dropdown menu with 'Unmarried' selected.
- Visible Identification Mark:** A text input field containing 'MARK ON FOREHEAD ON RIGHT SIDE'.
- PENALTY / SERVICE DECLARATION:** A section with the question 'Have you ever been penalized, removed or blacklisted by an employer, professional body or public authority?' and a dropdown menu with 'No' selected.
- LEGAL PROCEEDINGS IN INDIA:** A section with the question 'Have you ever been a party to, or are you currently involved in, any criminal, civil, regulatory, disciplinary or other legal proceeding/case before a court, tribunal, authority or law-enforcement agency in India?' and a dropdown menu with 'No' selected.
- CATEGORY & RESERVATION:** A section with two dropdown menus: 'Are you a resident of Uttar Pradesh?' (set to 'Yes') and 'Reservation Category' (set to 'Unreserved (General)').
- DIFFERENTLY-ABLED (PwD / PH) STATUS:** A section with the question 'Are you differently abled (PwD/PH)?' and a dropdown menu with 'No' selected.
- SPECIAL RESERVATION:** A section with the question 'Special Reservation Category?' and a dropdown menu with 'None' selected.
- AGE RELAXATION:** A section with the question 'Seeking Age Relaxation?' and a dropdown menu with 'No' selected.
- Save & Continue:** A brown button at the bottom right, highlighted by a red arrow.

Figure 4-1. OTR Step 01 of 06 — Personal Details and conditional reservation fields

4.3 Step-2 — Address

The Address page contains Permanent Address and Correspondence Address sections. The Correspondence Address section provides a “Same as permanent address?” Yes/No choice.

Permanent Address

- Applicant should enter Address Line 1 and Address Line 2.
- Applicant can enter Address Line 3 (Optional).
- Applicant should select the State and District.
- Applicant should enter the Pincode.

Correspondence Address

- Applicant should select Yes or No against “Same as permanent address?”.
- If correspondence-address entry is required, applicant should enter Address Line 1, Address Line 2, Address Line 3 (Optional), State, District and Pincode.
- Applicant should click on “Save & Continue” to proceed or “Back” to return to the previous page.

The screenshot displays the 'UPESSC One Time Registration' interface. At the top right is a 'Sign out' button. The 'Permanent Address' section includes input fields for 'Address Line 1 *' (1903 EMERALD GOLD SOCIETY), 'Address Line 2 *' (NEAR GREEN BYPASS), and 'Address Line 3 (Optional)' (Landmark / Post Office). Below these are dropdown menus for 'State *' (Uttar Pradesh) and 'District *' (Lucknow), and a 'Pincode *' field (226020). The 'CORRESPONDENCE ADDRESS' section starts with a radio button selection for 'Same as permanent address? *', where 'Yes' is selected. It then has identical input fields for Address Line 1, 2, 3, State, District, and Pincode. At the bottom, there is a 'Back' button and a 'Save & Continue' button, with a red arrow pointing to the latter.

Figure 4-2. OTR Step 02 of 06 — Address

4.4 Step-3 — Educational Qualifications

The Educational Qualifications page is Step 03 of 06 of the OTR profile. Applicant can maintain qualification records for 10th, 12th, Graduation, Post Graduation and Ph.D. The 10th qualification is mandatory. 12th, Graduation, Post Graduation and Ph.D. are optional and should be entered where applicable.

Qualification levels

- Applicant should enter the 10th qualification details as the mandatory qualification record.
- Applicant can add 12th, Graduation, Post Graduation and Ph.D. qualification details, where applicable.

Add or edit qualification details

- Applicant should select the Exam Level.
- Applicant should enter/select the Board / University.
- Applicant should enter the Passing Year.
- Applicant should enter the Roll Number.
- Applicant should enter the Marksheet No.
- Applicant should enter the Subjects.
- Applicant should select the Grading Type.
- Applicant should click on “Save Details” to save the qualification entry.
- Saved qualifications are displayed in the list with “Edit” and “Delete” options.
- Applicant should click on “Save & Continue” after completing the required Educational Qualifications.

UPESSC One Time Registration

Sign out

STEP 03 OF 06

Educational Qualifications

[How to add your qualifications](#)

1 QUALIFICATION SAVED

Add Entry

EXAM LEVEL	BOARD / UNIVERSITY	PASSING YEAR (OR EXPECTED)	ROLL NUMBER	MARKSHEET NO.	SUBJECTS	
10th (High School)	CBSE	2011	2260213	23145	MATHS, SCIENCE, ENGLISH, HINDI, COMPUTER	EditDelete

Back

Save & Continue

UPSSC One Time Registration

Sign out

STEP 03 OF 06

Educational Qualifications

How to add your qualifications

5 QUALIFICATIONS SAVED

EXAM LEVEL	BOARD / UNIVERSITY	PASSING YEAR (OR EXPECTED)	ROLL NUMBER	MARKSHEET NO.	SUBJECTS	
10th (High School)	CBSE	2011	2260213	23145	MATHS, SCIENCE, ENGLISH, HINDI, COMPUTER	Edit Delete
12th (Intermediate)	CBSE	2013	2267876	EA532	PHYSICS, CHEMISTRY, MATHS, ENGLISH, COMPUTER	Edit Delete
Graduation	SRM UNIVERSITY	2017	RWEARRT112	234125	MECHANICAL ENGINEERING	Edit Delete
Post Graduation	SRM UNIVERSITY	2021	RRE3422	ER3123	Water Resource Engineering	Edit Delete
Doctorate (Ph.D.)	LUCKNOW UNIVERSITY	2024	3421451	RE214515	WATER RESOURCE	Edit Delete

You have added the maximum of 5 qualifications. Delete one above to add another.

Back

Save & Continue

Figure 4-3. OTR Step 03 of 06 — Educational Qualifications

4.5 Step-4 — Twin Declaration

The Twin Declaration page asks whether the applicant has a twin brother or sister. Additional twin details are displayed when Yes is selected.

If Yes is selected

- Applicant should select the Twin's Gender.
- Applicant should enter the Name of Twin (as per Aadhaar).
- Applicant should select the Twin ID Proof Type.
- Applicant should enter the Twin ID Number.
- Applicant can enter additional information in Remarks.

If No is selected

The additional twin-detail fields are not displayed.

- Applicant should click on “Save & Continue” after selecting the required option. Applicant can click on “Back” to return to the previous page.

UPSSC One Time Registration

Sign out

STEP 04 OF 06

Twin Declaration

Do you have a twin brother or sister? *

☒ Yes

☐ No

Twin's Gender *

Male

Name of Twin (as per Aadhaar) *

SHASHANK SINGH

Twin ID Proof Type *

PAN Card

Twin ID Number *

FAMP59957N

Remarks *

HE HAS MARK ON RIGH HAND

Back

Save & Continue

Figure 4-4. OTR Step 04 of 06 — Twin Declaration (Yes selected)

UPSSC One Time Registration

Sign out

STEP 04 OF 06

Twin Declaration

Do you have a twin brother or sister? *

☐ Yes

☒ No

Back

Save & Continue

Figure 4-5. OTR Step 04 of 06 — Twin Declaration (No selected)

4.6 Step-5 — Documents

The Documents page contains upload controls for the applicant photograph, signature, photo identity proof, academic marksheets and the hand-written declaration.

File requirements displayed on the page

- Photograph: JPG or PNG, 10–100 KB.
- Signature: JPG or PNG, 10–100 KB.
- Hand-written Declaration: JPG or PNG, 10–100 KB.
- Other documents, including ID proof, marksheets and certificates: PDF only, 20–200 KB.

Photograph and Signature

- Applicant should click on “Upload” against Passport Size Photograph and Signature. Uploaded items display “View” and “Replace” options.

Photo Identity Proof

- Applicant should select the ID Type and enter the ID Number.
- Applicant should click on “Upload” against the ID Proof document.

Academic Marksheets

The page provides upload rows for 10th Marksheet, 12th Marksheet, Graduation Marksheet, Post-Graduation Marksheet / Degree and Ph.D. Degree Certificate.

- Applicant should upload the 10th Marksheet and upload the remaining academic documents where applicable.

Hand-written Declaration

- Applicant should write the declaration displayed by the portal by hand and upload its photo/scan using the corresponding “Upload” button.
- Applicant should click on “Proceed to Preview” after completing the required document uploads.

UPESSC One Time Registration

DocumentsSign out

STEP 05 OF 06

Documents

PHOTOGRAPH & SIGNATURE

Accepted file types and sizes

Photograph — JPG or PNG, 10–100 KB. Signature — JPG or PNG, 10–100 KB. Hand-written declaration — JPG or PNG, 10–100 KB. All other documents (ID proof, marksheet, certificates) — PDF only, 20–200 KB. A file outside its range is refused when you upload it, so check the size before you scan: reduce the scanner's DPI or re-save at a lower quality to come down, and scan in colour at a higher DPI to come up.

Passport Size Photograph *

JPEG - 51 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

Signature *

JPEG - 52 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

PHOTO IDENTITY PROOF

ID Type *

Bank Passbook with Photo

ID Number *

6575674564

Upload ID Proof (PDF) *

PDF - 147 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

ACADEMIC MARKSHEETS (PDF)

10th Marksheet *

PDF - 147 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

12th Marksheet *

PDF - 147 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

Graduation Marksheet *

PDF - 147 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

Post-Graduation Marksheet / Degree *

PDF - 147 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

Ph.D. Degree Certificate *

PDF - 147 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

Back

Proceed to Preview

Ph.D. Degree Certificate *

PDF - 147 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

HAND-WRITTEN DECLARATION

Hand Declaration / हस्तलिखित घोषणा

नीचे दी गई घोषणा को अपने हाथ से लिखकर उसकी फोटो/स्कैन अपलोड करें।
 Write the following declaration by hand and upload its photo/scan. JPG or PNG, 10-100 KB.

हिन्दी में लिखें / Write in Hindi

घोषणा: मैं शापपूर्वक अभिकथन करता/करती हूँ कि ऑनलाईन रजिस्ट्रेशन/आवेदन में भरी गयी समस्त प्रविष्टियाँ मेरे मूल अभिलेखों पर आधारित हैं तथा मेरे संज्ञान में सही एवं सत्य हैं। निर्धारित तिथि तक नियत शुल्क जमा करने पर ही मेरा ऑनलाईन आवेदन उपाध्यक्षक पात्रता परीक्षा (Principal ME) हेतु विचारणीय होगा। मुझे विज्ञापन की दी गयी समस्त शर्तें मान्य हैं। यदि परीक्षा के पूर्व अथवा बाद में जांचोपरांत कोई भी विवरण असत्य अथवा गलत पाया जाता है तो आयोग को मेरा अनर्पण निरस्त करने तथा मेरे विरुद्ध वैधानिक कार्रवाही करने का अधिकार होगा। आवेदन पर मैं अंकित सूचनाओं से सम्बंधित सभी मूल प्रमाण/अंक पत्र आवेदन की तिथि के पूर्व से मेरे पास उपलब्ध हैं।

English Translation (Reference)

Declaration: I hereby declare that all entries in the online registration/application are based on my original records and are true and correct to the best of my knowledge. My online application will be considered only after the payment of the prescribed fee by the due date. I accept all terms and conditions. If any information is found false or incorrect, the Board reserves the right to cancel my candidature and take legal action. All original certificates/mark sheets are available with me from before the date of application.

Hand-written Declaration (photo/scan) *

JPEG - 53 KB - uploaded 30 Aug 2026

■ UPLOADEDViewReplace

Back

Proceed to Preview

Figure 4-6. OTR Step 05 of 06 — Documents

4.7 Step-6 — Review & Submit

The Review & Submit page provides a consolidated view of the OTR profile before completion. It contains Personal Details, Address, Educational Qualifications, Twin Declaration, Documents and the OTR Profile Declaration.

- Applicant should review Personal Details and Address.
- Applicant should review Educational Qualifications and Twin Declaration.
- Applicant should review the uploaded Documents.
- Applicant can use the displayed “Edit” options to return to the corresponding section and change details.
- Applicant can use “VIEW” against an uploaded document to view the document.

OTR Profile Declaration

- Applicant should read the OTR Profile Declaration.
- Applicant should select “I have read the above declaration and agree to it.”
- Applicant should click on “Complete OTR Profile” to complete the OTR profile.
- Applicant can click on “Back” to return to the previous OTR step.

5. Candidate Dashboard

The Candidate Dashboard is the transition point between the reusable OTR profile and examination-specific activity. It displays Registration details, One-Time Registration information and My applications.

5.1 Registration details

The Registration details panel displays the applicant photograph and identity information including Full Name, Date of Birth, Father's Name, Mother's Name, Gender, Identity Document, Mobile Number, Email Address, Category, Marital Status and Qualifications.

5.2 One-Time Registration

The One-Time Registration panel displays OTR ID, Completed On, Last Updated, Used By, Qualifications and Documents. An “Edit” button is also displayed in the panel.

5.3 My applications and portal navigation

The My applications panel displays the applicant's examination applications. When no examination has been applied for, the panel provides a “Browse available exams” button. The left navigation displays Dashboard, Available Exams and Payments.

- Applicant should click on “Browse available exams” to view the examinations available in the portal.

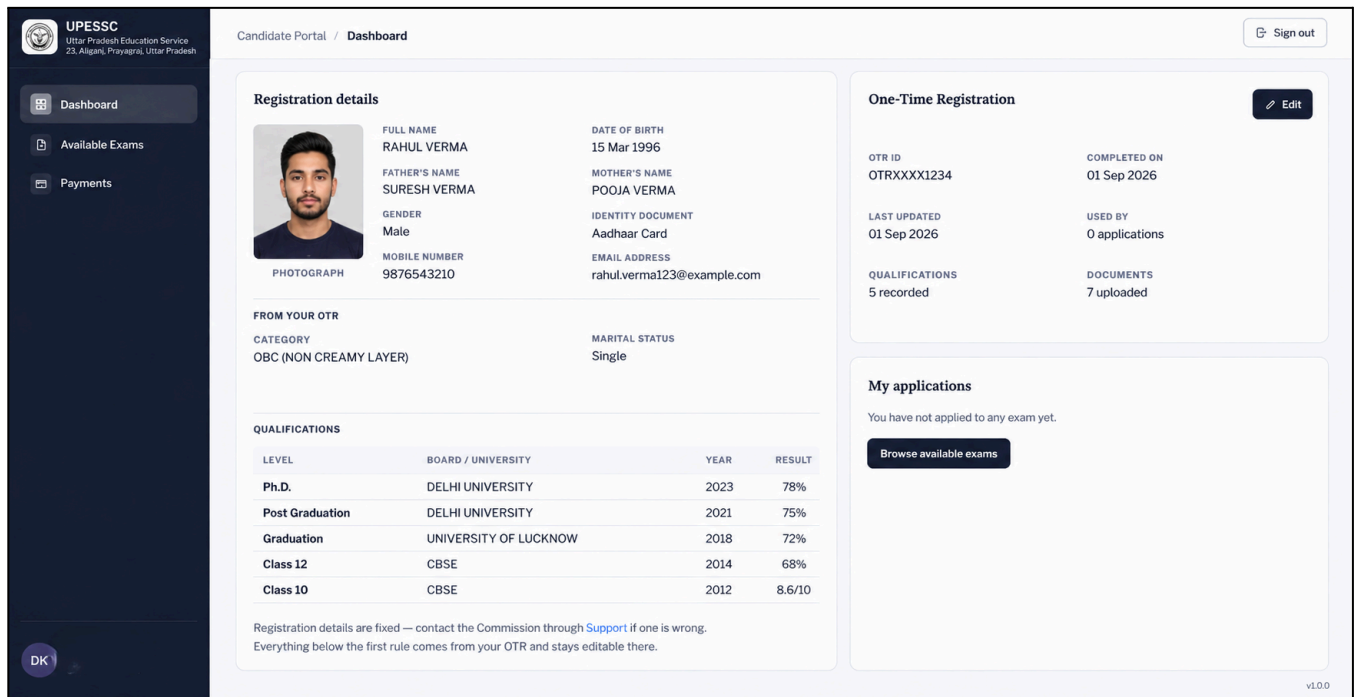


Figure 5-1. Candidate Dashboard

6. Examination Application Process

The Examination Application is a separate, examination-specific process that starts after the applicant has a Candidate Portal account and OTR profile. Applicant selects an advertised examination from Available Exams and clicks “Apply”. The application then opens in Draft status and follows the stages displayed for that examination.

Step-1 Open Available Exams

The Available Exams page displays examination listings together with filters for All, Open now, Upcoming, Applied, Fee due and Closed. A “Search exams” field is also displayed.

- Applicant should locate the required examination under Available Exams.
- Applicant should review the Registration Opens, Registration Closes, Exam Date and registration status displayed for the examination.
- Applicant should click on “Apply” against the required examination to start the examination-specific application.

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Dashboard

Available Exams

Payments

Candidate Portal / Available Exams

Sign out

All 1Open now 1Upcoming 0Applied 0Fee due 0Closed 0

Search exams

Assistant Professor Examination (Adv No- 03/2026)

Registration Open

REGISTRATION OPENS 17 Aug 2026	REGISTRATION CLOSES 30 Sept 2026	EXAM DATE To be announced
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Apply

Figure 6-1. Available Exams — examination listing and Apply button