

Guidelines for filling the online Detailed Application Form (DAF)

Candidates qualified on the basis of the result of the written part of the Examinations/Preliminary Examinations are required to fill the Detailed Application Form ONLINE.

A. Candidates are advised to read carefully the Rules of the Examinations, which include conditions of eligibility etc. as published in the Gazette of India and available on link www.upsc.gov.in / Detailed Application Form for Examinations.

B. Read the following instructions before filling up the online Detailed Application Form.

HOW TO APPLY:

a. Candidates must fill up and submit Online Detailed Application Form by using the website www.upsc.gov.in.

b. Candidates should ensure that all columns should be filled in correctly. No correspondence will be entertained by the Commission from candidates to change any of the entries made in the online Detailed Application Form.

Guidelines

1. Candidates who have been declared qualified in the written part of the Examinations have to first get themselves registered before filling up the Online Detailed Application Form (DAF) at the website www.upsc.gov.in.

2. Candidates will be required to create registration accounts by clicking appropriately on the link provided below the “login” button.

3. On the registration module, Name (as recorded in the matriculation/secondary examination certificate), Roll Number (in six digit format) and Date of Birth (as recorded in the matriculation/secondary examination certificate) and e-mail address are to be provided.

4. (a) All the fields are compulsory.

(b) Candidates should ensure that they have provided a valid and an active e-mail address in the e-mail address field as the login credentials will be sent to the respective registered e-mail addresses provided by the candidates.

5. After clicking the submission button, the candidates will get a message on their screen, clearly mentioning the name and e-mail that they have been registered and a password will be sent to the candidate’s e-mail address.

6. After this, the candidates’ will be required to go back to the website (<http://www.upsc.gov.in>) and log in into the login module with their Roll Number (six digit numbers) along with the password.

7. Online DAF has SIX modules as indicated above, namely- Personal, Educational Information, Parental Information, Employment Information, Upload documents and Final Submission.

8. Candidates are required to fill all the modules completely before finally submitting the Form ONLINE, using the Final Submission Module.

9. Candidates should **save** each module after completing the same. However, candidates will have the option to make changes in any module before final submission of DAF. **Once Final Submission has been made, no change will be possible Online.**

10. Candidates are required to upload scanned copies of documents like proof of Age, Educational Qualification, Community Certificate, PH Certificate etc. as mentioned in the Instructions to Candidates for filling in the Detailed Application Form.

11. Candidates may note that some of the fields namely Candidate's name, Date of Birth, Father's name, Mother's name, email address, Physically Challenged category, Disability percentage etc. have been pre-populated using the information provided by the candidate at the time of filling up the earlier Online Application Form for writing the Written Examination/Preliminary Written Examination. Such fields cannot be changed by the candidate. However, if a Candidate notes any error / discrepancy in these fields, he may make a separate detailed representation to the Commission including all relevant documents, in support of his claim. The Commission will decide each such case on merit and its decision in such cases shall be final.
