

## Instructions for filling of Application Form

### I. Registration Process

1. Start by clicking on the New Registration link in the menu to start your Registration process.
2. Applicants will have to ensure that while registering, they use a mobile no. which is preferably personal or which he/she can easily access.
3. Following are the inputs taken for registration of applicant:
  - **First Name** - Please enter your Name
  - **Middle Name** - Please enter your Father's or Husband's Name
  - **Last Name** - Please enter your Surname
  - **Gender**- Please select Gender Male or Female
  - **Date of Birth** - Please Enter Date of Birth According to Birth Certificate / Leaving Certificate
  - **e-Mail** - Please Enter your Email ID
  - **Exam Center** - Please select Exam Center
  - **Mobile Number** - Please enter mobile number. It will be your user ID for further Recruitment process
  - **Send OTP** -Click on **Send OTP** button to get SMS of OTP Number on your registered mobile number.
  - **OTP** - Please enter OTP number.
  - **Password** - Please enter the password, it will be used for further process. The password may comprise of minimum 8 characters to maximum 10
  - **Confirm password** - Please re-enter the password for confirmation
  - **Register** -Click on **New Registration** button to get registered.
  - **Have you taken coaching for UPSC - CSE preparation sponsored by BARTI, in past?** - Select Yes or No. If candidate select yes, then he/she not Eligible for UPSC Exam.

Please access your login regularly and ensure it is accessible

### II. Application Form Filling

Applicants are to use the User ID and password created by him/her to fill the online application form through log in.

The online application form consists of Personal, Academic, Past Details and Summary tabs provided to be filled by applicant as follows:




#### Personal Tab: वैयक्तिक

Field Name	Description
Application ID: BTUPSC-XXXXXX	Application Id is Auto Generated.
* Student Photo (विद्यार्थ्याचा फोटो):	Upload the scanned Photo, the size should be minimum 10 KB and not exceed 30 kb.
* Student Sign	Upload the scanned sign; the image size should be minimum 10 KB and not exceed 20

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(विद्यार्थ्यांची सही):	kb.
Identity Proof: (ओळखपत्र):	Select any of the following documents as Identity proof: PAN/Aadhar card/Driving License/Voter ID/Passport, scan it and upload the image.
ID Proof Number	Enter the unique number on the document serving as identity proof.
Address Proof: (पत्त्याचा पुरावा):	Select any of the following documents as Address proof: Aadhar card/Driving License/Voter ID/Passport, scan it and upload the image.
Address Proof Number	Enter the unique number on the document serving as address proof.
* Candidate's Name (विद्यार्थीचे पूर्ण नाव):	The candidates name will be fetched from the registration data.
* Gender (लिंग):	The gender will be fetched from the registration data.
* Birth Date (जन्म तारीख):	Date of Birth will be fetched from the registration data.
E-Mail (इ-मेल):	E mail Id will be fetched from the registration data.
* Mobile No (दूरध्वनी क्र 1):	Mobile Number fetched from the registration data.
Mobile No2 (दूरध्वनी क्र 2):	Enter additional mobile number if available.
Landline No.	Enter Landline number if available.
* Father's Name(वडिलांचे पूर्ण नाव):	Enter fathers name, his middle name and surname.
* Permanent Address Details (पत्ता):	Enter the detailed address of permanent residence.
* Correspondence Address (पत्ता):	Enter the detailed address for correspondence.
* State (राज्य):	Select the State.
* District (जिल्हा):	Select the District .
* Taluka (तालुका):	Select the Taluka .
* City (शहर):	Enter name of the city.
* Pin Code (डाक कोड):	Enter Pin code.
Category (प्रवर्ग):	Select the category you belong to .
* Caste (जात):	Enter the caste you belong to and upload the caste certificate. If the document gets uploaded you will see Upload button in blue

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	color.
<b>* Whether belonging to Physically disabled category? :</b>	Select Yes or No.
<b>* Are you Resident from :</b>	Select Rural area or Slum area.
<b>Save &amp; Next Button</b>	Select the next button to save and proceed to next tab.
	Used for Compulsory Fields.
	Button is used for uploading the document.
	Button is displayed if document is uploaded.

#### Academic Tab:

In the Academic tab applicant will have to provide the academic details as follows:

Field Name	Description
<b>* Qualification Type</b>	Select Qualification.
<b>* Name of Degree</b>	Select Name of Degree.
<b>Subject</b>	Select Subject if applicable.
<b>Percentage/CGPA Marks (प्राप्त टक्के)</b>	Based on above marks the system will calculate the percentage.
<b>* Month &amp; Year (उत्तीर्ण झालेला महिना व वर्ष)</b>	Enter the month and year of passing as given on mark sheet.
<b>Remark</b>	Enter Remark.
<b>Mark sheet Upload</b>	Upload the Final and Valid Mark sheet.
<b>Save &amp; Next Button</b>	Select the next button to save and proceed to next tab.

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### Preference Tab:

In the Preference tab applicant will have to provide the preference details as follows:

<b>Coaching Institute</b>	Candidate should enter correct three preferences to the institute where she/he wishes to enrolled. Institute once allotted will not be cancelled in any circumstances
<b>Save &amp; Next Button</b>	Select the next button to save and proceed to next tab.

### Summary Tab:

In the Summary tab applicant can view the summary report of application filled by applicant:

<b>Summary</b>	Summary is the view of entire report having data entered by applicant .
<b>*Declaration</b>	Candidate is required to select and check the declaration. And Further click on Submit Application Form.
<b>Submission of Application Form</b>	Once applicant has checked the details filled and verified he can Further click on Submit Application Form. Once the form is submitted applicant cannot make any changes.