

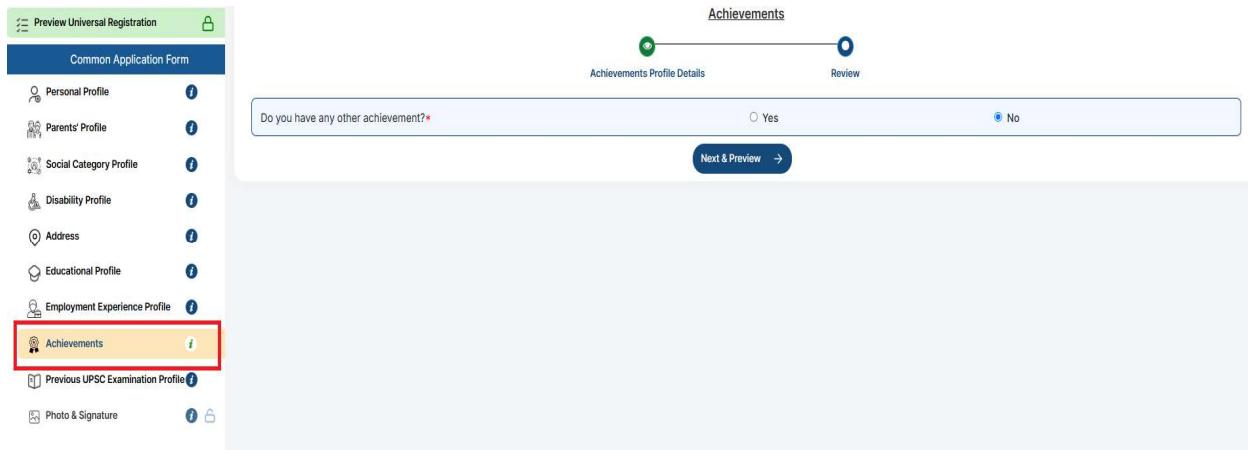
INSTRUCTIONS FOR FILLING THE ACHIEVEMENTS

Achievements

Note: Read the General Instructions before going through this document.

Step 1: Accessing the Achievements Module

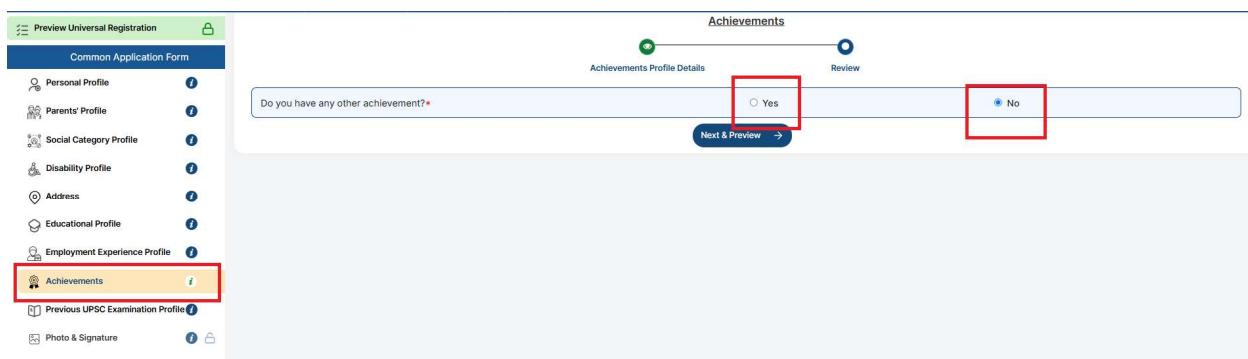
1. Select "Achievements" from the menu.
2. You can also navigate to this profile later if you want to edit any information in your Achievements.



The screenshot shows the 'Common Application Form' interface. On the left, a vertical sidebar lists various profile sections: Personal Profile, Parents' Profile, Social Category Profile, Disability Profile, Address, Educational Profile, Employment Experience Profile, and Achievements. The 'Achievements' section is highlighted with a red box. On the right, a horizontal progress bar shows the 'Achievements' step, with 'Achievements Profile Details' and 'Review' as the two stages. Below the progress bar, a question 'Do you have any other achievement?' is displayed with 'Yes' and 'No' radio buttons. A 'Next & Preview' button is at the bottom right of the form area.

Step 2: Select whether you have any other Achievements

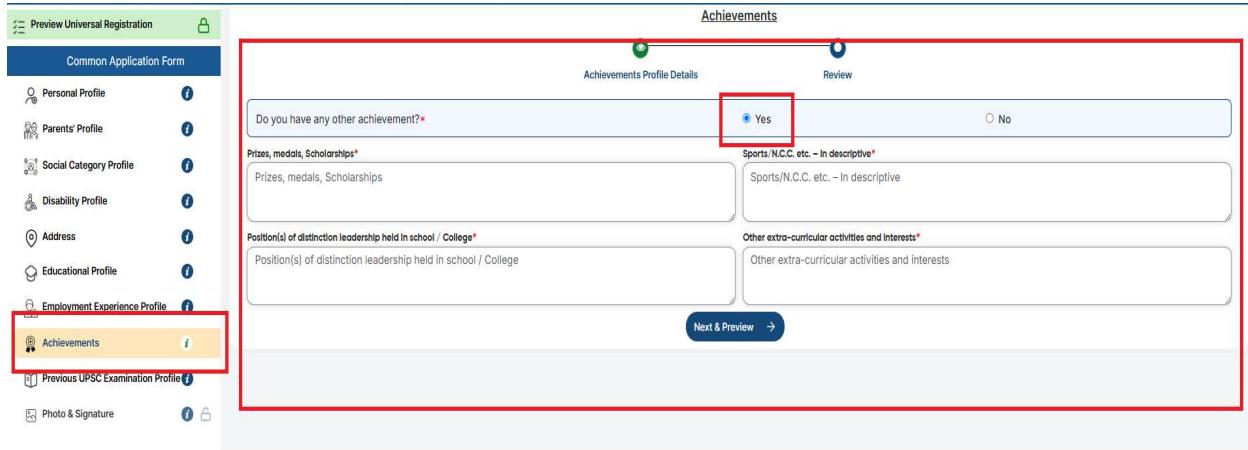
1. The system will ask: "**Do you have any other achievements?**"
2. Choose one of the following options:
 - **Yes** (if you have achievements to enter)
 - **No** (if you do not have any achievements to enter)



The screenshot shows the 'Common Application Form' interface, similar to the previous one. The 'Achievements' section in the sidebar is highlighted with a red box. On the right, the 'Achievements' step of the progress bar is shown. The 'Yes' radio button for the question 'Do you have any other achievement?' is selected and highlighted with a red box. The 'No' radio button is also present but not highlighted. A 'Next & Preview' button is at the bottom right.

Step 3: Provide Achievements Details (if "Yes" is selected)

If you select "Yes", additional fields will appear asking for "Enter your Achievements".
Achievement Description – Provide a brief description of the achievement.



Common Application Form

Achievements

Achievements Profile Details

Review

Do you have any other achievement?* Yes No

Prizes, medals, Scholarships*
Prizes, medals, Scholarships

Sports/N.C.C. etc. – In descriptive*
Sports/N.C.C. etc. – In descriptive

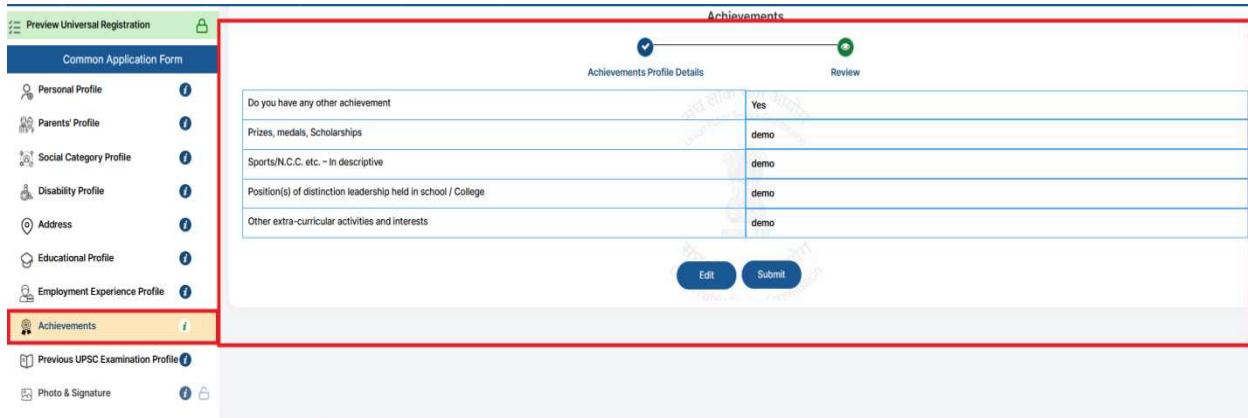
Position(s) of distinction leadership held in school / College*
Position(s) of distinction leadership held in school / College

Other extra-curricular activities and interests*
Other extra-curricular activities and interests

Next & Preview →

Step 4: Review and Lock

1. Click "Next& Review" to proceed to the **Review** section.
2. Verify all entered details before final submission.



Common Application Form

Achievements

Achievements Profile Details

Review

Do you have any other achievement	Yes
Prizes, medals, Scholarships	demo
Sports/N.C.C. etc. – In descriptive	demo
Position(s) of distinction leadership held in school / College	demo
Other extra-curricular activities and interests	demo

Edit Submit

Note: After Successful Submission of “Achievements”:

- Once the “Achievements” is successfully submitted, proceed to fill out the "Previous UPSC Examination Profile".
- Continue following the process by completing the subsequent sections as per the guidelines.