

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 sidebar, the 'Achievements' module is highlighted with a red box. The main content area shows a progress bar for 'Achievements' with two steps: 'Achievements Profile Details' (marked with a green asterisk) and 'Review' (marked with a blue circle). Below the progress bar, there is a question: 'Do you have any other achievement?*' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. A 'Next & Preview' button is located below the question.

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)

This screenshot is similar to the one in Step 1, but with red boxes highlighting the 'Yes' and 'No' radio button options for the question 'Do you have any other achievement?*'.

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.

The screenshot shows the 'Achievements' section of the 'Common Application Form'. The left sidebar lists various profile sections, with 'Achievements' highlighted. The main content area is titled 'Achievements' and has two tabs: 'Achievements Profile Details' (active) and 'Review'. A question 'Do you have any other achievement?*' is followed by radio buttons for 'Yes' (selected) and 'No'. Below this are four text input fields: 'Prizes, medals, Scholarships*', 'Sports/N.C.C. etc. – In descriptive*', 'Position(s) of distinction leadership held in school / College*', and 'Other extra-curricular activities and interests*'. A 'Next & Preview' button is at the bottom right of the form area.

Step 4: Review and Lock

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

The screenshot shows the 'Review' section for 'Achievements'. The left sidebar is the same, with 'Achievements' highlighted. The main content area has two tabs: 'Achievements Profile Details' and 'Review' (active). The form displays the same questions and fields as in Step 3, but with pre-filled 'demo' text in the input fields. At the bottom right, there are 'Edit' and 'Submit' buttons.

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.