

INSTRUCTIONS FOR FILLING THE **EDUCATIONAL PROFILE**

Educational Profile

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

Step 1: Accessing the Educational Profile Module

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

Preview Universal Registration

Common Application Form

- Personal Profile
- Parents' Profile
- Social Category Profile
- Disability Profile
- Address
- Educational Profile**
- Employment Experience Profile
- Achievements
- Previous UPSC Examination Profile
- Photo & Signature

Educational Profile

Enter particulars of all examinations one by one, starting from 12th class / Diploma or an equivalent examination up to your highest qualification.

Select where you completed your education ☒ India ☐ Outside India

Select Qualification Level* Qualification Level Status* Select Qualification passing State / UT from the list:*

Select Board / University* School / Institute / College Name* Subject(s) / Branch*

Roll Number* Select Medium of stream / course*

Add

Qualification Level	Subject/Branch	Roll Number	University/Board	Certificate issued on / Joined and Completion date	Action
No Qualifications Found					

Preview & Next

Step 2: Select the country from which you passed the education

- Select the appropriate option:
 - **India** – If the qualification has been completed within India.
 - **Outside India** – If the qualification has been completed Outside India.

Educational Profile

One by one Enter particulars of all examinations, starting from 12th class / Diploma or an equivalent examination up to your highest qualification.

Select where you completed your education ☒ India ☐ Outside India

Based on this selection, the fields in the form will adapt accordingly.

Step 3: Entering Educational Details

Select Qualification Level

- Dropdown with predefined academic levels (e.g., 12th, Graduation, Post Graduation, etc.)
- **It is a mandatory field**

Qualification Level Status

- Options: Completed / Pursuing

- It is a mandatory field

Stream at Graduate Level

- Options: Medical/ Engineering/ Science, etc
- It is a mandatory field

Select Qualification Passing State/UT

- Dropdown list of States/UTs where the qualification was obtained.
- It is a mandatory field

Select Board/University

- Dropdown based on selected state.
- It is a mandatory field

School/Institute/College Name

- Free text input
- It is a mandatory field

Graduate Degree

- Options: AMIE/ AMIM/ B.TECH, etc
- It is a mandatory field

Subject(s)/Branch

- Free text input (e.g., Physics, Computer Science, Economics, etc.)
- It is a mandatory field

Roll Number

- As printed on the marksheet/ degree certificate.
- It is a mandatory field

Date of Qualification Completion / Certificate Issuance

- Enter date in dd/mm/yyyy format.
- Should match certificate or final marksheet date.
- It is a mandatory field

Select % Marks / CGPA / Grade Obtained

- Dropdown with systems like Percentage, CGPA out of 10, Grade (A, B, etc.)
- Corresponding numeric/grade input field appears.
- It is a mandatory field

Select Medium of Stream/Course

- Dropdown (e.g., English, Hindi, Regional Languages)
- It is a mandatory field

Educational Profile

One by one Enter particulars of all examinations, starting from 12th class / Diploma or an equivalent examination up to your highest qualification.

Select where you completed your education: ☒ India ☐ Outside India

Select Qualification Level*: Graduate ☒ Completed ☒ Stream or Graduate Level*: Engineering ☒

Select Qualification passing State: UT from the list*: Uttar Pradesh ☒ Select Board/University*: Dr. APJ Abdul Kalam Technical University, Uttar Pradesh ☒ School/Institute/College Name*: R D Engineering College ☒

Graduate Degree*: B. TECH. ☒ Subject(s)/Branch*: Mechanical ☒ Roll Number*: 1623A40088 ☒

Date of Qualification completion - Certificate issuance date(cc/mm/yyyy)*: 11/11/2020 ☒ Select % of Marks / CGPA / Grade Obtained*: CGPA/ Grade 3D ☒ Enter CGPA*: 3B ☒

Select Medium of stream/ course*: Hindi ☒

Add

Add Qualification Entry

- After all required fields are filled; click “Add” to save the entry.
- The qualification will appear in the table below the form.

Educational Profile

One by one Enter particulars of all examinations, starting from 12th class / Diploma or an equivalent examination up to your highest qualification.

Select where you completed your education: ☒ India ☐ Outside India

Add

Qualification Level	Subject/Branch	Roll Number	University/Board	Certificate issued on / Joined and Completion date	Action
Higher Secondary (10+2)	sdgh	1234567	Central Board of Secondary Education	11/11/2020	
Graduate	Mechanical	1623140088	Dr. APJ Abdul Kalam Technical University, Uttar Pradesh	11/11/2024	

Preview & Next

Step 4: Add more Educational qualification

- If you have additional qualifications to enter, select the option to "Add".
- Repeat the process outlined for each additional qualification.
- If there are no additional qualifications, proceed to the next step by clicking on “Preview & Next”.

Educational Profile

One by one Enter particulars of all examinations, starting from 12th class / Diploma or an equivalent examination up to your highest qualification.

Select where you completed your education: ☐ India ☐ Outside India

Add

Note: After Successful Submission of “Educational Profile”:

- Once the “Educational Profile” is successfully submitted, proceed to fill out the **"Employment Experience Profile"**.
- Continue following the process by completing the subsequent sections as per the guidelines.