

INSTRUCTIONS FOR FILLING THE **PARENTS' PROFILE**

Parents' Profile

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

Step 1: Accessing the Parents' Profile Module

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

The screenshot shows the 'Parents' Profile' module access screen. On the left is a sidebar menu with options: 'Preview Universal Registration', 'Common Application Form', 'Personal Profile', 'Parents' Profile' (highlighted), 'Social Category Profile', 'Disability Profile', 'Address', 'Educational Profile', 'Employment Experience Profile', 'Achievements', 'Previous UPSC Examination Profile', and 'Photo & Signature'. The main content area is titled 'Parents' Profile' and contains two sections: 'Father's Details' and 'Mother's Details'. Each section has fields for Name, Status, Occupation, and Nationality. A 'Next & Review' button is at the bottom right.

Step 2: Filling the Father's Details

1. **Father's Name:** Father's Name will be auto-fetched from the Identity Profile module.
2. **Status:** Select the appropriate status (Alive/Deceased).
3. **Annual Income:** You should enter the annual income of your father (in case of Alive only).
4. **Occupation:** Provide your father's current or last held occupation.
5. **Nationality:** Select the nationality from the dropdown list.
6. **State and District:** Choose the state and district to which your father originally belongs.

The screenshot shows the 'Parents' Profile' module with the 'Father's Details' section filled out. The 'Mother's Details' section is also visible but not filled. The 'Father's Details' section includes fields for Name (AS), Status (Alive), Annual Income (340000), Occupation (Accountant), Nationality (Citizen of India), and State to which your father originally belongs (Andaman and Nicobar Islands). The 'Mother's Details' section includes fields for Name (AS), Status (Alive), Annual Income (340000), Occupation (Business), Nationality (Citizen of India), and State to which your Mother originally belongs (Andaman and Nicobar Islands). A 'Next & Review' button is at the bottom right.

Step 3: Filling the Mother's Details

1. **Mother's Name:** Mother's Name will be auto-fetched from the Identity Profile module.
2. **Status:** Select the appropriate status (Alive/Deceased).
3. **Annual Income:** You should enter the annual income of your mother (in case of Alive only).
4. **Occupation:** Provide your mother's current or last held occupation.
5. **Nationality:** Select the nationality from the dropdown list.
6. **State and District:** Choose the state and district to which your mother originally belongs.

The screenshot shows the 'Parents' Profile' form. The 'Mother's Details' section is highlighted with a red box. The form includes the following fields:

Father's Details	
Father's Name*	AS
Status*	Alive
Occupation*	Accountant
Annual Income (Rs)*	340000
Nationality*	Citizen of India
State to which your Father originally belongs*	Andaman and Nicobar Islands
District to which your Father originally belongs*	Nicobars

Mother's Details	
Mother's Name*	AS
Status*	Alive
Occupation*	Business
Annual Income (Rs)*	240000
Nationality*	Citizen of India
State to which your Mother originally belongs*	Andaman and Nicobar Islands
District to which your Mother originally belongs*	Nicobars

Next & Review

Step 4: Review and Submission

1. Verify all the entered details for accuracy.
2. Click on **Next & Review** to proceed.
3. If required, make any corrections before final submission.

The screenshot shows the 'Parents' Profile' form. The 'Mother's Details' section is highlighted with a red box. The form includes the following fields:

Father's Details	
Father's Name	AS
Status	Alive
Occupation	Accountant
Annual Income (Rs)	340000
Nationality	Citizen of India
State to which your Father originally belongs	Andaman and Nicobar Islands
District to which your Father originally belongs	Nicobars

Mother's Details	
Mother's Name	AS
Status	Alive
Occupation	Business
Annual Income (Rs)	240000
Nationality	Citizen of India
State to which your Mother originally belongs	Andaman and Nicobar Islands
District to which your Mother originally belongs	Nicobars

Edit Submit

Note: After Successful Submission of “Parents’ Profile”:

- Once the “Parents’ Profile” is successfully submitted, proceed to fill out the **"Social Category Profile"**.
- Continue following the process by completing the subsequent sections as per the guidelines.