

INSTRUCTIONS FOR FILLING THE **PERSONAL PROFILE**

Personal Profile

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

Step 1: Accessing the Personal Profile Module

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

The screenshot shows the 'Update Personal Profile' interface. On the left, a sidebar contains links for 'Preview Universal Registration', 'Common Application Form', 'Personal Profile' (highlighted), 'Parents' Profile', 'Social Category Profile', and 'Disability Profile'. The main area is titled 'Update Personal Profile' and contains several dropdown menus and radio buttons. The 'Nationality' dropdown is set to 'Citizen of India'. The 'Select minority group' dropdown is set to 'Jain'. The 'Select State of Domicile' dropdown is set to 'Andhra Pradesh'. The 'Minority Status' has radio buttons for 'Yes' (selected) and 'No'. The 'Mother Tongue' dropdown is set to 'Bengali'. The 'Marital Status' dropdown is set to 'Unmarried'.

Step 2: Enter Personal Information

1. **Nationality:** Select the nationality from the dropdown list.

The screenshot shows the 'Personal Profile' form with a progress indicator at the top showing 'Personal Profile' as the current step and 'Review' as the next step. The form contains the following fields: 'Nationality' (Citizen of India), 'Mother Tongue' (Select Mother Tongue), 'Marital Status' (Select Marital Status), 'Place of Birth' (Is your place of birth in India or abroad? with radio buttons for India and Outside India), 'Select Country' (Select name of the country), and 'Address of place of birth' (Enter Address of place of birth).

2. **Minority Status:** Choose your minority status. If you select "Yes" for Minority Status, you will be required to select a Minority Group. If you select "No," you must fill in all the remaining details.

The screenshot shows the 'Personal Profile' form with the 'Review' step selected. The form contains the following fields: 'Nationality' (Citizen of India), 'Mother Tongue' (Hindi), 'Marital Status' (Unmarried), 'Minority Status' (No), 'Select State of Domicile' (Bihar), and 'Address of place of birth' (Enter Address of place of birth).

3. **Minority Group:** Select your Minority Group from the drop down.

4. **Mother Tongue:** Select the mother tongue from the available options.
5. **Select State/Domicile:** Choose the appropriate state or domicile.
6. **Marital Status:** Choose the marital status from the dropdown.

Nationality:*	Citizen of India	Minority Status:*	☒ Yes ☐ No
Select minority group:*	Jain	Mother Tongue: *	Hindi
Select State of Domicile:*	Bihar	Marital Status:*	Unmarried

Step 3: Providing Birth Details

1. Select whether the place of birth is India or Outside country.

Place of Birth:*

Is your place of birth in India or abroad ?*

☐ India ☐ Outside India

2. If "Outside India" is selected, choose the respective country from the dropdown. Then, enter the complete address of the place of birth.

Place of Birth:*

Is your place of birth in India or abroad ?*

☐ India ☒ Outside India

Select Country: *

Address of place of birth: *

3. If you select India, you must also select the state in which you were born. After that, select the district and fill in the remaining details.

Place of Birth:*

Is your place of birth in India or abroad ?*

☒ India ☐ Outside India

State:*

District:*

Enter Village/Town/City:

Enter Post Office:

Enter your PIN Code:

Step 4: Digital Contact Information(Optional)

1. **WhatsApp Number:** You may enter a valid WhatsApp number for communication.
2. **Alternate Mobile Number:** Provide an additional mobile number for backup.
3. **Alternate Email ID:** You may enter an alternate email for communication.

Alternate contact information:

WhatsApp Number:

Enter WhatsApp Number

Alternate email ID:

Enter alternate email ID

Alternate Mobile Number:

Enter alternate Mobile Number

Next & Review →

Step 5: Review and Submission

1. Carefully review the entered details for accuracy.
2. Click on the **Next & Review** button to proceed.
3. Make necessary corrections if required before final submission.

Personal Profile

Personal Identity Profile Details

Nationality	Citizen of India
Minority Status	No
Mother Tongue	Hindi
State of Domicile	Bihar
Marital Status	Unmarried

Place of Birth

Place of birth	India
State	Bihar
District from the list	Patna
Village/Town/City	N/A
Post Office	N/A
Your PIN Code	N/A

Alternate contact information

WhatsApp Number	N/A
Alternate email ID	N/A
Alternate Mobile Number	N/A

Edit Submit

Note: After Successful Submission of “Personal Profile”:

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