

INSTRUCTIONS FOR FILLING THE **SOCIAL CATEGORY PROFILE**

Social Category Profile

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

Step 1: Accessing the Social Category Profile Module

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

The screenshot shows the 'Social Category Profile' module interface. On the left is a sidebar menu with options: 'Preview Universal Registration', 'Common Application Form', 'Personal Profile', 'Parents' Profile', 'Social Category Profile' (highlighted), 'Disability Profile', 'Address', 'Educational Profile', 'Employment Experience Profile', 'Achievements', 'Previous UPSC Examination Profile', and 'Photo & Signature'. The main content area has a progress bar at the top with 'Social Category Profile' and 'Review'. Below the progress bar is a 'Select Community*' dropdown menu with the text 'Select your Community'. A declaration box contains the text: 'I hereby declare that the information given by me in this form is true, complete and correct to best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated*'. A 'Next & Review' button is at the bottom right.

Step 2: Filling the Community details

1. From the dropdown menu labeled "**Select Community**", choose the appropriate category:
 - Unreserved
 - Other Backward Classes (OBC)
 - Scheduled Caste (SC)
 - Scheduled Tribe (ST)
 - Economically Weaker Section (EWS)
2. If applicable, ensure you have the required supporting documents for category verification.

This screenshot is a closer view of the 'Select Community*' dropdown menu. The dropdown is open, showing a list of categories: SC, ST, OBC, Unreserved, and EWS. The entire dropdown menu area is highlighted with a red rectangular border.

Step 3: Declaration Agreement

Check the box to agree to the declaration: ***"I hereby declare that the information given by me in this form is true, complete, and correct to my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be canceled/terminated."*** Click on the **"Next & Review"** button to save the social category profile.

The screenshot shows the 'Social Category Profile' form. On the left is a sidebar with navigation links: Personal Profile, Parents' Profile, Social Category Profile (highlighted), Disability Profile, Address, Educational Profile, Employment Experience Profile, Achievements, Previous UPSC Examination Profile, and Photo & Signature. The main form area has a progress bar at the top with 'Social Category Profile' and 'Review'. Below the progress bar is a 'Select Community*' dropdown menu with 'Unreserved' selected. A red box highlights a declaration section containing a checked checkbox and the text: "I hereby declare that the information given by me in this form is true, complete and correct to best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated*". Below this is a 'Next & Review' button.

Case 1: If you select "SC" under the Social Category Profile module, additional fields will appear to fill. These fields include:

- Certificate Number
- State of Issuing Authority
- Office of Issuing Authority
- Designation of Issuing Authority
- Date of Issue
- Religion
- Name of Caste
- Central list with serial No.
- Address of Issuing Authority

After providing the required details, you must **upload a copy of your caste certificate**. The uploaded file should be named **"caste_certificate"**.

Alternatively, you have the option to **fetch your caste certificate directly from DigiLocker**.

This screenshot shows the 'Social Category Profile' form with 'SC' selected in the 'Select Community*' dropdown. The form is divided into two columns. The left column contains fields for: Certificate Number (234567), Office of Issuing Authority (State), Date of Issue (DD/MM/YYYY) (15/10/2024), Religion (Hindu), and Address of Issuing Authority (State). The right column contains fields for: State of Issuing Authority (Andaman and Nicobar Islands), Designation of Issuing Authority (District Magistrate), Name of Caste (Hindu Community (as per community Certificates)), and a 'Caste Certificate Document' section. The 'Caste Certificate Document' section includes a note: "NOTE: 1 - Allowed File size: 50 KB to 300 KB. File format: pdf. File name format should be caste_certificate.pdf" and a file upload area with a 'Choose File' button. A red box highlights the entire form area.

Social Category Profile

Select Community: SC ✓

• Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
• It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Certificate Number: 25450 ✓

State of Issuing Authority: Andaman and Nicobar Islands ✓

Office of Issuing Authority: Jammu ✓

Designation of Issuing Authority: District Registrar ✓

Date of Issue (dd-mm-yyyy): 10-11-2024 ✓

Year Father's birth (Indicate the year held by him - If father's birth year is not available, then 'NOT APPLICABLE') ✓

Address of Issuing Authority: Jammu ✓

Name of Caste/Tribe/Community (as per community certificate): Jammu ✓

Central list with serial No. Caste/Tribe/Community (Click here to view) ✓

Jammu ✓

Caste Certificate Document

NOTE: 1 - Allowed file size: 50 KB to 200 KB. File format: pdf. File name format should be caste_certificate.pdf

Choose File: caste_certificate.pdf

Upload Category Certificate

Fetch Caste Certificate from DigiLocker

I hereby declare that the information given by me in this form is true, complete and correct to best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

Next & Review

Case 2: If you select "ST" under the Social Category Profile module, additional fields will appear that you are required to fill. These fields include:

- **Certificate Number**
- **Office of Issuing Authority**
- **Designation of Issuing Authority**
- **State of Issuing Authority**
- **Date of Issue**
- **Address of Issuing Authority**
- **Name of Caste/ Tribe/ Community (as per community certificate)**
- **Central list with serial No.**

After providing the required details, you must **upload a copy of your caste certificate**. The uploaded file should be named "**caste_certificate**".

Alternatively, you have the option to **fetch your caste certificate directly from DigiLocker**.

Preview Universal Registration

Common Application Form

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

Social Category Profile

Select Community*

ST

• Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
 • It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Certificate Number* 123456 ✓ Office of Issuing Authority* dempo ✓

Designation of Issuing Authority* District Magistrate ✓ State of Issuing Authority* Andaman and Nicobar Islands ✓

Date of Issue Issd (mm-yyyy) 11/11/2024 ✓ If your Father is in service, indicate the post held by him - If retired, indicate last post held by him (otherwise fill "NOT APPLICABLE") ✓

Address of Issuing Authority* dempo ✓

Name of Caste/Tribe (Community) (as per community Certificate) dempo ✓

Control list with Serial No. Caste/Tribe (Community) (Click here to see list) 1 ✓

Category Certificate Document

NOTE: 1 - Allowed File size - 50 KB to 300 KB. File format: pdf. File name format should be caste_certificate.pdf

Choose File No file chosen

Upload Category Certificate

Fetch Caste Certificate from DigiLocker

I hereby declare that the information given by me in this form is true, complete and correct to best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

Next & Review

Preview Universal Registration

Common Application Form

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

Social Category Profile

Select Community*

ST

• Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
 • It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Certificate Number* 123456 ✓ Office of Issuing Authority* dempo ✓

Designation of Issuing Authority* District Magistrate ✓ State of Issuing Authority* Andaman and Nicobar Islands ✓

Date of Issue Issd (mm-yyyy) 11/11/2024 ✓ If your Father is in service, indicate the post held by him - If retired, indicate last post held by him (otherwise fill "NOT APPLICABLE") ✓

Address of Issuing Authority* dempo ✓

Name of Caste/Tribe (Community) (as per community Certificate) dempo ✓

Control list with Serial No. Caste/Tribe (Community) (Click here to see list) 1 ✓

Category Certificate Document

NOTE: 1 - Allowed File size - 50 KB to 300 KB. File format: pdf. File name format should be caste_certificate.pdf

Choose File No file chosen

Upload Category Certificate

Fetch Caste Certificate from DigiLocker

I hereby declare that the information given by me in this form is true, complete and correct to best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

Next & Review

Case 3: If you select "OBC" under the Social Category Profile module, additional fields will appear that you are required to fill. These fields include:

You first need to indicate whether you belong to the Creamy Layer or Non-Creamy Layer category.

Preview Universal Registration

Common Application Form

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

Social Category Profile

Select Community*

OBC

• Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
 • It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Belongs to Creamy Layer* ☐ Yes ☐ No

I hereby declare that the information given by me in this form is true, complete and correct to best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

Next & Review

A. If you select 'Yes' in the above field, additional questions will be displayed accordingly.

The screenshot shows the 'Social Category Profile' form. The left sidebar lists various profile sections: Personal Profile, Parents' Profile, Social Category Profile (highlighted), Disability Profile, Address, Educational Profile, Employment Experience Profile, Achievements, Previous UPSC Examination Profile, and Photo & Signature. The main form area has a progress bar at the top with 'Social Category Profile' selected. Below the progress bar, there's a dropdown for 'Select Community*' with 'OBC' selected. A note states: 'Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence. It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.' The 'Belongs to Creamy Layer*' field has radio buttons for 'Yes' (selected) and 'No'. Below this, there's a field for 'If your Father is in service, indicate the post held by him / If retired, indicate last post held by him (otherwise fill "NOT APPLICABLE")' with a text input. At the bottom, there's a declaration checkbox and a 'Next & Review' button.

B. If you select 'No' in the above field, additional questions will be displayed accordingly.

The screenshot shows the 'Social Category Profile' form with 'Belongs to Creamy Layer*' set to 'No'. The form displays additional fields for Caste Certificate details: 'Certificate Number*' (23456), 'Office of Issuing Authority*' (demo), 'Designation of Issuing Authority*' (District Magistrate), 'State of Issuing Authority*' (Andaman and Nicobar Islands), 'Address of Issuing Authority*' (demo), 'Date of Issue (dd-mm-yyyy)' (11/11/2024), 'Name of Caste/Tribe/Community (as per community Certificate)*' (demo), and 'Central list with Serial No. Caste/Tribe/Community: (Click here to see list)*' (demo). A 'Caste Certificate Document' section includes a file upload area with a note: 'NOTE: 1 - Allowed File size : 50 KB to 300 KB, File format: pdf, File name format should be caste_certificate.pdf'. There are buttons for 'Choose File', 'Upload Category Certificate', and 'Fetch Caste Certificate from DigiLocker'.

- **Certificate Number**
- **Office of Issuing Authority**
- **Designation of Issuing Authority**
- **State of Issuing Authority**
- **Address of Issuing Authority**
- **Date of Issue**
- **If your Father is in service, indicate the post held by him / If retired, indicate last post held by him**
- **Name of Caste/ Tribe/ Community (as per community certificate)**
- **Central list with serial No.**

After providing the required details, you must **upload a copy of your caste certificate**. The uploaded file should be named "**caste_certificate**".

Alternatively, you have the option to **fetch your caste certificate directly from DigiLocker**.

Social Category Profile

Select Community*: OBC

Belongs to Creamy Layer*: ☐ Yes ☒ No

Certificate Number*: 23456

Office of Issuing Authority*: demo

Designation of Issuing Authority*: District Magistrate

State of Issuing Authority*: Andaman and Nicobar Islands

Address of Issuing Authority*: demo

Date of Issue (dd/mm/yyyy)*: 11/11/2024

If your father is in service, indicate the post held by him / If retired, indicate last post held by him (otherwise fill "NOT APPLICABLE")*: demo

Name of Caste/Tribe: Community (as per community Certificate)*: demo

Control list with Serial No. Caste/Tribe: Community: [Click here to see list](#)

Caste Certificate Document

NOTE: 1 - Allowed File size: 50 KB to 300 KB, File format: pdf, File name format should be caste_certificate.pdf

Choose File: caste_certificate.pdf

Upload Category Certificate

Fetch Caste Certificate from DigiLocker

Case 4: If you select "EWS" under the Social Category Profile module, additional fields will appear that you are required to fill. These fields include:

- **Certificate Number**
- **Office of Issuing Authority**
- **Designation of Issuing Authority**
- **State of Issuing Authority**
- **Date of Issue**
- **Address of Issuing Authority**

After providing the required details, you must **upload a copy of your EWS certificate**. The uploaded file should be named "**caste_certificate**".

Alternatively, you have the option to **fetch your caste certificate directly from DigiLocker**.

Social Category Profile

Select Community*: EWS

Upload a valid and readable copy of the Caste Certificate issued by the Competent Authority as evidence.
It will be subject to physical verification. If incorrect evidence is uploaded, the registration shall stand cancelled, and all applications will be rejected.

Certificate Number*: 3456

Office of Issuing Authority*: demo

Designation of Issuing Authority*: District Magistrate

State of Issuing Authority*: Andhra Pradesh

Date of Issue (dd/mm/yyyy)*: 11/11/2024

Address of Issuing Authority*: demo

Caste Certificate Document

NOTE: 1 - Allowed File size: 50 KB to 300 KB, File format: pdf, File name format should be caste_certificate.pdf

Choose File: caste_certificate.pdf

Upload Category Certificate

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

Social Category Profile

Select Community*

EWS

Certificate Number*

3456

Designation of Issuing Authority*

District Magistrate

Date of Issue (dd-mm-yyyy)*

11/11/2024

Address of Issuing Authority*

demo

Office of Issuing Authority*

demo

State of Issuing Authority*

Andhra Pradesh

Caste Certificate Document

NOTE: 1 - Allowed File size : 50 KB to 300 KB. File format: pdf. File name format should be caste_certificate.pdf

Choose File

caste_certificate.pdf

Upload Category Certificate

Case 5: If you select "Unreserved" in the Social Category Profile module, you are required to accept the declaration and proceed with submission.

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.

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

Social Category Profile

Community

SC

Certificate Number

234567

Designation of Issuing Authority

District Magistrate

State of Issuing Authority

Andaman and Nicobar Islands

Date of Issue (dd/mm/yyyy)

11/11/2024

If your Father is in service, indicate the post held by her / If retired, indicate last post held by her (otherwise fill "NOT APPLICABLE")

demo

Office of Issuing Authority

demo

Central list with Serial No. Caste/Tribe/Community

demo

Name of Caste/Tribe/Community (as per community Certificate)

demo

Religion

Sikh

Address of Issuing Authority

demo

Category Certificate document

View Uploaded Document

Note: After Successful Submission of “Social Category Profile”:

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