Online Application System

User Manual
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Checklist

User Checklist

Below is the list of document that candidate should keep ready while using KPSC - Online Application System first time.

• Mobile No:
  • Valid mobile no is required for registration of user in the system

• Email ID:
  • Valid Email ID is required for registration of user in the system.

• Documents: (Photograph, Signature & Thumb Impression)
  • Scanned copy of photograph in JPEG/JPG format Max size 50kb
  • Scanned copy of signature in JPEG/JPG format Max size 50kb
  • Scanned copy of Thumb impression in JPEG/JPG format Max size 50kb
Application Process Flow
Steps: Application Process

1. New User Registration / Create User Account (1st Time User)

2. Profile Creation (One time Activity)
1. New User Registration/Create User Account (1\textsuperscript{st} Time)

- Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)
- Go to address bar and type the URL: \textit{kpscrecruitment.in} and press Enter to open Online Application System.
1. New User Registration/Create User Account (1\textsuperscript{st} Time)….Continued

- Click on New User Registration button as highlighted below.
1. New User Registration/Create User Account (1st Time)....Continued

- Fill all mandatory information (marked with *) and validate your entered mobile number with OTP
- **NOTE: Please Enter Your SSLC/10th Register No. as a User Name**
1. New User Registration/Create User Account (1st Time) .... Continued

• After clicking on Create User button, if all input is proper then system will show below message. Then click on OK.

• Candidate should note User name and Password using which user is created in the application.
Login into system with Registered User Name and Password. Home page will get open. Clicks on checkbox showing in front of I have read the instructions and then on GO button as shown below.

1. Candidates are required to apply online through KPSC website. No other means/ mode of application will be accepted.
2. Applicants are first required to go to the KPSC website www.KPSC.gov.in and register himself or herself by clicking on New User? Register Here link.
3. Candidates are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
4. After creating login credentials, candidates need to login with these credentials and are required to fill their complete information by clicking on Profile Creation Link. This is one time profile which candidates need to fill and it will be useful to candidate for all subsequent advertisements of KPSC. Candidates can update their information.
5. Candidate should carefully fill all the information as asked in Profile and SAVE it.(Save button)
6. The candidate is required to upload the images of recent photograph, signature and Thumb Impression.
After that will display **Steps of Application Submission** as well as **Latest News** related to UKPSC Advertisements & Examinations.
2. Profile Creation  (One Time Activity)

- Click on **Profile Creation** button as highlighted below to fill candidate's information.
2. Profile Creation (One Time Activity)

• Profile is divided in **7 Steps** as highlighted below. Fill data and click on **SAVE** button to save filled data and to go to **Next Profile Step**. Initially Profile Status will be **Incomplete**

• **Step 1 – Personal Information**: This step captures candidate's personal information like Full name, Date of Birth, Domicile State, Disability, Caste/Category etc.
2. Profile Creation (One Time Activity)

"*" marks are mandatory

If no response found on Save/Add Button, kindly Refresh page (press CTRL + F5)
"Click on Save button to save the information before going to next Step"

These 7 Steps Are Only OTR, Not Application Form. Kindly Go To The Online Application Menu
For Apply Notification.

Profile Status: Incomplete

Step 1: Personal Details

Identity proof Details
- Please Select Identity Type
  - PAN Card Number
- Identity Certificate No
  - 98798764643546546546

Personal Details (Field with "*" Marks are mandatory)
- Nationality
  - Indian
- Gender
  - Male
- Full Name (In English as per SSLC /10th std or equivalent certificate)
  - TEST TEST TEST
- Father’s name as per SSLC /10th std or equivalent certificate
  - TEST
- Mother’s Name
  - TEST TEST
- Parents Name should be as per SSLC /10th std or equivalent certificate
2. Profile Creation (One Time Activity)

- Click on **SAVE** button to save filled data in personal detail and after that click on Next button as shown below.
2. **Profile Creation** *(One Time Activity)*

- **Step 2 – Address Information:** Click on Step 2. This step captures candidate's address information like Current Address details as well as Permanent Address details.

- Click on **SAVE** button after filling all details and Next button to proceed next step.
2. Profile Creation (One Time Activity)

- **Step 3 – Other Information:** Click on Step 3. This step captures candidate's information like Ex-Serviceman, Gov. Employee.

- When we select option Yes for all questions, then it will show as below.
2. Profile Creation (One Time Activity)
Click on **SAVE** button after filling all details.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a candidate who has been released from the National Cadet Corps after service as whole time Cadet Instructor? *</td>
<td>No</td>
</tr>
<tr>
<td>Are you a candidate who is or was a village Group Inspector appointed in a Rural Industrialisation Scheme sponsored by the State Government? *</td>
<td>No</td>
</tr>
<tr>
<td>Are you a candidate who is or was holding a post under the Census Organisation of the Government of India in this State? *</td>
<td>No</td>
</tr>
<tr>
<td>Are You a candidate who is bonded labourer? *</td>
<td>No</td>
</tr>
</tbody>
</table>

**Black List**

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there any criminal case against you.? *</td>
<td>No</td>
</tr>
<tr>
<td>Whether debarred or Black Listed for Examination / Selection held by KPSC, UPSC, other State PSCs, KEA, Railway Board, IPBS, Universities and other selecting/recruiting authorities? *</td>
<td>No</td>
</tr>
</tbody>
</table>
2. Profile Creation (One Time Activity)

- **Step 4 – Qualification Information:** Click on Step 4, this step captures candidate's Qualification details. Candidate should enter all qualifications achieved in details like (SSC, HSC, Graduation, Post-graduation etc.)

  Candidate needs to click on “Add New Qualification”
2. Profile Creation (One Time Activity)
• Click on **SAVE and Next** button after filling all details.

• After click on **ADD** button, data will get added & saved in table. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.
2. Profile Creation (One Time Activity)
• **Step 5 – Experience Information:** Click on Step 5. This step captures candidate's Experience details.
After click on **ADD** button, data will get added & saved in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.
2. Profile Creation (One Time Activity)
• **Step 6 – Upload Photo, Signature, Thumb impression:** Click on Step 6. This step captures candidate's Photo and signature. Click on choose file button to select image to upload.
2. Profile Creation (One Time Activity)

- It will open a window to select scanned photo and signature as shown below. Select appropriate image file and click on **OPEN** button.
2. Profile Creation (One Time Activity)

- After selecting images (Photograph, Signature, Thumb Impression) Click on **upload image** button to save selected Photograph, Signature, and Thumb Impression. After that it will display images
• **Step 7 – Document Upload** This step captures candidate’s documents. Click on “Edit” Button, one new Pop-Up window will appear.
Enter certificate number, Click on **choose file** Button to select document to upload. After uploading document successfully click on save.
Go to https://www.kpscrecruitment.in and enter your login credentials (User Name and Password), click on Login button as highlighted below.
3. How to apply?...Application Submission

• After Successful login, Home page will be displayed as below,
• Click on Online Application button to View all available Advertisements to apply.
3. **How to apply?...Application Submission**

- All available exams will be displayed as below.
- To apply for any advertisement, click on “**Click Here to Apply**”
3. How to apply?...Application Submission

- On click of “Click Here to Apply”, if all criteria of advertisement are matching with candidate's profile filled in system then the application form will be displayed as below.

- Application form will fetch candidate's all required information from candidate's profile.
<table>
<thead>
<tr>
<th>Identity proof Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Select Identity Type</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>State / Union Territory</td>
</tr>
<tr>
<td>Taluk</td>
</tr>
<tr>
<td>PinCode</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Correspondence Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>State / Union Territory</td>
</tr>
<tr>
<td>Taluk</td>
</tr>
<tr>
<td>PinCode</td>
</tr>
</tbody>
</table>
### Reservation / Category Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Category 2A</th>
<th>Sub Caste</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Fee</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate No.(RD No.)</td>
<td>12345</td>
<td>Place of issue</td>
<td>Bangalore</td>
</tr>
</tbody>
</table>

### Other Details

- **Are you Differently abled Person(PH)?** No
- **Nationality** Indian
- **Whether Domicile of Karnataka?** Yes
- **Are you a Government employee?** No
- **Are you Ex-Serviceman?** No
- **Are you claiming Rural reservation?** No
- **Are you claiming Kannada Medium Student reservation?** No
- **Are you claiming Hyderabad-Karnataka Region Reservation?** Yes
- **Are you a dependant of a Battle Casualty Military Person/Battle casualty cases where Military personnel are killed or disabled during war/ war like operations?** No

### Black List

- **Is there any criminal case against you?** No
- **Whether debarred or Black Listed for Examination / Selection held by KPSC ,UPSC ,other** No
State PSUs, KEA, Railway Board, IPBS, Universities and other selecting/recruiting authorities?

### Qualification Details

<table>
<thead>
<tr>
<th>Qualification Type</th>
<th>Name of Degree</th>
<th>Subject</th>
<th>Board/University</th>
<th>Percentage</th>
<th>Date Of Declaration Of Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUC/12th/10+2</td>
<td>PUC/12th/10+2</td>
<td>Arts</td>
<td></td>
<td>70.00</td>
<td>26-01-2020</td>
</tr>
<tr>
<td>Graduate</td>
<td>Bachelor of Engineering (B.E.)</td>
<td>Computer</td>
<td></td>
<td>75</td>
<td>26-01-2020</td>
</tr>
<tr>
<td>SSLC/10th</td>
<td>SSLC/10th</td>
<td>SSLC/10th Subjects</td>
<td></td>
<td>70</td>
<td>26-01-2020</td>
</tr>
</tbody>
</table>

### Other Questions

- Do you possess the required age as on the last date prescribed for submission of applications? *Yes*
- Do you possess the required qualification as on the last date prescribed for submission of applications? *Yes*

Expected date of passing (Copy of the result declaration duly attested by the Registrar(Evaluations) of the University concerned should be uploaded when instructed by the Commission). Note: Candidates who do not possess the required qualification before the mains examination will not be considered for the main examination. 26/01/2020

### Hyderabad Karnataka Reservation Questions

As per Government circular No. SiAsSuE 78 HiKaKo 2014 dated 22-05-2015 candidates claiming Hyderabad Karnataka reservation

- Do you wish to apply for posts notified in Residual Parent Cadre also? *Yes*

If you are eligible for selection to the same post in both Residual Parent Cadre and HK cadre which cadre do you prefer? *Residual Parent Cadre*
If you are eligible for selection to the same post in both Residual Parent Cadre and HK cadre which cadre do you prefer?

If you are eligible for selection for a better post in Residual Parent Cadre than in Hyderabad Karnataka Local Cadre, do you wish to opt for the post in Residual Parent Cadre? (Note: candidates who opt for Residual Parent Cadre will not be eligible for benefits given in Hyderabad Karnataka Local Cadre)

Attempts Of Gazetted Probationers' Examination

Have You Previously attempt the Gazetted Probationers' examination?  

Note the register number, If register number not known mention 'NK'

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Register No</td>
<td>123</td>
<td>3131</td>
<td>313</td>
<td>3131</td>
<td>131</td>
<td>1313</td>
<td>13658</td>
<td></td>
</tr>
</tbody>
</table>

Note: Attempts at the Examination: Every candidate appearing for the examination, who is otherwise eligible, shall be permitted for any number of attempts in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, not more than 7 attempts in case of candidates belonging to Other Backward Classes and not more than 5 attempts in case of other candidates subject to the age limit prescribed. Appearance of the candidate at the preliminary examination shall be deemed to be an attempt irrespective of disqualification or cancellation, as the case may be of his candidature.

Declaration

Declaration: I hereby declare that all the information furnished by me in my application is true and correct to the best of my knowledge and no legal casta/criminal case/disciplinary proceeding is pending against me. In case at any stage of the recruitment process or afterwards it is found that information/certificate given by me is false or fabricated/manipulated or I have used or tried to use unfair means during the examination or interview or if I have committed any malpractice during the recruitment process or I do not fulfill the eligibility criteria in terms of notification, my candidature may be rejected and Commission will be free to take appropriate disciplinary action against me as per rules.

Place  

Date  

Submit
3. How to apply?...Application

On click of **Submit** button and Successful application submission, it will display message with Transaction Id as highlighted below. Click on **OK** to proceed Further.
• After successful Application submission, candidate should go to My Application as shown below. Click on My Application button.
4. Payment of Application Fees

- On selection of Examination Type, all applied advertisement list will be displayed as below.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Examination Name</th>
<th>Status</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000000008510700000040</td>
<td>E(2)307/19-20/PSC/HK - Assistant/ First Division Assistant -Hyderabad Karnataka Local Cadre(HK) (06/02/2020)</td>
<td>UnPaid</td>
<td>Pay Now</td>
</tr>
<tr>
<td>10000000008516700000001</td>
<td>PSC1-E(1)-SAD(AC)-2(HK)/2020 - Recruitment of Assistant Controller-Hyderabad Karnataka Local Cadre(HK) (06/02/2020)</td>
<td>UnPaid</td>
<td>Pay Now</td>
</tr>
<tr>
<td>19000000008515700000001</td>
<td>PSC1-E(1)-SAD(AC)-1(RPC)/2020 - Recruitment of Assistant Controller-Residual Parent Cadre(RPC) (06/02/2020)</td>
<td>UnPaid</td>
<td>Pay Now</td>
</tr>
<tr>
<td>19000000008519700000001</td>
<td>E(2)307/19-20/RPC/HK - Assistant-KARNATAKA BHAVAN (06/02/2020)</td>
<td>UnPaid</td>
<td>Pay Now</td>
</tr>
<tr>
<td>19000000008515700000001</td>
<td>E(2)308/19-20/PSC/RPC - Assistant/ First Division Assistant -Residual Parent Cadre(RPC) (06/02/2020)</td>
<td>UnPaid</td>
<td>Pay Now</td>
</tr>
<tr>
<td>19000000008514700000001</td>
<td>PSC1-E(1)-GP/20 - Recruitment of Gazetted Probationers 2017-18 (06/02/2020)</td>
<td>UnPaid</td>
<td>Pay Now</td>
</tr>
</tbody>
</table>
• To pay the fees, click on **Pay Now** button.
4. Payment of Application Fees

- Click on Pay button of HDFC bank Payment Gateway to proceed the Online Payment Process.
- You can process payment through HDFC bank credit card, HDFC bank Debit card, Other bank credit card, Other bank Debit Card Net Banking.
- **For HDFC bank credit card** - select card type from which you want to payment the, fill all the details and after filling all information click on the make payment button as shown below:
4. Payment of Application Fees

- After the Payment there appears a Receipt then click on proceed for payment button as shown below:
Payment of Application Fees

- After successful payment, Payment status of Examination will get change to Paid.
- Status Paid indicates the Completion of Application Submission process.
Use of My Application

• In My Application, candidate can **View / Edit / Print** his/her own profile.
• My Application options: View Application, Hall Ticket, Result, Interview, Receipt, Select Centre, Post Preferences, Cancel Application, Back.
• Select Examination and click on above button to view.
Cancel Application

- Login into system with **Registered User Name and Password**. Go to "MyApplication" link.
- Select the **Year and Post name**.
- Select Examination and click on Cancel Application.
- For cancelling application Candidate has to specify valid reason.
Rules to Cancel Application

• Candidate can cancel His / Her application after successful submission of Application (including fees).

• Application can be cancelled on Internet at this website till last date of Application submission.

• No refund in Application cancellation.
Thank you and All the Best!!!!