User Manual
For
One Time Registration
&
Online Application System
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<td>Un editable fields</td>
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Checklist

User Checklist

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

• **Mobile Number:**
  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)**
  Scanned copy of photograph in JPEG/JPG format 20KB to 50KB.
  Scanned copy of signature in JPEG/JPG format 20KB to 50KB.
Steps: Application Process

1. New User Registration / Create User Account (1\textsuperscript{st} Time User)

2. Profile Creation (One Time Activity)

3. How to Apply?.. Application Submission

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

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

- Fill all mandatory information (marked with *) and click on Create User button as highlighted below.

![Image of the Tripura Public Service Commission's Create a New Account form](https://tpsonline.in/Account/Register?Step=1)
Tripura Public Service Commission
Online Application Portal

Create a New Account

Fields indicated by * are mandatory.

Password must be of minimum 8 characters and contain 1 Uppercase, 1 numeric and 1 special character.

Password *

Confirm Password *

Date Of Birth *

Date format DD/MM/YYYY. Date of Birth should be as per High School Certificate.

Create User
• After clicking on **Create User** button, if all input is proper then system will be shown as below. Then click on **OK**

![Success message dialog box]

• Candidate should note **User name** and **Password**, which user is created in the TPSC application.
2. Profile Creation (One Time Activity)
2. Profile Creation (One Time Activity)

- Login into system with Registered **User Name** and **Password**. Home page will be shown. Click on checkbox "**I have read the instructions**" and then on **GO button as shown below**
2. **Profile Creation** *(One Time Activity)*

- Login into system with Registered User Name and Password. Home page will get open as shown below. It will display **Application Step** as well as **What’s New** related to TPSC 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 6 Steps as highlighted below. Fill data and click on SAVE button to save filled data and to go to the Next Step (Profile). Initially Profile Status will be shown as 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)

- Click on **SAVE** button to save filled data in personal detail and then click on **NEXT** button to proceed next page 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.
2. Profile Creation (One Time Activity)

**Step 3 – Other Information:** Click on Step 3. This step captures candidate's information like Ex-Serviceman, Black List/Declaration. Click on **SAVE** button after filling all details.
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 their qualifications details 10th onwards (SSC, HSC, Graduation, Post graduation etc) Click on **ADD** button after filling all details to add details. Multiple entries can be done.
2. Profile Creation (One Time Activity)

- After click on **ADD** button, data will get added in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Qualification Type</th>
<th>Name of Degree</th>
<th>Subject</th>
<th>Board/University</th>
<th>Result Status</th>
<th>Course Duration</th>
<th>Date Of Declaration Of Result</th>
<th>Marks Obtained</th>
<th>Out Of</th>
<th>Grade</th>
<th>CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SSC/Matric/High School</td>
<td>SSC/Matric/High School</td>
<td>SSC/Matric/High School Subjects</td>
<td>CBSE</td>
<td>Passed</td>
<td>1 Year</td>
<td>27/12/2004</td>
<td>80</td>
<td>100</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>

- Click on **SAVE** button after adding all details to save all filled details.
2. Profile Creation (One Time Activity)

- **Step 5 – Work Experience Details:** Click on Step 5. This step captures candidate's Work Experience Detail. Candidate can enter his Work Experience detail from Present to Past.

- Click on ADD button after filling all details to add details. Multiple entries can be done.
2. Profile Creation (One Time Activity)

- After click on **ADD** button, data will get added in table as shown below. This data can be edited by click on **EDIT** button and can be deleted by click on **DELETE** button.

- Click on **SAVE** button after adding all details
2. Profile Creation (One Time Activity)

- **Step 6 – Upload Photo/Signature:** Click on Step 6. This step captures candidate's Photo, Signature, Click on **Choose File** button to select image to upload.
- After selecting images click on **UPLOAD** button to upload the images. Click on **SAVE** button to complete your profile.
3. How to apply?
Application Submission
3. How to apply?...Application Submission

- Go to ukpscrecruitment.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 TPSC 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

• Click on “Click Here to Apply”, if all criteria of advertisement are matching with candidate's profile then the application form will be displayed as below.

• Application form will fetch candidate's all required information from candidate's profile.
### Aadhaar Details

| Are you holding an Aadhaar card? | No |

### Permanent Address

<table>
<thead>
<tr>
<th>Flat / Room / Door / Block / House No.</th>
<th>Name of Premises / Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Road / Street / Lane / Post Office</td>
<td>Area / Locality</td>
</tr>
<tr>
<td>Landmark</td>
<td>State / Union Territory</td>
</tr>
<tr>
<td>District</td>
<td>North 24 Parganas</td>
</tr>
<tr>
<td>Village/City</td>
<td>PinCode</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Correspondence Address

<table>
<thead>
<tr>
<th>Flat / Room / Door / Block / House No.</th>
<th>Name of Premises / Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Road / Street / Lane / Post Office</td>
<td>Area / Locality</td>
</tr>
<tr>
<td>Landmark</td>
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<tr>
<td>District</td>
<td>North 24 Parganas</td>
</tr>
<tr>
<td>Village/City</td>
<td>PinCode</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Category Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Are you BPL Card Holder?</th>
<th>Exam Fee</th>
<th>Physically Handicapped (PH)</th>
<th>Are you Specially abled Person (PH)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>UR</td>
<td>No</td>
<td>200.00</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>
Other Details

Are you an employee of State Government? No
Are you Ex-Servicemen? No
Are you a Meritorious Sports Person? No

Extra Activities

Hobbies

Black List

Whether any prosecution is pending in any Court of Law against you? No
Was any Court Case filed against you? No
Whether any disciplinary action has been initiated by Government/Semi-Government Organisations against you? No
Whether disciplinary or any other similar action is initiated by Bar Council or Medical Council or Association or other Professional/Vocational Institution? No
Whether debarred or Black Listed for Examination / SSB / University / SPSC / Other P.S.C./UPSC or any other Organisations? No

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>Result Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSSC (12th)</td>
<td>SSSC (12th)</td>
<td>Science</td>
<td>Tripura University, Suryamaninagar, Tripura West</td>
<td>83</td>
<td>07-07-1989</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>Bachelor of Commerce (B Com)</td>
<td>Commerce</td>
<td></td>
<td>83</td>
<td>07-07-2005</td>
<td></td>
</tr>
<tr>
<td>SSC/Matric</td>
<td>SSC/Matric</td>
<td>SSC/Matric</td>
<td>Tripura University, Suryamaninagar, Tripura West</td>
<td>83</td>
<td>07-07-2005</td>
<td></td>
</tr>
</tbody>
</table>

Experience Details

No Experience Details
Check all information displayed in application form. Fill all questions asked (if any), place and date. After checking all information from application form, click on Submit button to submit the form.

- After application submission, candidate has to pay application fees in MyApplication.
3. How to apply?... Application Submission

• 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.
3. How to apply?...Application Submission

Application submission process gets completed after successful fees payment
4. Payment of Application Fee
4. Payment of Application Fees

- After successful Application submission, candidate should go to My Application as shown below. Click on My Application button.
4. Payment of Application Fees

- **My Application**: Click on drop down list select **Year & Post Name** of Examination for which candidate want to pay the fees.
4. Payment of Application Fees

- On selection of Examination Type, all applied advertisement list will be displayed as below. To pay the fees, click on **Pay Now** button.
4. Payment of Application Fees

- On click of **Pay Now**, it will ask to select Mode of Payment, Candidate can pay fees using two options:
  - **Online Payment**
For Online Payment follow the following procedure:

**Online Payment**: If candidate selects Online Payment mode then system will redirect candidate to Payment Gateway for Online Payment Process.
4. Payment of Application Fees

Select Payment Gateway to proceed the Online Payment Process.

Choose Payment Options

Debit / Credit Card

Debit Card - (Below INR 2000/-) - 0.75% Processing Fee,
(Above INR 2000/-) - 1.00% Processing Fee
Credit Card - 1.05% Processing Fee
You can process payment through Net Banking, Debit Card, Credit Card.

For Net Banking - select Net Banking Option as shown below:
After Processing Enter User ID and Password then click on log in button as shown below.
For Debit Card Payment - select Debit Card Option then enter card number and pin number as shown below:
For Credit Card Payment – select credit Card Option then Click on Proceed Now button as shown below
After the Payment there appears an Receipt
4. 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 Account

- My Application options:
  - View Application, Receipt, Cancel Application, Select Centre, Hall Ticket, Result, Interview, Post Preferences.
- Select Examination and click on above button to view.
Cancel Application

- Login into system with **Registered User Name and Password**. Go to "My Application" link
- Select the **Year and Postname**.
- Select Examination and click on Cancel Application.
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!!!!