

## **Online Recruitment Application for the Post of Enforcement Officer/ Account Officer**

### **Important Instructions to fill Online Application Form**

1. Online submission of application can only be made at website [www.upsconline.nic.in](http://www.upsconline.nic.in). Detailed instructions are available at the site. Candidate must read the instructions carefully before making any entry or selecting options. Candidate should supply all the required details while filling up the online form. Mandatory fields are marked with \* (asterisk) sign.
2. The filling of online application consists of two parts.
3. In Part I registration, candidate will have to fill basic Personal information. On submission of details, candidate will be prompted to check the details and make correction, if any, in the application.
4. Candidate must press "Click Here to Proceed" button after he /she finds that information supplied by him /her is in order and no correction is required. Thereafter no correction/modification shall be allowed in Part-I.
5. When "Click Here to Proceed" button is pressed, a page with Application No. will be generated. Please note down Application number or take a print out of the page. **The Application No. will be required to proceed with Part-II of the application.** The application is incomplete without payment (if applicable), uploading of scanned photograph & signature and Selection of Centre.
6. Part-II application form consists of following Stages.
  - i. Payment details (except for fee exempted candidates)
  - ii. Uploading of Photograph and Signature
  - iii. Selection of examination centre

**7.** When all the modules (Payment details, Photo and Signature, Center selection) are finalized, Click **“Final submit”** to complete online application process. Candidates are advised to kindly note down Application number and take a print out of their final submitted online application form.

**8.** On successful completion of your complete application, an auto-generated email will be sent on your registered email-id. In case email is not received by you please check / ensure that submission of Part-II of the Application has been made by you.

**9.** Scanned **photograph** should be in JPG format. The digital size of file must be less than 40 kb and greater than 2 kb and resolution 140 pixel height by 110 pixel width.

**10.** Scanned **signature** should be in JPG format. The digital size of each file must be less than 40 kb and greater than 2 kb and resolution 110 pixel height by 140 Pixel.

**11.** Candidates can pay application fee online through SBI net banking or by cash through SBI bank challan or through credit card/debit card.

**12.** To pay fee in cash, candidate should take printout of challan generated online after completion of registration. Candidate may go to nearest SBI branch for depositing fee.

**13.** Those who want to pay online through SBI portal can go directly during submission of online form.

**14.** Female, PH (**More than 40% disability**), SC, ST candidates are exempted from payment of fee.

**15.** Candidates are advised to go through the instructions carefully before filling up the application form.

**16.** Candidates with less than 40% disability will not be considered for any relaxation which are applicable to PH candidates and are required to pay fee if not exempted under the rules.