IMPORTANT NOTICE FOR THE ASPIRANTS/CANDIDATES OF CIVIL SERVICES (PRELIMINARY) EXAMINATION, 2025

In view of the queries/difficulties raised by the candidates in filling up the online application form for the Civil Services Examination, 2025, the Commission has decided to make the following changes in the One-Time Registration (OTR) for filling up of the online application.

(A) *The following entries in the OTR profile have been made editable until the final submission of application and thereafter during the correction window:*

   (a) *Have you ever changed name?*
   (b) *Gender*
   (c) *Minority Status;*
   (d) *Class 10th Board Examination Roll No.*

(B) *The candidates are NOT allowed to make any change(s) in the columns relating to the following entries in the OTR profile:*

   (a) Name (as per Class X)
   (b) Date of Birth
   (c) Father's Name
   (d) Mother's Name
   (e) Mobile Number*
   (f) Email ID@

   *If a candidate has lost access to his/her registered mobile number but he/she has the access to his/her registered email ID, he/she can apply for change in the mobile number and in this case, an OTP will be sent to the registered email ID.

   @ If a candidate has lost access to his/her registered email ID but has the access to his/her registered mobile number, he/she can apply for change in the email ID and in this case, an OTP will be sent to the registered mobile number.

(C) However, if a candidate reports that he/she has lost access to his/her registered mobile as well as registered email ID, the candidate will have to send a request to the Commission for making necessary changes at the *email ID : otr-upsc@gov.in* along-with the following four documents:

   (1) Matriculation Certificate
   (2) Aadhar Card or PAN Card or Passport or Driving License
   (3) Recent passport size photograph
   (4) Undertaking in prescribed format

(D) The eligible PwBD candidates, who wish to seek assistance of 'own scribe' in the CS(Prelims), will have to mandatorily provide the details of the 'own scribe' for CS (Prelim) Exam.

The PwBD candidates, who wish to seek assistance of 'own scribe' for the CS (Main) Exam, may voluntarily indicate the scribe details for CS (Main) while applying for CS (Prelim) Exam. Such candidates may update/provide details of the 'own scribe' during the window, which will be made available to the candidates after the declaration of the result of CS (Prelim) Exam.

(E)   In case, a candidate's name has changed and there is a mismatch with the name given in his/her matriculation or higher educational certificate, the candidate is required to submit a Gazette Notification to that effect. However, if the Gazette Notification is not available with them at present, they may upload the copy of the same during the window, which will be made available to the candidates AFTER the declaration of the result of CS (Prelim) Exam.

(F)   The PwBD candidates may upload either the UDID PwD certificate issued by Ministry of Social Justice and Empowerment OR the valid PwBD certificate in format as available on the Commission's website.

(G)   The candidates having Integrated Master's Degree (Graduation and Post-graduation) may fill the same course in their Graduation as well as higher qualification column.

(H)   The candidates are advised to go through the entries made by them in relevant columns before finally submitting the same. It may be noted that after submission of the application, the changes/corrections, if any, in the entries in the Application Form, can be carried out **only** during the one week correction window (except for the entries in Para B), which will be provided by the Commission after the closing date of the application.

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