

[How To Apply for UPSC](#)

How to Apply - Civil Service Exam India, UPSC Exam , IAS Exams

(A) Candidates are required to apply online using the website <http://www.upsconline.nic.in> Detailed instructions for filling up online applications are available on the abovementioned website. The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher RID is complete in all respects like applicants' details, examination centre, photograph, signature, fee etc. The applicants who are submitting multiple applications should note that only the applications with higher RID (Registration ID) shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.

(B) All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should submit their applications direct to the Commission. Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are however, required to submit an undertaking that they have informed in writing their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

FEE:

Candidates (excepting Female/SC/ST/PH Candidates who are exempted from payment of fee) are required to pay fee of Rs. 100/- (Rupees Hundred only) either by remitting the money in any Branch of SBI by Cash, or by using net banking facility of State Bank of India/ State Bank of Bikaner & Jaipur/State Bank of Hyderabad/State Bank of Mysore/ State Bank of Patiala /State Bank of Travancore or by using Visa/Master Credit/Debit Card.

For the applicants in whose case payments details have not been received from the bank they will be treated as fictitious payment cases and a list of all such applicants shall be made available on the Commission website within two weeks after the last day of submission of online application. These applicants shall also be intimated through email to submit copy of proof of their payment to the Commission at the address mentioned in the e-mail. The applicant shall be required to submit the proof within 10 days from the date of such communication either by hand or by speed post to the Commission. In case, no response is received from the applicants their applications shall be summarily rejected and no further correspondence shall be entertained in this regard. All female candidates and candidates belonging Scheduled Caste/Scheduled Tribe/Physically Handicapped categories are exempted from payment of fee. No fee exemption is, however, available to OBC candidates and they are required to pay the prescribed fee in full. Physically disabled persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Services/Posts to be filled on the results of this examination on the basis of the standards of medical fitness for these Services/Posts (including

any concessions specifically extended to the physically disabled). A physically disabled candidate claiming fee concession will be required by the Commission to submit along with their Detailed Application Form, a certified copy of the certificate from a Government Hospital/Medical Board in support of his/her claim for being physically disabled.

NOTE:

Not with standing the aforesaid provision for fee exemption, a physically disabled candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or the Appointing Authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to physically disabled candidates by the Government.

Applications Not Accompanied By The Prescribed Fee (Unless Remission of Fee Is Claimed) Shall Be Summarily Rejected

Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

If any candidate who took the Civil Services Examination held in 2012 wishes to apply for admission to this examination, he/she must submit his/her application without waiting for the results or an offer of appointment.

Candidates admitted to the Main Examination will be required to pay a further fee of Rs. 200/- (Rupees Two Hundred only).