

UPSC OTR Registration 2026, Full Form, How to Fill UPSC Online Form

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UPSC OTR Registration 2026: The Union Public Service Commission (UPSC) conducts the UPSC CSE 2026 to recruit candidates for various civil services and posts. To make the UPSC Application Form 2026 process effectively seamless, UPSC has introduced the One Time Registration (OTR) system.

It is mandatory for applicants to get a UPSC One Time Registration 2026 to Apply Online for any UPSC CSE 2026. This feature is introduced and designed to simplify the application process for UPSC Exam 2026 by allowing applicants to register their basic details on the UPSC portal only once, instead of entering separately for each exam.

UPSC OTR Registration 2026 Full Form

The UPSC OTR 2026 stands for One Time Registration which is introduced in **UPSC Notification 2026** to accept the online application form for various government exams conducted by the commission. UPSC OTR helps the candidates to register only once with the basic details and is not required to register multiple times when applying for the UPSC Exams. The major advantage of the UPSC OTR Registration 2026 is that applicants can access their personal details, photographs and signatures. Keep reading the article which includes the **How to Fill Online**

How to Fill Online Form for UPSC OTR Registration 2026

UPSC OTR Registration provides ease to the applicants for filling the online application without providing personal details every time. Applicants will be able to update or fetch their personal information at any time. Check the steps below on How to Fill Online Form for UPSC OTR Registration 2026:

Step 1: Read the below Information Carefully before starting the application process for UPSC OTR Registration 2026.

Personal Information	✖
Address Information	✖
Photo & Sign Upload	✖
Educational Information	✖
Documents Upload	✖
Parental Information	✖
Employment Information	✖
UPSC Examination Information	✖
Achievement, Prizes, Medals & others	✖

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

2. Online submission of application can only be made at website <https://upsconline.gov.in/>. Detailed instructions are available at the site. Candidate should read the instructions carefully before making any entry or selecting options. Candidate should fill all the required details while filling up the online form. Mandatory fields are marked with "(asterisk)" sign.

3. Online Application Form is available in English and Hindi Language but it can only be filled in English Language.

4. The online application contains Four parts:

Part-I (OTR) Profile Completion, Part-II (Application Form), Part-III (DAF) & Part-IV (Fees, Photograph, Signature & Examination Center Selection).

5. Candidate must press "I Agree" button after he / she finds that information supplied by him/ her is in order.

6. When "I Agree" button is pressed, a page with Registration Number will be generated. Please note down Registration Number or take a print out of the page. The application is incomplete without payment, uploading of scanned photograph, signature, Photo Identity Card Document, selection of centre, agree to declaration.

7. Scanned Photograph should be in JPG format. The digital size should not exceed 300 KB each and must not be less than 20 KB and resolution 550 pixels (Width) X 550 pixels (Height) minimum, 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.

8. The photograph should be clear with plain white background and 3/4 of photograph should present full face (full head from top of hair to bottom of chin). The photograph should be latest (not older than 10 days for filling online application form) and at bottom of photograph name of candidate and date of photo to be mentioned.

9. Scanned Signature should be in JPG format. The digital size should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum, 550 pixels (Width) X 550 pixels (Height) maximum and Bit Depth of image file should be 24 bit.

10. Upload your photo identity card document in PDF format only. The digital size of PDF file should not exceed 300 KB and must not be less than 20 KB.

11. If you are selecting the assistive device other than listed in Part-I application form, upload scanned 'other assistive device' in JPG format. The digital size of file should not exceed 300 KB each and must not be less than 20 KB and resolution 350 pixels (Width) X 350 pixels (Height) minimum, 1000 pixels (Width) X 1000 pixels (Height) maximum and Bit Depth of image file should be 24 bit.

12. Candidates can pay application fee online, through Credit /Debit Card /Net banking /UPI Payment facility of any Banks or by cash challan in SBI bank only.

13. To pay fee in cash, candidate should take printout of challan generated online after completion of Part-I registration. Candidate may go to nearest SBI branch for depositing fee after 24 hours of generation of challan. Pay by cash mode option will be deactivated at 23.59 hours of one day before the closing date.

14. Who are exempted from payment of fee can skip steps 10 and 11.

15. Please provide the photo identity card number in Part-I and upload copy of the same in Part-II Application Form and remember to carry it at the time of Personality Test /Examination at the venue.

16. On successful completion of your online application, an auto-generated email message will be sent on your registered email-id. In case email is not received by you, please check / ensure that "Final Submission" button of Part-II of the Application has been clicked.

17. PwRD candidates with less than 40% disability will not be considered for any relaxation and are required to pay fee if not exempted under the rules.

Exam Name : Exam Year	Application Status
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Step 2: Go to the Link, <https://upsconline.gov.in/upsoc/OTR/index.php> and click on the "New Registration" tab.



संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION

75
Azadi Ka
Amrit Mahotsav

[Home](#) [Login](#) [Instructions for OTR](#) [FAQ](#) [Contact Us](#) [Forgot Password](#) [V-126](#)

Note : Only registered Candidate will get OTPs

Steps for Applicants

- Registration
- Already Registered
- Verification
- Dashboard

Already Registered

Select Mode for Login ☒ Email ID ☐ Mobile Number ☐ OTR ID

Email ID

Enter OTP / Password **Get OTP**

rqhmr4
Can't read the image? Click [here](#) to refresh

Verification Code

Login

One Time Registration Benefits:

- Applicant needs to fill personal details only once.
- Applicant needs to upload document, if required.
- OTR Information is digitally available anytime anywhere.
- OTR Information get automatically populated while applying under any Commission's Notification.

How to apply for Online Application?

- Candidate has to register himself/ herself on OTR (One Time Registration) portal by Clicking the **New Registration** button.
- After registration, he/she has to login (by Email ID/ Mobile Number/ OTR ID) to verify the already registered OTR application.
- Go to the **Latest Notification** tab in the OTR application.
- Apply for desirable Examination.
- Candidate can check active examination Notification (in English and Hindi) on IIR - <https://www.upsoc.gov.in>

Step 3: Enter the basic details asked, including the "Name, Gender, Date of Birth, Father's Name, Mother's Name, domicile, etc. under OTR.

Provide your basic information under One Time Registration (OTR)

New Registration

▶ Name (as per Class X)*
Name
Note 1: Name as recorded in the Maharashtra Secondary Examination Certificate
Note 2: Please don't use any prefix such as Sir or Dr. also
Note 3: Father's name as recorded in the Maharashtra Secondary Examination Certificate

▶ Verify Name*
Verify Name
Note 1: Name as recorded in the Maharashtra Secondary Examination Certificate
Note 2: Please don't use any prefix such as Sir or Dr. also
Note 3: Father's name as recorded in the Maharashtra Secondary Examination Certificate

▶ Have you ever Changed Name*
Select Changed Name Option

▶ Changed Name
Changed Name

▶ Gender*
Gender

▶ Verify Gender*
Verify Gender

▶ Date of Birth*
[DD/MM/YYYY] [DD/MM/YYYY]
Note: Date of Birth as recorded in the Maharashtra Secondary Examination Certificate

▶ Verify Date of Birth*
[DD/MM/YYYY] [DD/MM/YYYY]
Note: Date of Birth as recorded in the Maharashtra Secondary Examination Certificate

▶ Father's Name*
Father's Name
Note 1: Please don't use any prefix such as Sir or Dr. also
Note 2: Father's name as recorded in the Maharashtra Secondary Examination Certificate

▶ Verify Father's Name*
Verify Father's Name
Note 1: Please don't use any prefix such as Sir or Dr. also
Note 2: Father's name as recorded in the Maharashtra Secondary Examination Certificate

▶ Mother's Name*
Mother's Name
Note 1: Please don't use any prefix such as Sir or Dr. also
Note 2: Mother's name as recorded in the Maharashtra Secondary Examination Certificate

▶ Verify Mother's Name*
Verify Mother's Name
Note 1: Please don't use any prefix such as Sir or Dr. also
Note 2: Mother's name as recorded in the Maharashtra Secondary Examination Certificate

▶ Marital Status*
Marital Status

▶ Mobile Number*
Mobile Number

▶ Alternate Mobile Number
Alternate Mobile Number

▶ Email ID*
Email ID

▶ Alternate Email ID
Alternate Email ID

▶ Class 10th Board Examination Roll No*
Class 10th Board Examination Roll No

▶ Security Question 1*
Select Security Question 1
Enter Security Answer 1

▶ Security Question 2*
Select Security Question 2
Enter Security Answer 2

1 Registration 2 Already Registered 3 Verification 4 Dashboard

Important Instructions For filling Registration Form:

1. Registration 2. Already Registered 3. Verification 4. Dashboard

Applicant can submit further details:

- Name and Verify Name
- Full Name, First
- Gender and Verify Gender
- Date of Birth and Verify Date of Birth
- Father's Name and Verify Father's Name
- Mother's Name and Verify Mother's Name
- Marital Status
- Valid Mobile Number (to be used as Login ID)
- Alternate Mobile Number (if any)
- Valid Email ID (to be used as Login ID)
- Alternate Email ID (if any)
- Board Examination Roll No (Class X)
- Security Questions

Step 4: Fill out the other basic information asked on the screen.

UPSC Examination Information

Achievement, Prizes, Medals & others

Other than OTR Profile (Registration) of Personal Information

Please fill all the details carefully, data entered in this form CAN NOT be edited/modified on the later stage.

Nationality / Citizenship * Select citizenship	Mother Tongue * Select Mother Tongue
Marital Status * Select Marital Status	
Place of Birth * Select Birth Place	
Community * Select Community	
Whether you are a PwBD/PWD Candidate *	Select PwBD/PWD
Photo Identity Card *	Select Photo Identity Card Note: School ID Card only for NDA & NA.
Have you ever been recommended as a PH/PwBD candidate in the examination conducted by the UPSC in the past *	Select
Do you want make available your Personal Information for accessing job opportunity in terms of DoP&T's O.M. No. 39020/1/2016-Estt.(B) dated 21.06.2016 & 19.07.2017 *	Select

☐ I hereby declare that all the details given above are true, complete and correct to the best of my knowledge and belief.

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Step 5: Fill out residential information headed with the tags of “Correspondence and Permanent”

ADD INFORMATION TO OTR PROFILE

Personal Information
Address Information
Photo & Sign Upload
Educational Information
Documents Upload
Parental Information
Employment Information
UPSC Examination Information
Achievement, Prizes, Medals & others

Address Information Details

Correspondence Address
Permanent Address

House No. / Apartment / Building / Street / Village *
Post Office * [Do not use special characters and numeric values.]
City * [Do not use special characters and numeric values.]
State *
District *
Pincode *
Area Code
Phone
Fax
☐ Click here if your Permanent postal address is same as Correspondence address.

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Step 6: Upload the passport sized photograph in Minimum 550px x 550 px and Max 1000px x 1000px and signature and must be between 20KB and 300KB.

ADD INFORMATION TO OTR PROFILE

Personal Information
Address Information
Photo & Sign Upload
Educational Information
Documents Upload
Parental Information
Employment Information
UPSC Examination Information
Achievement, Prizes, Medals & others

Photo & Sign Upload

Photograph
Signature

How to resize Photograph images [click here](#)

No file chosen

☐ I hereby declare that Photograph mine.

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Note 1: Please see the below example when you are uploading the images **Acceptable Photograph** and **Non Acceptable Photograph**.

Note 2: Scanned photograph Images should be in **JPG** format only.

Note 3: Photograph : Dimensions should be 550 pixels (Width) X 550 pixels (Height) minimum , 1000 pixels (Width) X 1000 pixels (Height) maximum and the digital size of file must be less than 300 kb and greater than 20 kb.

Note 4: The photograph should be clear with plain white background and 3/4 of photograph should preset full face (full head from top of hair to bottom of chin). The photograph should be latest (not older than 10 days for filling online application form) and at bottom of photograph name of candidate and date of photo to be mentioned.

Note 5: A sample of quality of acceptable and non acceptable photographs is given below for the guidance of the candidates.

Acceptable photos

Non Acceptable photos

Step 7: Now provide the education details which are mentioned in the form.

ADD INFORMATION TO OTR PROFILE

Personal Information
Address Information
Photo & Sign Upload
Educational Information
Documents Upload
Parental Information
Employment Information
UPSC Examination Information
Achievement, Prizes, Medals & others

Educational Information Details

Matriculation/10th

<< 10th or Equivalent >>

Examination Passed
Class/Division/Grade
Percentage of Marks (%)
CGPA Score
CGPA Out of
Year of Passing
Subject(s)
Name of School/College/Institution
Name of Board/University

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Step 8: Upload the other important documents which are marked mandatory.

ADD INFORMATION TO OTR PROFILE

Personal Information
Address Information
Photo & Sign Upload
Educational Information
Documents Upload
Parental Information
Employment Information
UPSC Examination Information
Achievement, Prizes, Medals & others

Upload Documents

Please upload Necessary Documents / Certificate for applying any Examination of Eligibility otherwise your Completed Application will be Rejected.

Upload legible scanned documents upto 1 MB size in pdf format only :-

S.No.	Document(s)	Upload	Action(s)
1*	Matriculation Certification / School Leaving Certificate as proof of date of birth or any other certificate/document as prescribed in the rules for the exam.	Choose File No file chosen	
2*	(Only for NDA(I), 2025 - The 12th Class Passed Certificate/Marksheet) or Graduation Passed Certificate/Marksheet or equivalent Educational Qualifications (including a copy of recognition letter / equivalence certificate from AIC/JGC, if applicable)	Choose File No file chosen	
3*	The selected Photo ID Proof (viz. Aadhaar Card, Voter Card, PAN Card, Passport, Driving Licence or any other Photo ID Proof issued by the Central/State Government.)	Choose File No file chosen	
4	Certificate in support of claim for Age Relaxation	Choose File No file chosen	
5	Hailing Certificate to show that the candidate hails from Arunachal Pradesh/ Manipur/ Meghalaya/ Mizoram/ Nagaland or Sikkim (Where applicable).	Choose File No file chosen	
6	Achievements in different Fields/ Awards/ Prizes /Service Experience or Any Other document.	Choose File No file chosen	

Step 9: Now provide the “Parental Information Details”

ADD INFORMATION TO OTR PROFILE

Personal Information
Address Information
Photo & Sign Upload
Educational Information
Documents Upload
Parental Information
Employment Information
UPSC Examination Information
Achievement, Prizes, Medals & others

Parental Information Details

Father Information

Mother Information

Name of Father

Nationality of Father
Father's Profession

Father's present postal Address same as your Address:

House No. / Apartment / Building / Street / Village

Post Office
City

State
District
Pincode

If your Father is in service, indicate the post held by him / If retired indicate last post held by him (otherwise NB 'NOT APPLICABLE')
Annual Income of your Father (If deceased or no income enter '0')

State to which your Father originally belongs:
District to which your Father originally belongs:

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Step 10: Provide any past or current “Employment Information.

ADD INFORMATION TO OTR PROFILE

Personal Information
Address Information
Photo & Sign Upload
Educational Information
Documents Upload
Parental Information
Employment Information
UPSC Examination Information
Achievement, Prizes, Medals & others

Employment Information

Your present Employment

Have you been ever Employed?
Have you been ever Self-Employed?

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Step 11: Provide UPSC-related information, Like No of attempted, etc.

ADD INFORMATION TO OTR PROFILE

Personal Information
Address Information
Photo & Sign Upload
Educational Information
Documents Upload
Parental Information
Employment Information
UPSC Examination Information
Achievement, Prizes, Medals & others

UPSC Examination Information

Have you ever been debarred by the UPSC from any of its Examinations/Selections?

Have you ever appeared in the any U.P.S.C. Examinations so far, in previous year(s)?

--SELECT--

YES

Appeared Examination Name

How many times you appeared in selected exam?

Civil Services (Preliminary) Examination

4

YEAR in format (YYYY) like 2024
ROLL NO.

YEAR in format (YYYY) like 2024
ROLL NO.

YEAR in format (YYYY) like 2024
ROLL NO.

YEAR in format (YYYY) like 2024
ROLL NO.

Have you ever accepted allocation to a Service/Post on the basis of Civil Service Examination held in earlier years?

--SELECT--

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Step 12: Provide your Achievements, Prizes, Medals, or any other recognition

Address Information
Photo & Sign Upload
Educational Information
Documents Upload
Parental Information
Employment Information
UPSC Examination Information
Achievement, Prizes, Medals & others

Particulars at the University/State/National Level in respect of following :-

Prizes, Medals, Scholarships, etc.

Sports/N.C.C. etc.

Position(s) of distinction Leadership held in School/College

Other extracurricular activities and interests (Such as hobbies etc.)

Whether your family owns or possesses any of the following assets.

--Select--

Languages(including Indian Languages) Information

What languages(including Indian Languages) can you read,write or speak? Give particulars and state the examination(s) passed,if any,for each.

Read Only
Speak Only
Read & Speak
Read,Write & Speak
Examinations Passed
Action(s)

--Choose--
--Choose--
--Choose--
--Choose--

ADD

SAVE

Documents Required UPSC OTR Registration 2026

UPSC OTR 2026 allows aspirants to create a permanent profile on the official UPSC portal. Below mentioned are the Documents Required UPSC OTR Registration 2026.

- Valid Email ID
- Valid Mobile Number
- Aadhaar Number
- Candidate's Name
- Gender
- Date of Birth
- Board Roll Number (Class X)
- Domicile State
- Home District
- Category

11. Father's Name
12. Mother's Name
13. Citizenship
14. Marital Status
15. Physically Handicapped
16. Skill Details
17. Government Employment Details
18. Debarment Details
19. E-Communication Details
20. Permanent Address
21. Correspondence Address
22. Scanned photograph and signature, etc.

UPSC OTR Registration 2026 Benefits

1. Applicants only need to submit personal details, photographs and signatures only once.
2. Applicants can access and update personal details, photographs and signatures on a 24*7 basis.
3. UPSC OTR 2026 details are digitally available anywhere and anytime.
4. Help applicants and aspirants to do the profile management efficiently.

Other Related Posts of UPSC 2026	
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UPSC Mains Syllabus	UPSC Interview
UPSC Prelims Result	UPSC Mains Result
UPSC Final Result	UPSC Cut Off
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UPSC Answer Key	IAS vs IPS

Source: <https://vajiramandravi.com/upsc-exam/upsc-otr-registration/>

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