

How to Apply or Withdraw Application from UPSC / IAS exam?

Description

The Union Public Service Commission (UPSC) conducts the Civil Services Examination (CSE) for the recruitment of candidates into prestigious government services such as the Indian Administrative Service (IAS), Indian Police Service (IPS), and Indian Foreign Service (IFS). Understanding the process of applying and withdrawing your application is vital for aspirants who are preparing to sit for this competitive exam.

In this blog, we will guide you through the detailed process of applying for the UPSC Civil Services Examination and also explain how you can withdraw your application if necessary.

How to Apply for UPSC / IAS Exam?

The UPSC application process is entirely online. Candidates need to visit the official UPSC website and follow the steps outlined below:

1. **Visit the Official UPSC Website:** Candidates must visit the official UPSC online application portal at <https://upsconline.nic.in>.
2. **Register on the Portal:** If you are applying for the first time, you will need to create a new user profile. This involves providing personal details such as your name, email ID, and contact number. Once registered, you will receive login credentials, which you will use to complete your application.
3. **Filling the Online Application Form:** Once logged in, you can fill out the online application form (Part I and Part II). The form will require you to provide the following information:
 - Personal Details (Name, Father's Name, Date of Birth, etc.)
 - Educational Qualifications
 - Choice of Examination Centre
 - Other Details as per the notification.
4. **Photo ID Details:** Candidates must have one valid photo ID card to submit during the application. This can be an Aadhaar card, voter ID, PAN card, passport, driving license, or any other photo ID card issued by the state or central government. You will need to provide the details of this photo ID card while filling out the online application form. Additionally, a scanned copy of the photo ID must be uploaded as part of the submission process. This ID card will be used for all future references, including examination halls and personality tests. Hence, it is advised that you carry the same photo ID card to the examination center.
5. **Upload Documents:** Apart from the photo ID, candidates will need to upload scanned copies of their passport-sized photograph and signature. Make sure that these are clear and meet the specifications mentioned by UPSC.
6. **Payment of Application Fee:** Candidates must pay the application fee after completing the form. The fee for general and OBC candidates is Rs. 100, while SC, ST, PwBD, and female candidates are exempted from the fee. Payment can be made via credit/debit cards, net banking, or by

generating a challan for offline payment.

7. **Submit the Application:** After filling in all the necessary details and uploading the required documents, review your application form to ensure accuracy. Once satisfied, click on the 'Submit' button. A confirmation page will be generated.
8. **Print Your Application:** After submitting the application, it is recommended to take a printout of the confirmation page for future reference. You do not need to send any hard copies to the UPSC office, but you must retain this printed copy until the examination process is over.

How to Withdraw Your Application for UPSC / IAS Exam?

Sometimes, candidates may decide not to appear for the examination after submitting their application. UPSC provides an option for candidates to withdraw their application if they do not wish to take the exam. Here's how you can withdraw your application:

1. **Visit the UPSC Online Portal:** To withdraw your application, visit the official UPSC online application portal <https://upsconline.nic.in>.
2. **Login to Your Account:** Log in using your credentials (user ID and password) that you used during the application submission.
3. **Select Withdrawal Option:** Once logged in, navigate to the option for application withdrawal. The withdrawal process is clearly mentioned in **Appendix IIB** of the Examination Notice. You will need to confirm that you wish to withdraw your application.
4. **Follow the Instructions:** The portal will guide you through the process of withdrawal, and you will be required to confirm your intention to withdraw. Be careful while confirming this decision because once your application is withdrawn, you will no longer be eligible to appear for the examination.
5. **Confirmation of Withdrawal:** After successfully withdrawing your application, you will receive a confirmation notification on your screen. It is advised that you take a screenshot or save the confirmation for your records.
6. **Important Notes on Withdrawal:**
 - If you withdraw your application, you will not be allowed to appear for the examination under the current notification.
 - No fees are refunded if you withdraw your application.
 - The withdrawal option is available only for a limited period, so be sure to complete the process within the stipulated time frame.

Important Things to Keep in Mind

- **No Request for Change of Centre:** After applying, you cannot request a change of examination centre. Choose your centre carefully while filling out the application form.
- **Admit Card:** Once the application process is complete and the admit cards are released, you will be able to download your UPSC admit card from the official UPSC website.
- **Stay Updated:** Make sure you stay updated with all notifications regarding the examination on the official UPSC website. This will include any changes to the schedule, application process, or withdrawal timelines.

Conclusion

The application process for the UPSC Civil Services Examination is relatively straightforward but requires careful attention to detail. By following the steps outlined above, you can successfully apply for the UPSC exam and ensure that your application is processed smoothly. In case you decide not to appear for the exam, the withdrawal process is also simple and can be completed through the UPSC portal.

Make sure to stay ahead in your preparations, keep track of important dates, and ensure that all your documents are properly submitted for a hassle-free examination experience. Best of luck with your UPSC journey!

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