



## Step By Step Instruction To Register

### Step 1

Click on "ONE TIME REGISTRATION" button in the home page.

Name of the Post	Advertisement Details	Last Date	Apply Online
APPSCCE(P)-2020	<a href="#">Details</a>	31-03-2020	<a href="#">Apply Online</a>

### Step 2

On the next page there will be two buttons, click on "New user" button. Read the Guidelines for Register and Proceed further.

**Guidelines for Registration**

- Before applying for a post, you will need to do One time registration.
- Login into your profile to apply for a post.
- You can observe the progress bar, if you had applied before.
- And then fill up all the relevant fields in the application form.
- Upload colour photographs which must be of minimum 50 kb to maximum 100 kb
- Necessary Documents/ Testimonial must be minimum 1 Mb
- The signature to be appended must be black pen on white background with minimum 20 kb to maximum 60kb.

### Step 3

Then read all the instructions for new user and after that click on “Proceed” button.

**Instruction For One Time Registration(New User)**

- Click on 'Proceed' button for new One Time Registration (OTR).
- Carefully fill your correct personal details, present and permanent address.
- In login details section first create you Password for new OTR.
- After filling all the required information click 'Save & Next' button to save the information.
- OTP will be sent to your registered mobile number and e-mail id.
- Enter OTP number and click 'Save' to proceed to next section.
- Enter your correct academic qualification and work experience details (if any) and click 'Save & Next' button.
- Fill the information details and click 'Next'.
- Check the Declaration and click 'Save'.
- In document section upload all necessary documents (please check instruction for OTR for size of photo, signature & documents).
- Click 'Save & Next' after uploading the documents to complete the One Time Registration.
- A confirmation message will be displayed on your screen and a message will be sent to your registered mobile number and e-mail id.
- Click 'OK' to complete your One Time Registration (OTR).

**Proceed**

### Step 4

Fill all the profile information in the next step.

अरुणाचल प्रदेश लोक सेवा आयोग  
Arunachal Pradesh Public Service Commission

Profile Details | Document Upload

Applicant Details

The Fields with \* mark are mandatory

**Personal Details**

\* First Name:

Middle Name:

\* Last Name:

\* Gender:  Male  Female  Transgender

### Step 5

Fill the present address and permanent address.



[Home](#)

**Present Address**

House No/Locality/Street Name/Village:	<input type="text"/>
Post Office:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select State"/>
District:	<input type="text" value="Select District"/>
PIN Code:	<input type="text"/>

**Permanent Address**

Permanent Address Is Same As Present Address

House No/Locality/Street Name/Village:

## Step 6

Fill the Password and confirm password according to the password guideline and the User Id will be your Mobile number. Click save and next button.



[Home](#)

**Login Details**

* User ID:	<input type="text" value="User ID"/>
* Password:	<input type="password" value="Password"/>
* Confirm Password:	<input type="password" value="Confirm Password"/>
* Captcha:	<input type="text" value="Captcha"/>

[Save & Next >](#)

## Step 7

Here Mobile No and email id will be verified. Fill the one-time password (OTP) which will be sent to your mobile no and email id. After that click on save and your information will be saved. Here the qualification details and other information is optional.

\* OTP     

### Step 8

Fill the educational qualification details and click on save & next.

**Educational Qualification**

Name of Examination Passed	Subject of specialization / Honours Subject	Year of Passing/Appearing	Board/University	Division/Class	Grading System	CGPA/Percentage of Marks
Class X		2006	SDFJK	1st	No	77.50
Class XII	Science	2008	SDFD	1st	No	61.00
GRADUATION				Select	Select	23.00
Post Graduation	Physics	2012	SAMBALPUR UNIVE	1st	No	6.00
M.Phil	Physics	2013	SSSS	1st	No	9.00
PhD	cccc	2015	EEEE	1st	No	50.00
B. ED./M. ED.	cccc	2018	EEEE	Select	No	50.00

### Step 9

Fill the other information details and click on save & next.

Profile Details **Document Upload**

Applicant Details Academic Details **Information** Declaration

Whether working as a regular employee under the Govt. of Arunachal Pradesh ?  NO  YES

Have you ever been debarred by UPSC/ any other Public Service Commission ?  NO  YES

« Previous Save & Next »

## Step 10

Check the declaration and click on save & next.

The screenshot shows a web interface with a navigation bar at the top containing 'Profile Details' and 'Document Upload'. Below this is a sub-navigation bar with 'Applicant Details', 'Academic Details', 'Information', and 'Declaration' (which is highlighted with a red underline). The main content area is titled 'Declaration' and contains a text box with the following text:   
 I hereby declare that I have read the detail information/advertisement before submission of this application.I hereby certify that all statements made and information given by me in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect before or after the interview or appointment, action can be taken against me by the Commission and my candidature/appointment shall automatically be cancelled/terminated.   
Below the text box is a green button labeled '< Previous'. At the bottom of the form is a large green button labeled 'Save & Next' with a right-pointing arrow.

## Step 11

Upload the documents and click on save & next and the registration is successfully completed.

The screenshot shows a web interface with a navigation bar at the top containing 'Profile Details' and 'Document Upload'. Below this is a sub-navigation bar with 'Document Upload' (highlighted in green). The main content area is titled 'DOCUMENT DETAILS' and contains a table with the following data:

Sl.No	Document Type	Browse	Preview
1	Self Photo	<input type="button" value="Browse..."/> No file selected. File-Type: .jpg, .jpeg, .png File-Size: 100kb Max	
2	Self Signature	<input type="button" value="Browse..."/> No file selected. File-Type: .jpg, .jpeg, .png File-Size: 50kb Max	