

## **Important instructions to the Candidates:-**

### **General Instructions:**

- The financial benefit will be given to the candidate only once and for one examination only i.e. if a candidate qualifies prelims exam of Civil Service conducted by UPSC and simultaneously qualifies Combined Graduate Level Prelims Exam conducted by SSC, the financial benefit will be given for only one exam.

### **Before starting to fill up the on-line application, the candidate should keep at hand the following details/documents:-**

- His/her personal details including valid email ID.
- His/her scanned photo and scanned signature.
- His/her Self Declaration of belonging to Minority Community or Minority Community certificate i.e. Muslim, Christian, Sikh, Buddhist, Jain and Parsi. As per **Format I** under Forms & Guidelines on website.
- His/her Self Declaration of Annual Income of the family from all sources as per **Para 6-iii** under Forms & Guidelines on website.
- His/her scanned documents for identity i.e. Aadhar Card., PAN Card, Driving License, Voter I.Card, Passport, Ration Card, BPL Card.
- His/her scanned copy of a cancelled Cheque of Bank Account or copy of Bank Passbook of the student to verify the Account Number and Banks IFSC Code.
- His/her scanned copy of an affidavit on Non-Judicial Paper of Rs. 5/10/20/- duly notarized to the effect that he/she is not availing/not availed financial assistance from any other source.
- His/her scanned copy of Admit Card of the particular exam
- His/her scanned copy of Roll number slip with copy of result page in which the Roll No. is reflected.

### **How to apply:**

- Candidates are required to apply through On-line mode only. Only online applications are allowed. Manual/paper applications will not be entertained. Applications sent through other modes will not be accepted/entertained and no further intimation will be sent in this regard.

- Candidates should have a valid personal e-mail ID. It should be kept active during the entire process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder). The candidates are requested to check regularly their e-mail for any communication from Ministry. The candidate should not share e-mail ID or password with any other person.
- Candidates should take utmost care to furnish the correct details while filling in the on-line application. Any mistake committed by the candidate shall be his/her sole responsibility.
- The candidates should ensure the completion of registration process by the stipulated date and time given in the Detailed Notification.
- First, the candidate has to register with valid Email ID and fill up all the desired information i.e. Personal Details, uploading of Photograph, Signature, and necessary documents, then click on 'Save' button a message will be generated for successful registration. After registration system will generate registration number, ID and Password and send to candidate registered Email ID.
- After registration, the candidate should login with ID and password and fill up all the desired information related to his/her Prelims exam and upload necessary documents. Then click on 'Submit' button. A message will be generated for successful applied.
- You may also take the print out of your application for your record.

**Check Box:-**

- I agree that I have not availed the benefit of this scheme in past for clearing UPSC/SSC/State PSC and any other exam.
- I declare that my annual family income from all sources does not exceed from Rs. 6.00 lakh.
- I belong to one of the Minority Communities notified under Section 2 (C) of National Commission for Minorities Act, 1992.
- If found any wrong declaration by me, the financial assistance awarded to me may be recovered with penal interest and legal action in accordance with Law may be initiated, I authorize Ministry of Minority Affairs to cancel my application without any intimation.

**Note:-**

Please note that above information will be used during the entire applying process, no changes/modifications will be entertain under any circumstances. Please be careful while filling up the application.