

## How to Apply

### Detailed Guidelines/Procedures

#### A. Application Registration

#### B. Payment of Fee

#### C. Document Scan and Upload

Candidates can apply online only from **25.04.2026 to 15.05.2026** and no other mode of application will be accepted.

#### Important points to note before registration

Before applying online, candidates should have—

(i) Scan the following documents:

- Photo (4.5 cm × 3.5 cm)
- Signature (with black ink)
- Left-hand thumb impression (with black or blue ink on white paper)
- Handwritten declaration (with black ink on white paper) (text is given below)
- Ensuring that all these scanned documents conform to the required specifications provided in point C.

(ii) Signatures in (CAPITAL LETTERS) of English will not be accepted.

(iii) The thumb impression of the left hand should be clearly scanned and not blurred. (If a candidate does not have a left thumb, he/she can use the thumb of his/her right hand.) )

(iv) The text of the handwritten declaration is as follows:

**“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”**

(v) The above handwritten declaration should be in the candidate's own handwriting and only in English. If it has been written and uploaded by another person or in any other language, the application will be considered invalid. (Visually impaired candidates who cannot write can get the text of the announcement typed and upload it as per the specified specifications by putting the thumb impression of the left hand below the typed declaration.) )

(vi) Keep the necessary details/documents ready for online payment of the required application fee/information fee.

(vii) Have a valid personal email ID and mobile number, which should be kept active till the completion of the recruitment process. The service board can send the information to download the admit card for the examination on the registered email id. If a candidate does not have a valid personal email ID, he/she should create a new email ID and mobile number before applying online and keep it active.

### Application Fee (Irrevocable)

#### Online Payment of Fee: 25.04.2026 to 15.05.2026

The bank transaction charges for payment of the online application fee will be borne by the candidate.

#### A. Application Registration

(i) Candidate to go to the U.P. Co-operative Institutional Service Board's Website <https://upcisb.upsdc.gov.in/> click on the option “APPLY ONLINE”, which will open a new screen.

(ii) Select the "Click here for New Registration" tab for application registration and enter the name, contact details and email ID. A temporary registration number and password will be generated by the system and displayed on the screen. The candidate should note it down. Information regarding the registration number and password will also be sent through email and SMS.

(iii) If the candidate is not able to complete the application in one go, he/she can save the data already filled by selecting the "SAVE AND NEXT" tab. Verify the details using the "SAVE AND NEXT" feature AND make necessary modifications before the final submission. Visually impaired candidates should fill out the application carefully and verify the details before the final submission.

(iv) Candidates are advised to fill in and verify the details themselves carefully, as no change will be possible/acceptable after clicking the "COMPLETE REGISTRATION" button.

- (v) The name of the candidate or the name of his/her father/husband etc. should be spelled correctly as per the certificate/marksheet/identity card. In case of any change/discrepancy, the candidature may be rejected.
- (vi) Verify the details by clicking on the "Validate your details" and "Save & Next" buttons and save the application.
- (vii) Upload photograph and signature as per the specifications given in point "C".
- (viii) Fill in the other details of the application form.
- (ix) Preview the entire application before "COMPLETE REGISTRATION" by clicking on the "Preview" tab.
- (x) Make amends if necessary and click on "COMPLETE REGISTRATION" only after confirming that the photo, signature and other details are correct.
- (xi) Make the payment by clicking on the "Payment" tab.
- (xii) Click on the "Submit" button.

## **B. Payment of Fees**

### **Online Medium**

- (i) The application form is integrated with the payment gateway and the payment can be completed by following the instructions.
- (ii) Payment can be made with a debit card (RuPay/Visa/MasterCard/Maestro), credit card, internet banking, UPI, IMPS, cash card/mobile wallet.
- (iii) Wait for the notification from the server after submitting the payment details and Do not press the BACK or REFRESH button.
- (iv) On successful transactions, an e-Receipt will be generated.
- (v) Non-generation of e-Receipt indicates payment failure. In such a situation, the candidates should login again and repeat the payment process.
- (vi) Take a print out of the application form along with e-Receipt and fee details. If it had not been generated, the transaction would not have been successful.
- (vii) For credit card users: All charges are listed in Indian Rupees. On using a non-Indian card, the bank will convert it into local currency as per the prevailing exchange rate.
- (viii) Close the browser window after the transaction is complete for data security.
- (ix) After payment of the fee, the facility to print the application form with fee details is available.

## **C. Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

### **Photograph Image: (4.5cm × 3.5cm)**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

### **Photograph Capture**

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

### **Do’s and Don’ts of Photo Capture**

#### **Dos:**

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

#### **Don’ts**

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

### **Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

#### **Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

#### **Procedure for uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

#### **Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.