

How To Upload Additional Documents



Procedure for upload additional documents

- Login to your account as shown below.

Guidelines for Candidates

[How to apply online](#)
[Popup Blocker Guidance](#)
[Forgot Password?](#)
[Cropping Photo and Signature](#)

Help Line

This help desk is only for queries related to Portal.
☎00000000 ☎00000000
✉OPSConline@gmail.com

Result News


What's New

1: no latest news

Login

Username
test

Password



Enter the text as in the image
08BC2CD

[Log In](#)

[Forgot Password/Username](#)

[New User/ Register Here..](#)

- After successful Application submission, candidate should go to **My Application** as shown below.
- Click on **My Application**

□ Home

□ My Profile

□ Profile Creation

□ View & Print Profile

□ Online Application

□ My Application

□ Help

My Application

Advertisement Type: Select ▼

Please Select Year: 2018 ▼

Select Post Name: Select ▼

no record found

- Select Advertisement type, Examination year and Exam name for which candidate want to upload document.

The screenshot shows a web application interface with a blue sidebar on the left and a main content area on the right. The sidebar contains the following menu items: Home, My Profile, Profile Creation, View & Print Profile, Online Application, My Application, and Help. The main content area is titled "My Application" and contains three dropdown menus: "Advertisement Type" (set to "Direct Recruitment"), "Please Select Year" (set to "2018"), and "Select Post Name" (set to "Select"). Red arrows point from the "My Profile" menu item to the "Advertisement Type" dropdown, and from the "Please Select Year" dropdown to the "Select Post Name" dropdown. Below the dropdowns, a grey box displays the text "no record found".

- Select checkbox displayed in front of examination name and click on document upload

The screenshot shows a web application interface for 'My Application'. On the left is a dark blue sidebar with navigation links: Home, My Profile, Profile Creation, View & Print Profile, Online Application, My Application, and Help. The main content area has a title 'My Application' and three dropdown menus: 'Advertisement Type' (Direct Recruitment), 'Please Select Year' (2018), and 'Select Post Name' (02/2018 Asst. Section Officer). Below these are several action buttons: View Application, Receipt, Cancel Application, Select Centre, Hall Ticket, Result, Interview, and Post Preferences. A table below displays application details with columns for Application ID, Examination Name, Status, Remark, and Document Upload. The first row shows Application ID 1800000005501700000025, Examination Name 02/2018 - Asst. Section Officer (31/07/2018), Status UnPaid, Remark Pay Now, and a Document Upload button. The checkbox in the first column and the Document Upload button are both circled in red.

Application ID	Examination Name	Status	Remark	Document Upload
<input type="checkbox"/> 1800000005501700000025	02/2018 - Asst. Section Officer (31/07/2018)	UnPaid	Pay Now	Document Upload

- After click on upload document following window will display

Certificate Upload

Advertisement Number	02/2018
Select Certificate Type	Select ▼
Application ID	1800000005501700000025
Upload Document	<input type="button" value="Choose File"/> No file chosen
Certificate Type Description	<input type="text"/>

You Will Not Able to Upload Any New Document After Clicking On Close Button

- Select the type of certificate

The screenshot shows a web form titled "Certificate Upload". The form contains several fields: "Advertisement Number" with the value "02/2018", "Select Certificate Type" (a dropdown menu with "Select" and a downward arrow, highlighted with a red box), "Application ID" (with "Select" as a placeholder), "Upload Document" (with a file upload area), and "Certificate Type Description" (with a text area). A red warning message is displayed below the form: "You Will Not Able to Upload Any New Document After Clicking On Close Button". At the bottom of the form are "Save" and "Close" buttons. On the right side of the page, there is a "Document Upload" button.

Certificate Upload	
Advertisement Number	02/2018
Select Certificate Type	Select ▼
Application ID	Select
Upload Document	SSLC or equivalent marks card /TC/Cumulative record extract showing date of birth Degree marks cards and convocation or PDC Reservation certificates (if claimed)
Certificate Type Description	Physical standards certificate NOC (In case of government servants)

You Will Not Able to Upload Any New Document After Clicking On Close Button

Save Close

Document Upload

- Upload the document by click on choose file and Write the description of certificate type then click on **save** button.

The screenshot shows a web form titled "Certificate Upload" with the following fields and annotations:

Advertisement Number	02/2018
Select Certificate Type	Select ▼
Application ID	1800000005501700000025
Upload Document	Choose File No file chosen
Certificate Type Description	


You Will Not Able to Upload Any New Document After Clicking On Close Button

Save Close

Red annotations include a box around the "Choose File" button, an arrow pointing to the "Save" button, and a red warning message.

- After saved message is displayed as shown below click on ok button

Certificate Uploaded Successfully !



Se

My Application

advertisement Type Please Select Year Select Post Name

[View Application](#) [Receipt](#) [Cancel Application](#) [Select Centre](#) [Hall Ticket](#) [Result](#) [Interview](#) [Post Preferences](#)

- Uploaded document will display in grid as shown below

Certificate Upload

Advertisement Number	02/2018
Select Certificate Type	<input type="text" value="Select"/>
Application ID	1800000005501700000025
Upload Document	<input type="button" value="Choose File"/> No file chosen
Certificate Type Description	<input style="width: 100%;" type="text"/>

You Will Not Able to Upload Any New Document After Clicking On Close Button

Advertisement No.	Transaction ID	Certificate Type	Certificate Type Description	View
02/2018	1800000005501700000025	Aadhar card	HGHF	View

- Click on [view](#) to see uploaded certificate

Certificate Upload

Advertisement Number: 02/2018

Select Certificate Type:

Application ID: 1800000005501700000025

Upload Document: No file chosen

Certificate Type Description:

You Will Not Able to Upload Any New Document After Clicking On Close Button

Advertisement No.	Transaction ID	Certificate Type	Certificate Type Description	View
02/2018	1800000005501700000025	Aadhar card	HGHF	View
02/2018	1800000005501700000025	SSLC or equivalent marks card /TC/Cumulative record extract showing date of birth	jghfgh	View
02/2018	1800000005501700000025	Physical standards certificate	GHG	View

- After uploading all documents click on **close** button
- **After clicking on close button you will not able to upload any new document**

The screenshot shows a 'Certificate Upload' form with the following fields:

- Advertisement Number: 02/2018
- Select Certificate Type: Select (dropdown menu)
- Application ID: 1800000005501700000025
- Upload Document: Choose File | No file chosen
- Certificate Type Description: (empty text area)

A red box highlights the text: **You Will Not Able to Upload Any New Document After Clicking On Close Button**

Buttons: Save, Close (highlighted with a red box)

Advertisement No.	Transaction ID	Certificate Type	Certificate Type Description	View
02/2018	1800000005501700000025	Aadhar card	HGHF	View
02/2018	1800000005501700000025	SSLC or equivalent marks card /TC/Cumulative record extract showing date of birth	jghfgh	View
02/2018	1800000005501700000025	Physical standards certificate	GHG	View

- After click on close button all documents get uploaded successfully and document upload link will be disable

□ Home

□ My Profile

□ Profile Creation

□ View & Print Profile

□ Online Application

□ My Application

□ Help

My Application

Advertisement Type: Direct Recruitment | Please Select Year: 2018 | Select Post Name: 02/2018 Asst. Section Officer

[View Application](#) | [Receipt](#) | [Cancel Application](#) | [Select Centre](#) | [Hall Ticket](#) | [Result](#) | [Interview](#) | [Post Preferences](#)

	Application ID	Examination Name	Status	Remark	
<input type="checkbox"/>	1800000005501700000025	02/2018 - Asst. Section Officer (31/07/2018)	UnPaid		Pay Now

Thank you