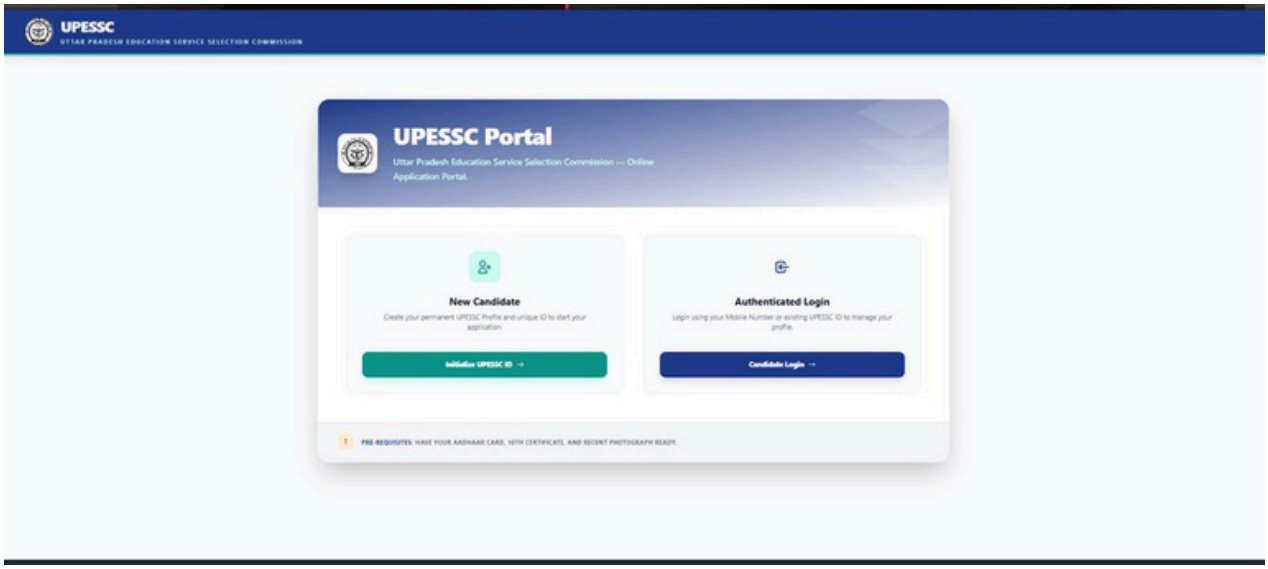
USER MANUAL

Candidate Registration

STEP 1

Accessing The Exam Portal

- To begin the application process, visit the https://uptet.upessc.org



- The portal provides two options:

1.New Candidate – For applicants registering for the first time.

2.Authenticated Login – For applicants who have already registered and wish to continue their application.

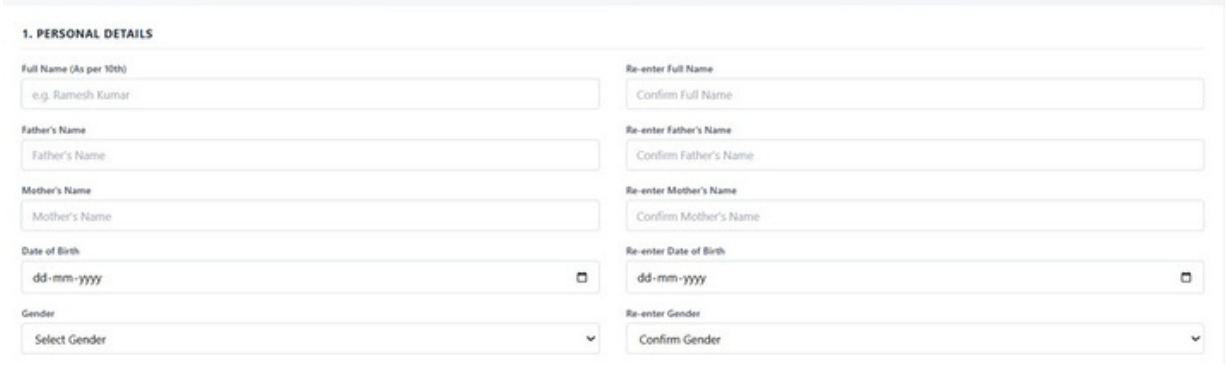
- New applicants must click “Register Now” under the New Candidate section to initiate the registration process.

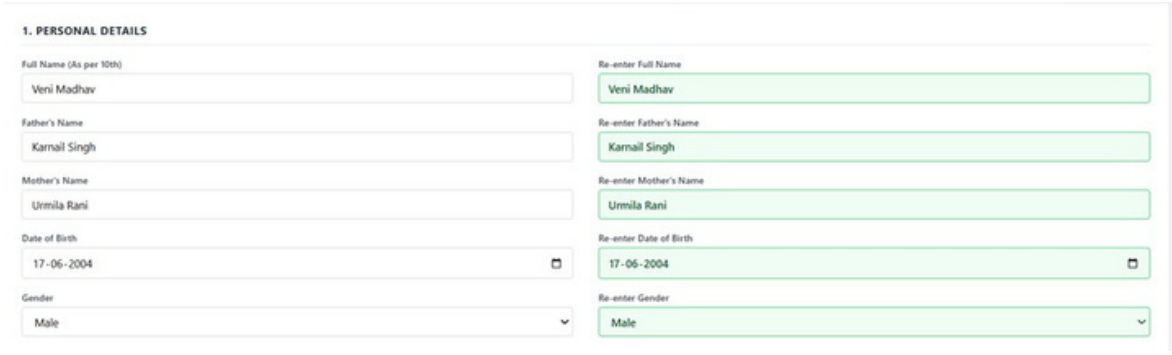
STEP 2

Enter Registration Details

1

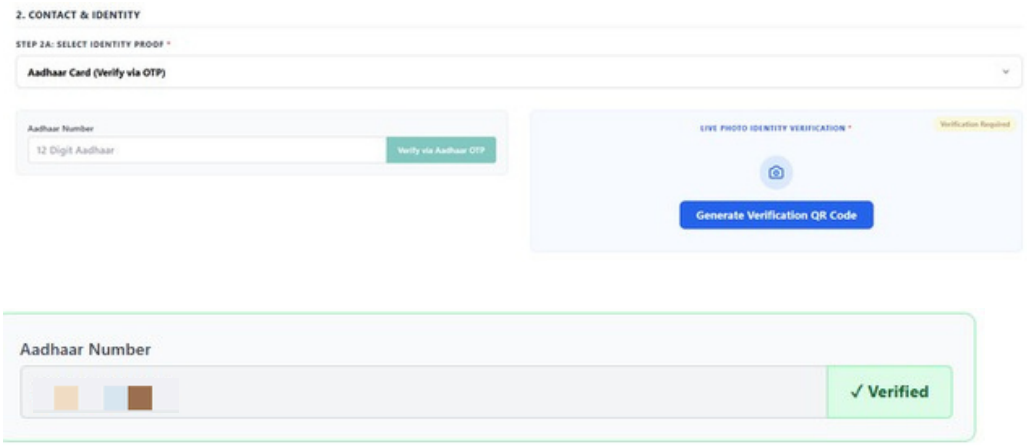
- Candidates must begin the registration process by filling in their basic personal information.
- This includes Full Name (as per 10th marksheet), Father's Name, Mother's Name, Date of Birth, and Gender.
- Each field must be filled carefully as this information will be used for identity verification.

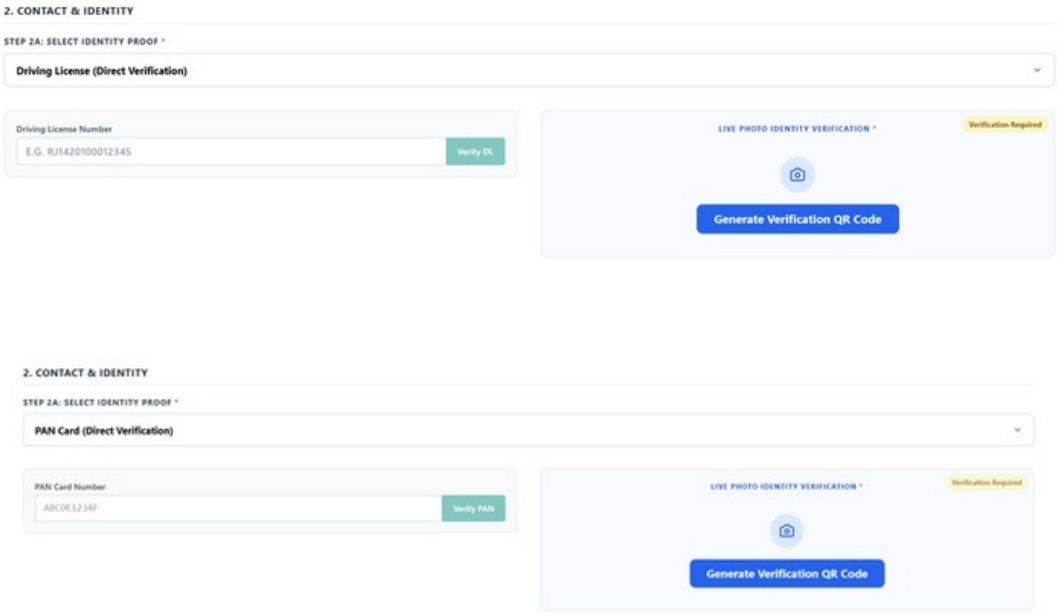




2

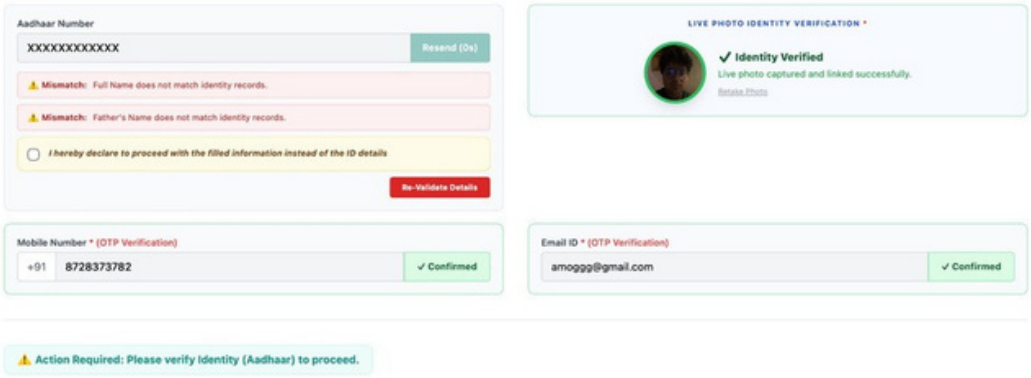
- Candidates must select a valid identity proof for verification.
- The available options are Aadhaar Card, Driving License, or PAN Card. Choose the appropriate document from the dropdown to proceed.

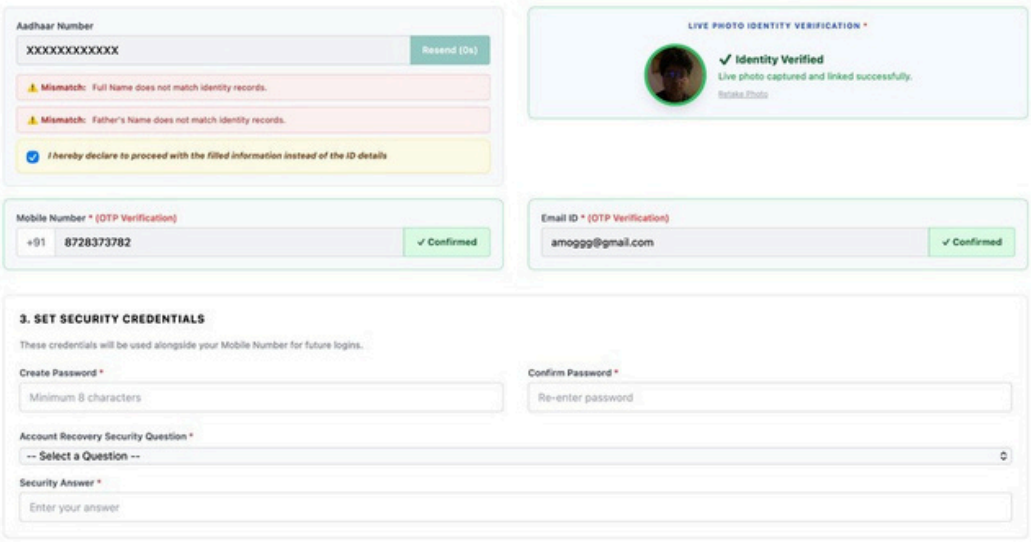




- If Aadhaar Card is selected, the candidate must enter their 12-digit Aadhaar number and click “Verify via Aadhaar OTP.”
- An OTP will be sent to the mobile number linked with the Aadhaar for verification.

- If there is a detail mismatch, candidates should reverify and correct the entered name to match the Aadhaar details and revalidate or they may proceed by signing the declaration confirming the provided information is correct.





STEP 1

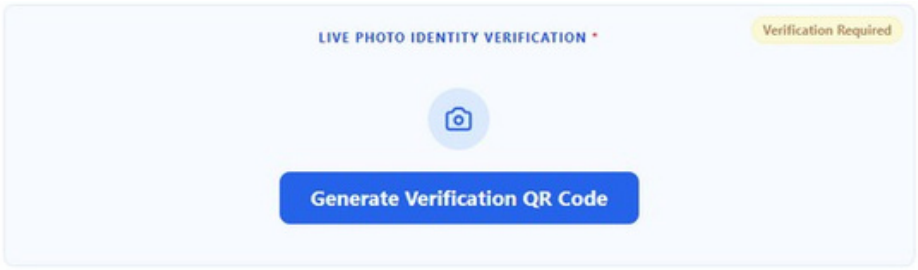
Identity And Contact Verification

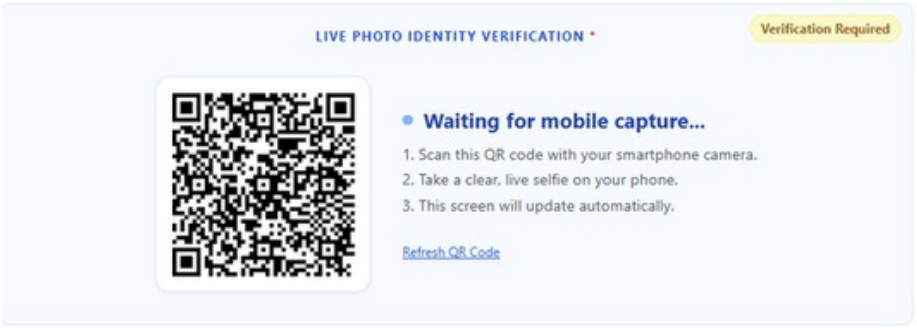
Candidates must complete the live photo identity verification using one of the following options:

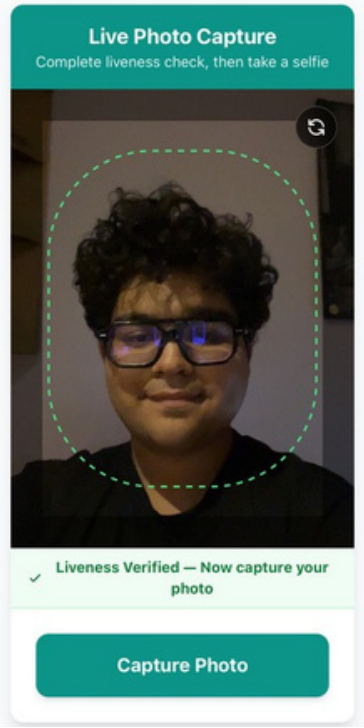
- Use Current Device Camera: Click “Capture Live Photo” to take a selfie using the camera of the current device.
- Use Mobile via QR Code: Click “Generate Verification QR Code.” A QR code will appear on the screen. Scan the QR code using your smartphone camera and take a clear live selfie using your phone.

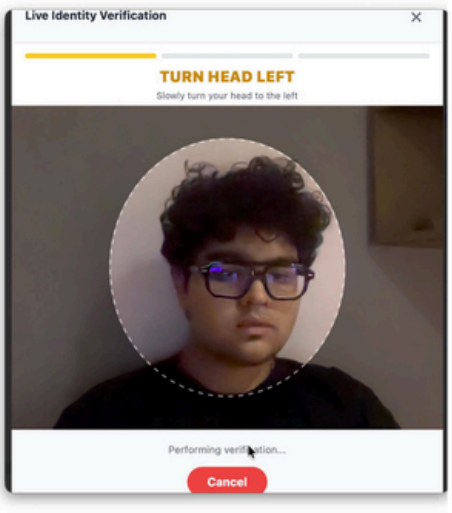
Once the photo is successfully captured, the verification status will automatically update in the system.

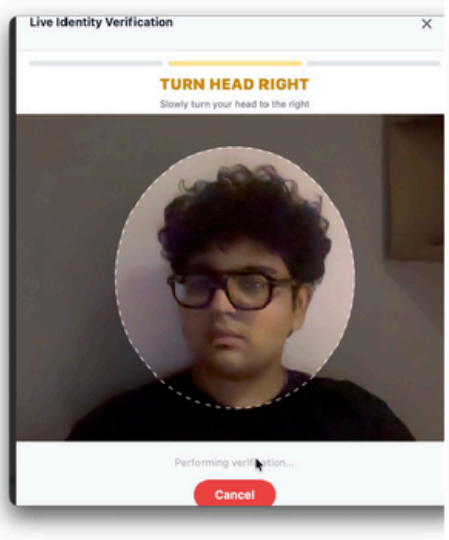
1

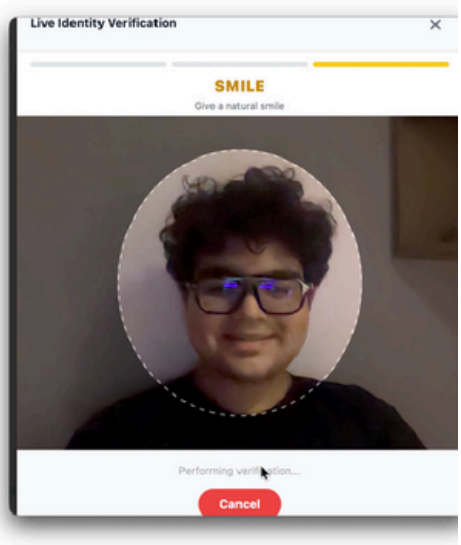






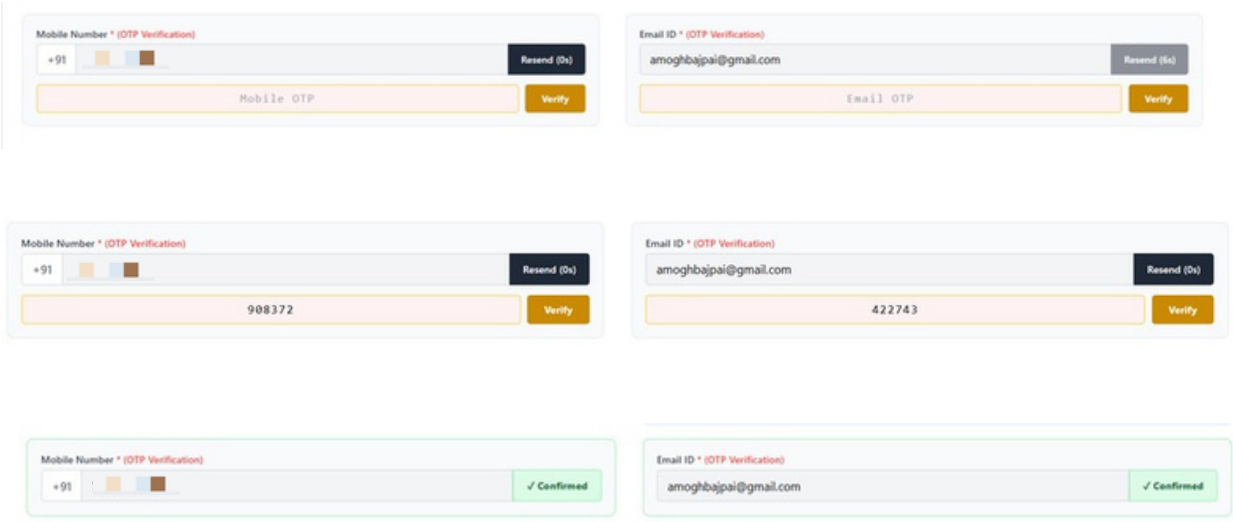


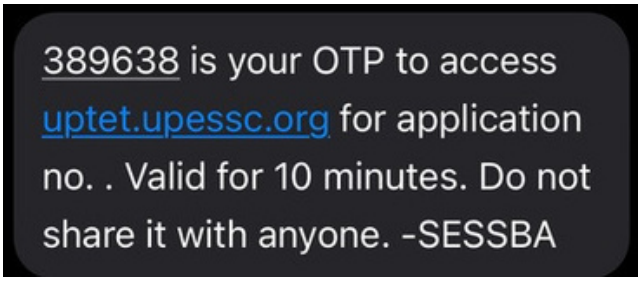


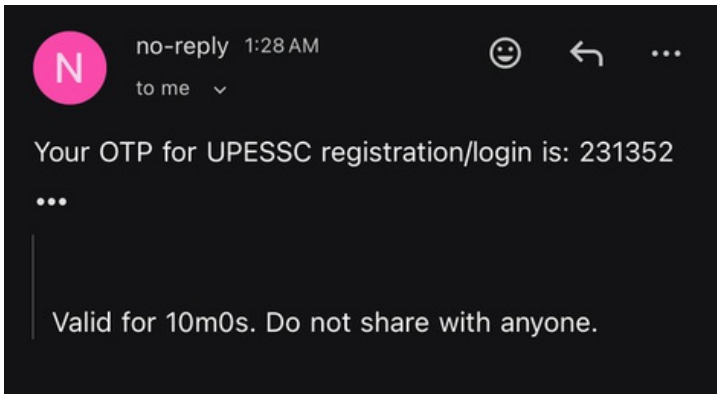


2

- Applicants must verify both their mobile number and email address to proceed
- OTP (One Time Password) which is valid for 10 minutes is sent to both the Registered Email and Mobile Number



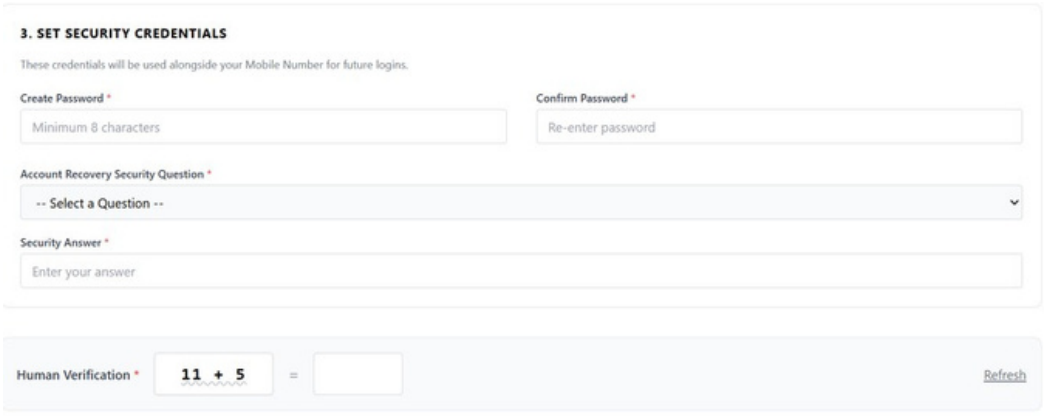




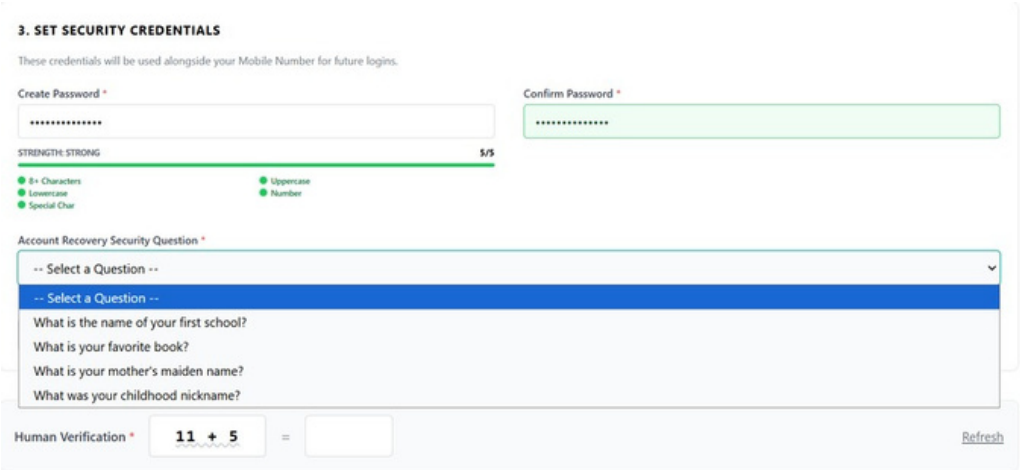
STEP 4

Create Login Password

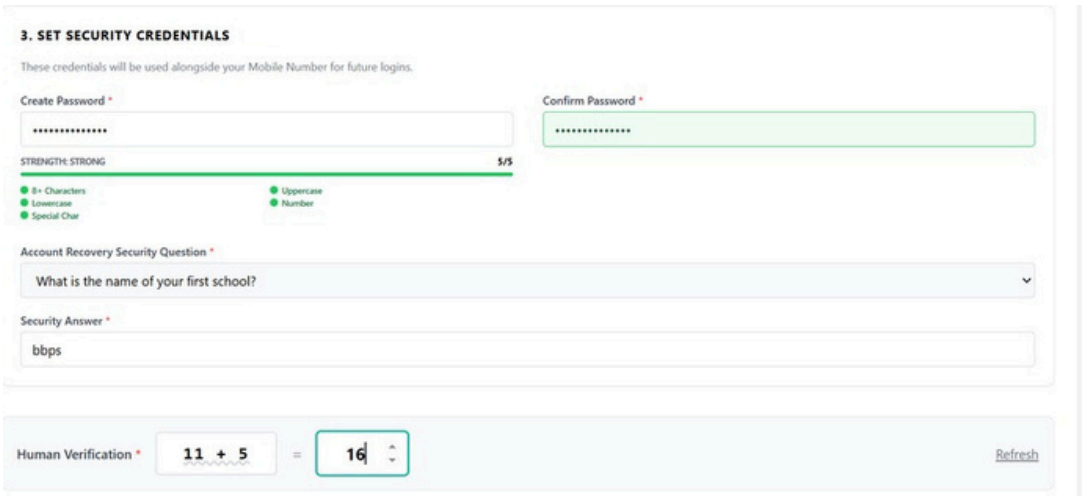
- After successful verification of the mobile number and email address via OTP, candidates must create a secure password.
- This password will be used along with the registered mobile number for future logins.
- The password must meet the required security criteria, including a minimum length and the use of uppercase letters, lowercase letters, numbers, and special characters.



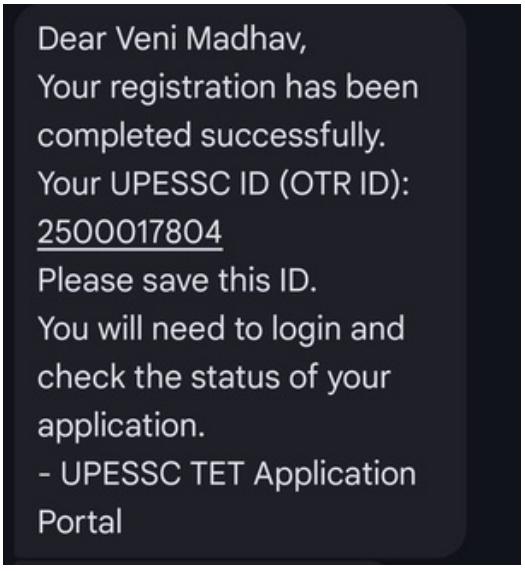
- After creating the password, candidates must re-enter it in the Confirm Password field to ensure accuracy.
- Candidates must also select an Account Recovery Security Question from the dropdown menu, which will assist in recovering the account in case the login credentials are forgotten.

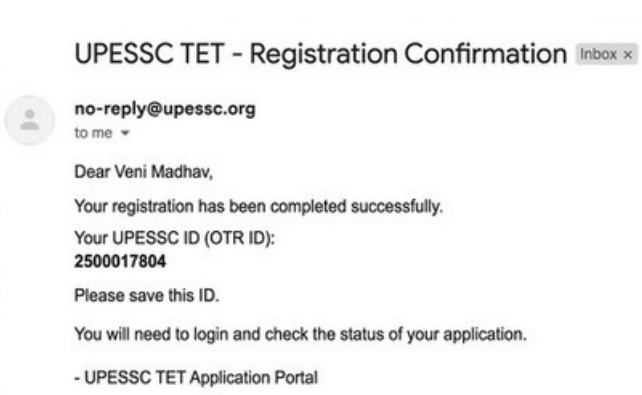


- Once a security question is selected, candidates must enter the answer to the selected security question.
- Additionally, candidates must complete the CAPTCHA to verify that the request is being made by a human and not a bot



- Sucessful OTR Registration of the candidate

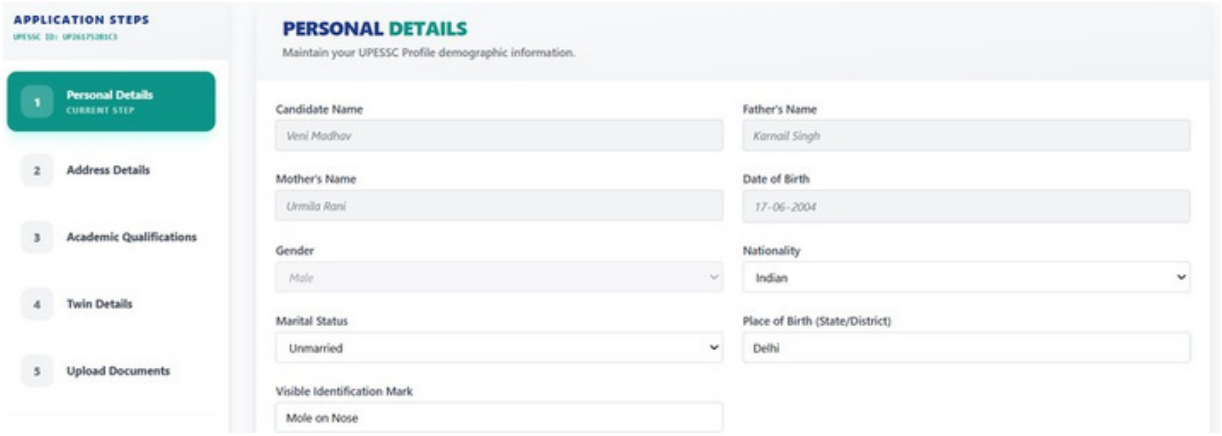




STEP 5

Enter Personal Details

- After successfully setting the security credentials and completing verification, the system redirects the candidate to the Application Form dashboard.

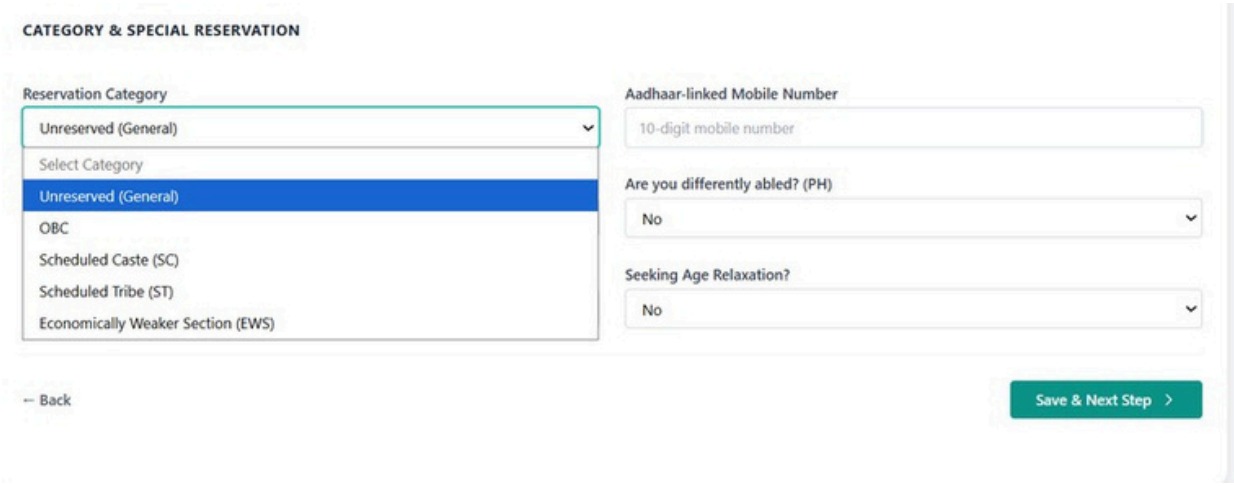


STEP 6

Select Reservation Categories

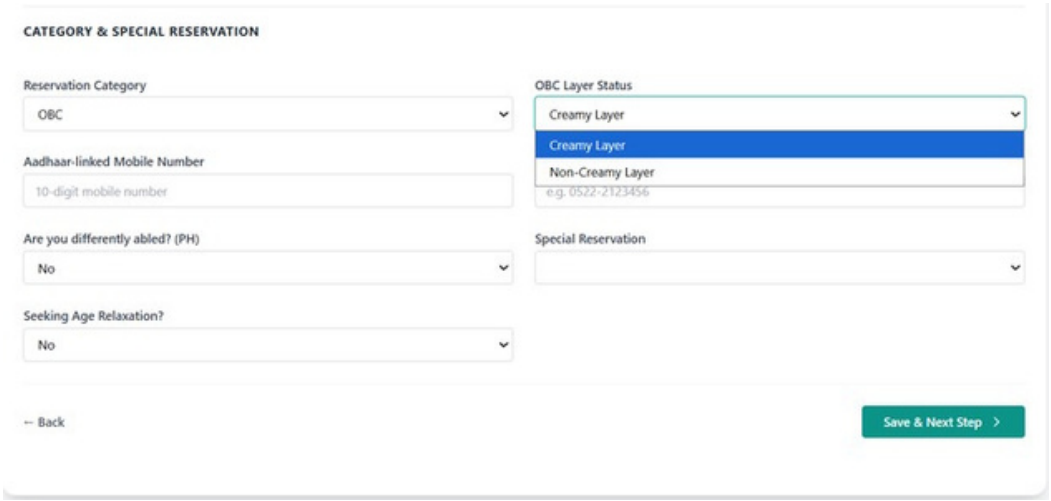
1

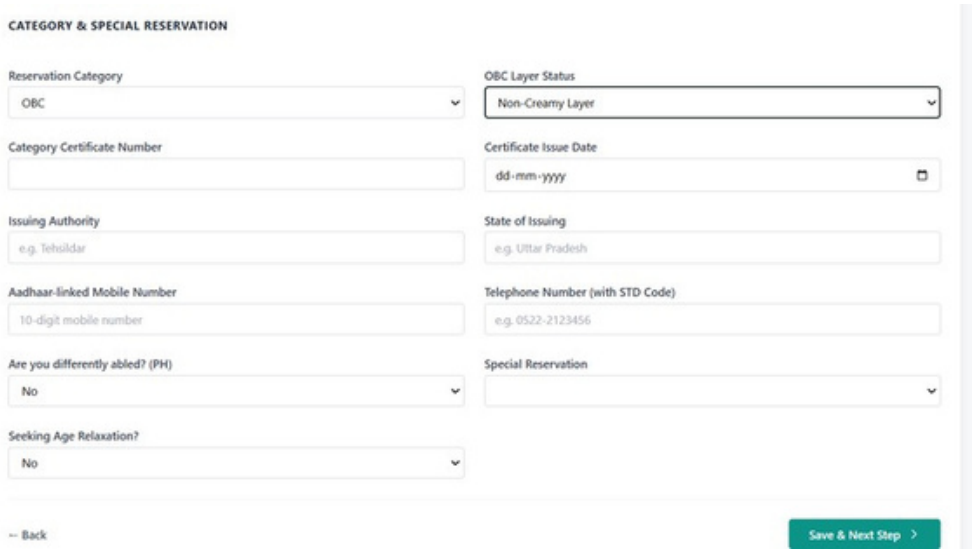
- In the next step, candidates must choose their Category and Special Reservation from the dropdown menu.
- The available category options include Unreserved (General), Other Backward Classes (OBC), Scheduled Caste (SC), Scheduled Tribe (ST), and Economically Weaker Section (EWS).
- Based on the selected category or special reservation, candidates may be required to provide additional information or upload relevant certificates.



- If the candidate selects OBC as their reservation category, they must choose their OBC Layer Status from the dropdown menu.
- The options include Creamy Layer and Non-Creamy Layer, which determine eligibility for reservation benefits.
- Candidates belonging to the OBC category must provide additional certificate details including:
- Category Certificate Number
- Certificate Issue Date
- Issuing Authority
- State of Issuing

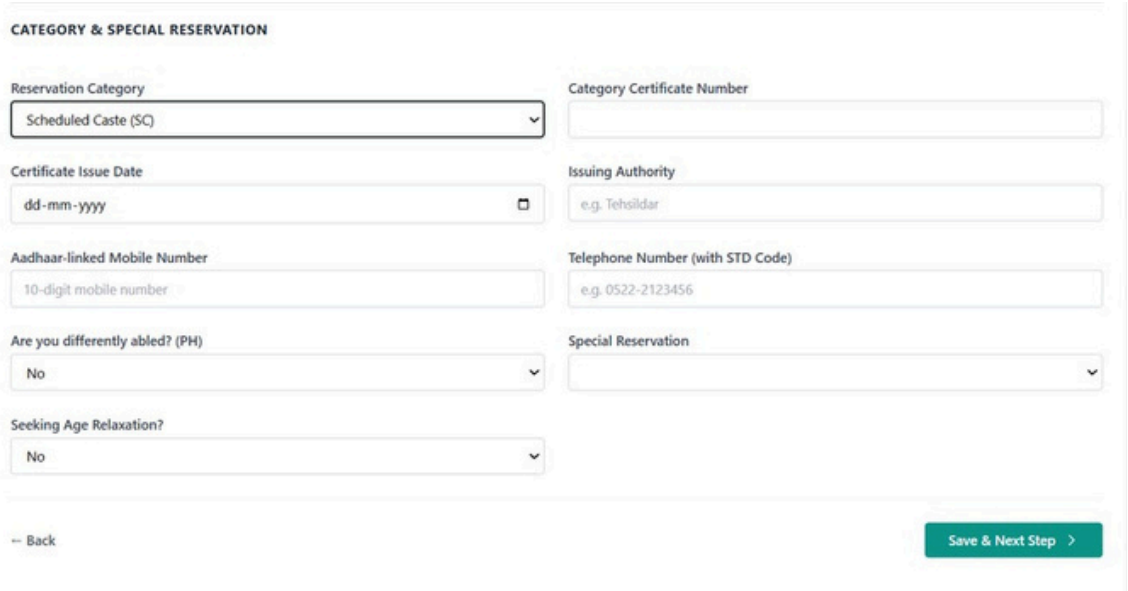
2





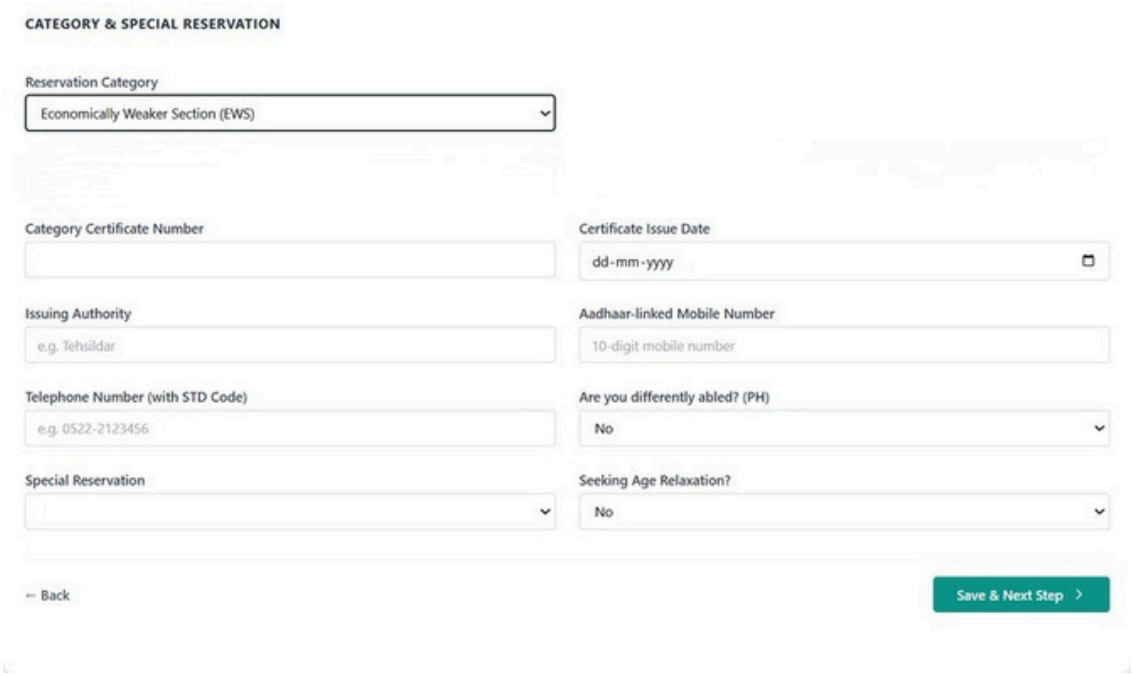
3

- Candidates who select Scheduled Caste (SC) or Scheduled Tribe (ST) must enter the required category certificate information, including:
- Category Certificate Number
- Certificate Issue Date
- Issuing Authority
- Contact Telephone Number
- These details are required for verifying the reservation claim.



4

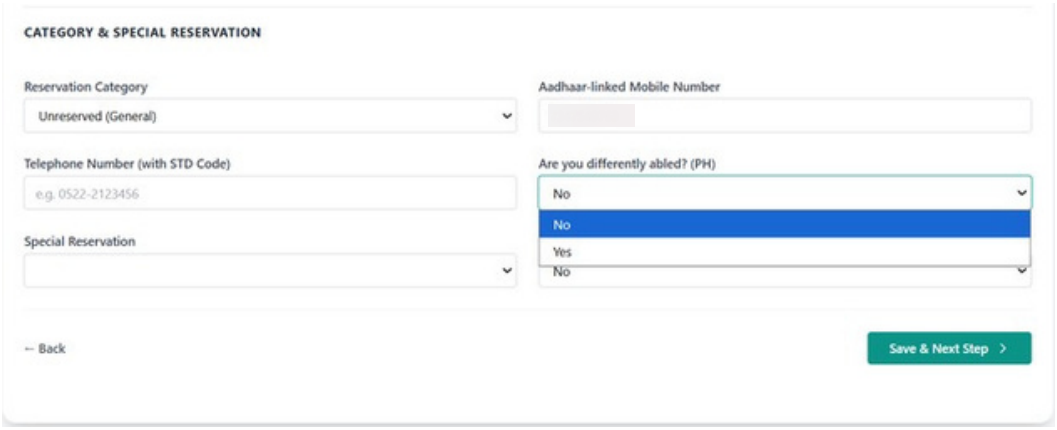
- Candidates selecting Economically Weaker Section (EWS) must enter their EWS certificate details including:
- Certificate Number
- Certificate Issue Date
- Issuing Authority

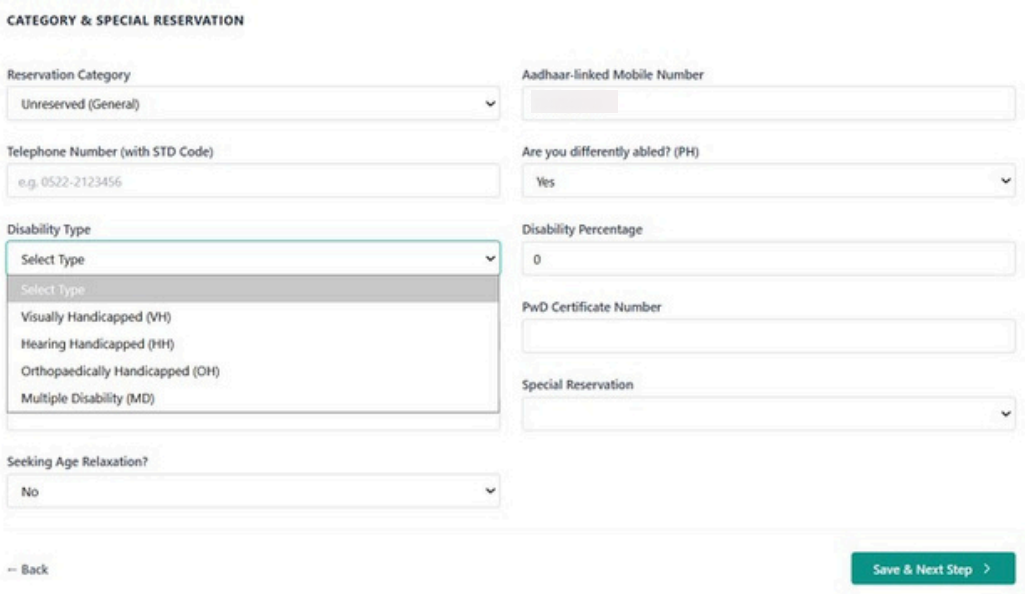


Select Differently-Abled Status (PH)

5

- Candidates must indicate whether they are Differently Abled (PwD/PH) by selecting Yes or No from the dropdown menu.
- If Yes is selected, additional fields will appear requiring the candidate to provide disability-related details, including the Disability Type (VH, HH, OH, MD), Disability Percentage, and PwD Certificate Number.
- These details are required to determine eligibility for applicable reservation benefits.

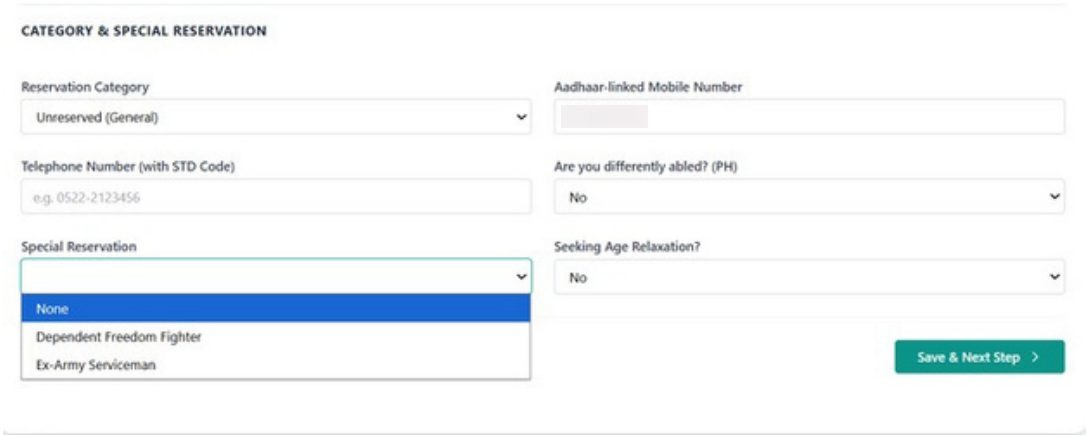


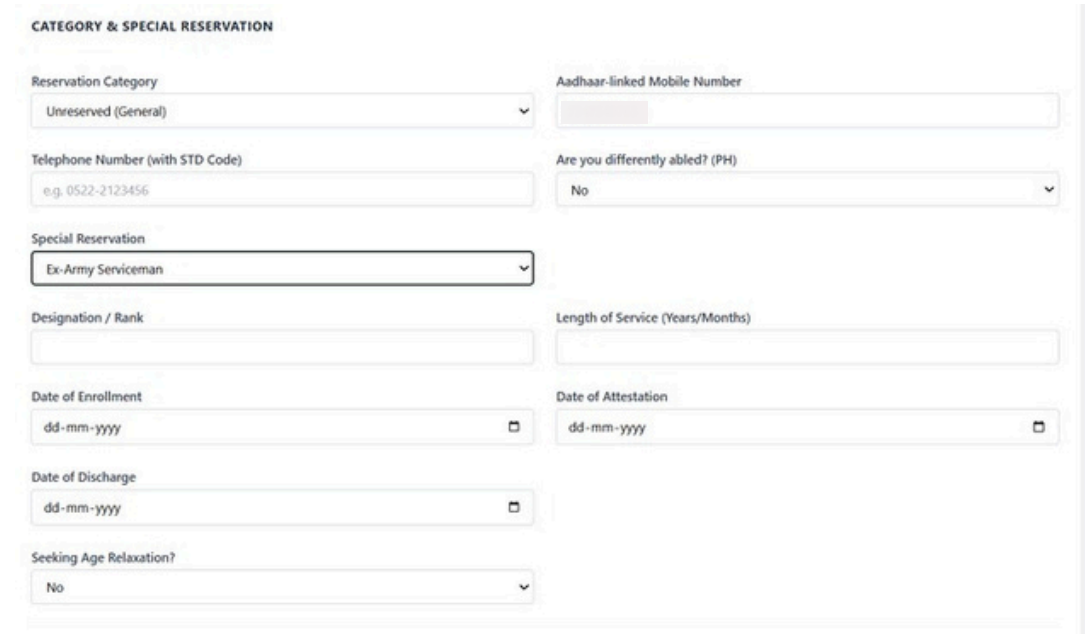


Select Special Reservation Category

6

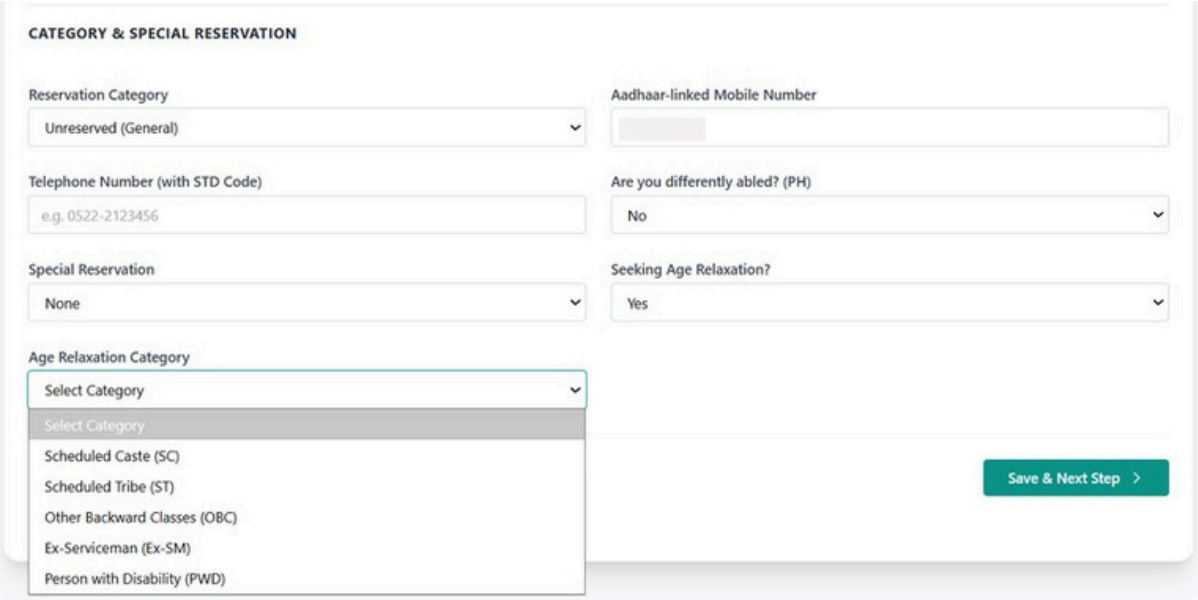
- Candidates may select a Special Reservation Category, if applicable, from the available options: None, Dependent Freedom Fighter, or Ex-Army Serviceman. Selecting a special reservation category may require additional supporting details.
- If Ex-Army Serviceman is selected, candidates must provide service-related information including Designation/Rank, Length of Service, Date of Enrollment, Date of Attestation, and Date of Discharge.
- These details are required to verify eligibility under the Ex-Serviceman reservation category.





7

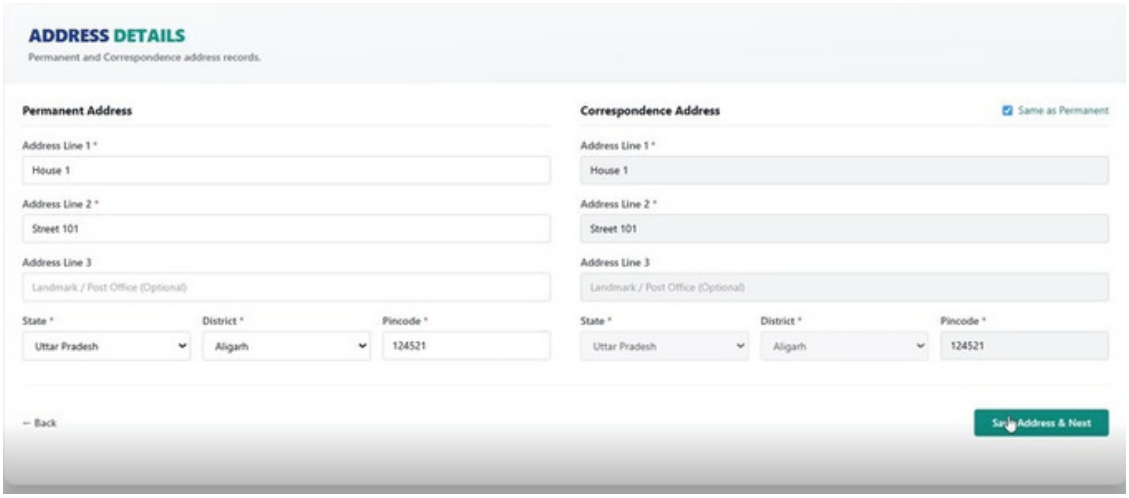
- Candidates seeking age relaxation must select Yes and choose the applicable Age Relaxation Category from the dropdown menu.
- Available options may include SC, ST, OBC, Ex-Serviceman, and Person with Disability (PWD) depending on eligibility.



STEP 7

Enter Address Details

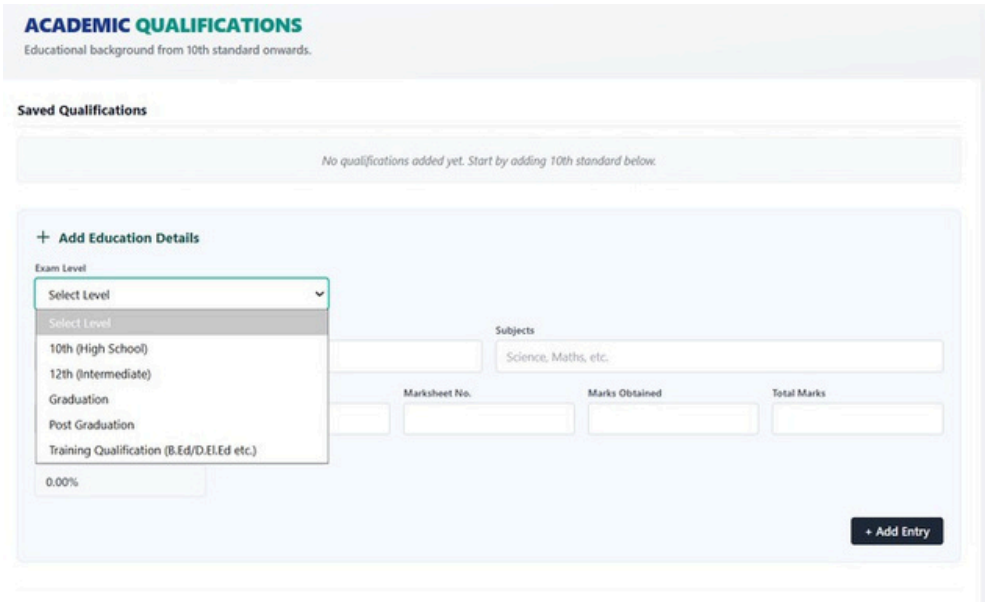
- Candidates must provide their Permanent Address by entering the required information
- After entering the address details, candidates should click “Save Address & Next” to save the information and proceed to the next step of the application form.

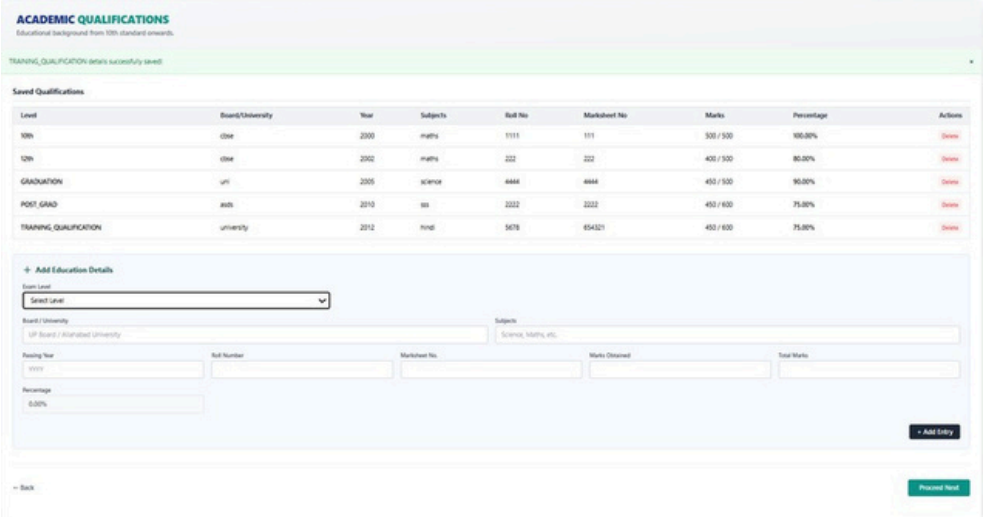


STEP 8

Add Educational Qualification Details

- Candidates must enter their educational qualifications starting from 10th standard onwards by clicking “Add Education Details.”
- They must select the Exam Level from the dropdown (10th, 12th, Graduation, Post Graduation, or Training Qualification) and enter the required details for each level.
- After filling in the information, candidates should click “Add Entry” to save the qualification, which will appear in the Saved Qualifications list for review or deletion if needed.
- Once all qualifications are added, candidates should click “Proceed Next” to continue to the next section.

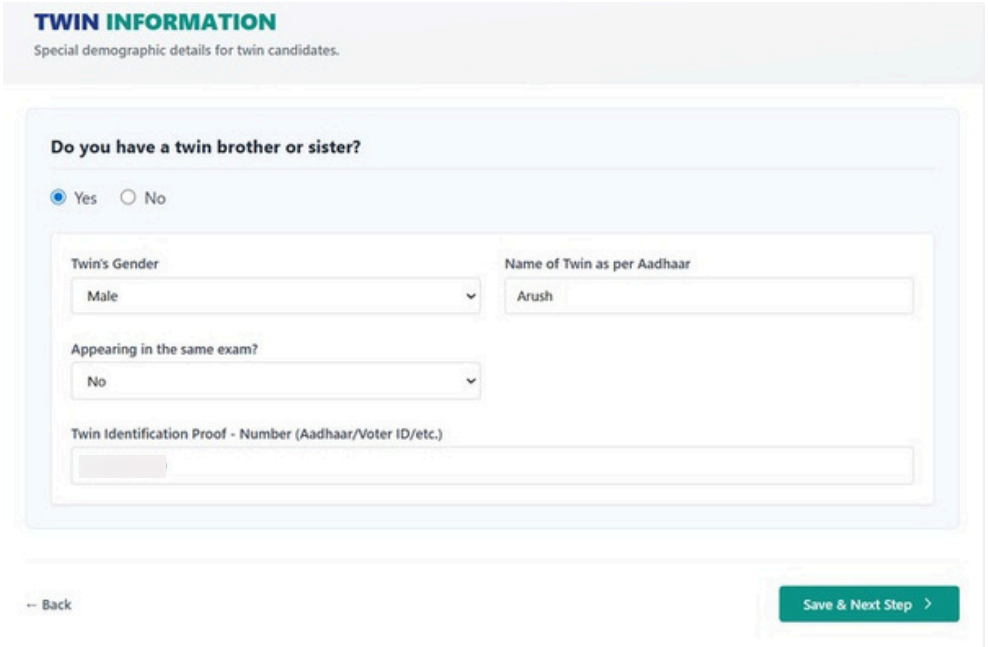




STEP 9

Twin Information Section

- Candidates must indicate whether they have a twin brother or sister by selecting Yes or No.
- If No is selected, they can proceed to the next step. If Yes is selected, candidates must provide details of their twin, including Twin's Gender, Name (as per Aadhaar), whether the twin is appearing in the same exam, and Twin Identification Proof Number (Aadhaar/Voter ID, etc.).
- These details are required for verification and exam management purposes. After entering the information, candidates should click "Save & Next Step" to continue.

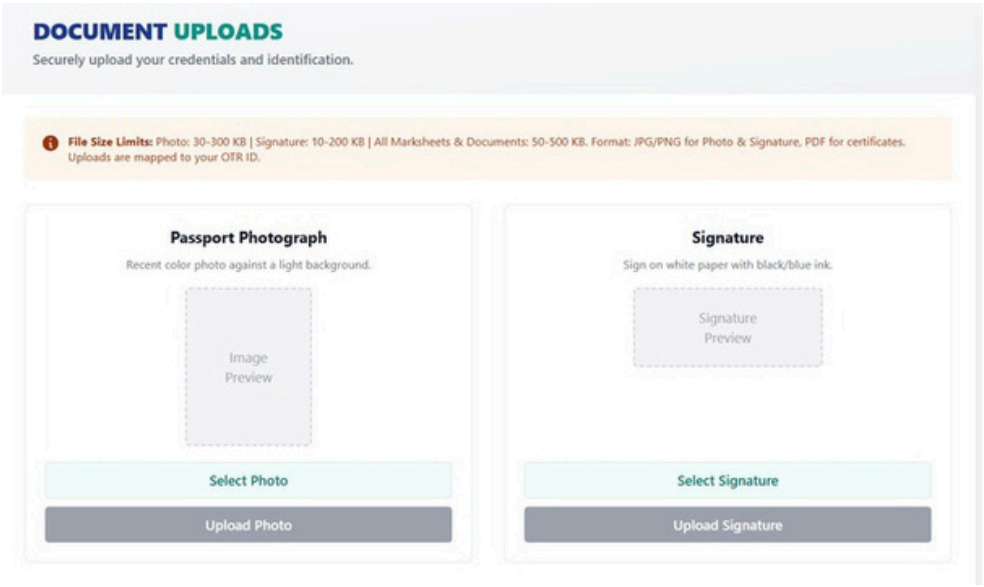


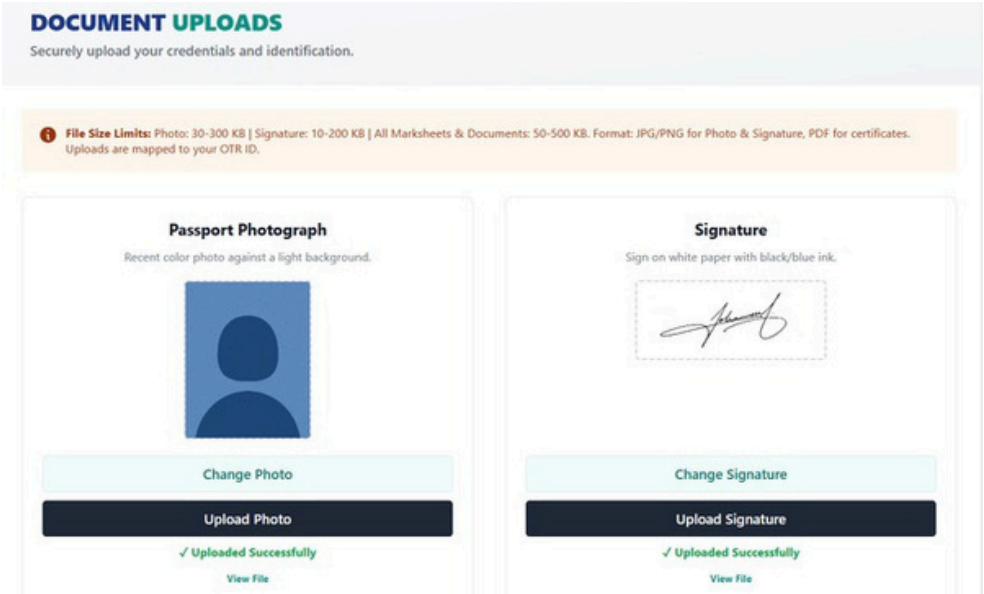
STEP 10

Upload Documents

1

- In this step, applicants must upload the required identification images. The portal requires the following documents:
- Passport Size Photograph (30KB–300KB)
- Signature (10KB–200KB)
- Documents and Declaration (50KB–500KB)





2

- Candidates must upload a valid Photo Identity Proof in PDF format.
- First, select the ID Type from the dropdown menu. Available options include: Voter ID PAN Card Driving License Passport Aadhaar Card
- Bank Passbook with Photo After selecting the ID type, candidates
- must enter the ID Number and upload the corresponding document.
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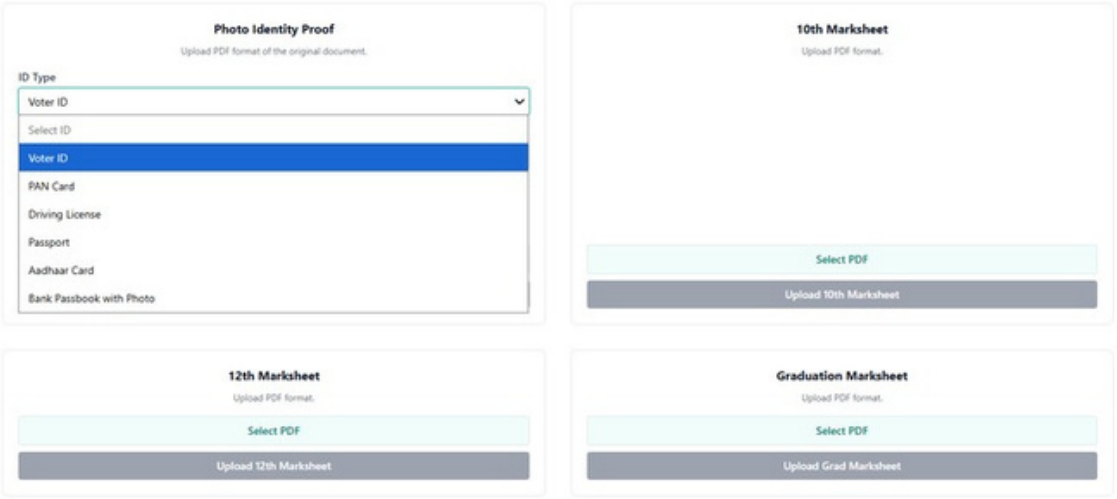
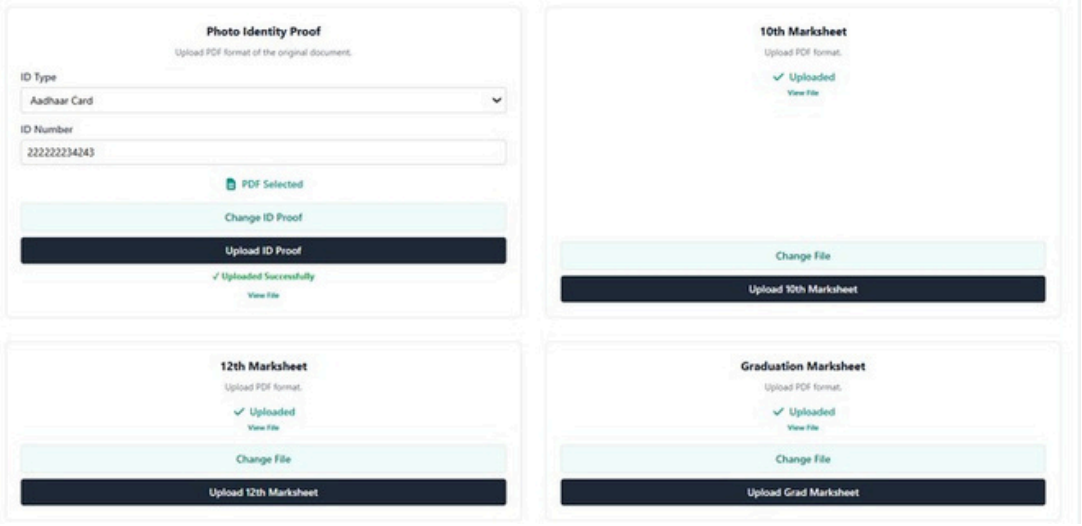
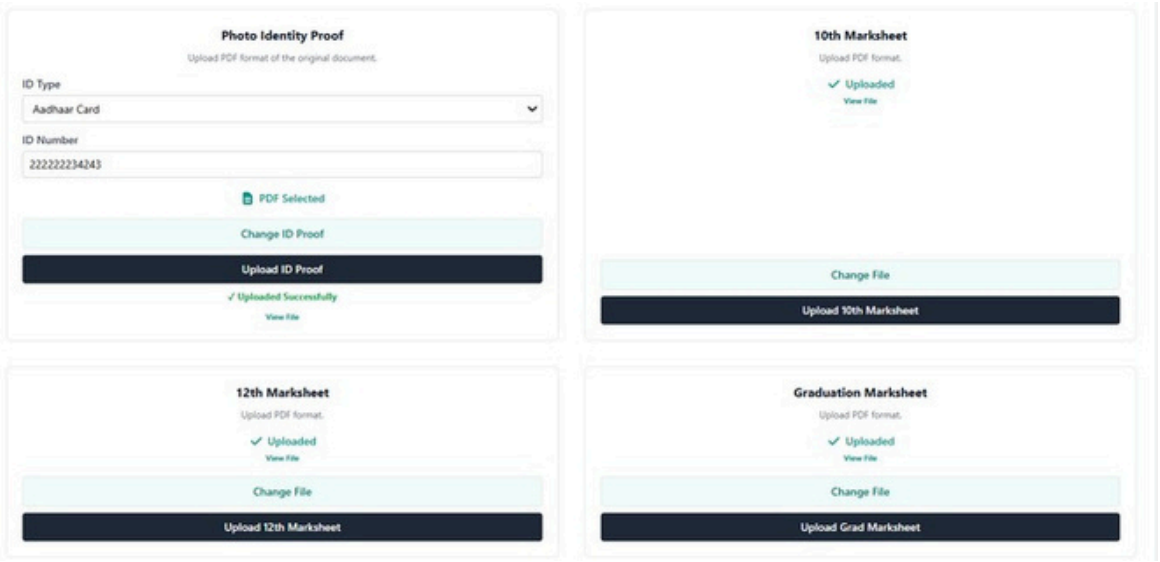




3

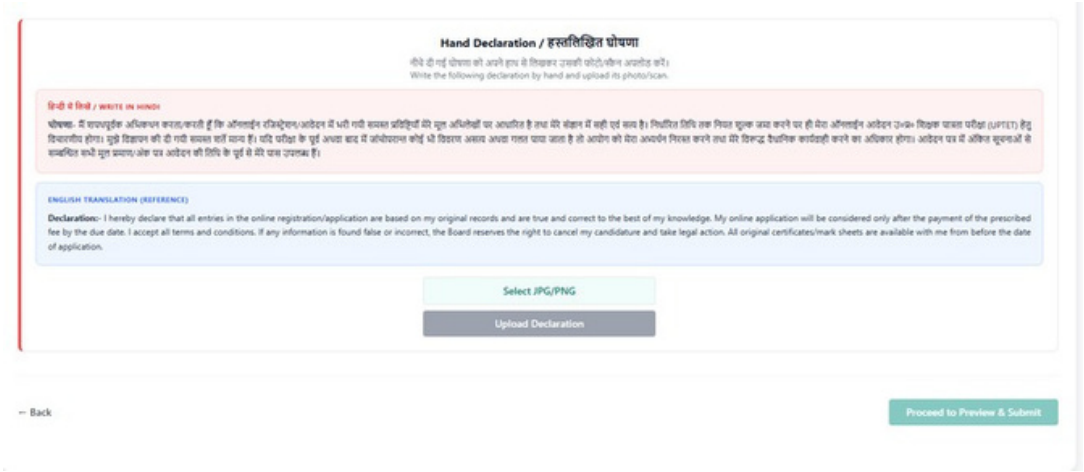
- Candidates must upload the required academic mark sheets and certificates in PDF format.
- This includes documents such as 10th Marksheet, 12th Marksheet, Graduation Marksheet, and other applicable academic qualifications.
- Click “Select PDF” to choose the file from your device and then click the respective Upload button to submit the document.
- After uploading, the system will display a confirmation message indicating that the document has been uploaded successfully.

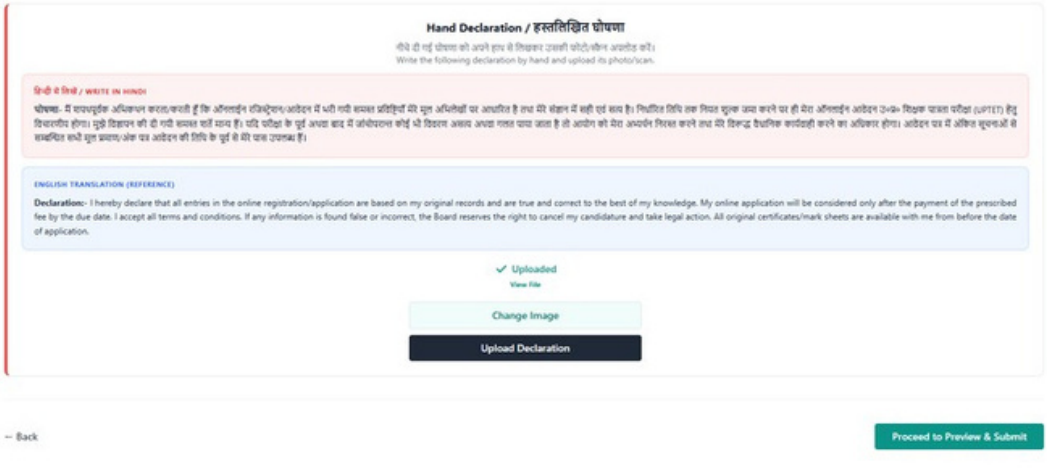


STEP 11

Hand-Written Declaration

- Candidates must write the provided declaration statement by hand on a plain sheet of paper exactly as shown on the screen. After writing the declaration, candidates must take a clear photo or scan of the handwritten document.
- Click “Select JPG/PNG” to choose the image file from your device and then click “Upload Declaration” to submit the document.
- Once uploaded successfully, the system will display a confirmation message along with an option to view or change the uploaded image if needed.
- After completing this step, click “Proceed to Preview & Submit” to continue to the final stage of the application process.

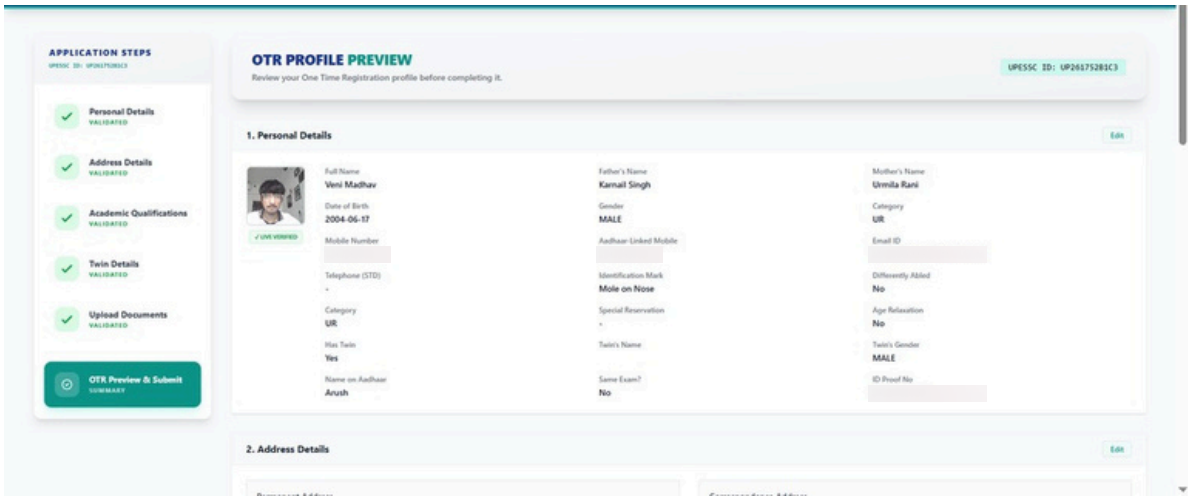




STEP 12

Application Preview

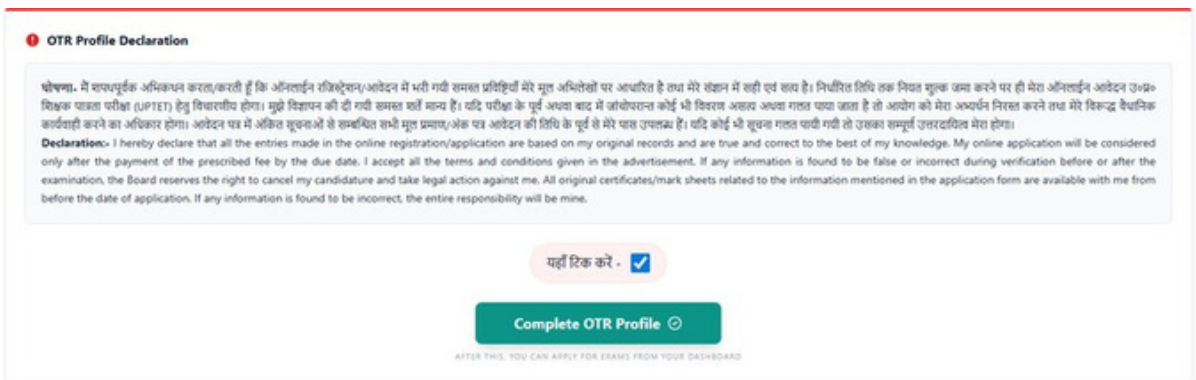
- After completing all previous sections, candidates will be redirected to the OTR Profile Preview page.
- This page displays a summary of all the information entered during registration, including Personal Details, Address Details, Academic Qualifications, Twin Details, and Uploaded Documents.
- Candidates should carefully review all the information displayed on this page. If any corrections are required, they can click the “Edit” option next to the relevant section.



STEP 13

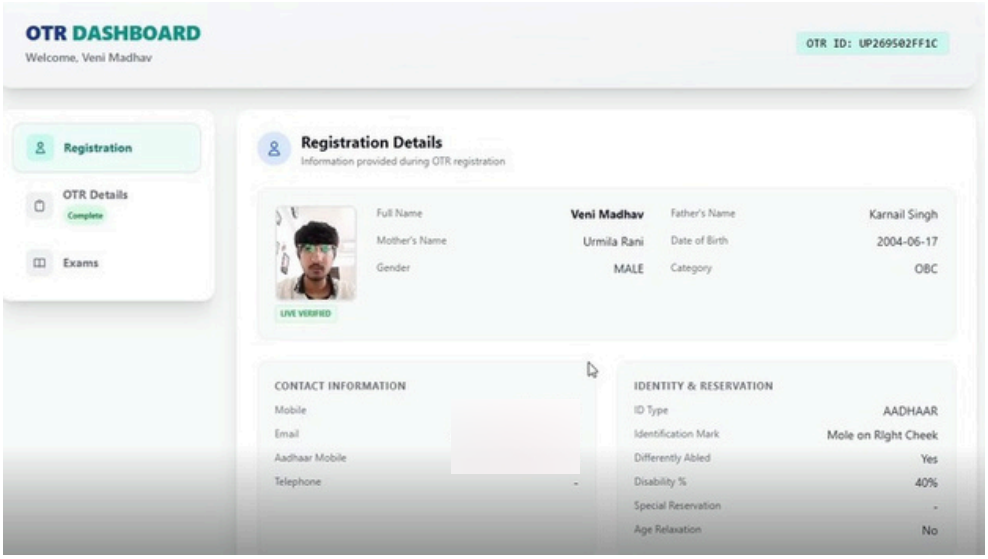
Final Declaration

- Before completing the registration process, candidates must read the OTR Profile Declaration carefully.
- This declaration confirms that all the information provided in the application form is true, correct, and based on original documents.
- To proceed, candidates must tick the confirmation checkbox indicating that they agree with the declaration.
- After accepting the declaration, candidates should click “Complete OTR Profile” to finalize the One Time Registration process.
- Once completed, the candidate’s OTR profile will be successfully created.



STEP 13

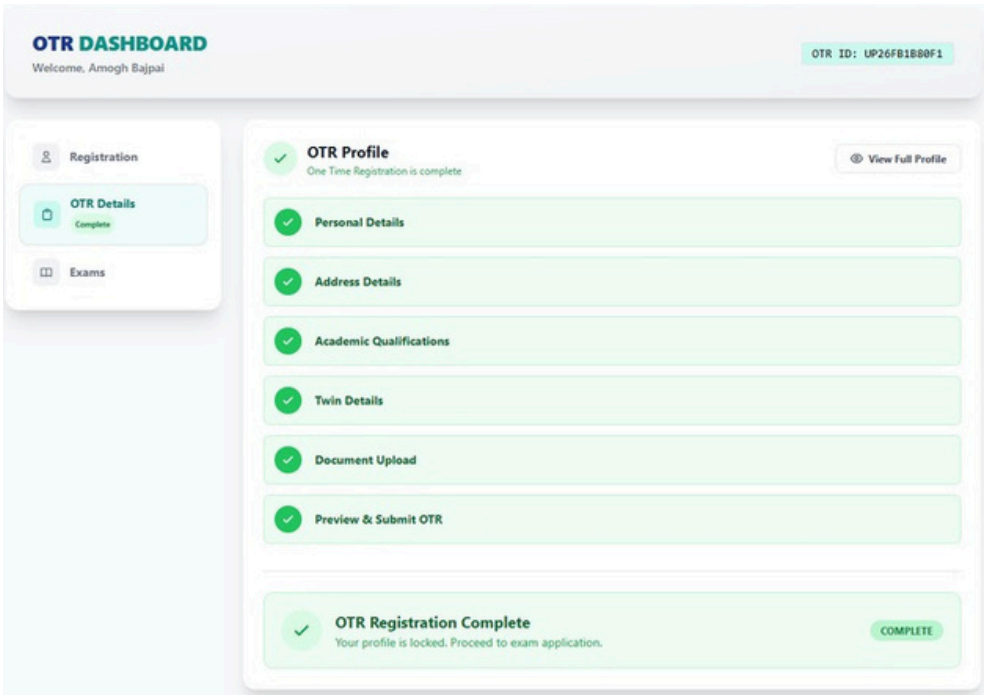
- After signing the final declaration and completing the OTR profile, the OTR Dashboard will appear.
- This dashboard displays the candidate's registration details, including personal information, contact information, and identity details. From this page, candidates can view their OTR details or proceed to apply for available examinations.

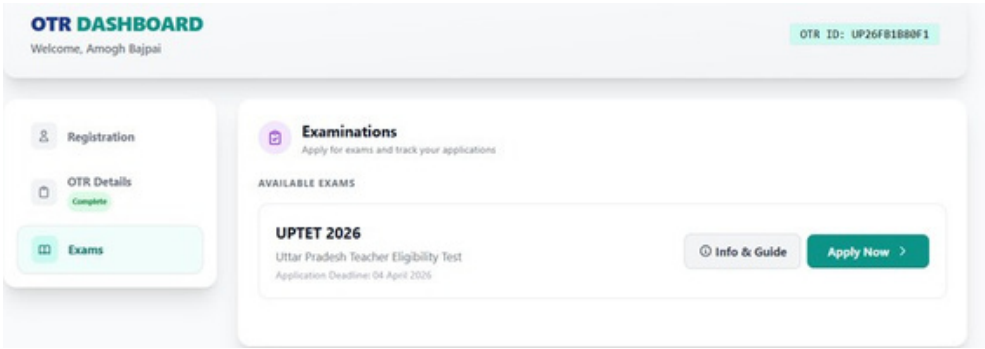


STEP 14

OTR Details

- Your OTR (One Time Registration) process is successfully completed, and all required details have been submitted. Your profile is now locked.
- To proceed, click on the “Exams” tab from the dashboard, view the available exams, and click on “Apply Now” to start your application.

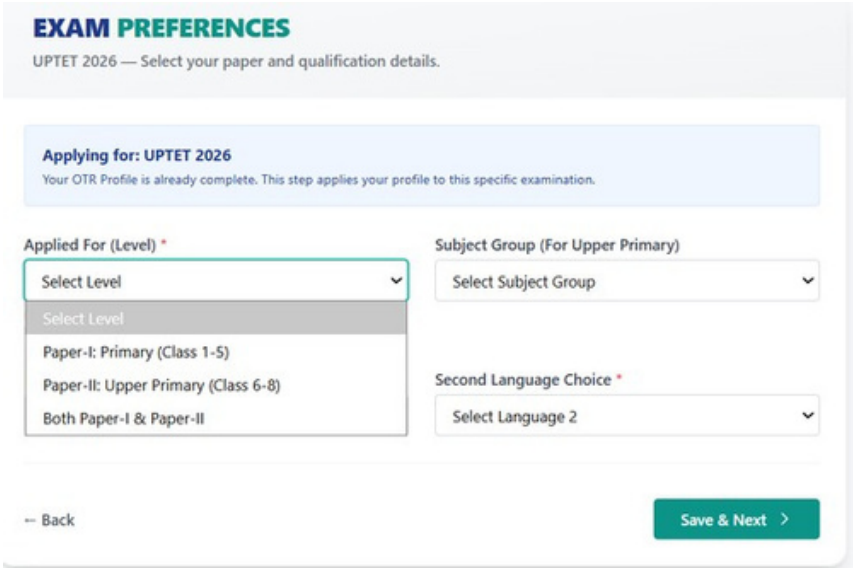




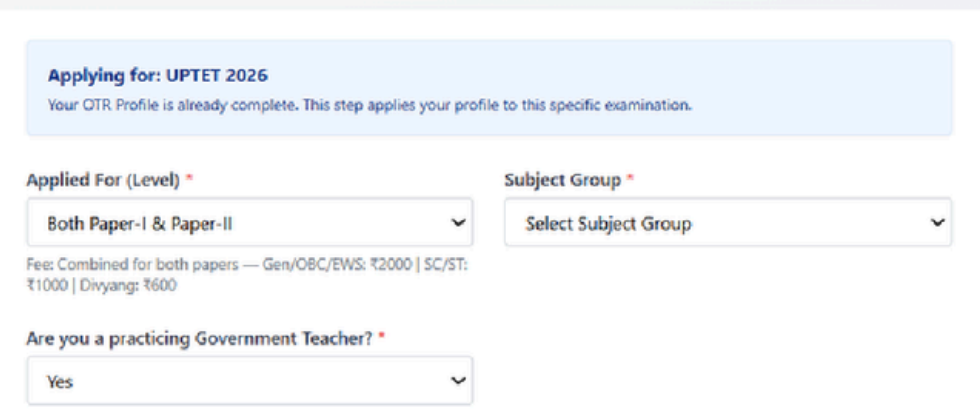
STEP 15

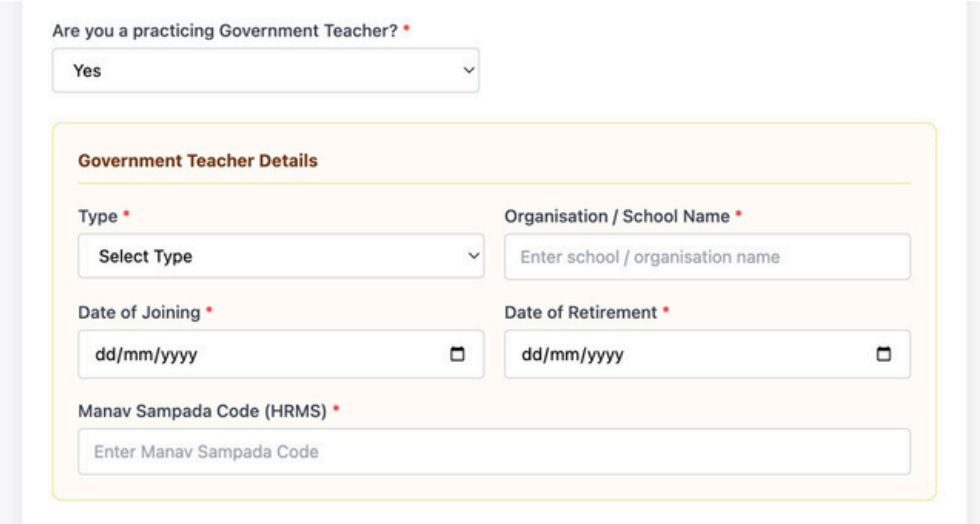
Select Exam Preferences

- In this step, candidates must carefully fill in their exam preferences and qualification details.
- Select the Applied For (Level) by choosing Paper-I (Primary), Paper-II (Upper Primary), or Both Papers as per your eligibility.
- The application fee is charged per paper (₹1000 for General/EWS/OBC, ₹500 for SC/ST, ₹300 for PwD).
- If both papers are selected, the total fee will be paid together, and separate application numbers will be generated for each paper.

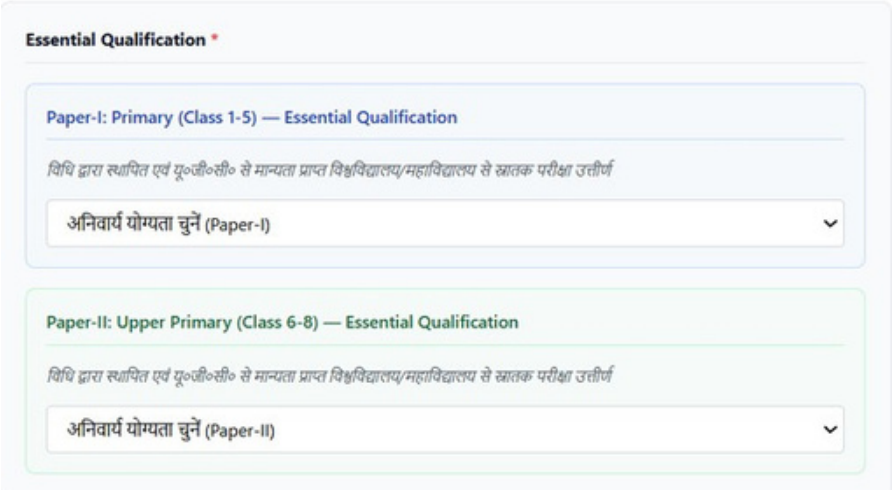


- If you select Paper-II or Both, you must choose a Subject Group for Upper Primary.
- Next, indicate whether you are a practicing Government Teacher. If you select Yes, fill in the required details such as type, organisation/school name, joining and retirement dates, and Manav Sampada Code,and enter First Language and Second Language and then click on Save and Next to move on the next step.

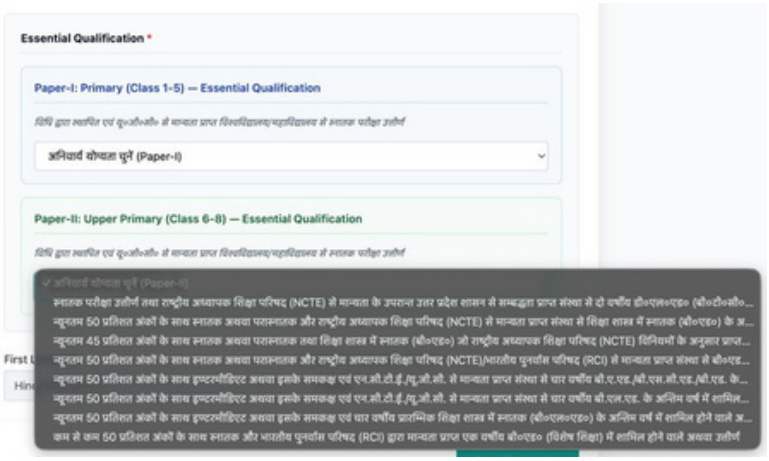




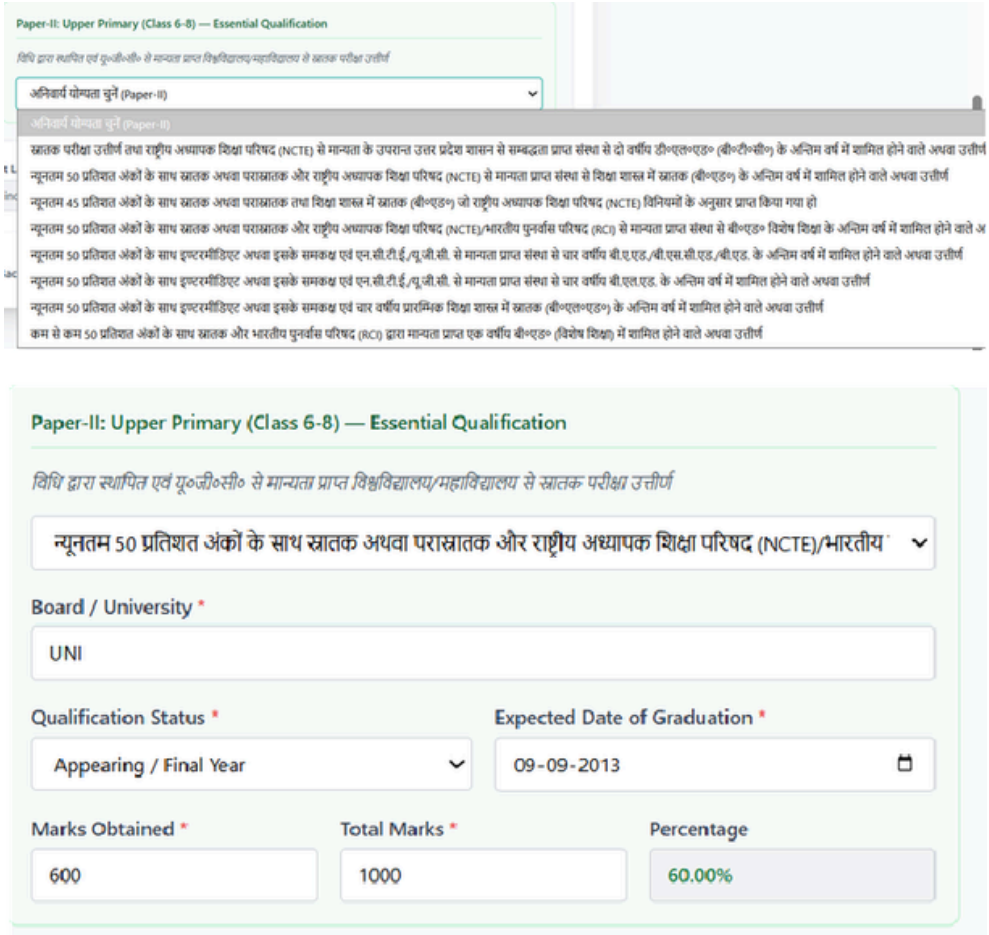
- If selected No in the previous step(practicing Government Teacher) then fill in the Essential Qualification details based on your selected paper(s). If you have applied for both papers, you must fill in qualification details for both sections.



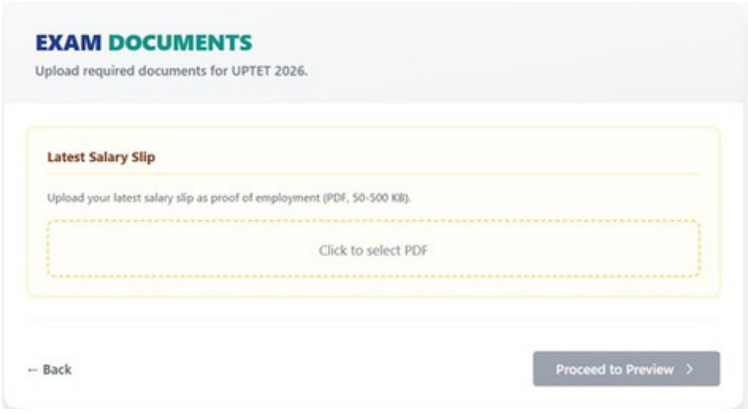
- While entering qualification details, select your Qualification
- Status: If Passed, enter the Date of Graduation/Marksheet.

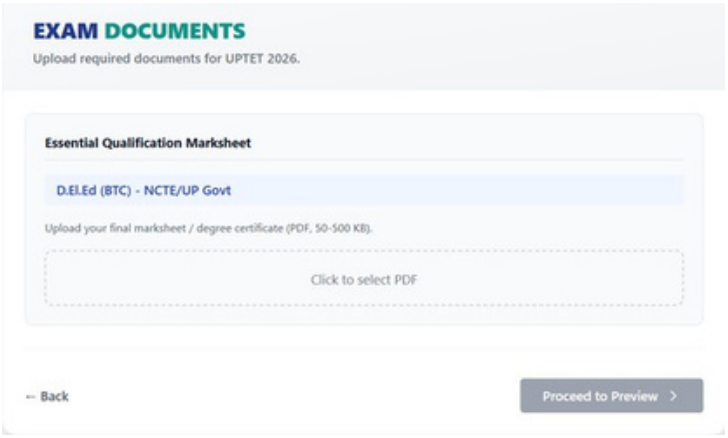


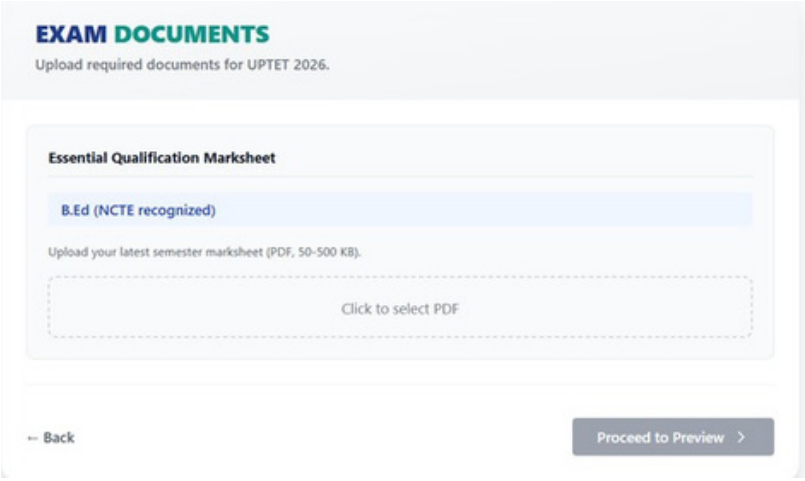
- If Appearing/Final Year, enter the Expected Date of Graduation along with Marks Obtained, Total Marks, and Percentage.



- After filling in the exam preferences, upload the required documents as applicable.
- If “Yes” is selected for Practicing Government Teacher, upload the latest salary slip.
- If “Passed” is selected in the qualification status, upload the final/graduation marksheet.
- If “Appearing/Final” is selected, upload the latest/last semester marksheet.

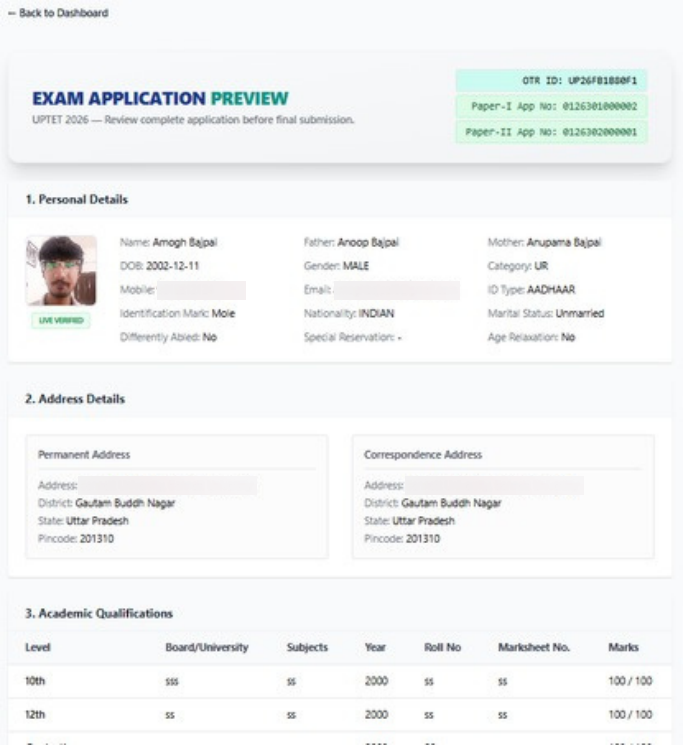


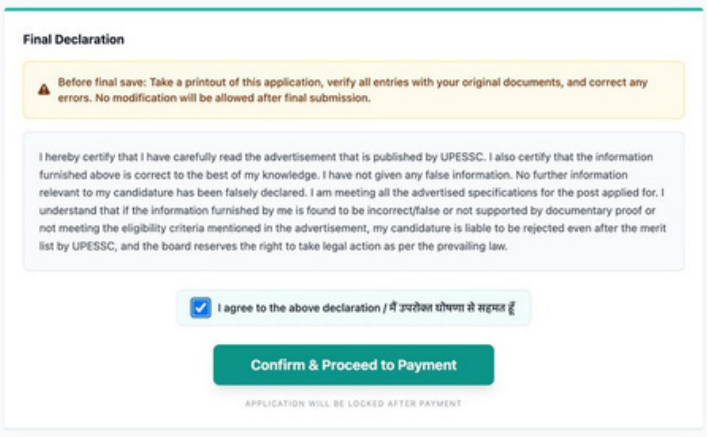




STEP 16 Final Preview

- After completing the exam selection and qualification details, a final preview of your application will be displayed. Carefully review all the information shown, including personal details, address, academic qualifications, and exam preferences. Before submission, read the Final
- Declaration carefully. You must confirm that all the entered details are correct and match your original documents. Note that no changes will be allowed after final submission. Tick the declaration checkbox and click on “Confirm & Proceed to Payment” to complete the application
- process.

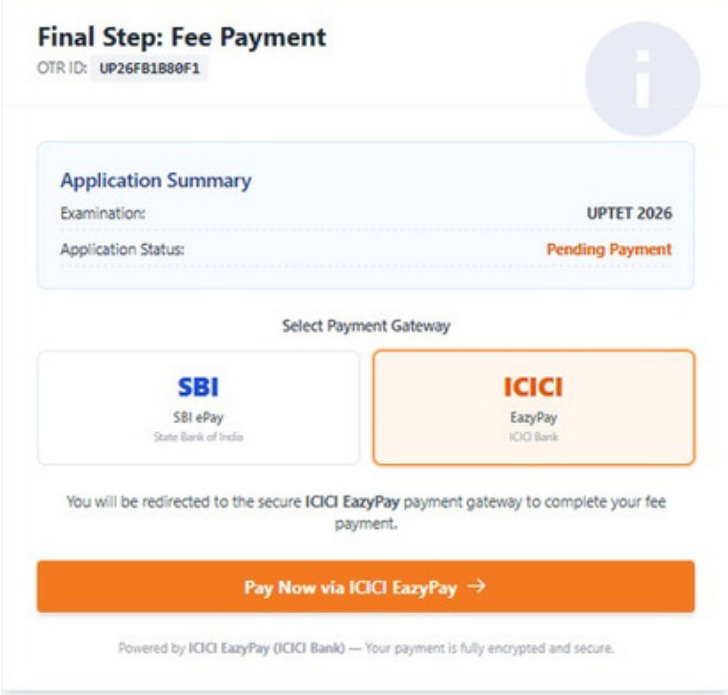


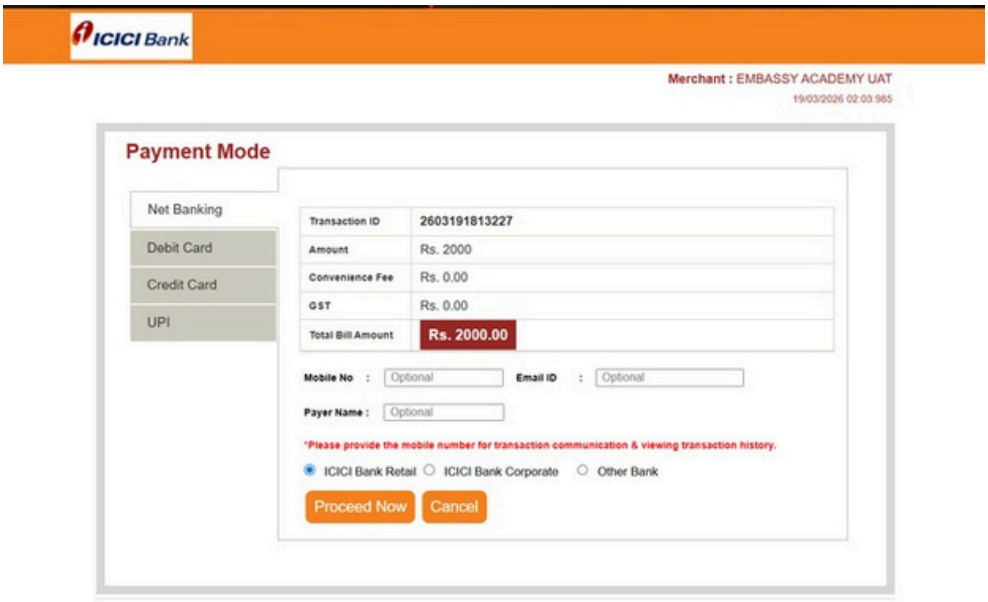


STEP 17

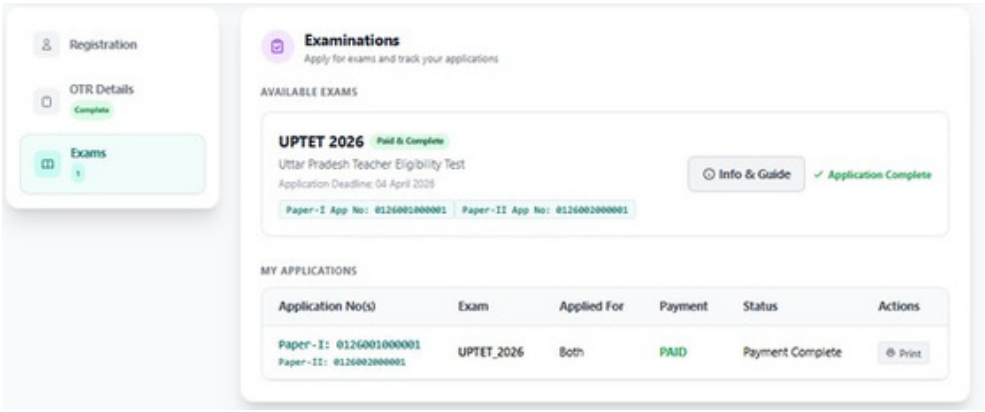
Pay Application Fee And Print

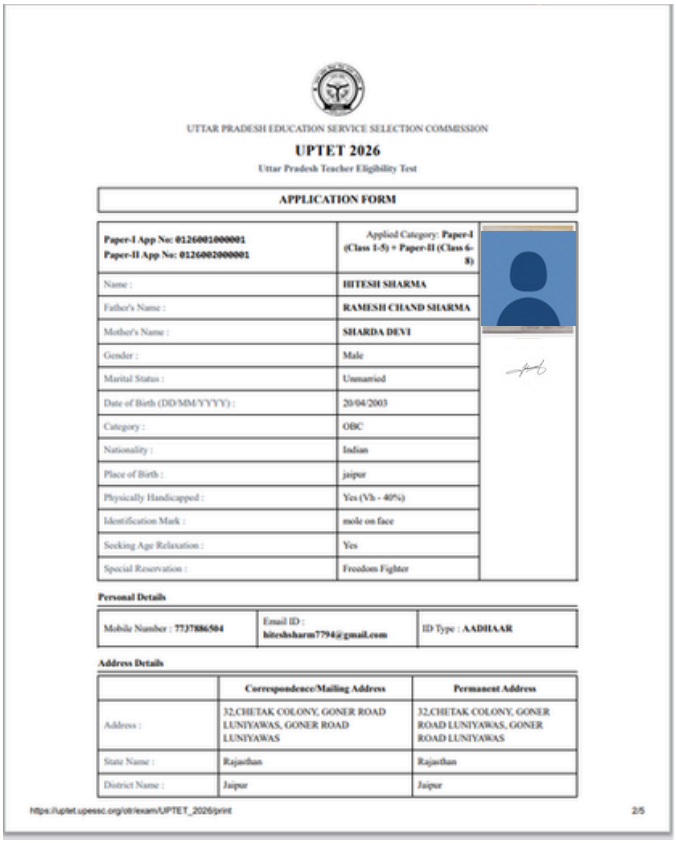
- After confirming your application, proceed to the payment step to complete the process. You will see the Application Summary with
- your exam details and payment status as Pending Payment. Select your preferred payment gateway (SBI or ICICI) and click on “Pay Now” to continue. You will then be redirected to the secure payment
- page. Here, verify the total amount and choose your payment method such as Net Banking, Debit Card, Credit Card, or UPI. Enter the required details (mobile number, email, etc., if needed) and click on “Proceed Now” to complete the transaction.





- Once the payment is successfully completed, your application status will be updated to Paid & Complete.
- You will be redirected to the dashboard where the exam will show as Application Complete. Your application numbers for both papers (if applied) will be displayed, and the payment status will be marked as PAID.
- You can now view your application details or click on “Print” to download and keep a copy of your final submitted application for future reference.





UTTAR PRADESH EDUCATION SERVICE SELECTION COMMISSION

UPTET 2026

Uttar Pradesh Teacher Eligibility Test

APPLICATION FORM

Paper-I App No: 0126001000001 **Paper-II App No: 0126002000001**	Applied Category: **Paper-I (Class 1-5) + Paper-II (Class 6-8)**
Name :	**HITESH SHARMA**
Father's Name :	**RAMESH CHAND SHARMA**
Mother's Name :	**SHARDA DEVI**
Gender :	Male
Marital Status :	Unmarried
Date of Birth (DD/MM/YYYY) :	20/04/2003
Category :	OBC
Nationality :	Indian
Place of Birth :	jaipur
Physically Handicapped :	Yes (Vh - 40%)
Identification Mark :	mole on face
Seeking Age Relaxation :	Yes
Special Reservation :	Freedom Fighter

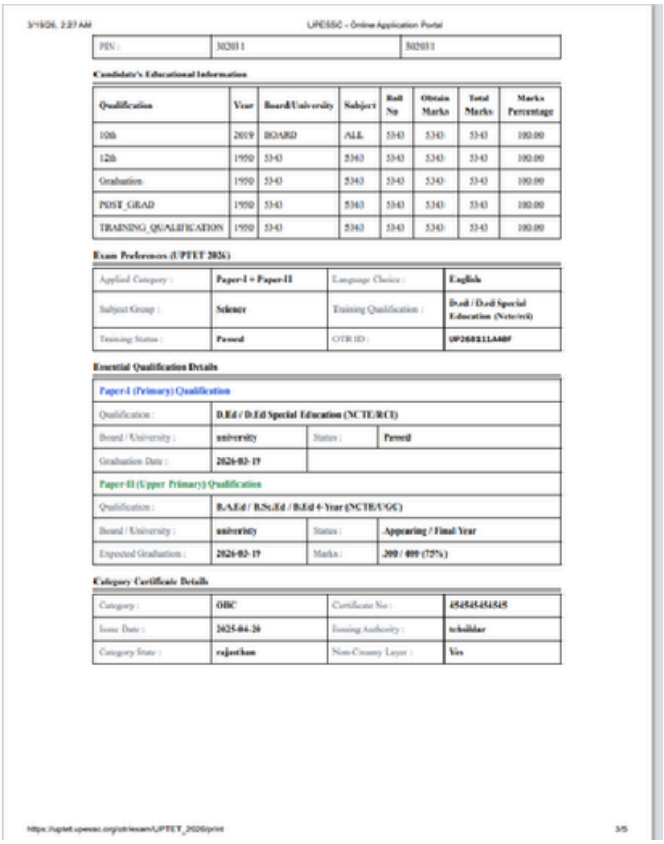
Personal Details

Mobile Number : **7737886504**	Email ID : **hiteshsharm7794@gmail.com**	ID Type : **AADHAAR**

Address Details

	Correspondence/Mailing Address	Permanent Address
Address :	32,CHETAK COLONY, GONER ROAD LUNIYAWAS, GONER ROAD LUNIYAWAS	32,CHETAK COLONY, GONER ROAD LUNIYAWAS, GONER ROAD LUNIYAWAS
State Name :	Rajasthan	Rajasthan
District Name :	Jaipur	Jaipur

https://uptet.upessc.org/otr/exam/UPTET_2026/print 2/5



3/19/26, 2:27 AM UPESSC - Online Application Portal

PIN :	302031	302031

Candidate's Educational Information

Qualification	Year	Board/University	Subject	Roll No	Obtain Marks	Total Marks	Marks Percentage
10th	2019	BOARD	ALL	5343	5343	5343	100.00
12th	1950	5343	5343	5343	5343	5343	100.00
Graduation	1950	5343	5343	5343	5343	5343	100.00
POST_GRAD	1950	5343	5343	5343	5343	5343	100.00
TRAINING_QUALIFICATION	1950	5343	5343	5343	5343	5343	100.00

Exam Preferences (UPTET 2026)

Applied Category :	**Paper-I + Paper-II**	Language Choice :	**English**
Subject Group :	**Science**	Training Qualification :	**D.ed / D.ed Special Education (Ncte/rci)**
Training Status :	**Passed**	OTR ID :	**UP268111A40F**

Essential Qualification Details

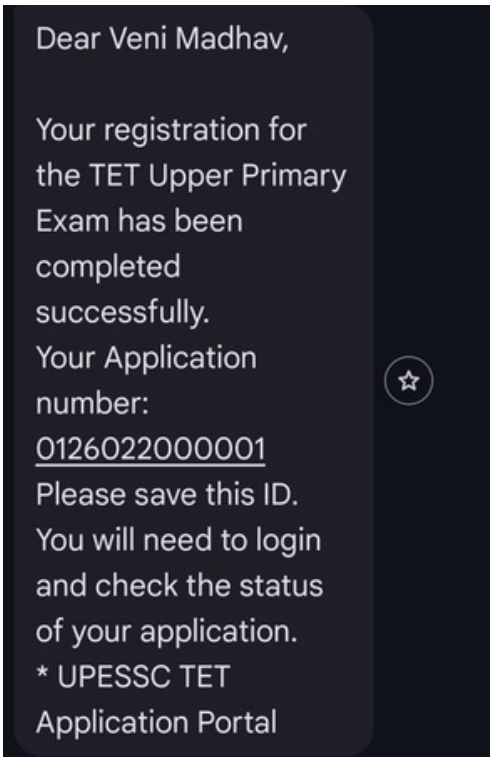
Paper-I (Primary) Qualification			
Qualification :	**D.Ed / D.Ed Special Education (NCTE/RCI)**		
Board / University :	**university**	Status :	**Passed**
Graduation Date :	**2026-03-19**		
Paper-II (Upper Primary) Qualification			
Qualification :	**B.A.Ed / B.Sc.Ed / B.Ed 4-Year (NCTE/UGC)**		
Board / University :	**university**	Status :	**Appearing / Final Year**
Expected Graduation :	**2026-03-19**	Marks :	**300 / 400 (75%)**

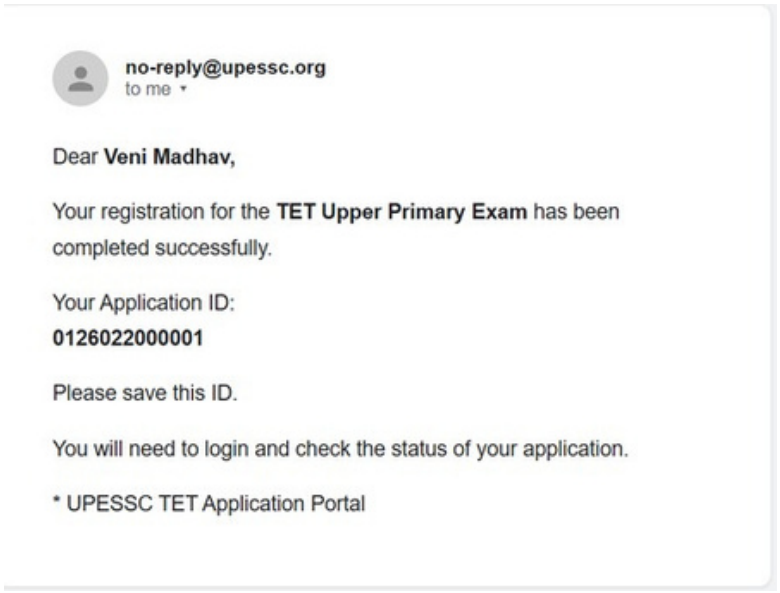
Category Certificate Details

Category :	**OBC**	Certificate No :	**454545454545**
Issue Date :	**2025-04-20**	Issuing Authority :	**tehsildar**
Category State :	**rajasthan**	Non-Creamy Layer :	**Yes**

https://uptet.upessc.org/otr/exam/UPTET_2026/print 3/5

- SMS and Email Message for Succesful Registering for the exam

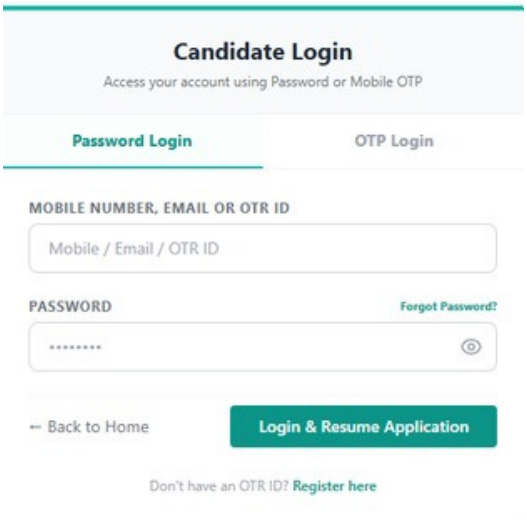


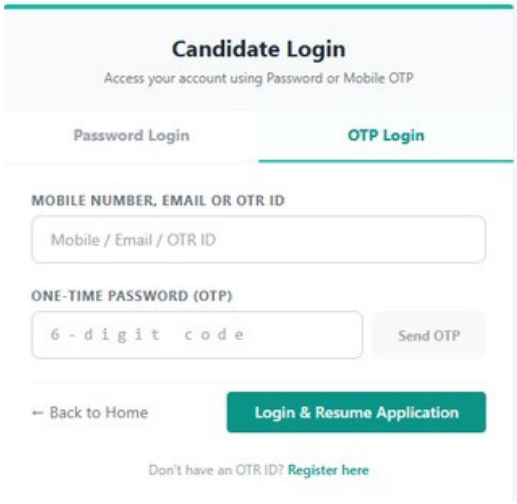


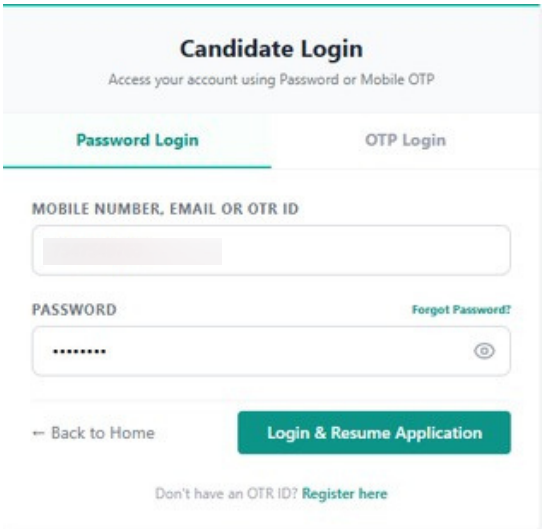
STEP 18

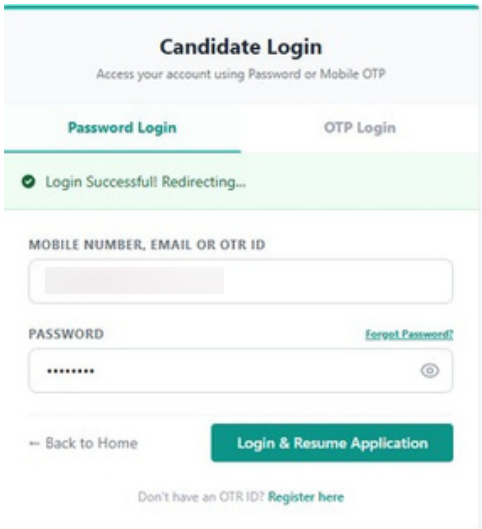
Candidate Login

- Candidates can log in to the Candidate Portal using either Password Login or OTP Login.
- In Password Login, enter the Mobile Number / Email ID / OTR ID and the Password, then click “Login & Resume Application.”
- In OTP Login, enter the Mobile Number / Email ID / OTR ID, request the OTP, enter the 6-digit OTP, and click “Login & Resume Application.”
- After successful login, candidates will be redirected to their dashboard to continue the application process.

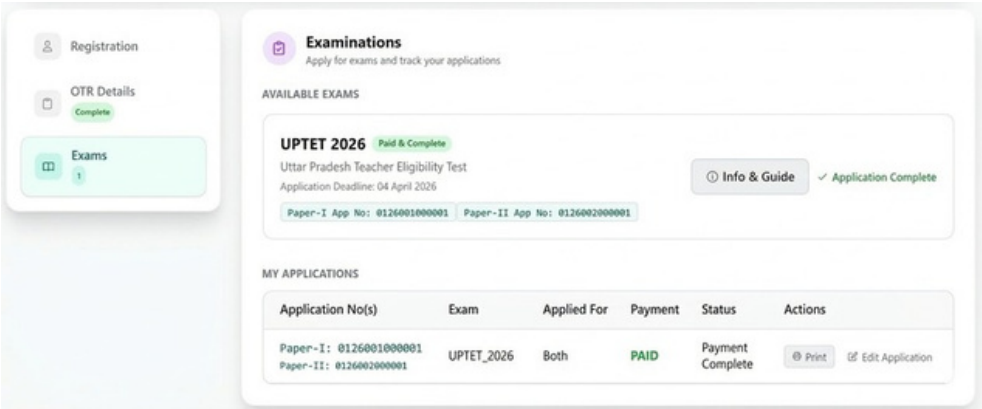








STEP 19

Application Form Ammendment | आवेदन संशोधन

- If candidates wish to make any modifications to their application form after submission, they may do so excluding their mobile number and email ID during the period designated by the Commission following the final date specified in the advertisement by clicking the Edit Application Form button.
- After making the required modifications, candidates will be required to enter an OTP sent to their registered mobile number or email ID to proceed with the submission.
- Additionally, candidates must review and accept the declaration again before finalizing the modified application.
- Once an application has been modified, no further amendments will be made to it by the Commission; the candidate shall bear full responsibility for this.