Instructions to the candidates for OTR

1. Candidates should use their **mobile number and E-mail ID** for registering under *One Time Registration (OTR).*

2. **One Mobile number and One E-mail ID** can be used only once for registering under *One Time Registration (OTR).*

3. After registering, the candidate should always keep their **E-mail ID** and **password** secure.

4. Candidates should create only **one profile** in OTR. Candidature of the candidates having **more than one OTR** will be treated as **cancelled.**

5. Candidates are advised to fill their particulars in the OTR attentively. Mistakes in profile can be rectified by emailing the issues at ukpschelpline@gmail.com with proof.

6. For technical help and guidance in **creating your profile** and **registering** under *OTR* kindly email us at ukpschelpline@gmail.com .

7. For *one time registration (OTR),* candidates can visit www.ukpsconline.in or www.ukpsc.gov.in .

8. Detailed information is available for **registration** and **profile creation** under *OTR* at www.ukpsconline.in or www.ukpsc.gov.in .

9. Candidates can update pertinent information in their profile from time to time.

10. Candidates can print their profile information using "**View and Print Profile**" link in OTR.

11. Candidate will be able to apply against various advertisements published by UKPSC through OTR only.

12. **No fees** will be charged for profile creation in OTR.

13. Candidates are advised to collect all the relevant information related to the OTR before filling it.

14. During Registration if **OTP** is not received on registered mobile, candidates can check their **E-mail ID** for the same.

15. Candidature of candidates feeding **false information** would be treated as **Cancelled** and would be liable to be **debarred** from future exams held by UKPSC.

16. Information given in the **application form** of the candidate will be considered as **final**.

17. Candidates can pay the fee for the application form by **credit card / debit card / net banking** etc.