

**IMPORTANT NOTICE FOR THE ASPIRANTS/CANDIDATES OF CIVIL SERVICES
(PRELIMINARY) EXAMINATION, 2025**

In view of the queries/difficulties raised by the candidates in filling up the online application form for the Civil Services Examination, 2025, the Commission has decided to make the following changes in the One-Time Registration (OTR) for filling up of the online application.

(A) *The following entries in the OTR profile have been made editable until the final submission of application and thereafter during the correction window:*

- (a) *Have you ever changed name?*
- (b) *Gender*
- (c) *Minority Status;*
- (d) *Class 10th Board Examination Roll No.*

(B) *The candidates are NOT allowed to make any change(s) in the columns relating to the following entries in the OTR profile:*

- (a) *Name (as per Class X)*
- (b) *Date of Birth*
- (c) *Father's Name*
- (d) *Mother's Name*
- (e) *Mobile Number**
- (f) *Email ID@*

**If a candidate has lost access to his/her registered mobile number but he/she has the access to his/her registered email ID, he/she can apply for change in the mobile number and in this case, an OTP will be sent to the registered email ID.*

@ If a candidate has lost access to his/her registered email ID but has the access to his/her registered mobile number, he/she can apply for change in the email ID and in this case, an OTP will be sent to the registered mobile number.

(C) However, if a candidate reports that he/she has lost access to his/her registered mobile as well as registered email ID, the candidate will have to send a request to the Commission for making necessary changes at the email ID : otr-upsc@gov.in along-with the following four documents:

- (1) *Matriculation Certificate*
- (2) *Aadhar Card or PAN Card or Passport or Driving License*
- (3) *Recent passport size photograph*
- (4) *Undertaking in prescribed format*