

# Guidelines for Filling the Communication details Information in (OTR) Application

## OTR Communication details Information:

1. After successful registration with OTR and filling personal details, other personal details fill communication details in third tab “communication details” of OTR dashboard.

### Candidate Communication

[Applicant Dashboard](#) / [Candidate Communication](#)

[Click To View OTR Number Status](#)

Personal Details <input checked="" type="checkbox"/>	Other Details <input checked="" type="checkbox"/>	Communication Details <input checked="" type="checkbox"/>	Qualification Details <input type="checkbox"/>	Experience Details (If Any) <input type="checkbox"/>	Photo And Signature <input type="checkbox"/>	Upload Documents <input type="checkbox"/>
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#### E-Communication Details

Mobile No : * (*****5938)	Email Id : * (pa*****@gmail.com)	Alternate Mobile No : XXXXXXXXXX	Alternate E-Mail ID : abc@xyz.com
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#### Permanent Address Details

State Name : * UTTAR PRADESH	District Name : * LUCKNOW	Tehsil : * SARAJINI NAGAR	Choose : * <input checked="" type="radio"/> Urban <input type="radio"/> Rural
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**Urban - Please fill the following information.**

Nagar Panchayat/Palika (Maximum 100 characters including space):	Ward Name (Maximum 30 characters including space) :	Mohalla Name (Maximum 50 characters including space) :
<input type="text"/>	<input type="text"/>	<input type="text"/>

Police Station : * ALAMBAGH	House Number (Maximum 50 characters including space) :	Street Number/Post Office (Maximum 50 characters including space) :	C/O Name (Maximum 50 characters including space) :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address Line 1 (Maximum 200 characters including space): Enter Address Line 1	Address Line 2 (Maximum 200 characters including space) : Enter Address Line 2	Pin Code (Maximum 6 characters including space) : *
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Correspondence Mailing Address Details

Same As Permanent Address

State Name : \*

UTTAR PRADESH

District Name : \*

LUCKNOW

Tehsil : \*

SAROJINI NAGAR

Choose : \*

Urban

Rural

### Urban - Please fill the following information.

Nagar Panchayat/Palika (Maximum 30 characters including space):

Ward Name (Maximum 30 characters including space):

Mohalla Name (Maximum 50 characters including space):

Police Station : \*

ALAMBAGH

House Number (Maximum 50 characters including space):

Street Number/Post Office (Maximum 50 characters including space):

C/O Name (Maximum 50 characters including space):

Address Line 1 (Maximum 200 characters including space):

Enter Address Line 1

Address Line 2 (Maximum 200 characters including space):

Enter Address Line 2

Pin Code (Maximum 6 characters including space):

\*

- All the field with **\*(Star sign)** are mandatory and compulsorily required.
- Permaeant address details and mailing address details will be auto filled from OTR web portal and shown in the UPPSC application form. So kindly fill details carefully.
- Fill information in editable fields and click **“Submit Detail”** button to save your details.
- After Lock & submit to edit other communication information click on modify your OTR details option in side menu.
- Please note that only **3 attempts to modify** your details will be provided.
- Mobile number and email id cannot be modified, to change the information related to mobile number or email kindly click on **“Submit Request”** button on home page.