

Guidelines for Filling the Experience details Information in (OTR) Application

OTR Experience details Information:

1. After successful registration with OTR and filling personal details, other personal details, communication details and academic details fill experience details if any in sixth tab **"Experience Details"** of OTR dashboard.

Experience Details

Applicant Dashboard / Experience Details [Click To View OTR Number Status](#)

Personal Details	Other Details	Communication Details	Qualification Details	Experience Details (If Any)	Photo And Signature	Upload Documents
------------------	---------------	-----------------------	-----------------------	-----------------------------	---------------------	------------------

→ नोट :यदि आपके पास कोई अनुभव विवरण प्रमाणपत्र है तो उसका विवरण अंकित करें अन्यथा रिक्त छोड़ दें, यह अनिवार्य नहीं है |
→ Note: If you have any experience details certificate, then please give the details otherwise leave it blank, it is not mandatory. ?

Employer Details ?

Type of Employer : * <input type="text" value="Please Select..."/>	Name and Address (Maximum 200 characters): * <input type="text" value="NAME AND ADDRESS"/>	Organization Contact No: (Maximum 11 characters) * <input type="text" value="Contact No"/>	Organization Mobile No (Maximum 10 characters). * <input type="text" value="Mobile No"/>
Organization E-Mail ID (Maximum 50 characters): * <input type="text" value="abc@xyz.com"/>	Any Website/URL (Maximum 200 characters): <input type="text" value="http://abcd.com/xyz"/>	Name of Authorised Person (Maximum 40 characters): * <input type="text" value="Name of Authorised Person"/>	Authorised Person Designation (Maximum 40 characters) : * <input type="text" value="Authorised Person Designation"/>

Employee Details ?

Designation: * <input type="text" value="DESIGNATION"/>	Grade Pay: <input type="text" value="GRADE PAY"/>	Basic Salary: <input type="text" value="BASIC SALARY"/>	Gross Salary: <input type="text" value="GROSS SALARY"/>
Nature of Work/Job Type: * <input type="text" value="Please Select..."/>	Date of Joining : * <input type="text" value="dd/MMM/yyyy"/>	Date of leaving : * <input type="checkbox"/> Till Date <input type="text" value="dd/MMM/yyyy"/>	Nature of Appointment: * <input type="text" value="Please Select..."/>
Place of Work: * <input type="text" value="Place of Work"/>	Reason for Leaving: * <input type="text" value="Reason for Leaving"/>		

2. All the field with ***(Star sign)** are compulsory to be filled to save details.
3. *Experience details are not mandatory required to fill UPPSC application form and these details will not be auto filled from OTR web portal to UPPSC application form.*
4. Fill information in editable fields and click **“Save”** button to save your details.
5. After **“Lock and Final Submit”** experience details information cannot be modified so kindly fill details carefully.
6. Please note that any information regarding experience details will be manually filled in UPPSC application form by the applicant and not to be filled from OTR web portal.
7. Filling experience details in OTR are optional.