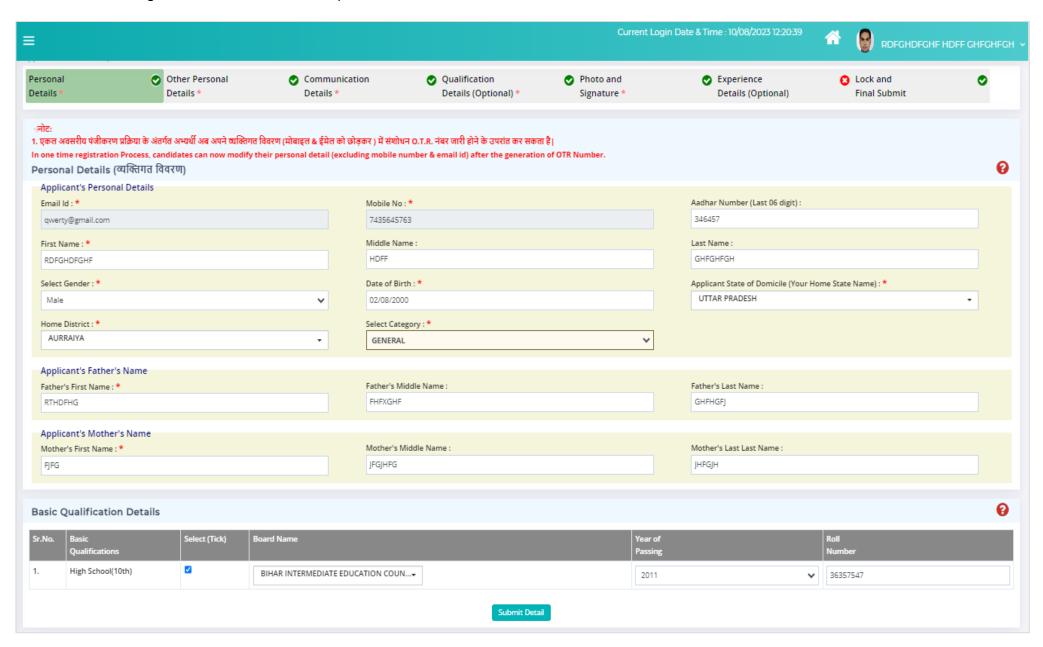# Guidelines for Filling the Personal Details Information in (OTR) Application
OTR Personal Details Information:

1. After successful registration with OTR and fill personal details in first tab "Personal details" of OTR dashboard.

2. All the field with *(**Star sign**) are mandatory and compulsorily required.

3. All fields mark with *(**Star sign**)are mandatory required to fill the UPPSC application form and all these personal information will be auto filled from OTR web portal and shown in the UPPSC application form. So kindly fill details carefully.

4. Fill information in editable personal details and click "***Submit Details***" button to save your details.

5. To edit information entered click on modify your OTR details option in side menu. These information can be modified after Lock & submit.

6. Please note that "***only 3 attempts to modify***" your details will be provided.