

How to Complete One Time Registration(OTR) process at APSC's Online Recruitment Portal?

Visit the website www.online.apscrecruitment.in and click on the **REGISTER HERE** button to complete the Step-1 of the OTR process.

Step-1 : Register with basic details and verify your Mobile No.

-> After filling up relevant details click on **REGISTER** button to create an account.



অসম লোকসেৱা আয়োগ
Assam Public Service Commission



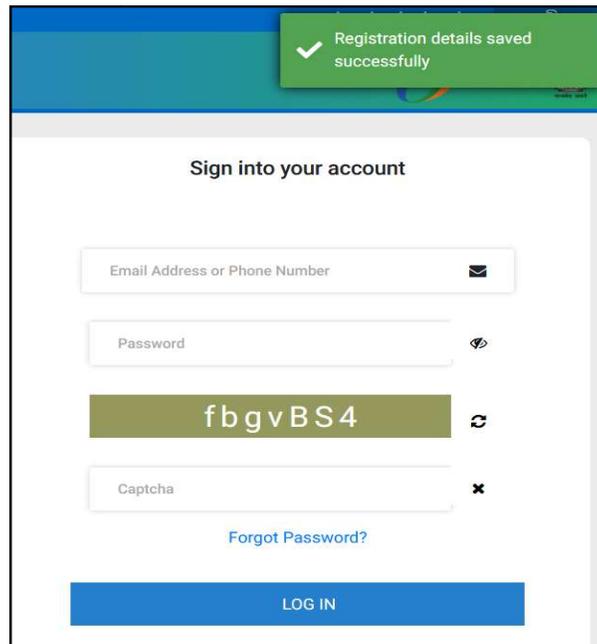
Online Recruitment Portal
Digital India
Power To Empower

(ONE TIME REGISTRATION) STEP - 1

Full Name * (As recorded in the HSLC/10th Standard Certificate)	Father's Name * (As recorded in the HSLC/10th Standard Certificate)	Mother's Name * MOTHER'S NAME
<input type="text" value="FULL NAME"/>	<input type="text" value="FATHER'S NAME"/>	<input type="text" value="MOTHER'S NAME"/>
Gender * <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Date of Birth * (As recorded in the HSLC/10th Standard Certificate) dd / mm / yyyy	Mobile Number * Mobile Number
Alternate Mobile Number <input type="text" value="Alternate Mobile Number"/>	Email ID* <input type="text" value="Email ID"/>	Nationality * Indian
Are you a permanent resident of Assam * <input type="radio"/> Yes <input type="radio"/> No	Caste * --Select Caste--	
Special Category <input type="checkbox"/> Persons with Benchmark Disability (Disability of 40 % or above)		
Permanent Address * <input type="text" value="PERMANENT ADDRESS"/>	Country * India	State * <input type="text" value="State"/>
District * <input type="text" value="District"/>	Pincode * <input type="text" value="Pincode"/>	Desired Password * <input type="text" value="Desired Password"/> <small>(The password should be of 8 to 16 Characters and should contain numerals, capital letters ,small letters and special characters)</small>
Confirm Password * <input type="text" value="Confirm Password"/>	OTP (Click on "Generate OTP") * <input type="text" value="OTP"/> <input type="button" value="Generate OTP"/>	Captcha * <input type="text" value="14FB Ryg"/> <input type="button" value="Refresh"/>
		<input type="text" value="Enter Captcha"/> <input type="button" value="X"/>

Already a Member ? [Login Here](#)

Step-2 : Login to your newly created Account.



Registration details saved successfully

Sign into your account

Email Address or Phone Number

Password

fbgvBS4

Captcha

Forgot Password?

LOG IN

Step-3: Complete Education Qualification details.

Please Complete One Time Registration (OTR) Process

These 5 Steps Are Only OTR, Not Application Form. Once OTR Is complete kindly go to your Dashboard to submit application forms

- Personal Information
- Education Qualification
- Work Experience
- Photo and Signature Upload
- Document Upload

Educational Qualifications

Schooling Details

Examination	Main Subject(s)	Duration	Year of Passing	Name of School/College	Name of Board/University	Percentage/Grade/CGPA	Mark		
Select Ex	Main Subject (s)	Sele	Year of Pas	Name of School/College	Name of Board/Universi	Marks Type	Marks	+	-

Graduation

Degree Name	Main Subject(s)	Duration	Year of Passing	Name of School/College	Name of University	Percentage/Grade/CGPA	Mark		
Select	Main Subject (s)	Sele	Year of Pas	Name of School/College	Name of Board/Universi	Marks Type	Marks	+	-

Post-Graduation

Degree Name	Main Subject(s)	Duration	Year of Passing	Name of School/College	Name of University	Percentage/Grade/CGPA	Mark		
Select	Main Subhart (s)	Sele	Year of Pas	Name of School/College	Name of Board/Universi	Marks Type	Marks	+	-

Step-4: Complete Work Experience details (If any).

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These 5 Steps Are Only OTR, Not Application Form. Once OTR is complete kindly go to your Dashboard to submit application forms

Personal Information Education Qualification **3 Work Experience** Photo and Signature Upload Document Upload

Work Experience

Sl.No.	Name of the Employer	Post Held	Nature of Work/Duty	Start Date	End Date	Is Current organization ?	Type of Organization		
1	<input type="text" value="Name of the Employer"/>	<input type="text" value="Post Held"/>	<input type="text" value="Nature of Work"/>	<input type="text" value="dd / mm / yyyy"/>	<input type="text" value="dd / mm / yyyy"/>	<input type="checkbox"/>	<input type="text" value="Select Ty"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Step-5: Upload Photo and Signature.

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Personal Information Education Qualification Work Experience **4 Photo and Signature Upload** Document Upload

Photo and Signature Upload

Photograph *



200 px ↑
↓

← 150 px →

No file Chosen..

Signature *



100 px ↑
↓

← 150 px →

No file Chosen..

Note*: Max image size should be 200KB. Photograph must be a recent (not older than 3 months)

Note*: Max image size should be 200KB.

Step-6: Upload age proof, ID proof and other relevant documents.

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1 2 3 4 5

Personal Information Education Qualification Work Experience Photo and Signature Upload Document Upload

Document Upload

Document uploaded must be in PDF format. The File size should not exceed 200 KB each. Documents uploaded must be legible/readable.

Sl.No.	Document Type	Certificate/ ID No	Issue Date	Issuing Authority	Upload Document
1	Age Proof Certificate *				
	<input type="text" value="Select"/>	<input type="text" value="Certificate No"/>	<input type="text" value="dd / mm / yyyy"/>	<input type="text" value="Issuing Authority"/>	
2	ID Proof *				
	<input type="text" value="Select"/>	<input type="text" value="CERTIFICATE NO"/>	<input type="text" value="dd / mm / yyyy"/>	<input type="text" value="Issuing Authority"/>	

[Previous](#) [Final Submit](#)

Click on **Final submit** button to complete the OTR process.

Once the OTR process is complete, click on **Home** to see the live advertisements.

NOTE: OTR process needs to be done only once afterwards you can apply to all the Advt. Published by APSC from the same account.