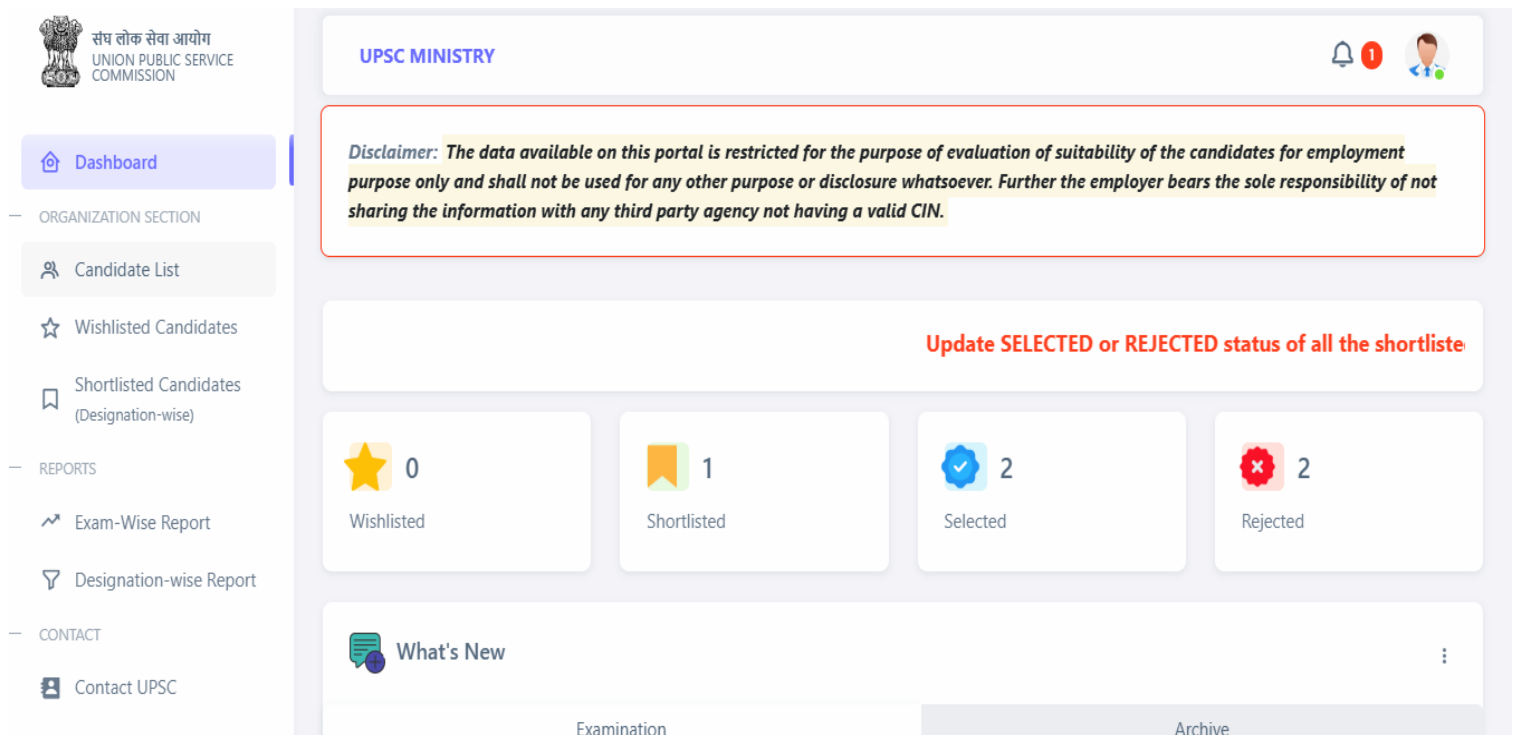


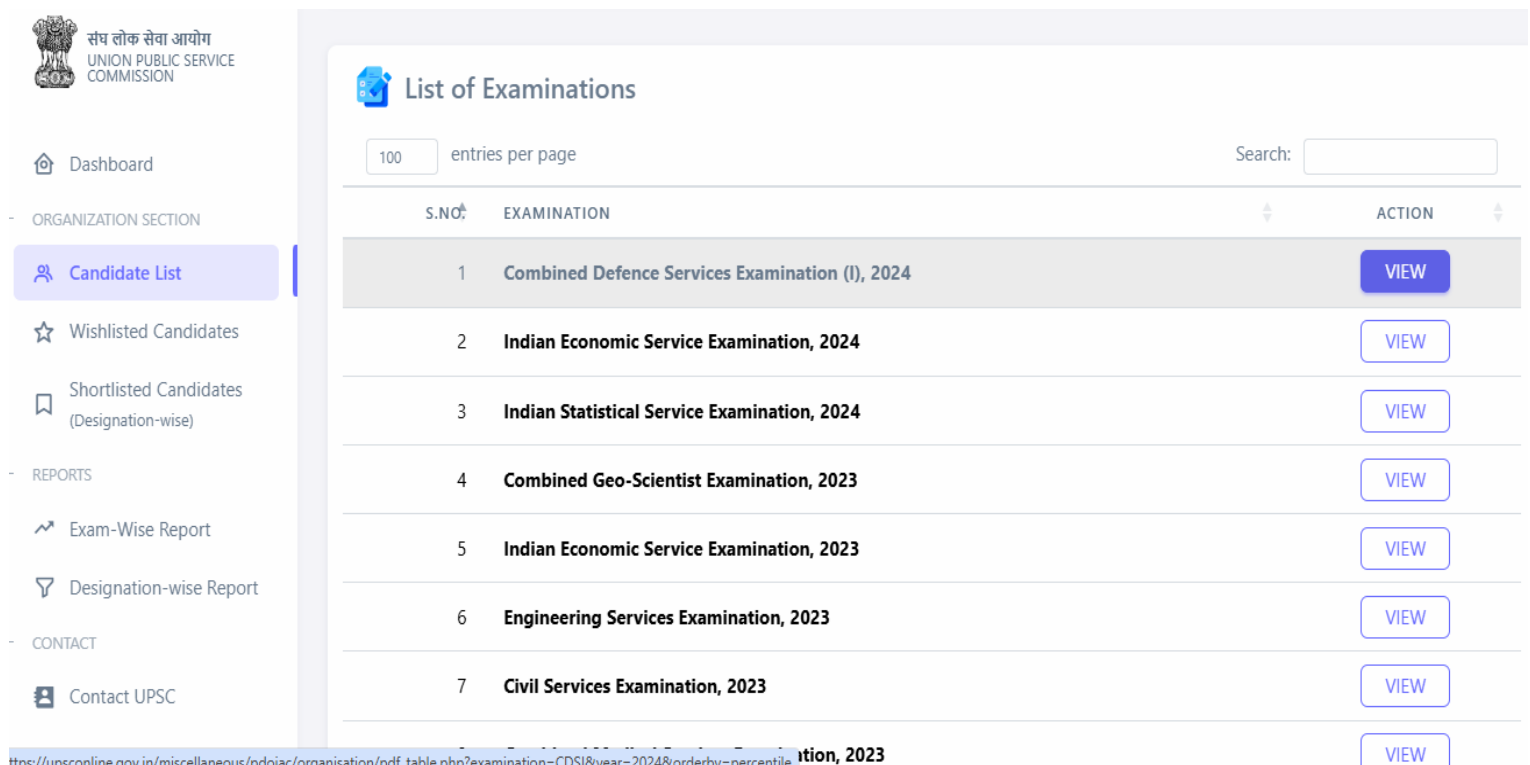
## Steps to access the Public Disclosure Software

1. After successful login, the Dashboard appears as shown below:



The screenshot shows the UPSC Ministry Dashboard. On the left is a sidebar with the UPSC logo and navigation links: Dashboard, ORGANIZATION SECTION (Candidate List, Wishlisted Candidates, Shortlisted Candidates (Designation-wise)), REPORTS (Exam-Wise Report, Designation-wise Report), and CONTACT (Contact UPSC). The main content area has a header with 'UPSC MINISTRY', a notification bell, and a user profile. A disclaimer box states: 'Disclaimer: The data available on this portal is restricted for the purpose of evaluation of suitability of the candidates for employment purpose only and shall not be used for any other purpose or disclosure whatsoever. Further the employer bears the sole responsibility of not sharing the information with any third party agency not having a valid CIN.' Below this is a button to 'Update SELECTED or REJECTED status of all the shortliste'. A summary section shows four cards: Wishlisted (0), Shortlisted (1), Selected (2), and Rejected (2). At the bottom, there's a 'What's New' section and tabs for 'Examination' and 'Archive'.


2. In order to access the details of non-recommended willing candidates, go to “**Candidate List**” and select the examination for which you want to view the data and click on “**View**”.



The screenshot shows the 'Candidate List' page. The sidebar is the same as the dashboard. The main content area has a header with 'List of Examinations', a search bar, and a table. The table has columns for S.No, EXAMINATION, and ACTION. It lists seven examinations with a 'VIEW' button for each. The first examination is 'Combined Defence Services Examination (I), 2024'.

S.No	EXAMINATION	ACTION
1	Combined Defence Services Examination (I), 2024	<a href="#">VIEW</a>
2	Indian Economic Service Examination, 2024	<a href="#">VIEW</a>
3	Indian Statistical Service Examination, 2024	<a href="#">VIEW</a>
4	Combined Geo-Scientist Examination, 2023	<a href="#">VIEW</a>
5	Indian Economic Service Examination, 2023	<a href="#">VIEW</a>
6	Engineering Services Examination, 2023	<a href="#">VIEW</a>
7	Civil Services Examination, 2023	<a href="#">VIEW</a>

3. On clicking view, a list of non-recommended willing candidates of the specific examination selected appears. The details of the candidates along with a short bio are available for viewing.



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ENGINEERING SERVICES EXAMINATION, 2023: Details of candidates


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100 entries per page

Search:

S.NO.	NAME	ROLL NO.	PERCENTILE	CANDIDATE BIO	ACTION
1	GUNDU NAGA SAI JAGADISH CIVIL ENGINEERING	1000387	98.72		 
2	KISHAN KUMAR CIVIL ENGINEERING	1500004	98.71		 
3	AKSHAT JAIN CIVIL ENGINEERING	0400264	98.71		 
4	HIMANSHU BANSAL CIVIL ENGINEERING	0800028	98.70		 
5	MEGHNA SHRIDHAR CIVIL ENGINEERING	0803490	98.69		 
6	SHASHANK SINGHAL CIVIL ENGINEERING	0802970	98.67		 

4. The suitable candidates can be wishlisted by clicking on “**wishlist**” button as shown below:



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ENGINEERING SERVICES EXAMINATION, 2023: Details of candidates

Added to wishlist

Back to Exams

100 entries per page

Search:

S.NO.	NAME	ROLL NO.	PERCENTILE	CANDIDATE BIO	ACTION
1	GUNDU NAGA SAI JAGADISH CIVIL ENGINEERING	1000387	98.72		 
2	KISHAN KUMAR CIVIL ENGINEERING	1500004	98.71		 
3	AKSHAT JAIN CIVIL ENGINEERING	0400264	98.71		 
4	HIMANSHU BANSAL CIVIL ENGINEERING	0800028	98.70		 
5	MEGHNA SHRIDHAR CIVIL ENGINEERING	0803490	98.69		 
6	SHASHANK SINGHAL CIVIL ENGINEERING	0802970	98.67		 

5. The candidates wishlisted appear in the Wishlisted candidates tab. These candidates can then be shortlisted by clicking on the shortlist button provided in the right end.

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★ Wishlisted Candidates [Back to Candidate List](#)

100 entries per page Search:

S.NO.	NAME	ROLL NO. EXAMINATION	PERCENTILE	CANDIDATE BIO	ACTION
1	HIMANSHU BANSAL CIVIL ENGINEERING	0800028 ENGINEERING SERVICES EXAMINATION, 2023	98.70		
2	GUNDU NAGA SAI JAGADISH CIVIL ENGINEERING	1000387 ENGINEERING SERVICES EXAMINATION, 2023	98.72		

Showing 1 to 2 of 2 entries

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6. On clicking the “**shortlist**” button, a pop-up appears as shown below. Each candidate is shortlisted with respect to a specific designation. Accordingly, choose the designation for which you want to shortlist and click on “**save**”.

**Select Designation**

☐ Test 1

☐ Director 2

☒ Joint Director 2

[Save](#) [Add New Designation](#)

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Wishlisted Candidates

100

S.NO.	NAME	PERCENTILE	CANDIDATE BIO	ACTION
1	H	98.70		
2	G	98.72		

Showing 1 to 2 of 2 entries


Add Designation

DESIGNATION NAME:

DESIGNATION DESCRIPTION:

Save

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Shortlist type added successfully

### Add Designation

DESIGNATION NAME:

Designation Demo


DESIGNATION DESCRIPTION:

Designation created for demo purpose only.

Save Back to Designation List

Showing 1 to 2 of 2 entries

8. The candidates shortlisted appear in the Shortlisted candidates tab. On clicking **“Shortlisted Candidates”** tab in the menu bar, a list of designations added by the organization appears. The details of the candidates shortlisted can be viewed by clicking on the **“View”** icon available in the right side as shown below.



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### Designation List

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S.NO.	DESIGNATION DESCRIPTION	TOTAL SHORTLISTED	ACTION
1	<b>Designation Demo</b> Designation created for demo purpose only.	0	View Candidates in shortlist
2	<b>Test</b> Test	1	View Candidates in shortlist
3	<b>Director</b> IT domain	2	View Candidates in shortlist
4	<b>Joint Director</b> Joint Director AIS	3	View Candidates in shortlist

9. The final action of selecting/ rejecting the candidate can be taken from here by clicking the **“Under Process”** status icon on the right side as shown below.

The screenshot shows the 'Designation Candidate(s) List' interface. On the left is a sidebar with navigation links: Dashboard, ORGANIZATION SECTION, Candidate List, Wishlisted Candidates, Shortlisted Candidates (Designation-wise), REPORTS, Exam-Wise Report, and Designation-wise Report. The main content area has a title 'Designation Candidate(s) List' and a 'Back To Shortlist' button. Below the title is a search bar and a '100 entries per page' selector. A table lists three candidates:

S.NO.	NAME	ROLL NO. EXAMINATION	PERCENTILE	CANDIDATE BIO	ACTION
1	HIMANSHU BANSAL CIVIL ENGINEERING	0800028 ENGINEERING SERVICES EXAMINATION, 2023	98.70		Under Process
2	SHUVADEEP BATABYAL	0804231 COMBINED MEDICAL SERVICES EXAMINATION, 2023	95.49		
3	APHIN J PALAKUZA	1501330 CENTRAL ARMED POLICE FORCES (ACs) EXAMINATION, 2022	99.73		

10. On clicking the under process button, a pop-up appears asking for final decision i.e. Selection/ Rejection.

The screenshot shows a 'Candidate Status' pop-up form overlaid on the candidate list. The form has a title bar with a close button. It contains two radio buttons: 'SELECTED' and 'REJECTED'. Below them is a section for 'UPLOAD APPOINTMENT LETTER: IN CASE CANDIDATE GOT "SELECTED"' with a 'Choose File' button and 'No file chosen' text. There is also a 'REMARKS: REMARK IS REQUIRED IN CASE OF "REJECTED" CANDIDATE! ONLY ENTER ALPHANUMERIC & SPACES' section with a text area. A 'Save' button is at the bottom right. The background shows the same candidate list as in the previous screenshot.


11. In case of final selection, click on “**Selected**” and upload the Appointment Letter (optional) and click on “**Save**” button.

The screenshot shows a 'Candidate Status' modal form. At the top, there are two radio buttons: 'SELECTED' (which is selected) and 'REJECTED'. Below this, there is a section for 'UPLOAD APPOINTMENT LETTER: IN CASE CANDIDATE GOT "SELECTED"'. It contains a 'Choose File' button and a text input field with 'Agreement.pdf'. Below that is a 'REMARKS' section with a red warning message: 'REMARK IS REQUIRED IN CASE OF "REJECTED" CANDIDATE! ONLY ENTER ALPHANUMERIC & SPACES'. There is a large text area for remarks, which is currently empty. At the bottom right of the modal is a 'Save' button. The background shows a blurred view of the main application interface with a table of candidates.

12. In case of final rejection, click on “**Rejected**” and provide remarks in the text box (mandatory) and click on “**Save**” button.

The screenshot shows the same 'Candidate Status' modal form, but now the 'REJECTED' radio button is selected. The 'UPLOAD APPOINTMENT LETTER' section now shows 'No file chosen' instead of a file name. The 'REMARKS' section now contains the text 'Not found suitable.' in the text area. Below the text area, it says '97 words remaining' in red. The 'Save' button is still at the bottom right. The background interface is also visible, showing the candidate list table.

13. In case the candidate gets selected, the status of the candidate is updated as shown below. Further, click on “**remarks**” icon as shown below



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Designation Candidate(s) List

Back To Shortlist


100 entries per page

Search:

S.NO.	NAME	ROLL NO. EXAMINATION	PERCENTILE	CANDIDATE BIO	ACTION
1	HIMANSHU BANSAL CIVIL ENGINEERING	0800028 ENGINEERING SERVICES EXAMINATION, 2023	98.70		<div>View Status &amp; remarks</div>

Showing 1 to 1 of 1 entry

14. A drop down appears as shown below asking in case the selected candidate has joined the organization as shown below.



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Candidate Status

Back To Shortlist

Roll No.: 0800028

Examination: Engineering Services Examination, 2023

Candidate Name: HIMANSHU BANSAL

Percentile: 98.70

Designation: Designation Demo

Selection Status: **SELECTED**

Remarks:

Whether the candidate has joined the organisation?

--SELECT--


--SELECT--

YES

NO



## 15. Submit the response accordingly.



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Candidate Status

Back To Shortlist

Joining status updated successfully

Roll No.: 0800028

Examination: Engineering Services Examination, 2023

Candidate Name: HIMANSHU BANSAL

Percentile: 98.70

Designation: Designation Demo

Selection Status: **SELECTED**

Remarks:

Joined status is already updated.