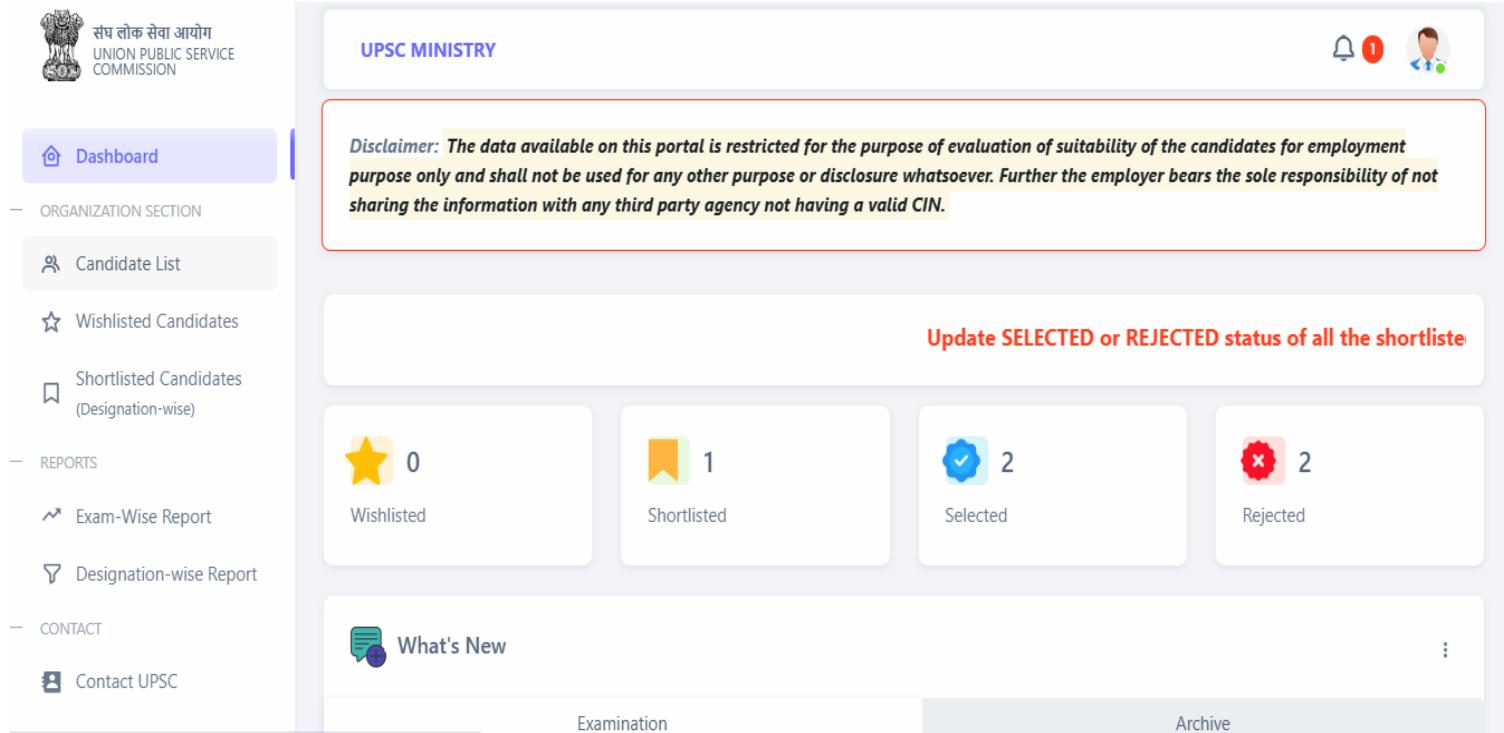


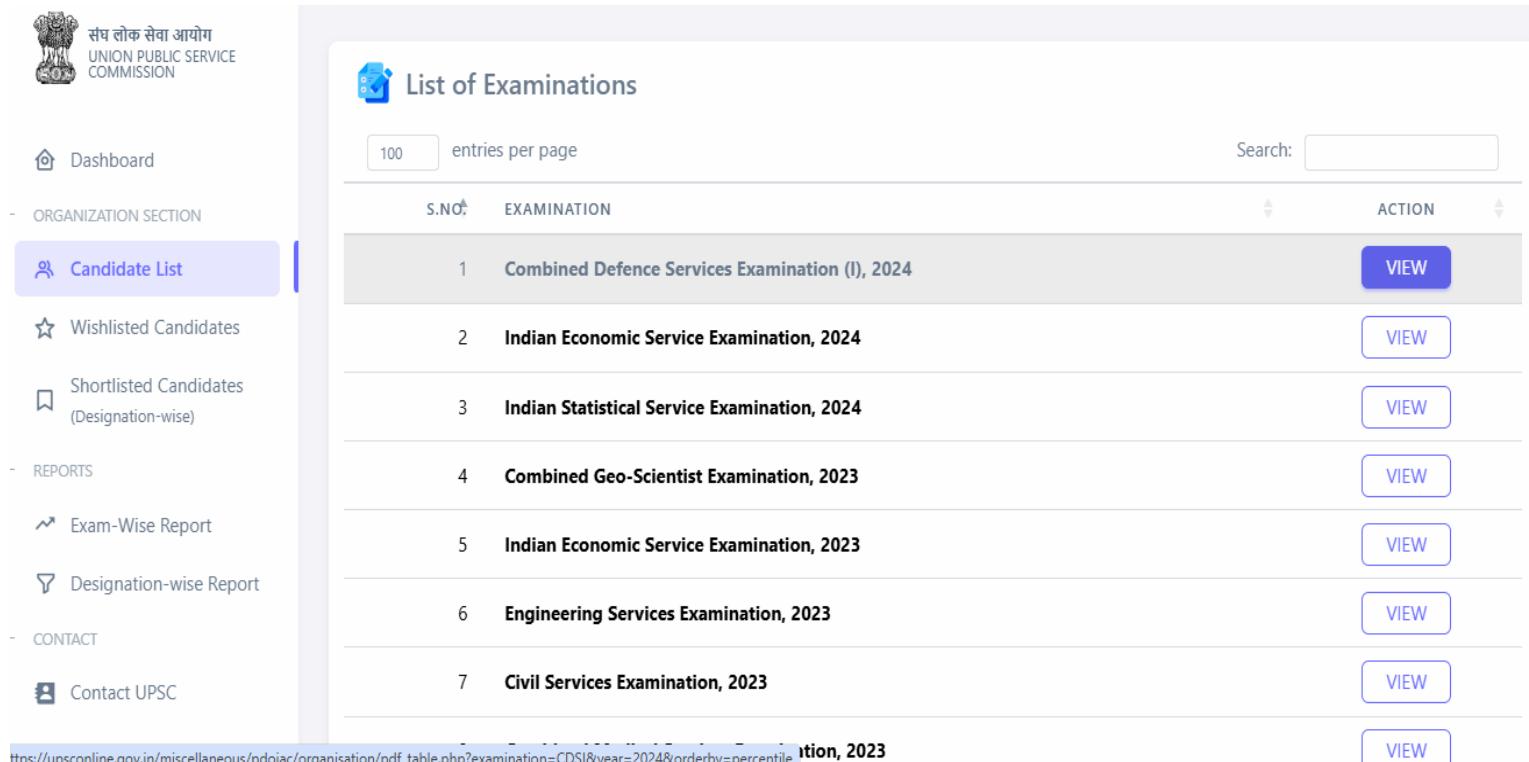
Steps to access the Public Disclosure Software

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



The screenshot shows the UPSC Ministry Dashboard. On the left, a sidebar menu includes: 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 'UPSC MINISTRY' and a 'Disclaimer' box stating: '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 red button 'Update SELECTED or REJECTED status of all the shortlist'. There are four cards: 'Wishlisted' (0), 'Shortlisted' (1), 'Selected' (2), and 'Rejected' (2). A 'What's New' section is at the bottom with 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 'List of Examinations' page. The sidebar is identical to the dashboard. The main table has columns: S.NO., EXAMINATION, and ACTION (with a 'VIEW' button). The data is as follows:

S.NO.	EXAMINATION	ACTION
1	Combined Defence Services Examination (I), 2024	VIEW
2	Indian Economic Service Examination, 2024	VIEW
3	Indian Statistical Service Examination, 2024	VIEW
4	Combined Geo-Scientist Examination, 2023	VIEW
5	Indian Economic Service Examination, 2023	VIEW
6	Engineering Services Examination, 2023	VIEW
7	Civil Services Examination, 2023	VIEW

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.



- [Dashboard](#)
- [ORGANIZATION SECTION](#)
 - [Candidate List](#)
 - [Wishlisted Candidates](#)
 - [Shortlisted Candidates \(Designation-wise\)](#)
- [REPORTS](#)
 - [Exam-Wise Report](#)
 - [Designation-wise Report](#)
- [CONTACT](#)
 - [Contact UPSC](#)

ENGINEERING SERVICES EXAMINATION, 2023: Details of candidates [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	PDF	
2	KISHAN KUMAR CIVIL ENGINEERING	1500004	98.71	PDF	
3	AKSHAT JAIN CIVIL ENGINEERING	0400264	98.71	PDF	
4	HIMANSHU BANSAL CIVIL ENGINEERING	0800028	98.70	PDF	
5	MEGHNA SHRIDHAR CIVIL ENGINEERING	0803490	98.69	PDF	
6	SHASHANK SINGHAL CIVIL ENGINEERING	0802970	98.67	PDF	

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



- [Dashboard](#)
- ORGANIZATION SECTION
- [Candidate List](#)
- [Wishlisted Candidates](#)
- [Shortlisted Candidates \(Designation-wise\)](#)
- REPORTS
- [Exam-Wise Report](#)
- [Designation-wise Report](#)
- CONTACT
- [Contact UPSC](#)

ENGINEERING SERVICES EXAMINATION, 2023: Details of candidates [Back to Exams](#)

100 entries per page Search:

Added to wishlist

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

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.

 संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION

Dashboard

ORGANIZATION SECTION

Candidate List

Wishlisted Candidates

Shortlisted Candidates (Designation-wise)

REPORTS

Exam-Wise Report

Designation-wise Report

CONTACT

Contact UPSC

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Wishlisted Candidates

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		Shortlist the candidate  add to shortlist
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**”.

 संघ लोक सेवा आयोग
UNION PUBLIC SERVICE COMMISSION

Dashboard

ORGANIZATION SECTION

Candidate List

Wishlisted Candidates

Shortlisted Candidates (Designation-wise)

REPORTS

Exam-Wise Report

Designation-wise Report

CONTACT

Contact UPSC

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Select Designation

Test
 Director
 Joint Director

Save Add New Designation

Wishlisted Candidates

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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Candidate Shortlisted successfully

★ Wishlisted Candidates

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	PDF	W
2	GUNDU NAGA SAI JAGADISH CIVIL ENGINEERING	1000387 ENGINEERING SERVICES EXAMINATION, 2023	98.72	PDF	W

Showing 1 to 2 of 2 entries

[Back to Candidate List](#)

[Shortlist the candidate](#)

7. For the first time users, please click on “**Add new designation**” to add a new designation. A new pop-up appears. Fill the details of the designation name and description as shown below and proceed further by clicking on “**save**” button.

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.

Add Designation

DESIGNATION NAME:

DESIGNATION DESCRIPTION:

[Save](#) [Back to Designation List](#)

[Back to Candidate List](#)

Search:

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

Showing 1 to 2 of 2 entries

[Dashboard](#)

ORGANIZATION SECTION

[Candidate List](#)

[Wishlisted Candidates](#)

[Shortlisted Candidates \(Designation-wise\)](#)

REPORTS

[Exam-Wise Report](#)

[Designation-wise Report](#)

CONTACT

[Contact UPSC](#)

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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](#)

[Back to Candidate List](#)

Search:

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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[Dashboard](#)

ORGANIZATION SECTION

[Candidate List](#)

[Wishlisted Candidates](#)

[Shortlisted Candidates \(Designation-wise\)](#)

REPORTS

[Exam-Wise Report](#)

[Designation-wise Report](#)

CONTACT

[Contact UPSC](#)

Designation List

[Back to Candidate List](#)

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

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.

Designation Candidate(s) 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	Under Process	 	
2	SHUVADEEP BATABYAL	0804231 COMBINED MEDICAL SERVICES EXAMINATION, 2023	95.49	 		
3	APHIN J PALAKUZHA	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.

Candidate Status

SELECTED
 REJECTED

UPLOAD APPOINTMENT LETTER: **IN CASE CANDIDATE GOT "SELECTED"**

Choose File
No file chosen

REMARKS: **REMARK IS REQUIRED IN CASE OF "REJECTED" CANDIDATE! ONLY ENTER ALPHANUMERIC & SPACES**

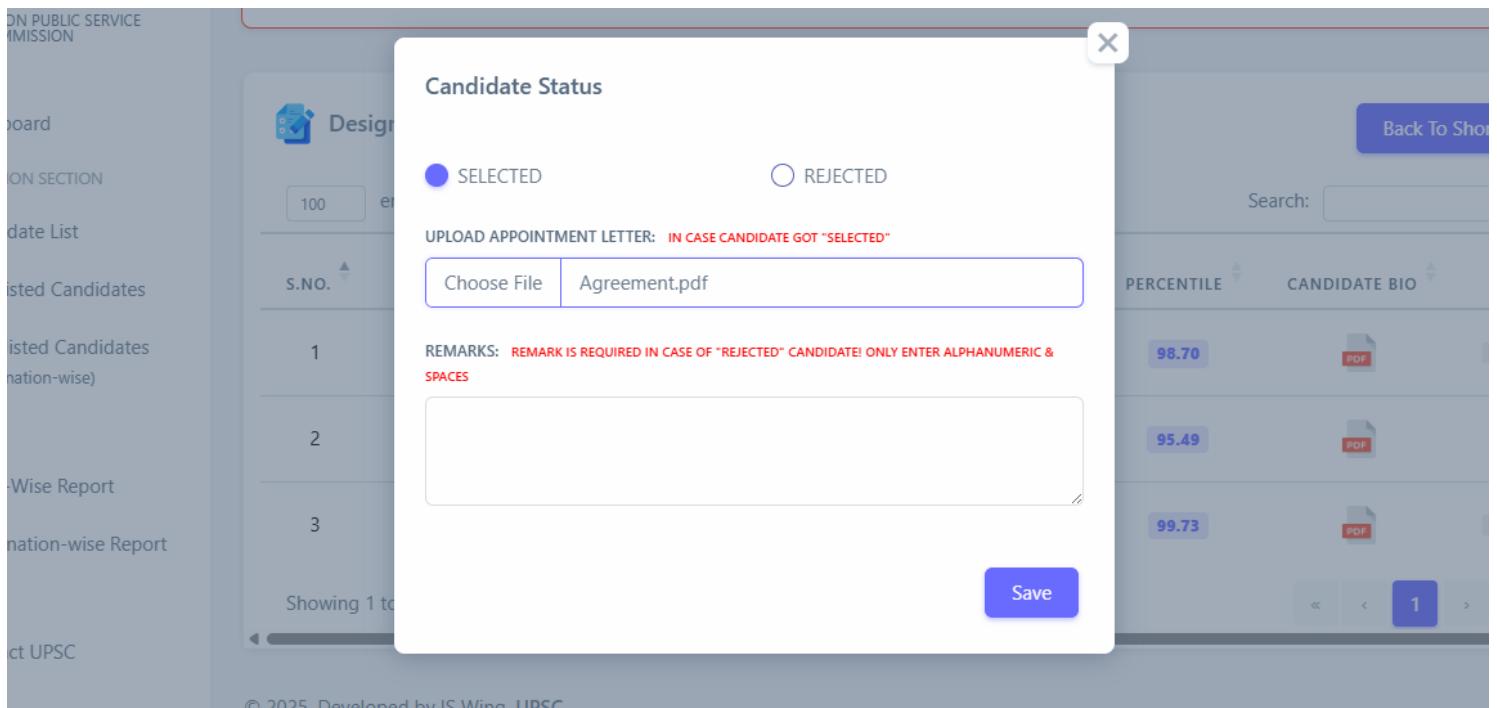
Back To Shortlist

Search:

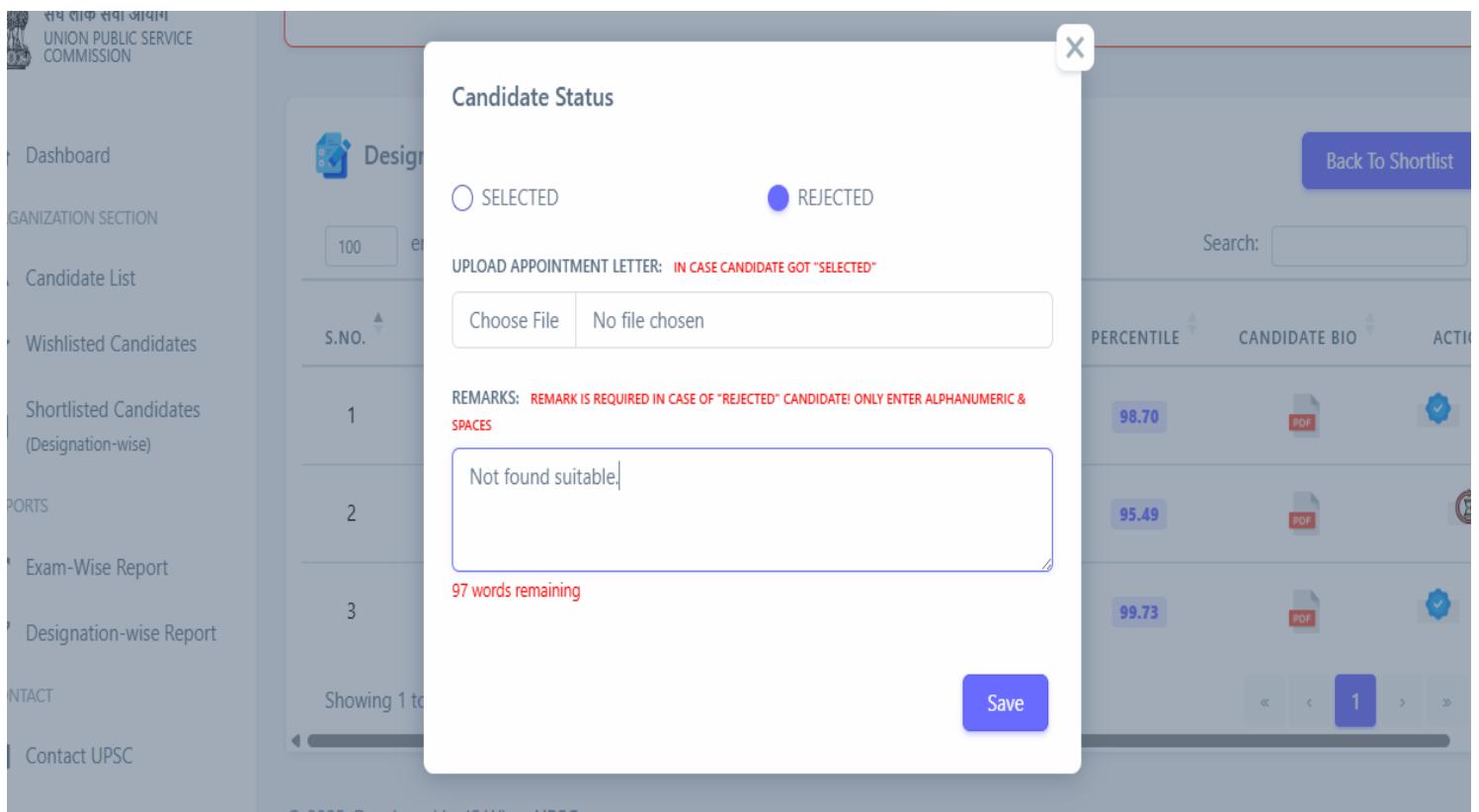
PERCENTILE	CANDIDATE BIO	ACTION
98.70	 PDF	
95.49	 PDF	
99.73	 PDF	

«
<
1
>
»

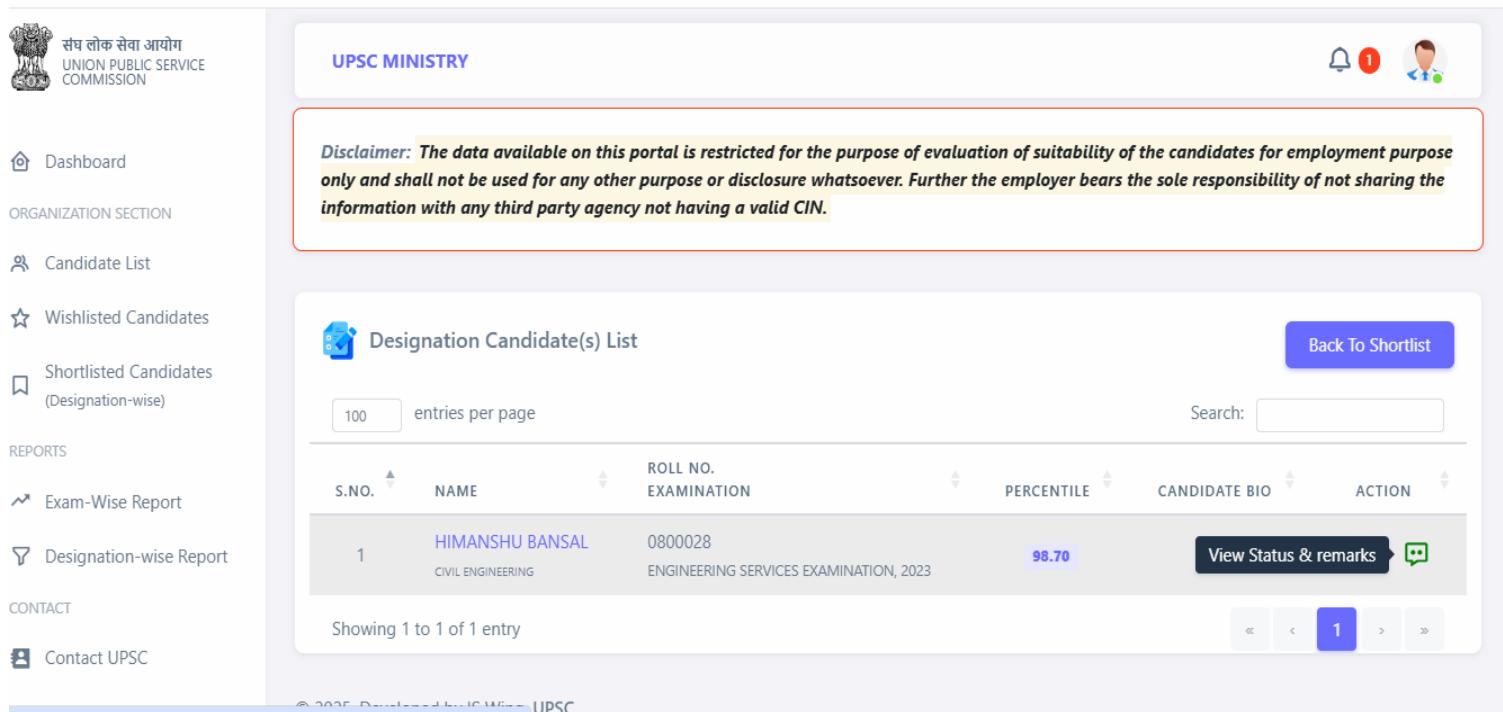
11. In case of final selection, click on “**Selected**” and upload the Appointment Letter (optional) and click on “**Save**” button.



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



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



UPSC MINISTRY

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Designation Candidate(s) List

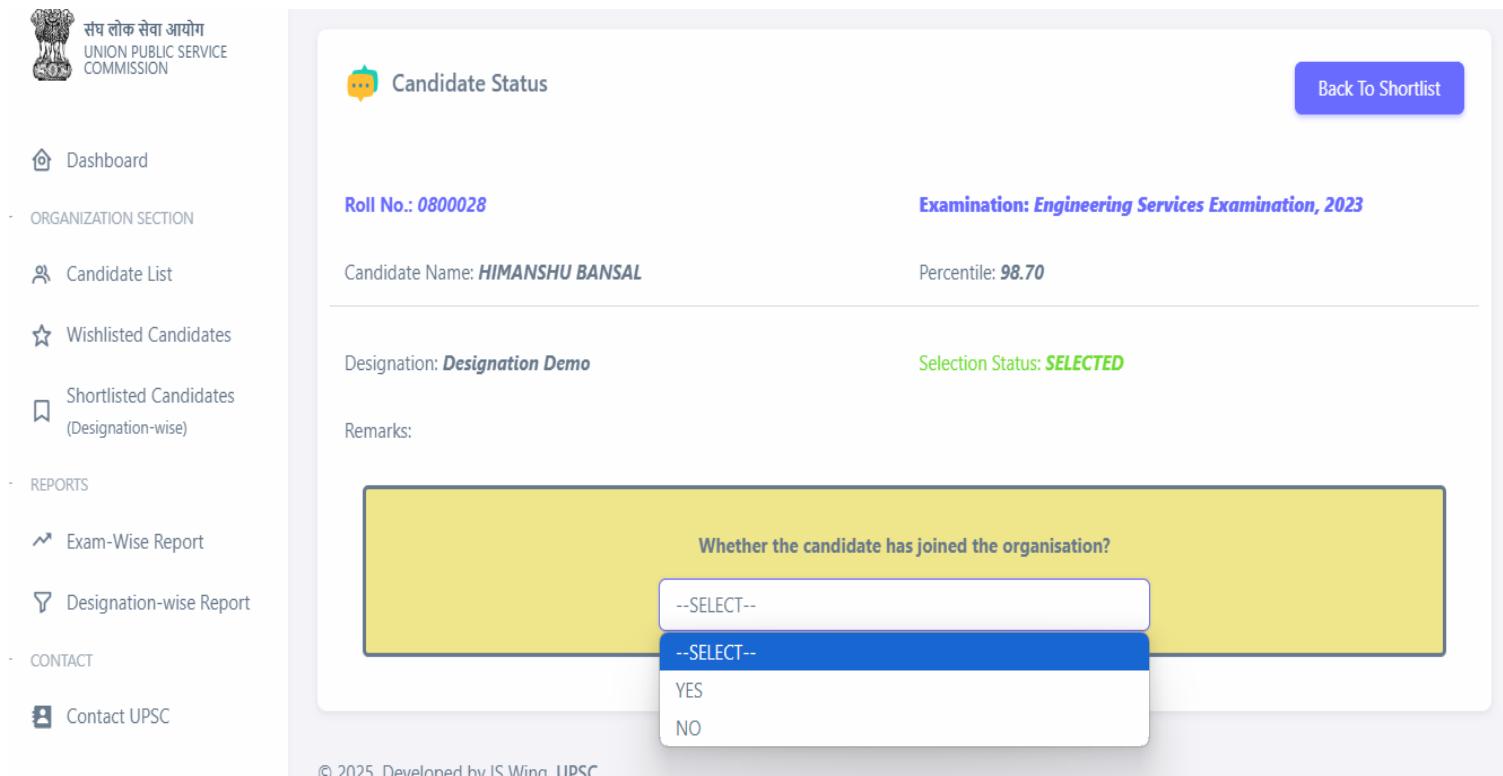
100 entries per page

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

Showing 1 to 1 of 1 entry

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



UPSC MINISTRY

Candidate Status

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

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15. Submit the response accordingly.



[Dashboard](#)

- [ORGANIZATION SECTION](#)

[Candidate List](#)

[Wishlisted Candidates](#)

[Shortlisted Candidates
\(Designation-wise\)](#)

- [REPORTS](#)

[Exam-Wise Report](#)

[Designation-wise Report](#)

- [CONTACT](#)

[Contact UPSC](#)

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.