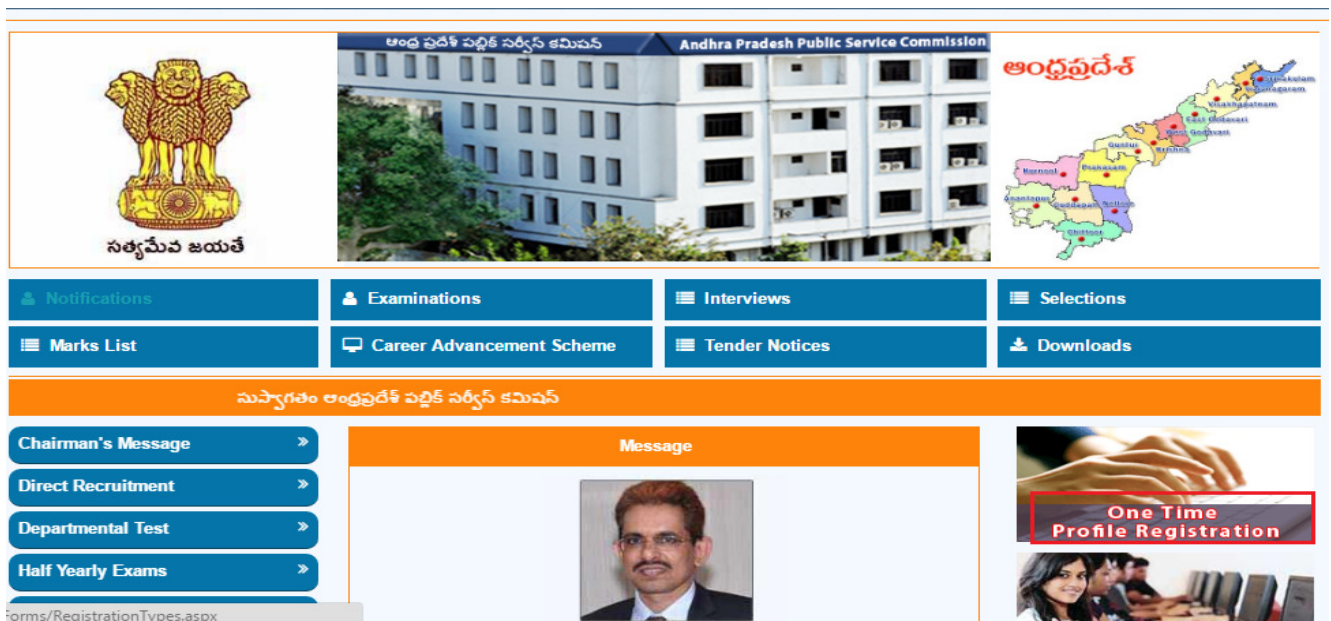


## **One Time Profile Registration for Department**


Enter valid URL (<http://www.psc.ap.gov.in>); the following screen will be displayed.



Click on **One Time Profile Registration** link in the highlighted red mark for registering into Andhra Pradesh Public Service Commission Portal as shown below screen.

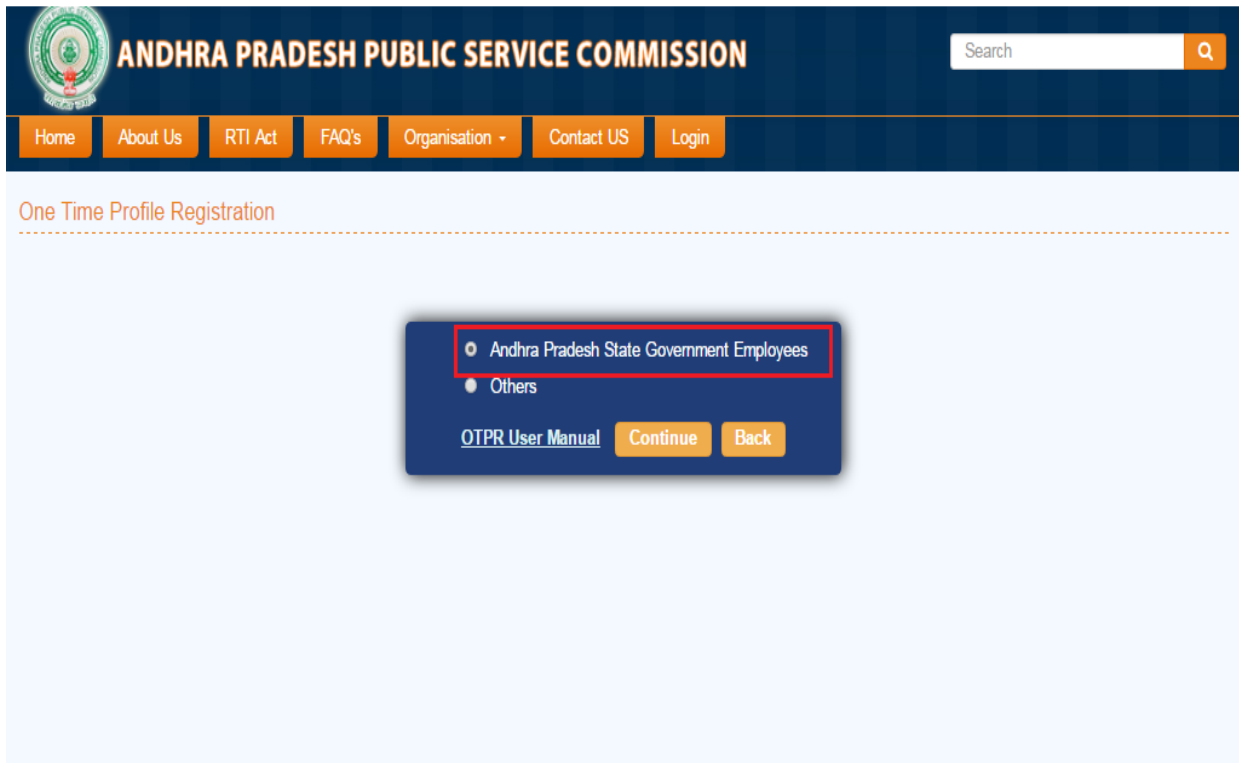


After clicking on **One Time Profile Registration** link, the following screen will be displayed. Click on **Departmental Test** as shown in the below screen.



The screenshot shows the Andhra Pradesh Public Service Commission website. The header includes the commission's logo and name, a search bar, and navigation links: Home, About Us, RTI Act, FAQ's, Organisation, Contact US, and Login. Below the header, the page title is "One Time Profile Registration". A central blue box contains two radio button options: "Direct Recruitment" and "Departmental Test". The "Departmental Test" option is selected and highlighted with a red rectangular box. Below these options are links for "OTPR User Manual", "Continue", and "Back".

After selecting the **Departmental Test** option, the following screen will be displayed. Click on **Andhra Pradesh State Government Employees** as shown in the below screen.



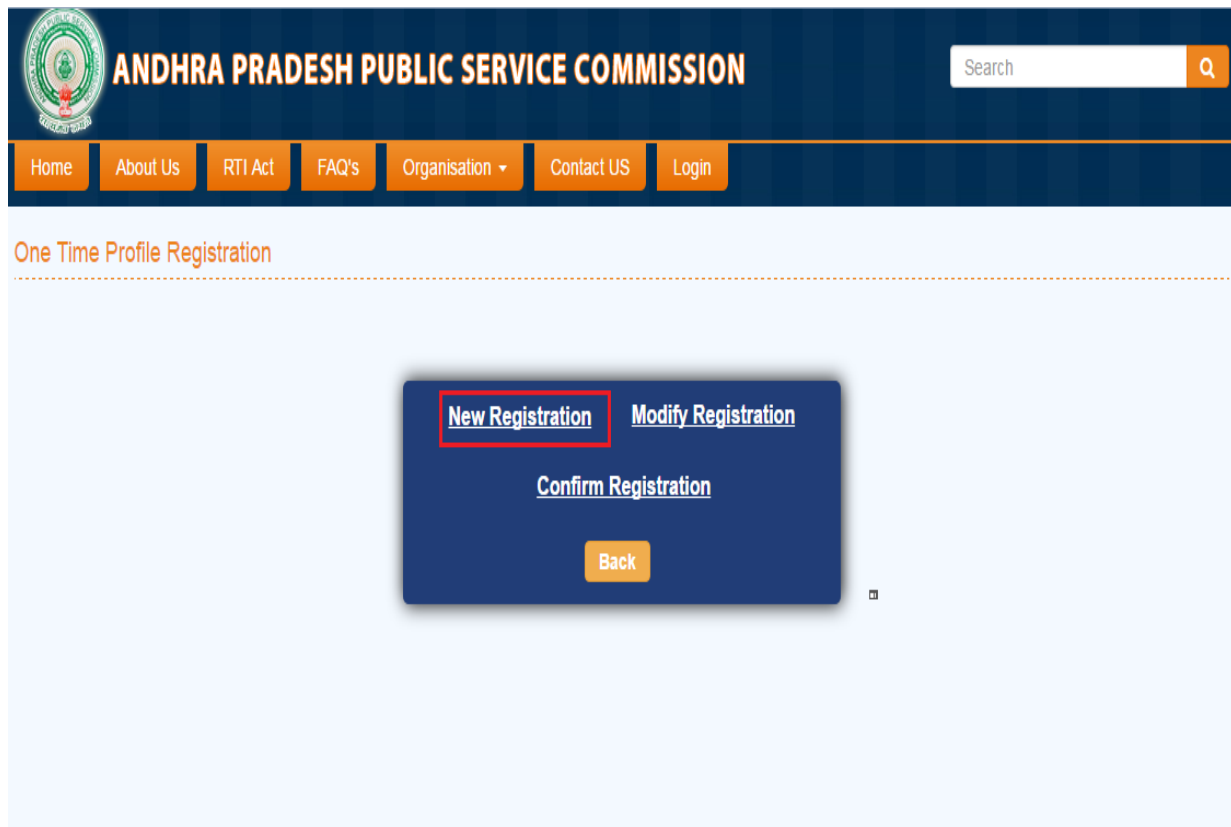
This screenshot shows the same website after the "Departmental Test" option has been selected. The central blue box now displays two radio button options: "Andhra Pradesh State Government Employees" and "Others". The "Andhra Pradesh State Government Employees" option is selected and highlighted with a red rectangular box. The "OTPR User Manual", "Continue", and "Back" links remain at the bottom of the selection box.

**Note: Before using this site, Applicant should turn on Pop up Blocker.**

**New Registration:**

- Using this screen Andhra Pradesh State Government Employee can register his/her profile with Andhra Pradesh Public Service Commission.
- Applicant should fill in the form provided for OTPR (One Time Profile Registration) and after submission, Applicant will get unique Reference ID to the Applicant Mobile Number and Email Id.
- Applicant also gets different codes to his/her mobile and Email for checking the correctness of the mobile number and email id provided by him/her.
- Applicant should keep this Reference ID, Mobile Code and Email Code (Sent to corresponding Mobile Number and Email Address given) for Confirming the Registration. The confirmed Reference ID should be kept with the applicant for future correspondence.

After clicking on **Andhra Pradesh State Government Employees** link the following screen will be displayed. Click on **New Registration** link for filling the application as shown in the below screen.



**ANDHRA PRADESH PUBLIC SERVICE COMMISSION**

Search

Home About Us RTI Act FAQ's Organisation Contact US Login


One Time Profile Registration

[New Registration](#) [Modify Registration](#)

[Confirm Registration](#)

[Back](#)

After clicking on **New Registration** link, the following screen will be displayed. Enter all the mandatory details and Click on **Preview** button as shown in the below screen.

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION**

Search

[Home](#) [About Us](#) [RTI Act](#) [FAQ's](#) [Organisation](#) [Contact US](#) [Login](#)

[OTPR User Manual](#) [Back](#)

New Registration (Andhra Pradesh State Government Employees)

**Personal Details**

<b>Employee Id (7 digit id assigned by the treasury)</b> 7503200	<b>Name as per SSC or Birth Certificate</b> Rani	<b>Gender</b> <input type="radio"/> Male <input checked="" type="radio"/> Female
<b>Father/Husband Name</b> Subba Rao	<b>Date of Birth</b> 01/01/1989	<b>E-mail ID</b> vinoda.m@tcs.com
<b>Mobile No.</b> 9502594195		

**Office Details**

<b>Department</b> Government department	<b>Post held (Present Designation)</b> Software engineer	<b>Working Office Name</b> APOnline
--------------------------------------------	-------------------------------------------------------------	----------------------------------------

**Office Details**

<b>Department</b> Government department	<b>Post held (Present Designation)</b> Software engineer	<b>Working Office Name</b> APOnline
<b>Applicant Present Working Address</b>	<b>Flat/House/Door No</b> 302	
	<b>Colony/Society,Street,Locality/Area</b> Street No 24 Plot No 925 Bogi Prime Flat No 302	
	<b>Town/City</b> Miyapur hmt colony	
	<b>District</b> Krishna	
	<b>State</b> Telangana	
	<b>Pincode</b> 556867	

To be uploaded during the submission of online application form

**Photograph 50KB** in size and **[3.5cmx4.5cm]** in dimension should have the name of the candidate and the date on which the photograph is taken printed on it.  
**Signature** of the candidate shall be scanned **30KB** in size and **[3.5cmx1.5cm]** in dimension separately and uploaded here.

#### Photograph of the Candidate

Choose File No file chosen

Submit

Note \* : Please Upload JPG,JPEG files only.

APOSS.jpg

Remove

#### Signature of the Candidate

Choose File No file chosen

Submit

Note \* : Please Upload JPG,JPEG files only.

sign-K.jpg

Remove

#### Debarment Details

Have you been debarred earlier ?

☐ Yes ☒ No

#### DECLARATION

I abide by the rules concerning the test and applied for the test as stated in the relevant G.Os.

I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or ineligibility being detected at any time before or after the Examination/Viva-Voice, action can be taken against me and I shall be bound by the decision of the Commission and/or Employer.

I also declare that I am appearing the examination in the district where I am working.

☒ I accept the above declaration

Preview

After clicking on **Preview** button the following screen will be displayed. Enter displayed **Captcha** and click on **Submit** button as shown in the below screen.

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION**

Search

HomeAbout UsRTI ActFAQ'sOrganisationContact USLogin

[OTPR User Manual](#)[Back](#)

New Registration (Andhra Pradesh State Government Employees)

#### Personal Details

<b>Employee Id (7 digit id assigned by the treasury)</b> 7503200	<b>Name as per SSC or Birth Certificate</b> Rani	<b>Gender</b> Female
<b>Father/Husband Name</b> Subba Rao	<b>Date of Birth</b> 02/02/1989	<b>E-mail ID</b> vinoda.m@tcs.com
<b>Mobile No.</b> 9502594195		

#### Office Details

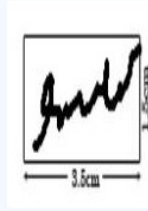
<b>Department</b> Government department	<b>Post held (Present Designation)</b> Software engineer	<b>Working Office Name</b> APOnline
<b>Applicant Present Working Address</b>	<b>Flat/House/Door No</b> 302	
	<b>Colony/Society,Street,Locality/Area</b>	

Photograph and Signature

Photograph of the Candidate



Signature of the Candidate



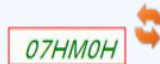
Debarment Details

Have you been debarred earlier ?

Yes

Enter Captcha

07HMOH



Submit

After clicking on **Submit** button, the following screen will be displayed. Click on **OK** button as shown in the below screen. After that Mobile Code and Email Code will be sent to Mobile number and Email ID given in Application.

[OTPR User Manual](#) [Back](#)

New Registration (Andhra Pradesh State Government Employees)

Personal Details

Employee Id (7 digit id assigned by the treasury)

7503200

Father/Husband Name

Subba Rao

Mobile No.

9502594195

OTPR Registration done successfully with the Reference ID : APD1000000052. Please note this reference id for future reference. Please do Confirm Registration by using the codes which will come to your mobile & e-mail.

OK

ender

emale

-mail ID

noda.m@tcs.com

Office Details

Department

Government department

Post held (Present Designation)

Software engineer

Working Office Name



APOnline

Applicant Present Working Address

Flat/House/Door No

302

After clicking on **OK** button, the following screen will be displayed. Click on **Print** button for taking the printout of the Candidate Details as shown in the below screen.

<u>Registration Candidate Details</u>			
<u>Reference Number :</u>	APD1000000252		
<u>Personal Details</u>			
<u>Employee Id :</u>	6546546	<b>Photo:</b>	
<u>Candidate Name:</u>	vinoda		
<u>Gender :</u>	Female		
<u>Date of Birth :</u>	05/05/1988		
<u>Father/Husband name :</u>	srinivas m	<b>Signature :</b>	
<u>E-mail id :</u>	vinoda.m@tcs.com		
<u>Mobile:</u>	9502594195		
<u>Office Details</u>			
<u>Department:</u>	Government department	<u>Post held/Designation:</u>	Software engineer
<u>Office Name:</u>	APOnline		
<u>Office Address where the applicant is currently working</u>			
<u>Flat No./Door No. :</u>	302	<u>Place:</u>	street no 24
<u>City:</u>	miyapur	<u>District :</u>	Hyderabad
<u>State :</u>	AP	<u>Pincode :</u>	521654
<u>Debarment Details</u>			
<u>Have you been debarred earlier :</u>	No		

Print

### **Modify Registration:**

- If in any case the Andhra Pradesh State Government Employee entered wrong information, using this screen Andhra Pradesh State Government Employee can modify the information.
- If Applicant has entered incorrect Mobile Number and Email Address, Applicant won't get Mobile Code or Email Code, in such a scenario using this screen Applicant can edit the Mobile Number and Email Address then the Applicant will get the Mobile Code and Email Code for confirming the application.
- Apart from Mobile number and email id correction, this screen can also be used by the Applicant to update the fields in the form which he/she has wrongly entered.

Click on **Modify Registration** link for modifying the employee details if they want as shown in the below screen.



The screenshot shows the header of the ANDHRA PRADESH PUBLIC SERVICE COMMISSION website. Below the header, there is a navigation bar with links: Home, About Us, RTI Act, FAQ's, Organisation, Contact US, and Login. The main content area is titled 'One Time Profile Registration'. In the center, there is a dark blue box containing four links: 'New Registration', 'Modify Registration' (highlighted with a red box), 'Confirm Registration', and a 'Back' button.

After clicking on **Modify Registration** link, the following screen will be displayed. Enter **OTPR Reference ID, Date of Birth, Captcha** and click on **Submit** button as shown in the below screen.



The screenshot shows the 'Modify Registration (Andhra Pradesh State Government Employees)' form. The form has three input fields: 'OTPR Reference Id' with the value 'APD1000000052', 'Date of Birth' with the value '02/02/1989', and 'Enter Captcha' with the value '632485'. To the right of the captcha field, there is a green box displaying the captcha '632485' and a refresh icon. Below the input fields, there is a 'Submit' button highlighted with a red box. The top navigation bar and a 'Back' button are also visible.



After clicking on **Submit** button, the following screen will be displayed. Modify what they want and click on **Modify** button as shown in the below screen.

[OTPR User Manual](#) [Back](#)

Modify Registration (Andhra Pradesh State Government Employees)

Personal Details

Employee Id (7 digit id assigned by the treasury)

7503200

Name as per SSC or Birth Certificate

Rani

Gender

☐ Male ☒ Female

Father/Husband Name

Subba Rao

Date of Birth

02/02/1989

E-mail ID

vinoda.m@tcs.com

Mobile No.

9502594195

Office Details

Department

Government department


Post held (Present Designation)

Software engineer

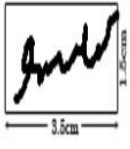
Working Office Name

APOnline

Photograph of the Candidate

 [Change](#)

Signature of the Candidate

 [Change](#)

Debarment Details

Have you been debarred earlier ?

☒ Yes ☐ No

DECLARATION

I abide by the rules concerning the test and applied for the test as stated in the relevant G.Os.

I also declare that I have not been debarred from appearing for any examination. In the event of any information being found false or incorrect, or ineligibility being detected at any time before or after the Examination/Viva-Voice, action can be taken against me and I shall be bound by the decision of the Commission and/or Employer.

I also declare that I am appearing the examination in the district where i am working.

☒ I accept the above declaration

[Modify](#)

After clicking on **Modify** button, the following pop up will be displayed with **Registration details modified successfully**. Then click on **OK** button for as shown in the below screen.

[OTPR User Manual](#) [Back](#)

### Modify Registration (Andhra Pradesh State Government Employees)

---

**Personal Details**

Employee Id (7 digit id assigned by the treasury)

Name as per SSC or Birth Certificate

Gender  
☐ Male ☒ Female

Father/Husband Name

E-mail ID

Mobile No.



**Office Details**

Department

Post held (Present Designation)

Working Office Name

After clicking on **OK** button, the following screen will be displayed. Click on **Print** button for taking the printout of the Candidate Details as shown in the below screen.

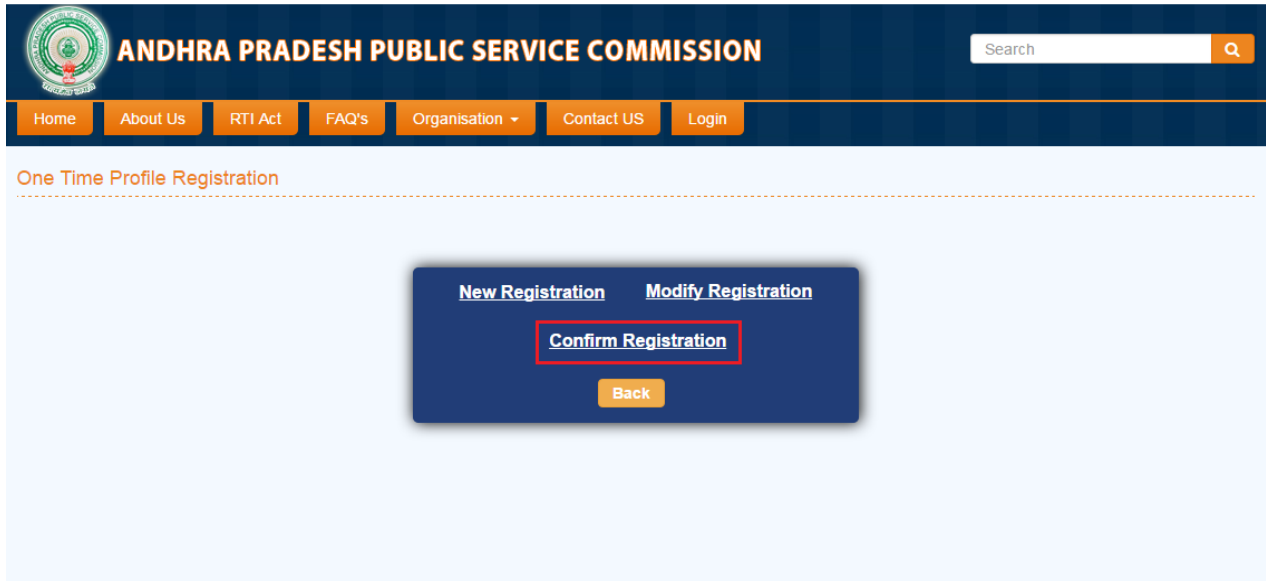
<u>Registration Candidate Details</u>			
<b>Reference Number :</b>	<b>APD1000000252</b>		
<u>Personal Details</u>			
<b>Employee Id :</b>	6546546	<b>Photo:</b>	
<b>Candidate Name:</b>	vinoda		
<b>Gender :</b>	Female		
<b>Date of Birth :</b>	05/05/1988		
<b>Father/Husband name :</b>	srinivas m	<b>Signature :</b>	
<b>E-mail id :</b>	vinoda.m@tcs.com		
<b>Mobile:</b>	9502594195		
<u>Office Details</u>			
<b>Department:</b>	Government department	<b>Post held/Designation:</b>	Software engineer
<b>Office Name:</b>	APOnline		
<u>Office Address where the applicant is currently working</u>			
<b>Flat No./Door No. :</b>	302	<b>Place:</b>	street no 24
<b>City:</b>	miyapur	<b>District :</b>	Hyderabad
<b>State :</b>	AP	<b>Pincode :</b>	521654
<u>Debarment Details</u>			
<b>Have you been debarred earlier :</b>	No		

**Print**

### **Confirm Registration:**

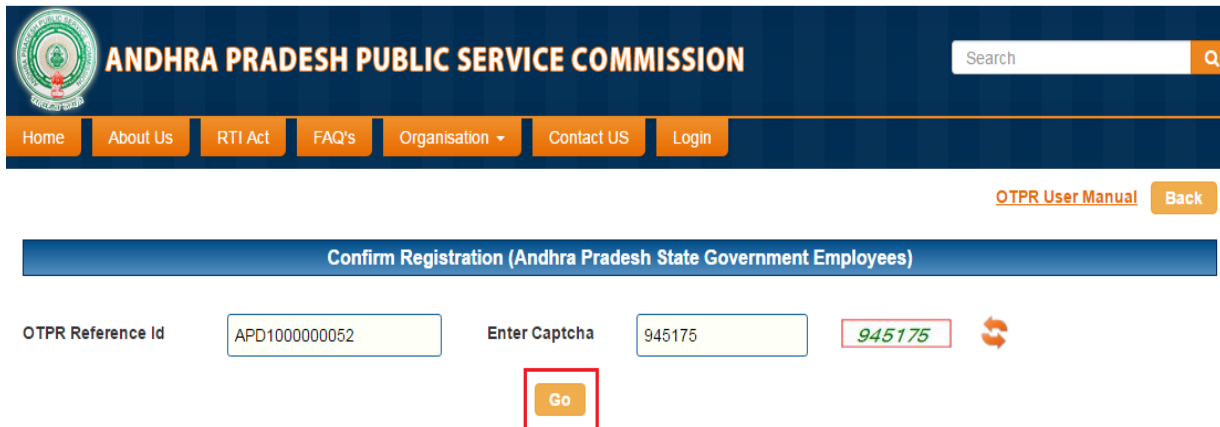
- To confirm the Registration, Andhra Pradesh State Government Employee should enter **Reference ID, Mobile Code, and Email Code** and click on submit button.
- Only after confirmation of the application, application will be termed as successfully registered with APPSC.

Click on **Confirm Registration** link for confirming the application as shown in the below screen.



The screenshot shows the APPSC website header with the logo and navigation menu. Below the header, the 'One Time Profile Registration' section is displayed. A central blue box contains the following links: 'New Registration', 'Modify Registration', 'Confirm Registration' (highlighted with a red box), and 'Back'.

After clicking on **Confirm Registration** link, the following screen will be displayed. Enter **OTPR Reference ID, Captcha** and click on **Go** button as shown in the below screen.



The screenshot shows the 'Confirm Registration (Andhra Pradesh State Government Employees)' form. The form includes the following fields and buttons:

- OTPR Reference Id: APD1000000052
- Enter Captcha: 945175
- Captcha verification: 945175 (displayed in a red box)
- Go button (highlighted with a red box)
- OTPR User Manual link
- Back button

After clicking on **Go** button, the following screen will be displayed. Enter **Mobile Code** and **Email Code** (sent to the employee Mobile Number and Email Id given in application) Then click on **Confirm Registration** button as shown in the below screen.

[OTPR User Manual](#) [Back](#)

**Confirm Registration (Andhra Pradesh State Government Employees)**

OTPR Reference Id

APD1000000052

Enter Captcha

945175

945175

Go

**Applicant Details**

Employee Id : 7503200

Candidate Name : Rani maddineni

Date Of Birth : 02/02/1989

Email id : vinoda.m@tcs.com

Mobile : 9502594195

Gender : Female

Father/Husband Name : Subba Rao M

**Enter Codes**

Mobile Code :

E48736E4

Email Code :

A21A7A5E

Confirm Registration

After clicking on **Confirm Registration** button, the following confirmation pop up will be displayed. Click on **OK** button as shown in the below screen.

APPSCAPPSC

HomeAbout UsRTI ActFAQ's

www.psc.ap.gov.in says:

Are You Sure want to continue ?

OK

Cancel

[OTPR User Manual](#) [Back](#)

**Confirm Registration (Andhra Pradesh State Government Employees)**

OTPR Reference Id

APD1000000052

Enter Captcha

945175

945175

Go

**Applicant Details**

Employee Id : 7503200

Candidate Name : Rani maddineni

Date Of Birth : 02/02/1989

Email id : vinoda.m@tcs.com

Mobile : 9502594195

Gender : Female

Father/Husband Name : Subba Rao M

**Enter Codes**

After clicking on **OK** button, the following screen will be displayed. Click on **Ok** button for confirming the application as shown in the below screen.

The screenshot displays the APPSC (Andhra Pradesh Public Service Commission) website. A modal dialog box is open in the center, titled "www.psc.ap.gov.in says:", with the message "Registration Confirmed Successfully." and a checkbox labeled "Prevent this page from creating additional dialogs." The "OK" button in the dialog is highlighted with a red rectangle. The background shows the website header with the APPSC logo and navigation links (Home, About Us, RTI Act, FAQ's). Below the header, there is a search bar and a link to the "OTPR User Manual". The main content area has a blue banner that reads "Confirm Registration (Andhra Pradesh State Government Employees)". Below the banner, there is a form for "OTPR Reference Id" with a text input field labeled "Reference Id...", a section for "Enter Captcha" with a text input field labeled "Captcha..." and a refresh button, and a "Go" button. A red box highlights the captcha code "945175" and the refresh button.

APPSC APPSC

ANDHRA PRADESH P

Home About Us RTI Act FAQ's

Search

OTPR User Manual Back

Confirm Registration (Andhra Pradesh State Government Employees)

OTPR Reference Id

Reference Id...

Enter Captcha

Captcha...

945175

Go