#### How to Apply on YP/Consultant Registration Portal.

Candidates interested in applying for the position of Young Professional (YP) / Consultant may follow the steps given below to complete the online registration and application process:

#### **Step 1: Visit the Online Portal**

• Go to the official portal:

https://mofapp.nic.in/cadre/Public/ApplicantRegister.aspx

### **Step 2: New User Registration**

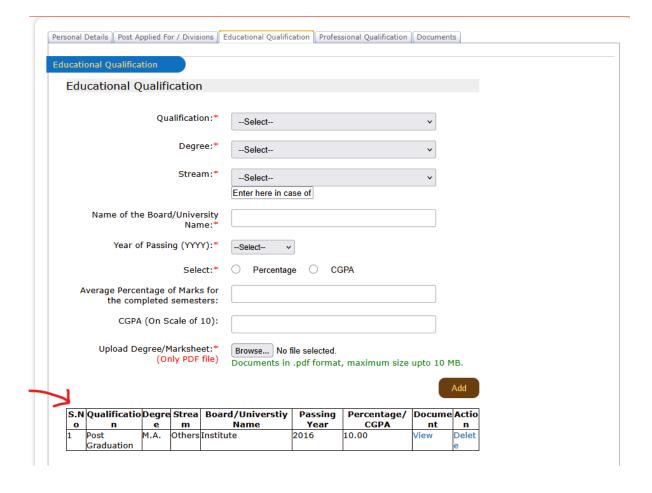
- Enter your basic details such as:
  - Full Name
  - Valid Email ID
  - Active Mobile Number
- An e-mail containing a request number will be received in your e-mail for the creation of Password.

#### **Step 3: Login to the Portal**

• After successful registration, log in using your Email ID and Password by using the link <a href="https://mofapp.nic.in/cadre/login.aspx">https://mofapp.nic.in/cadre/login.aspx</a>

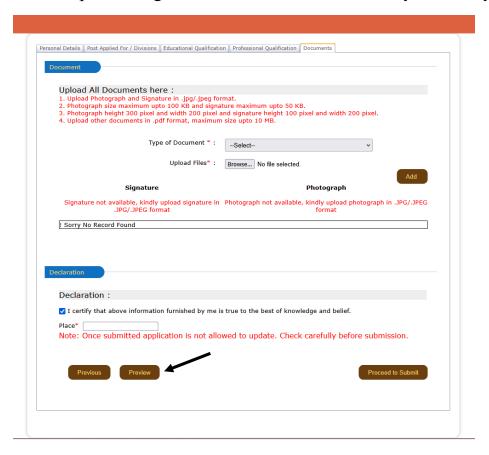
## **Step 4: Fill the Application Form**

- The form has 5 parts/segment: Personal details, Post Applied for, Educational Qualifications, Professional Qualifications and Documents.
- Ensure that all the mandatory fields are filled before proceeding to next tab. **Professional qualification** segment may be left totally blank in case no such qualification.
- Upload the following documents in the prescribed format and size:
  - Recent passport-size photograph
  - Scanned signature
  - Educational certificates (Blur documents will be rejected)
  - Experience certificates (if applicable)
  - Any other relevant document (if applicable)
- Make sure to click the "Add" button after uploading any document or photo. Ensure that the uploaded doc/photo is listed as given below:



## Step 5: Review and submit

• Before proceeding with the final submission, kindly Preview your application.



- Carefully review all the entered details and the uploaded documents. Click "Submit" to complete the application.
- Once submitted, no changes can be made.

# **Important Instructions**

- Incomplete applications or those without supporting documents shall be rejected.
- Keep a copy of the submitted form and documents for future reference.
- For any technical assistance, please reach us at <u>amanps.official@gov.in</u>

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