



**Entrance Examination for UPSC Preliminary Coaching Programme**  
**2<sup>nd</sup> December, 2018**

**Procedure to fill ONLINE Application form**

1. Candidate will visit the website [www.geexam.com](http://www.geexam.com)
2. The following links will be available on this website
  - a. View instructions and procedure to fill application form
  - b. Process Flow diagram to fill application form
  - c. Online Application form
  - d. Login For the candidates who have already submitted the form. (To check the status of application, reprint bank challan, download admit card etc.)
3. The candidate will click on the link for online application form
4. After reading all the instructions / rules the candidate will have to click on **Accept and Continue button**
5. Candidate will be asked to enter the following information –
  - a. Full name:  
Surname :                      First Name :                      Father's/ Husband's Name :
  - b. Phone no.
  - c. Mobile no.
  - d. e-mail ID
6. Candidate will be asked to select the proper option for each of the following.
  - a. Date of Birth
  - b. Gender
  - c. Category
  - d. Minority Community
  - e. Physically Abled
  - f. Choice for the Centre of examination
  - g. Domicile of Maharashtra
  - h. Whether ACEC student in past ?
  - i. Educational Qualification
7. After carefully filling all the information the candidate will have to click on **Continue** button
8. All the information entered by the candidate will be displayed on the screen and a message will be displayed to check and confirm the information. If the information is correct, then the candidate will click on **Confirm** button. If the candidate wants to make any changes then the candidate will have to press **Change** button, so that the changes can be made. Once the **Confirm** button is clicked then the candidate will not be allowed to make any changes in the information submitted by the candidate till then.
9. On confirmation from the candidate, a unique registration number will be generated by the system and **there onwards it will be treated as login-id for that candidate.**
10. The respective message will be displayed, and the candidate will be asked to enter a password. Using the correct combination of **login-ID** and **password** the candidate will be able to carry out various activities in the future.
11. In the next step the candidate will be asked to upload the files of photograph and signature. The file of photo as well as signature should be less than 100 KB in size and should be of type .jpg only
12. On successful upload of the files the message will be displayed, and candidate will be asked to check the respective files and click the Confirm button. If candidate finds that the incorrect file of photo or signature has been uploaded, then he can click the respective button to upload the correct file. Once the candidate clicks on the **Confirm** button, no changes in the files will be allowed.
13. On successful completion of all the above steps the challan for payment of Fees (Rs. 375/-) will be displayed on screen. The challan will contain all the required information like

Unique registration number, Name of candidate, the amount of fees to be paid Rs. 375/- i.e. Rs. 360/- + the bank charges of Rs. 15/-.

14. Candidate will have to take the printout of this challan and pay the fees. The period between which Candidate can pay the fees in any branch of **Bank of Maharashtra** will also be printed on the challan. The candidate must pay the fees in any branch of Bank of Maharashtra and within the prescribed period. (This period will be from the **third** day after the candidate fills in the application form till the end of the **fifth** working day after the date of filling in the application form. e.g. If the candidate fills the online application form on **29.10.2018** then period of paying the fees in any branch of **Bank of Maharashtra** will be from **1.11.2018** till the end of **3.11.2018**)
15. The candidate can login using the login ID and password to check the status of the application. After two days from the date on which the candidate has made the payment in the Bank of Maharashtra, the status of the message displayed will be - "Your form and fees has been received".
16. Using the same login ID and password the candidate can also perform the following –
  - a) Take the printout of application form.
  - b) Take the printout of challan for paying the fees in Bank of Maharashtra.
  - c) Download the admit card after 26.11.2018
17. The candidate will have to download the admit card from the website only. It will not be send by post or any other method.
18. The candidate should not send any document, application form or bank challan by post/courier etc. to ACEC or CTSE.
19. Any request for change in any of details entered in the Application Form including the choice of the Centre of Examination WILL NOT BE CONSIDERED.
20. Candidates who have not completed their graduation (Including those who are appearing for final year Examination) should not apply for this examination.
21. For differently abled candidates an extra time of 10 min/hr will be given. Therefore an extra time of 20 minutes will be given for attempting the paper to the differently abled candidates.