



Principal (Higher Education) 2026 User Manual: Candidate Registration & Application Form

1. Candidate Registration

1.1 Accessing the Exam Portal

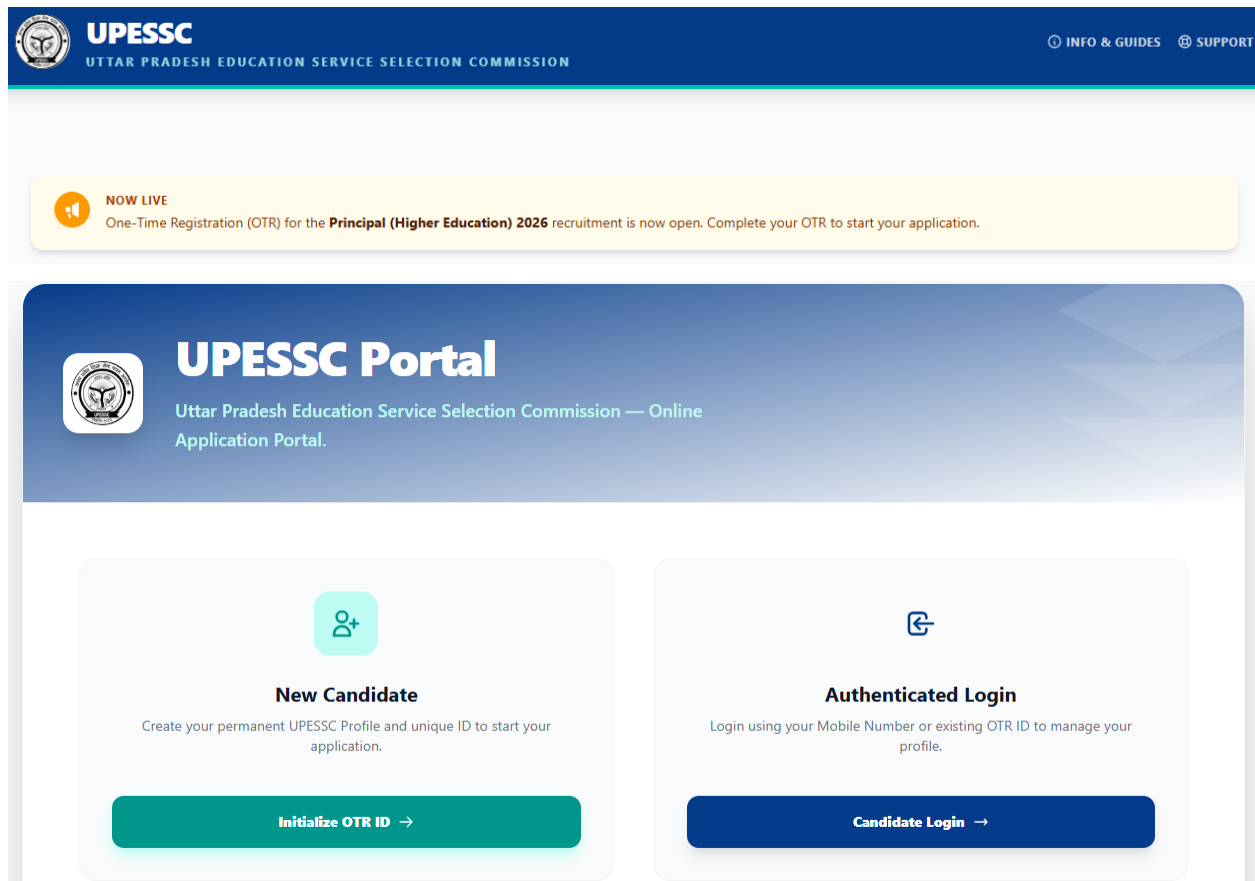
To begin the application process, visit the principalhe.upescc.org

The portal provides two primary options:

1. New Candidate – For applicants registering for the first time.
2. Authenticated Login – For applicants who have already registered and wish to continue their application.

To begin the registration process, click the "Initialize OTR ID" button. Before you begin, keep the following documents ready: **Identity & Photo:** Aadhaar card, recent passport-size photograph, signature, and a handwritten declaration. **Academic:** 10th, 12th, Graduation, Post-Graduation marksheets, and Ph.D. certificate. **Application Module:** Employment/experience certificates, publication PDFs (min 10), and research-score supporting documents (books, patents, project reports, conference certificates).

Note: Ensure that all documents are clear, legible, and in the prescribed format before proceeding with the registration process.





DOCUMENTS TO KEEP READY BEFORE YOU BEGIN

Identity & photo: Aadhaar card, recent passport-size photograph, signature, and a handwritten declaration.

Academic: 10th, 12th, Graduation, Post-Graduation marksheets, and Ph.D. certificate.

Application module: Employment / experience certificates, publication PDFs (min 10), research-score supporting documents (books, patents, project reports, conference certificates).

1.2 Entering Registration Details

Candidates must begin the registration process by filling in their basic personal information. This includes Full Name (as per matriculation certificate), Father's Name, Mother's Name, Date of Birth, Gender.

Each field must be filled carefully, as this information will be used for identity verification.

1. PERSONAL DETAILS

Full Name (As per 10th) * e.g. Ramesh Kumar	Re-enter Full Name * Confirm Full Name
Father's Name * Father's Name	Re-enter Father's Name * Confirm Father's Name
Mother's Name * Mother's Name	Re-enter Mother's Name * Confirm Mother's Name
Date of Birth * Day Month Year	Re-enter Date of Birth * Day Month Year
Gender * Select Gender	Re-enter Gender * Confirm Gender

1.3 Identity and Contact Verification

Candidates must select a valid identity proof for verification. The available options are Aadhaar Card, Driving License, and PAN Card. Choose the appropriate document from the dropdown menu to proceed.

2. CONTACT & IDENTITY

STEP 2A: SELECT IDENTITY PROOF *

Aadhaar Card (Verify via OTP)

☐ I confirm that I have completed 18 years of age.

I hereby authorize the Uttar Pradesh Education Service Selection Commission (UPESSC) and have no objection if the UPESSC retrieves and uses my details such as Name, Gender, DOB, Address, and Photo for KYC identification from the Unique Identification Authority of India (UIDAI) using Face Authentication/Biometric/OTP validation ("e-KYC") for the purpose of authentication in various stages of recruitment for advertisements published from time to time by the Board.

I also understand that providing Aadhaar is voluntary, and I can avail of their services through alternative KYC modes by submitting PAN/Driving License, and I have voluntarily opted for the e-KYC mode.

मैं पुष्टि करता/करती हूँ कि मैंने 18 वर्ष की आयु पूरी कर ली है।

मैं एतद्वारा उत्तर प्रदेश शिक्षा सेवा चयन आयोग (UPESSC) को अधिकृत करता/करती हूँ और मुझे कोई आपत्ति नहीं है यदि UPESSC, बोर्ड द्वारा समय-समय पर प्रकाशित विज्ञापनों की भर्ती के विभिन्न चरणों में प्रमाणीकरण के उद्देश्य से, भारतीय विशिष्ट पहचान प्राधिकरण (UIDAI) से चेहरा प्रमाणीकरण/बायोमेट्रिक/OTP सत्यापन ("e-KYC") का उपयोग करके मेरे विवरण जैसे नाम, लिंग, जन्म तिथि, पता और फोटो प्राप्त करता है और उनका उपयोग करता है।

मैं यह भी समझता/समझती हूँ कि आधार प्रदान करना वैकल्पिक है, और मैं पैन कार्ड/ड्राइविंग लाइसेंस जमा करके वैकल्पिक KYC मोड के माध्यम से उनकी सेवाओं का लाभ उठा सकता/सकती हूँ, और मैंने खेच्छा से e-KYC मोड का विकल्प चुना है।

Aadhaar Number *

12 Digit Aadhaar



Verify via Aadhaar OTP

Mobile Number * (OTP Verification)

+91

9876543210

Send OTP

Email ID * (OTP Verification)

candidate@example.com

Send OTP

LIVE PHOTO IDENTITY VERIFICATION *



STEP 2A: SELECT IDENTITY PROOF *

Driving License (Direct Verification) ▾

Driving License Number *
E.G. RJ1420100012345
Verify DL

Mobile Number * (OTP Verification)
+91 9876543210
Send OTP

Email ID * (OTP Verification)
candidate@example.com
Send OTP

LIVE PHOTO IDENTITY VERIFICATION *



Complete the following steps first:
Identity Verification, Mobile OTP, and Email OTP

STEP 2A: SELECT IDENTITY PROOF *

PAN Card (Direct Verification) ▾

PAN Card Number *
ABCDE1234F
Verify PAN

Mobile Number * (OTP Verification)
+91 9876543210
Send OTP

Email ID * (OTP Verification)
candidate@example.com
Send OTP

LIVE PHOTO IDENTITY VERIFICATION *



Complete the following steps first:
Identity Verification, Mobile OTP, and Email OTP

If 'Aadhaar Card' is selected, the candidate must check on the declaration and enter their 12-digit Aadhaar number and click 'Verify via Aadhaar OTP'. An OTP will be sent to the mobile number linked with the Aadhaar for verification. Once verified by Aadhaar, a green verification box ('Verified') will appear on the screen.

If there is a mismatch in the candidate's identity details, the system will display an error. The candidate should re-enter their correct details to match the Aadhaar records and revalidate. However, if the candidate is confident in their details, they can still proceed by signing the declaration shown below and registering without a document match.

The same validation is applicable to the other two verification options as well, if selected.

Aadhaar Number *

XXXXXXXXXXXX  [Resend OTP](#)

✓ Valid Aadhaar Number

[Change Aadhaar Number](#)

Mismatch: Full Name does not match identity records.

Mismatch: Father's Name does not match identity records.

Mismatch: Gender does not match identity records.

Mismatch: Date of Birth does not match identity records.

Note: If there is any discrepancy in spelling, please correct it and proceed with revalidation. However, in cases where the issue arises due to W/O (Husband's name in Aadhaar) or C/O, kindly review the declaration and proceed accordingly.

☒ I hereby declare to proceed with the filled information instead of the ID details

For the live photograph, please read the instructions mentioned before capturing your photo. There are two ways to capture: Webcam or Live QR. While clicking the photo, the candidate should ensure there is proper lighting.

LIVE PHOTO IDENTITY VERIFICATION * Verification Required



• Waiting for mobile capture...

1. Scan this QR code with your smartphone camera.
2. Take a clear, live selfie on your phone.
3. This screen will update automatically.

QR Code is valid for 15 minutes only.

[Refresh QR Code](#) | [Use Camera Instead](#)

EXPIRES IN
14:11

The candidate should share their contact information by entering their mobile number and email ID. They will need to verify this via an OTP that will be sent to their respective mobile number and email ID. Please verify and click on 'Create Account'.

NOTE: Once the candidate's account is created, the same mobile number and email ID cannot be used for creating another account.

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The registration form consists of four main sections:

- Aadhaar Number ***: A text input field with the placeholder "12 Digit Aadhaar" and a "Verify via Aadhaar OTP" button.
- Mobile Number * (OTP Verification)**: A text input field with the placeholder "+91 9876543210" and a "Send OTP" button.
- Email ID * (OTP Verification)**: A text input field with the placeholder "candidate@example.com" and a "Send OTP" button.
- LIVE PHOTO IDENTITY VERIFICATION ***: A section with a camera icon and a lock icon, indicating a live photo verification step.

The OTP (One Time Password) sent to the candidate's mobile and email is valid for 10 minutes.

The email notification is from "no-reply" to the candidate. It states: "Your OTP for UPESSC registration/login is: 276705. Valid for 10m0s. Do not share with anyone." An inset image shows a text message from "BE-SESSBA-T" stating: "734954 is your one time password to access principalhe.upessc.org. OTP is valid for 10 minutes. Do not share your OTP with anyone. -SESSBA".

Please use the same mobile number or email ID to log in to the candidate application portal.

1.4 Set Security Credentials

Set a password of at least 8 characters, select a security question and provide the corresponding answer for account recovery. Complete the human verification, then click "Register & Proceed Next" to continue.

The "3. SET SECURITY CREDENTIALS" form includes the following sections:

- Instructions**: "These credentials will be used alongside your Mobile Number for future logins."
- Create Password ***: A text input field with the placeholder "Minimum 8 characters".
- Confirm Password ***: A text input field with the placeholder "Re-enter password".
- Account Recovery Security Question ***: A dropdown menu with the placeholder "-- Select a Question --".
- Security Answer ***: A text input field with the placeholder "Enter your answer".
- Human Verification ***: A section with a math problem $12 + 9 =$ and a "Refresh" link.

A "Register & Proceed Next →" button is located at the bottom right of the form.

Upon successful registration, the candidate will receive a confirmation on their registered email address and mobile number, along with the generated OTR ID. The candidate should save the OTR ID for future reference.

UPESSC - Registration Successful

Inbox



no-reply 5:36 PM
to me



Dear VENI,

Your registration with UPESSC has been completed successfully.

Your OTR ID is: UP2645D8CECE

Please save this OTR ID for future reference. You will need it to login and complete your application.

— UPESSC

UP2645D8CECE is your application number for the Principal HE form you registered earlier. Kindly review your application by logging into upessc.org.
-SESSBA

If the candidate wishes to continue the registration process at a later time after this step, they can select the "Authenticated Login" option from the main menu and resume the registration process. The candidate can log in using their registered email ID, mobile number, and generated OTR ID.



New Candidate

Create your permanent UPESSC Profile and unique ID to start your application.

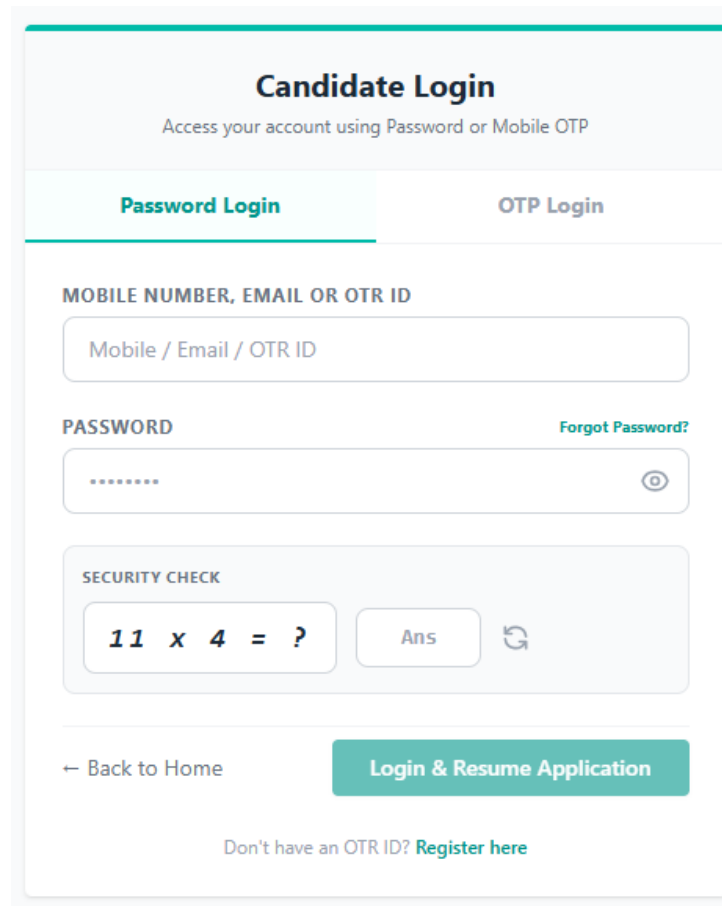
Initialize OTR ID →



Authenticated Login

Login using your Mobile Number or existing OTR ID to manage your profile.

Candidate Login →



The image shows a 'Candidate Login' form. At the top, it says 'Candidate Login' and 'Access your account using Password or Mobile OTP'. There are two tabs: 'Password Login' (selected) and 'OTP Login'. Below the tabs, there is a section for 'MOBILE NUMBER, EMAIL OR OTR ID' with a text input field containing 'Mobile / Email / OTR ID'. Below that is a 'PASSWORD' section with a text input field containing '*****' and a 'Forgot Password?' link. Below the password field is a 'SECURITY CHECK' section with a math problem '11 x 4 = ?', an 'Ans' button, and a refresh icon. At the bottom, there is a '← Back to Home' link and a 'Login & Resume Application' button. At the very bottom, there is a link 'Don't have an OTR ID? Register here'.

2. Landing Page of OTR Dashboard

2.1 Accessing the OTR Platform

Upon successful account creation, the candidate will be redirected to complete the OTR process. The OTR process consists of five application steps. The candidate must provide all the required information in the following sections:

- Personal Details
- Address Details
- Academic Qualifications
- Twin Details
- Upload Documents

2.1.1 Personal Details

This section displays the candidate's personal details, including Name, Father's Name, Mother's Name, Date of Birth, and Gender, which are automatically populated based on the information provided during registration. The candidate must provide additional details, including their Aadhaar-linked mobile number, Nationality, Marital Status, Place of Birth (State), and Visible Identification Mark.

The candidate must also provide details under the Category & Special Reservation section, including:

- Reservation Category (Note: Candidates born outside Uttar Pradesh can apply only under the Unreserved (General) category.)
- Whether the candidate is a Person with Benchmark Disability (PWD)
- Whether the candidate holds a Special Reservation under Dependent of Freedom Fighter or Ex-Serviceman category
- Whether the candidate is seeking Age Relaxation

The candidate must ensure that all the information provided is accurate before proceeding to the next section.

PERSONAL DETAILS

Maintain your UPESSC Profile demographic information.

Candidate Name

VENI

Father's Name

HARSH

Mother's Name

POOJA

Date of Birth

01/01/1985

Gender

Male

Aadhaar-linked Mobile Number *

10-digit mobile number

Must be a valid 10-digit mobile number starting with 6-9

Telephone Number (with STD Code)

e.g. 0522-2466851

Nationality *

Indian

Marital Status *

Select Status

Place of Birth (State) *

Select State

Visible Identification Mark *

e.g. Mole on right cheek

CATEGORY & SPECIAL RESERVATION

Reservation Category *

Unreserved (General)

Candidates born outside Uttar Pradesh can apply only under the Unreserved (General) category.

Are you a Person with Disability (PWD)? *

No

Special Reservation *

Seeking Age Relaxation? *

No

← Back

Save & Next Step >

Once all required details have been entered, the candidate can click "Save & Next Step" to save the information and proceed to the next section.

2.1.2 Address Details

The Address Details section captures the candidate's address information. After entering all the required details, the candidate can click "Save Address & Next" to save the information and proceed to the next section

ADDRESS DETAILS

Permanent and Correspondence address records.

Permanent Address

Address Line 1 *

House No / Building / Street

Address Line 2 *

Village / Town / Area

Address Line 3

Landmark / Post Office (Optional)

State *

Select State

District *

Select District

Pincode *

Correspondence Address

☐ Same as Permanent

Address Line 1 *

House No / Building / Street

Address Line 2 *

Village / Town / Area

Address Line 3

Landmark / Post Office (Optional)

State *

Select State

District *

Select District

Pincode *

← Back

Save Address & Next

2.1.3 Academic Qualifications

This section captures the candidate's educational details. The candidate must provide information related to their 10th (High School), 12th (Intermediate), Graduation, Post-Graduation, Ph.D., and NET/JRF qualifications. The NET/JRF details are optional and may be provided if applicable.

ACADEMIC QUALIFICATIONS

Educational background from 10th standard onwards.

Saved Qualifications

No qualifications added yet. Start by adding 10th standard below.

+ Add Education Details

Exam Level *

Select Level

Board / University *

UP BOARD / ALLAHABAD UNIVERSITY

Subjects *

Science, Maths, etc.

Passing Year *

YYYY

Roll Number *

Marksheet No. *

Marks Obtained *

e.g. 450

Total Marks *

e.g. 500

Percentage

0.00%

+ Add Entry

← Back

5 REQUIRED QUALIFICATIONS

- ☐ 10th (High School) ☐ 12th (Intermediate)
☐ Graduation ☐ Post Graduation
☐ Ph.D.

Proceed Next

Once the required details have been entered, the candidate can verify the completion status through the displayed green tick marks. The candidate can then click "Proceed Next" to save the information and move to the next section.

5 REQUIRED QUALIFICATIONS

- ☒ 10th (High School)
- ☒ 12th (Intermediate)
- ☒ Graduation
- ☒ Post Graduation
- ☒ Ph.D.

Proceed Next

2.1.4 Twin Details

In this section, the candidate must select "Yes" or "No" to indicate whether they have a twin brother or sister. If "NO", the candidate can click "Save & Next Step" to save the details and proceed to the next section.

TWIN INFORMATION

Special demographic details for twin candidates.

Do you have a twin brother or sister?

☐ Yes ☒ No

← Back

Save & Next Step →

If the candidate selects "Yes", they must provide the required details of their twin, including Twin Gender, Name as per Aadhaar, whether the twin is appearing for the same examination, Twin ID Proof Type, and Twin ID Number. After entering the required details, the candidate can click "Proceed Next" to save the information and move to the next section.

Do you have a twin brother or sister?

☒ Yes ☐ No

Twin's Gender *

Select Gender ▼

Name of Twin as per Aadhaar *

Enter name exactly as on Aadhaar

Appearing in the same exam? *

No ▼

Twin ID Proof Type *

Select ID Type ▼

Twin ID Number *

Enter DL number

[← Back](#)[Save & Next Step >](#)

2.1.5 Upload Documents

In this section, the candidate must upload the required documents, including Passport Photograph, Signature, Photo Identity Proof, 10th Marksheet, 12th Marksheet, Graduation Marksheet, Post-Graduation Marksheet, Ph.D. Certificate, and a photograph of the Handwritten Declaration.

The candidate must ensure that the uploaded documents comply with the specified file size and format requirements:

- Photo: 30 KB – 300 KB
- Signature: 10 KB – 200 KB
- All Marksheets and Documents: 50 KB – 500 KB

File Format Requirements:

- JPG/PNG: Photo, Signature, and Handwritten Declaration
- PDF: Certificates and Marksheets

All uploaded documents will be mapped to the candidate's OTR ID. The candidate should verify that the documents are clear, legible, and correctly uploaded before proceeding further.

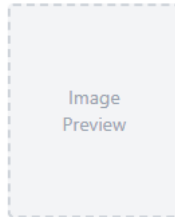
DOCUMENT UPLOADS

Securely upload your credentials and identification.

File Size Limits: Photo: 30-300 KB | Signature: 10-200 KB | All Marksheets & Documents: 50-500 KB. Format: JPG/PNG for Photo, Signature & Hand Declaration. PDF for certificates & marksheets. Uploads are mapped to your OTR ID.

Passport Photograph

Recent color photo against a light background. JPG/PNG, 30-300 KB.

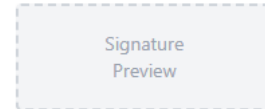


Select File

Upload

Signature

Sign on white paper with black/blue ink. JPG/PNG, 10-200 KB.



Select File

Upload

Photo Identity Proof

Upload PDF format of the original document. 50-500 KB.

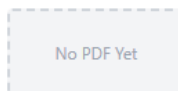
ID Type

Select ID



ID Number

Enter ID number

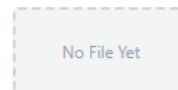


Select File

Upload

10th Marksheet

Upload PDF format. 50-500 KB.

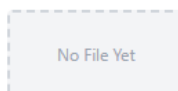


Select File

Upload

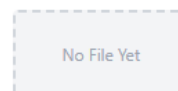
12th Marksheet

Upload PDF format. 50-500 KB.



Graduation Marksheet

Upload PDF format. 50-500 KB.



Post-Graduation Marksheet / Degree

Post-Graduation degree or consolidated marksheet. PDF, 50-500 KB.

No File Yet

Select File

Upload

Ph.D. Certificate

Ph.D. degree award certificate. PDF, 50-500 KB.

No File Yet

Select File

Upload

Hand Declaration / हस्तलिखित घोषणा

नीचे दी गई घोषणा को अपने हाथ से लिखकर उसकी फोटो/स्कैन अपलोड करें।
Write the following declaration by hand and upload its photo/scan. JPG/PNG, 50-500 KB.

हिन्दी में लिखें / WRITE IN HINDI

घोषणा- मैं शपथपूर्वक अभिकथन करता/करती हूँ कि ऑनलाईन रजिस्ट्रेशन/आवेदन में भरी गयी समस्त प्रविष्टियाँ मेरे मूल अभिलेखों पर आधारित है तथा मेरे संज्ञान में सही एवं सत्य है। निर्धारित तिथि तक नियत शुल्क जमा करने पर ही मेरा ऑनलाईन आवेदन प्रधानाचार्य (उच्च शिक्षा) — Principal Higher Education हेतु विचारणीय होगा। मुझे विज्ञापन की दी गयी समस्त शर्तें मान्य हैं। यदि परीक्षा के पूर्व अथवा बाद में जांचोपरान्त कोई भी विवरण असत्य अथवा गलत पाया जाता है तो आयोग को मेरा अभ्यर्थन निरस्त करने तथा मेरे विरुद्ध वैधानिक कार्यवाही करने का अधिकार होगा। आवेदन पत्र में अंकित सूचनाओं से सम्बन्धित सभी मूल प्रमाण/अंक पत्र आवेदन की तिथि के पूर्व से मेरे पास उपलब्ध हैं।

ENGLISH TRANSLATION (REFERENCE)

Declaration:- I hereby declare that all entries in the online registration/application are based on my original records and are true and correct to the best of my knowledge. My online application will be considered only after the payment of the prescribed fee by the due date. I accept all terms and conditions. If any information is found false or incorrect, the Board reserves the right to cancel my candidature and take legal action. All original certificates/mark sheets are available with me from before the date of application.

Select File

Upload

← Back

Proceed to Preview & Submit

Once all required documents have been uploaded, the candidate can click "Proceed to Preview & Submit" to review all the details provided across the above sections before final submission.

If the candidate wishes to modify any details, they can click on "Edit OTR Details" and update the required information with the correct details before final submission.

OTR PROFILE PREVIEW

Review your One Time Registration profile before completing it.

Edit OTR Details

OTR ID: UP2645D8CE

Once the details have been reviewed and confirmed, the candidate must select the declaration checkbox and click "Complete OTR Profile" to complete the OTR process and proceed with applying for the examination.

OTR Profile Declaration

घोषणा:- मैं शपथपूर्वक अभिकथन करता/करती हूँ कि ऑनलाईन रजिस्ट्रेशन/आवेदन में भरी गयी समस्त प्रविष्टियाँ मेरे मूल अभिलेखों पर आधारित है तथा मेरे संज्ञान में सही एवं सत्य है। निर्धारित तिथि तक नियत शुल्क जमा करने पर ही मेरा ऑनलाईन आवेदन प्रधानाचार्य (उच्च शिक्षा) — Principal Higher Education हेतु विचारणीय होगा। मुझे विज्ञापन की दी गयी समस्त शर्तें मान्य हैं। यदि परीक्षा के पूर्व अथवा बाद में जांचोपरान्त कोई भी विवरण असत्य अथवा गलत पाया जाता है तो आयोग को मेरा अभ्यर्थन निरस्त करने तथा मेरे विरुद्ध वैधानिक कार्यवाही करने का अधिकार होगा। आवेदन पत्र में अंकित सूचनाओं से सम्बन्धित सभी मूल प्रमाण/अंक पत्र आवेदन की तिथि के पूर्व से मेरे पास उपलब्ध हैं। यदि कोई भी सूचना गलत पायी गयी तो उसका सम्पूर्ण उत्तरदायित्व मेरा होगा।

Declaration:- I hereby declare that all the entries made in the online registration/application are based on my original records and are true and correct to the best of my knowledge. My online application will be considered only after the payment of the prescribed fee by the due date. I accept all the terms and conditions given in the advertisement. If any information is found to be false or incorrect during verification before or after the examination, the Board reserves the right to cancel my candidature and take legal action against me. All original certificates/mark sheets related to the information mentioned in the application form are available with me from before the date of application. If any information is found to be incorrect, the entire responsibility will be mine.

यहाँ टिक करें - ☒

Complete OTR Profile

AFTER THIS, YOU CAN APPLY FOR EXAMS FROM YOUR DASHBOARD

3 Initiating the Application

On the dashboard, the candidate can see the option to apply for the Principal Higher Education 2026 examination.

OTR DASHBOARD
 Welcome, VENI

OTR ID: UP2645D8CECE

Registration
 Complete

OTR Details
 Complete

Exams

Examinations
 Apply for exams and track your applications

AVAILABLE EXAMS

Principal Higher Education 2026
 Principal Higher Education

Info & Guide

Apply Now >

If you have already completed the payment but it is not reflecting in your application status, please wait for 2-3 business days for the system to update.

Kindly avoid panicking and do not make multiple payments, as this may lead to duplicate transactions. For any additional queries, please contact support.

The candidate can click "Apply" to initiate the examination application form filling process.

UPESSC
UTTAR PRADESH EDUCATION SERVICE SELECTION COMMISSION

INFO & GUIDES SUPPORT

Candidate Portal
OTN ID: UP264508CECE
LOGOUT →

[← Back to Dashboard](#)

Open Advertisements

Select the advertisement you wish to apply against.

ADVERTISEMENT NO. 02/2026
Recruitment for Principal — Higher Education 2026

Application fee: ₹ 3,000 (same for all candidates)

Apply

Once the candidate clicks on 'Apply', they will be redirected to the application form. The candidate must provide all the necessary information in the following sections:

1. Eligibility Declaration
2. Post Details
3. Employment History
4. Publications
5. Research Score (API)
6. Additional Documents
7. Eligibility Check
8. Preview & Declare
9. Payment

Candidates must ensure that all the information provided is accurate before proceeding to the payment stage.

4 Application Form

4.1 Eligibility Declaration

In this section, the candidate must accept all five declarations to proceed further.

Once all declarations have been accepted, the candidate can click "Proceed" to move to the next section.

Note: This is a self-declaration. Final eligibility shall be determined by UPESSC during document scrutiny.

Step 2.1 — Eligibility Declaration

Confirm each of the following. All five declarations must be accepted to proceed.

- ☐ I possess a Ph.D. Degree from a recognized University.
- ☐ I am presently working as Professor or Associate Professor.
- ☐ I possess minimum 15 years of teaching / research / administrative experience.
- ☐ I have minimum 10 research publications published in peer-reviewed / UGC-CARE listed journals.
- ☐ My Research Score is at least 110 under UGC Regulations.

This is a self-declaration. Final eligibility shall be determined by UPESSC during document scrutiny.

← Cancel

Proceed

4.2 Post Details

In this section, the candidate must provide details related to their institution and current position. The candidate needs to select the Institution Type (B.Ed., Law, or Other Discipline), Department/Subject, and Current Position (Professor or Assistant Professor).

Once done, the candidate can click "Next" to move to the next section.

Step 2.2 — Post Details

Institution Type *

Select

Department / Subject *

Select

Post Applied

Principal

Current Position *

Select

FROM YOUR OTR PROFILE

Ph.D. Available: **Yes**

← Back

Next

4.3 Employment History

The Employment details section will capture the employment information of the candidate.

Note: A minimum of 15 years of teaching, research, or administrative experience is required.

Once the candidate has entered the required details and uploaded the supporting documents in PDF format, including Experience Certificates, Appointment Letters, Service Certificates, and NOC (if currently employed), they can click "Save & Next" to save the information and proceed to the next section.

Note: At least one supporting document is required.

Step 2.3 — Employment History

Add one or more employment records. Minimum **15 years** of teaching / research / administrative experience is required.

RECORD #1

Remove

Institution *

Institution Type *

Select... ▼

Department *

Designation *

Pay Scale (in ₹) *

e.g. 78,800

Nature *

Regular ▼

From Date *

mm/dd/yyyy 📅

To Date *

mm/dd/yyyy 📅

Experience Type *

Teaching ▼

☐ Currently working here (Present)

+ Add Row

Approximate total from your inputs: **0 years 0 months** below 15 years

Server recomputes on save from the actual dates you entered.

SUPPORTING DOCUMENTS

Upload experience certificates, appointment letters, service certificates, NOC (if currently employed). Minimum **1** required.



Drag & drop files here, or [browse](#)

PDF / JPEG / PNG · max 2 MB each · min 1 · max 30 files total

No files uploaded yet.

⚠ Upload at least 1 file to proceed (0/1 so far).

← Back

Save & Next

4.4 Publications

In this section, the candidate must provide the total number of research publications being claimed. A minimum of 10 research publications is required.

The candidate must upload each publication as a separate PDF file. A minimum of 10 PDF files must be uploaded. The details provided will be verified during the scrutiny process.

Step 2.4 — Research Publications

Enter the total number of research publications you claim. Minimum **10** required.

Total Publications *

0

10 more required to meet the minimum

PUBLICATION DOCUMENTS

Upload each publication as a separate PDF. Minimum **10** files required; verification of details is done during scrutiny.



Drag & drop files here, or [browse](#)

PDF · max 2 MB each · min 10 · max 100 files total

No files uploaded yet.

⚠ Upload at least 10 files to proceed (0/10 so far).

[← Back](#)[Save & Next](#)

4.5 Research Score

In this section, the candidate must enter the count for each academic and research activity to calculate the Research Score.

The candidate must ensure that the information provided is accurate. The combined score for Groups 5(b) and 6 is capped at 30% of the total unclamped score. A minimum Research Score of 110 is required to proceed with the application.

This section is applicable to candidates applying under the Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management, and other related disciplines.

Note: Only the Thomson Reuters Impact Factor will be considered. Impact Factors assigned by any other agency will not be accepted.

The candidate must upload supporting documents related to the claimed research score, including books, patents, project documents, conference certificates, and any other relevant supporting

documents.

Note: A minimum of one supporting document must be uploaded.

Step 2.5 — Research Score

Enter counts for each academic / research activity. Groups **5 (b)** and **6** are capped together at **30% of the total unclamped score**. A minimum of **110** is required to proceed.

(For Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines)

Note : Impact Factor of Thomson Reuters will be considered. No Impact Factor devised by any other agency will be valid.

1. RESEARCH PAPERS			
ACADEMIC / RESEARCH ACTIVITY	UGC DECIDED SCORE	QUANTITY	SCORE
Research Papers in Peer-Reviewed or UGC listed (But Not Refereed) Journals without Impact Factor			
Single Author	10		0
Two Authors	7		0
First/Principal/Corresponding Author (More than 2 Authors)	7		0
Join Author (More than 2 Authors)	3		0
Research Papers in Peer-Reviewed or UGC listed (Refereed) Journals without Impact Factor			
Single Author	15		0
Two Authors	10.5		0

Total Score without Capping	0	30% of Total Research Score	0
Total Score of 5 (b) + 6	0	Capped Score of 5 (b) + 6	0
FINAL OBTAINED SCORE (API)			0 below 110 — cannot proceed

SUPPORTING DOCUMENTS

Books, patents, project documents, conference certificates, and anything else supporting the claimed score. Minimum **1** required.



Drag & drop files here, or [browse](#)

PDF / JPEG / PNG · max 2 MB each · min 1 · max 100 files total

No files uploaded yet.

⚠ Upload at least 1 file to proceed (0/1 so far).

[← Back](#)
[Save & Next](#)

Once all the required details have been entered and the supporting documents have been uploaded, the candidate can click "Save & Next" to save the information and proceed to the next section.

4.6 Additional Documents

In this section, the candidate may upload any additional supporting documents, if applicable. Uploading additional documents is optional.

Once the required documents have been uploaded, the candidate can click "Save & Next" to save the information and proceed to the next section.

Step 2.6 — Additional Documents



Drag & drop files here, or [browse](#)

PDF / JPEG / PNG · max 2 MB each · optional · max 10 files total

No files uploaded yet.

[← Back](#)[Save & Next](#)

4.7 Eligibility Dashboard

This section displays the validation status of the candidate's application against the prescribed eligibility criteria.

Based on the validation, the system displays the candidate's Overall Status. If all eligibility criteria are satisfied, the status will be displayed as "Eligible".

Once the eligibility status is confirmed as Eligible, the candidate can click "Preview Application" to review the application before final submission.

Step 2.7 — Eligibility Dashboard

System validates your application against every eligibility criterion.

- ✓ All five eligibility declarations accepted
- ✓ Post details filled
- ✓ Currently Professor or Associate Professor
- ✓ At least 15 years of eligible experience
- ✓ At least 10 research publications
- ✓ Research score at least 110

OVERALL STATUS

ELIGIBLE

[← Back](#)

[Preview Application →](#)

4.8 Preview & Declare

In this section, the candidate is required to review all the information entered in the application form to ensure that it is accurate and complete. The candidate must carefully read the Final Declaration and confirm acceptance by selecting the declaration checkbox. After verifying all details, the candidate should click “Submit & Proceed to Payment” to submit the application and continue to the payment process.

Note: Once the application is submitted, the entered information cannot be modified directly. Any required corrections can only be made through the OTP-verified correction process after the payment has been completed.

FINAL DECLARATION

I declare that (a) the information furnished is true and correct, (b) I fulfil all eligibility conditions prescribed in the advertisement, (c) the uploaded documents are genuine, (d) I shall produce originals at the time of verification, (e) I understand that false information may result in rejection or cancellation.

☒ I accept the above declaration.

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[Submit & Proceed to Payment](#)

4.9 Payment

In this section, the candidate can pay the application fee to complete the examination application process. The candidate must verify the payment details and proceed through the secure payment gateway to complete the transaction successfully.

Step 2.9 — Payment

You are about to pay the application fee.

Advertisement: 02/2026

Post: Principal (Higher Education)

Fee: ₹ 3000

You will be redirected to the secure **ICICI EazyPay** gateway.

Pay ₹ 3000 via ICICI EazyPay



Payment Successful

Your Principal Higher Education 2026 application fee has been received. Your application is now complete.

Order ID:	ICICI0718YXV7PU3H1M
Transaction Ref:	260718279137608
Amount Paid:	₹ 3000
Payment Gateway:	ICICI EazyPay

Please save this information for your records. You can also view it in your dashboard.

 **Print Payment Receipt**

Go to Dashboard — View Application

After successful fee submission, candidates can view the final application status on the main dashboard.
The application will be marked as Completed, confirming successful submission.

OTR DASHBOARD
Welcome, VENI

OTR ID: UP2645D8CECE

 **Registration**
Complete

 **OTR Details**
Complete

 **Exams**
1

 **Examinations**
Apply for exams and track your applications

AVAILABLE EXAMS

Principal Higher Education 2026 Paid & Complete

[Info & Guide](#) ✓ Application Complete

Principal Higher Education

MY APPLICATIONS

Application No(s)	Exam	Applied For	Payment	Status	Actions
-	PRINCIPAL_HE_2026	Principal Higher Education	PAID	Completed	Print Receipt