

**LEGISLATIVE ASSEMBLY SECRETARIAT**  
**Uttar Pradesh**  
**Instructions for Completing the Application Procedure**

**Uttar Pradesh Legislative Assembly, Uttar Pradesh** is going to conduct the re-examination for appointments against the vacant posts of **RO** and **ARO** which was previously held on 29<sup>th</sup> and 30<sup>th</sup> Dec, 2015 through online mode.

For the above process, candidates are required to fill their incomplete (**mandatory**) details on-line only through the link available on the website <http://uplegisassembly.gov.in/> to complete the application procedure and to re-appear in the re-examination.

**Note:** Only that candidate, who had applied earlier for 29th and 30th Dec, 2015 would be eligible to participate in the re-examination. This re-examination will be conducted in offline (OMR based) mode and admit cards for the same will soon be available on the website of UP Vidhan Sabha.

**Important: The candidates will not be charged any fee for the re-examination.**

Candidates must go through the instructions mentioned below before filling up the details through on-line application form.

**Step 1:** Candidates are required to login to their pre-registered application form using **Login ID** (which will be their **Application Seq. No.**) and **Password** (which will be either their registered **Date of Birth** in **DDMMYYYY** Format or registered **Mobile Number**).

**Step 2:** Candidates are required to fill their Personal Details, Qualification Details and to upload documents like Photograph & Signature.

**Step 3:** Some of the information like **Post Applied, Name of Applicant, Father's Name, Mother's Name, Mobile Number and Email Id** will be pre filled in the Application form which **cannot** be edited, candidate have to fill other mandatory details like **Domicile, Category, Sub-Category and Qualification Details** to complete the Application Procedure.

**Note:** The details already showing in the Application Form are as per candidate's previous application which **cannot be changed**.

**Step 4:** Candidate have to upload their recent colored **Photograph** and **Signature**. For convenience, the candidate should have scanned images of following documents in CD/DVD/Pen drive with file size mentioned for each document in JPEG, JPG format only.

**Mandatory:** (a) Recent Colored Photograph (Size: 80KB)  
(b) Signature of the candidate (Size: 50KB)

**Step 5:** After filling all the details in the online Application Form, a complete Application Preview will appear with all the details filled by the candidate. Candidates are requested to verify the details before final submission.

**Note:** No change will be possible in the details filled by the candidate after final submission of the Application Form.

**Step 6:** If in case the Photo & Signature Uploaded in the Application preview is not correct or mismatched then immediately mail your scan copy of passport size photograph & Signature in the required format and size to [helpdesk.upla@gmail.com](mailto:helpdesk.upla@gmail.com) and inform on Tolle number: **9453827220** or Toll-free number: **18001800062**.

❖ If any candidate forgot his Login ID or Password, please call on above numbers for help

**Step 7:** After verifying all the details, candidates have to submit the form, candidates can take a print out of filled form and keep the same for future reference.

