

HOW TO APPLY

Important Instructions:

Registration

1. Before filling the online application form, the candidates are advised to go through the advertisement published on the Uttar Pradesh Council of Agricultural Research (UPCAR) website <https://upcar.up.gov.in>. To apply, click on the Application Forms (CLICK HERE FOR REGISTRATION) Link.
2. Click on the link of the Online Application for Advt. No.-03/2026 and follow the instructions.
3. On the Registration page, applicants have to fill their details keeping in mind that only one application can be registered against one valid mobile number and email id. The Uttar Pradesh Council of Agricultural Research (UPCAR) will not be responsible for any loss of e-mail/ SMS sent, bouncing of e-mail/ SMS due to invalid/wrong email id/mobile number provided by the candidate or due to any other reasons.
4. After successful Registration, a system-generated **Registration number** and **Password** will be sent to the registered email id and SMS will be sent to the registered mobile number.
5. No change in registration details is allowed once registration is done. Candidates are advised to ensure the information entered on the registration page is correct before submitting the registration

Application

Step-1:-

1. After completing the registration process, login to the home page of <https://www.onlineupcar.com/> with the user name and password received on the registered mobile number and email ID.
2. Candidates are required to enter other Personnel details, Correspondence address, and Permanent address and click on the save button. Verify the details entered on the appeared page and find the edit & next button at bottom of the page. Click the edit button if you want to make any changes in personal details, correspondence address, and permanent address otherwise click next to move to the next page for the Payment.

Step 2:-

- i. Make payment using payment gateway.
- ii. After making the payment, download the payment slip, print it, and keep it safe.

Step 3 :-

3. After successful payment, fill the educational details in Step 3. and save before submitting. If candidate want can edit the information before submit. Follow the same instruction as in point no. 2 of Step-1.

Step 4 :-

4. Upload your Certificates (PDF file size between 50KB to 1 MB)
5. After successfully uploading the certificates conditions and click Submit button for save and next.

Step 5 :-

6. Upload your Photograph (See Annexure A), Scanned signature (See Annexure B) and Live photo (See Annexure C). To save and edit the information, follow the same instruction as in point no. 2 of step-1.
7. If the captured photograph does not clearly show the candidate's face or does not comply with the prescribed requirements, the registration may be cancelled.

Step 6 :-

8. After uploading photograph and signature candidate has to take a **LIVE PHOTO** and upload it.
9. After successfully uploading the live photo, accept the terms and conditions and click Submit button for final submission. The online application process will be completed.

Step 7 :- After final submission of Application, candidate download Application Slip and Payment Receipt.

Edit

1. Edit option will be there in all the stages, in the stage in which the candidate has to improve, he will mark the improvement and after reaching the second stage, he cannot improve in the previous stages.

Download Complete Application Form

1. After finally uploading the live photo and submitting the final submit button, you should download the filled application in PDF format and take a print out and keep it safe.
2. Request for change/correction in any information in the application form shall not be entertained after the final submission of the online application.
3. Candidates are advised not to wait for the last hour to avoid website congestion.

Browser Settings:

Please Set the Following Settings To Ensure That The Application Process Is Error Free.

For Mozilla Firefox

- a. In the address bar, type about : config and press Enter.
- b. Click "I'll be careful promise "if a warning message appears.
- c. In these arch box, search for Java Script. Enabled
- d. Toggle the "Java Script. Enabled "preference (right-click and select "Toggle "or double-click the preference) to change the value from "false "to" true".
- e. Click on the "Reload current page "button of the web browser to refresh the page.

For Google Chrome

- a. On the web browser menu click on the "Customize and control Google Chrome" and select "Settings".
- b. In the "Settings "section click on the "Show advanced settings..."
- c. Under "Privacy" click on the " Content settings"
- d. When the dialogue window opens, look for the "JavaScript" section and select "Allow all sites to run
- e. Java Script (recommended)".
- f. Click on the "OK" button to close it.
- g. Close the "Settings" tab.
- h. Click on the "Reload this page "button of the web browser to refresh the page.