User Manual for GROUP-II Service Data Corrections

Screen 1: Click on Online Application Submission link for modifying the Group II Service Application as shown in the below screen.

Screen 2: After Clicking on Online Application Submission link, the following screen will be displayed. Click on Modify Group-II Service Notification Radio button then click on Continue button as shown in the below screen.
**Screen 3:** After Clicking on **Continue** button, the following screen will be displayed. Enter **OTPR Reference Id, Application Reference Id** and Click on **Generate OTP** button as shown in the below screen.

![Screen 3](image)

**Screen 4:** After Clicking on **Generate OTP** button, the following screen will be displayed. Enter **Received OTP Number** and Click on **Proceed for Data Correction** button as shown in the below screen.

![Screen 4](image)
**Screen 5:** After Clicking on **Proceed for Data Correction** button, the following screen will be displayed for Applicant has been provided with a provision to correct all the application specific data except fee details then click on **Modify** button as shown in the below screen.
<table>
<thead>
<tr>
<th>Examination Preferred Location</th>
<th>Preferred District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Krishna</td>
</tr>
<tr>
<td>Secondary</td>
<td>Visakhapatnam</td>
</tr>
<tr>
<td>Tertiary</td>
<td>Srikakulam</td>
</tr>
</tbody>
</table>

**Paper Details**
- General Studies & Mental Ability
- Social History of Andhra Pradesh i.e., the history of various social and cultural movements in Andhra Pradesh and general overview of the Indian Constitution
- Planning in India and Indian Economy: Contemporary problems and Developments in Rural Society with special reference to Andhra Pradesh

**Payment Details**
- Application Processing Fee (in Rs.) : 250.00
- Exam Fee (in Rs.) : 0.00
- Total Amount (in Rs.) : 250.00

**Declaration**
- I hereby declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, the commission can take action against me as per the rules. Incase it is detected that I have misled Andhra Pradesh Public Service Commission on any issue, I will be solely responsible for all penal consequences thereof.
**Screen 6:** After Clicking on **Modify** button, the following pop up message will be displayed. Click on **OK** button as shown in the below screen.

**Screen 6:** After Clicking on **OK** button, the following pop up message will be displayed. Again click on **OK** button as shown in the below screen.
**Screen 7:** After clicking the **Ok** button, the following Receipt will be displayed. Click on the **Print** button for taking the printout of the receipt and click on the **Back** button for going back to the home page as shown in the below screen.

[Image of the receipt]