

Procedure for Modifying the Application forms

1. Please Login in the Commission website with your Username and Password.
2. If you are a new user, Please create your password by entering your OTPR ID and registered Mobile Number.
3. If you are an existing user, Please continue by clicking the **"Existing User"** button present in the Login section and enter the User name and Password to Login.
4. If you forgot your password, Please recover it by using **"Forgot password?"** option provided.
5. Once Logged-in successfully, please select the **"Online Application Submission"** option available in the Commission`s website.
6. Click on **"Corrections"** link for the respective notification for which you want to modify the data.
7. The Application Form is opened with the data provided by you prior whereas the Non-Editable data in the form is freshly populated based on OTPR data.
8. If you want to modify the Non-Editable data, please modify your OTPR data by using **"Modify Registration(One Time Profile Registration > Direct Recruitment > Modify Registration"** link.
9. After Modifying your OPTR data please revisit this application and then check it.
10. Please check the data thoroughly before you submit the form.
11. After successful submission of the Application form, you will get the popup saying your data has been updated successfully.
12. If you click **"OK"** in the popup raised, you will get the receipt with the data that you mentioned in the application form.
13. **Please Check the Data clearly in the receipt.**

Note : If you face any problem in modifying the data then please write a mail to appsc.applications@aptonline.in to get your problem resolved.