

# "KPSC UDYOGA" Software for Karnataka Public Service Commission

User manual For Department Users

Version 1.2

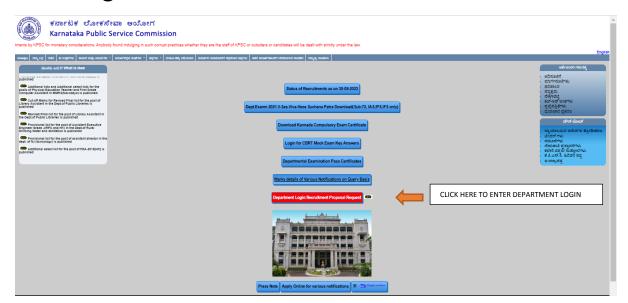
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**1. Introduction**: The "KPSC UDYOGA" software is a comprehensive software solution that automates the pre-examination processes of the Karnataka Public Service Commission (KPSC). By capturing details pertaining to vacancies, publishing notifications, allowing online submission of applications with real-time validations, reconciling payments, allocating examination centers, generating nominal rolls and admit cards, and capturing attendance data, the software appears to streamline the pre-examination process and improve efficiency.

# 2. System Requirement

- > Supported operating systems: Windows 10, macOS 10.14 or later, Linux (Ubuntu 18.04 LTS or later)
- > Supported browsers: Google Chrome (version 87 or later), Mozilla Firefox (version 84 or later), Safari (version 14 or later)
- ➤ Minimum hardware requirements: 4 GB RAM, 2 GHz processor, 500 MB of free disk space

# 3. Getting Started



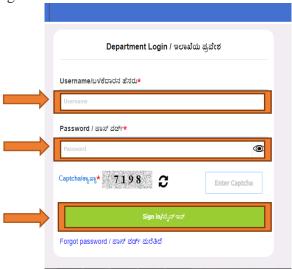
To access the "KPSC UDYOGA" software web application, follow these steps:

- Open a web browser on your device.
- > Type the URLhttps://kpsc.kar.nic.in/ in the address bar and hit enter.
- ➤ Click on the "Department Login: Recruitment Proposal Request" Link
- ➤ It will redirect to Department login screen
- Enter your user ID and password to log in to the web application

## Creating Proposal

After the KPSC approves and creates department credentials, login credentials (user ID and password) are shared via email and SMS with the respective L1 and L2 officers for accessing the "KPSC UDYOGA" software system. The L1 officer is responsible for data entry and proposal creation, while the L2 officer checks the accuracy of the entered data. The "KPSC UDYOGA" software system offers many functionalities to support the L1 officer's tasks. It's crucial to keep these login credentials confidential to ensure the account's security.

## Department Login Page:



- ➤ Username: A username is a unique identifier used to identify an individual on a computer system or online platform. It is typically a combination of characters, such as letters, numbers, or symbols. eg- L1\_29 (*User\_Dept Code*) Here L1 is the user and 29 is Dept Code
- ➤ Password: A password field is a text input field used to enter a confidential or sensitive piece of information such as a password, PIN, or security code. When you type in the password, the characters are typically masked by a series of asterisks or dots to prevent anyone nearby from seeing the text.
  - To allow users to view the password they have typed, a common feature is an eye symbol that can be clicked to toggle the visibility of the password text. This allows users to ensure they have entered their password correctly before submitting it. However, it is important to note that displaying passwords in plain text can compromise their security, so it should be used with caution and only in situations where it is necessary or requested by the user.
- ➤ Captcha: A CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) is a type of security measure used to determine whether a user is human or a computer program attempting to misuse a website or application. CAPTCHAs are typically used to prevent automated bots from creating multiple accounts, sending spam messages, or performing other malicious activities on the web.

After entering the authorized credentials and clicking on the "Sign in" button, the user will be directed to the L1 dashboard as illustrated below.

An instruction page will appear before the L1 dashboard. The user will be directed to the L1 dashboard after confirming that they have read the instruction page.



- Complete Post Details to be kept ready to create a Post
- Reservation Details to be kept ready to enter the Vertical and horizontal reservation for the post
- Post Pay Scale details to be kept ready to enter in IPES
- Post Category like RPC and HK details to be kept ready to enter while creating post in IPES
- Following documents to be kept ready in PDF format (not exceeding 10 MB) to upload in the system
- FD Concurrence Document
- C&R Document
- PH Schedule Document
- HK Notification Document
- Experience Document (Optional)
- Eligibility Criteria Document(Optional)
- Syllabus Document (Optional)
- Other Document Optional)
- Department recruitment Rules details to be kept ready to create Rules and select the already created rules
- For User manual please download on the mentioned link

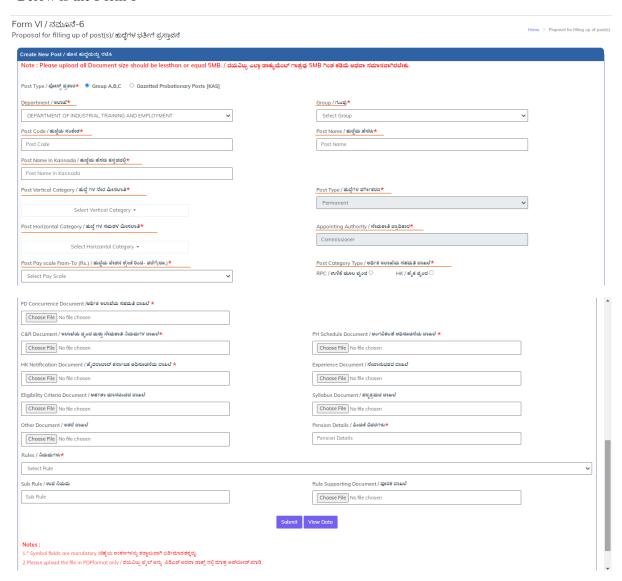
### Department login Dashboard Screen



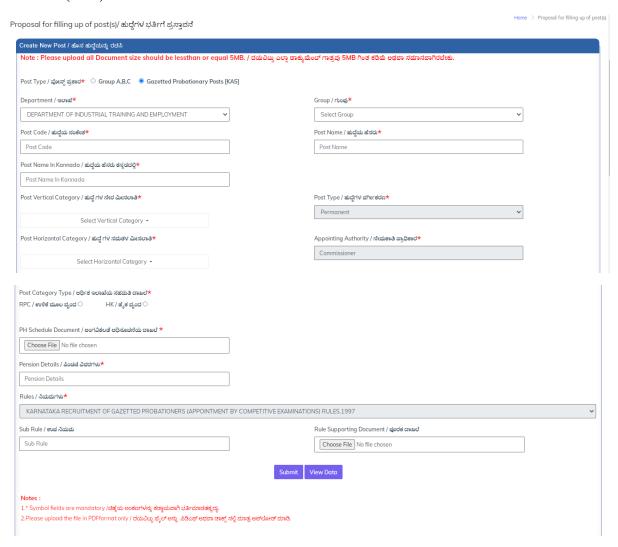
The system will display the local IP address on the screen, along with the username and respective department name under "Logged in as". The navigation bar will include the following links:

- Home: This link will redirect the user to the home screen.
- Proposal: This section contains two sub-menus:
  - > Prepare Proposals: L1 users can create proposals in this section.
  - > Confirm Pending Proposals: This section is used to review created proposals and send them to the L2 Officer for approval.
- Master Data Entry: This link will lead to a Form VI Proposal screen where L1 officers can input all post-related data.

#### Below is the Form 6



#### GP Posts (KAS)



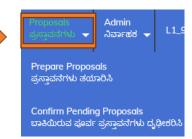
To create a proposal, ensure you have the following details on hand as per instructions for department users:

- Complete post details
- Reservation details for vertical and horizontal reservation
- Post pay scale details to select in "KPSC UDYOGA" software
- Post category details such as RPC and HK
- Following documents to be kept ready in PDF format (not exceeding 5 MB) to upload in the system
  - 1. FD Concurrence Document (Mandatory)
  - 2. C&R Document (Mandatory)
  - 3. PH Schedule Document (Mandatory)
  - 4. HK Notification Document (Mandatory)
  - 5. Experience Document (Optional)
  - 6. Eligibility Criteria Document(Optional)
  - 7. Syllabus Document (Optional)
  - 8. Other Document Optional)
- Department recruitment rules details to create and select already created rules

- Department recruitment pension details
- Complete proposal details
- Recruitment type
- Post category details such as RPC and HK for backlog
- Age details for general merit in all categories
- Experience details
- Physical standard details including vital statistics and vision details
- Other details such as Kannada language speaking, reading and writing, required allowances, probationary period, and employment type
- Department recruitment category wise post allocation details for RPC and HK
- Roaster point details
- Qualification details including qualification, course combination, and equivalent qualification (optional)

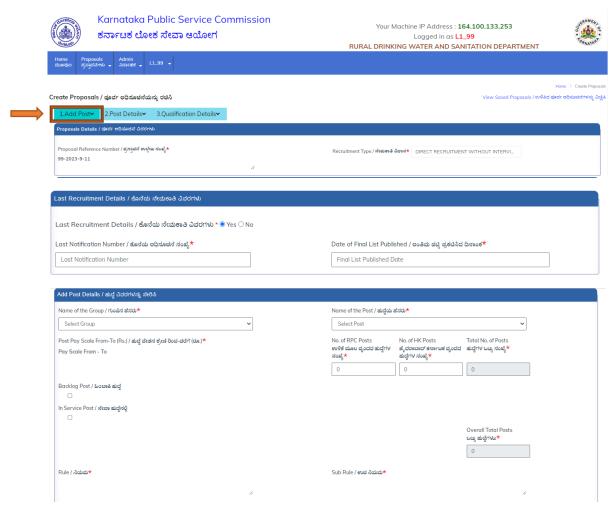
## Preparation of Proposal by L1 Officer

As the L1 officer of the department, to create a proposal, you need to follow the below steps:



- 1. Click on the proposal tab and navigate to "Prepare Proposals."
- 2. Click on the "Prepare Proposal" link to open the "Create Proposal Wizard."
- 3. On the first tab, "Add Post," fill in the following fields:
  - Last Recruitment Details Section:
    - Notification Number: Enter the notification number of the previous recruitment.
    - Date of Final List Published: Enter the date of the final list published for the previous recruitment.
  - Add Post Details Section:
    - Name of the Group: Select the group of the post for which you need to create a proposal.
    - Name of the Post: Select the name of the post from the drop-down list.

- Post Pay Scale: This field is non-editable, and the pay scale will be populated from the post master.
- Backlog Post: Provide all the post details for the proposals for any backlog post.
- In-Service Post: Provide all the post details for the proposals for any inservice post.

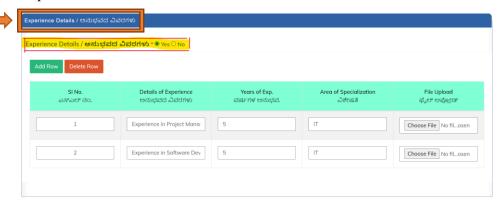


## Age Details Section



## 1. Age Details:

- Minimum Age: Specify the minimum age required for the post.
- Maximum Age: Specify the maximum age limit for the post.
- Age Relaxation: Specify any age relaxation rules applicable to the post based on specific categories like SC/ST/OBC/Ex-servicemen/PWD, etc.
- 2. Experience Details: Yes, or No

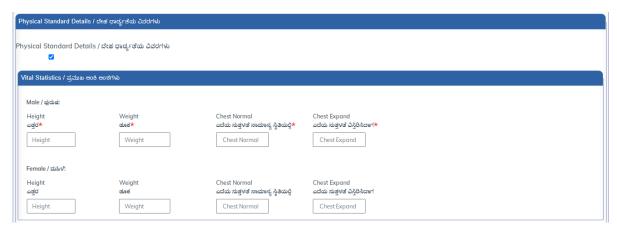


If experience details are required for the job proposal, please fill out the following fields:

- Sl No.
- Details of Experience
- Years of Experience
- Area of Specialization
- File Upload (if required to provide supporting documents or work samples)

Make sure to provide accurate and specific details of the for the job for the proposal

3. Physical Standard Details:



#### Vital Statistics:

• Height: Specify the minimum height requirement for the post (in centimeters or feet/inches).

- Chest: Specify the minimum chest measurement requirement for male candidates (in centimeters or inches).
- Weight: Specify the minimum weight requirement for the post (in kilograms or pounds).
- For male candidates: specify the minimum and maximum measurements of the chest and waist.
- For female candidates: specify the minimum and maximum measurements of the hips and waist.

#### 4. Vision Details:

- Distant Vision: When specifying the minimum visual acuity required for distance vision (with or without glasses) in a job proposal, select from the following checkbox options:
  - > 6/6
  - **>** 6/9
  - **>** 6/12

These options represent the standard visual acuity measurements used to assess distance vision. 6/6 represents normal or optimal visual acuity, while 6/9 and 6/12 indicate slightly lower levels of visual acuity. It is important to select the appropriate checkbox based on the specific visual acuity requirements of the job.

- Near Vision: When specifying the minimum visual acuity required for near vision (with or without glasses) in a job proposal, select from the following checkbox options:
  - ▶ 0/6
  - > 0/8

These options represent the standard visual acuity measurements used to assess near vision. 0/6 represents normal or optimal visual acuity, while 0/8 indicates slightly lower levels of visual acuity. It is important to select the appropriate checkbox based on the specific visual acuity requirements of the job.

- Color Vision: Specify any color vision requirements for the post.
- Refractive Error: Specify any permissible refractive error for distance and near vision.

## 5. Other Details:

Duration in Months / ತಿಂಗಳ ಅವದಿ \*



- Kannada Language Skills: Specify the level of proficiency required in speaking, reading, and writing the Kannada language.
- Other Allowances Required: Specify any allowances that will be required for the post.
- Probationary Period Required: Specify whether a probationary period will be required for the post, and if so, the duration of the probationary period.
- Employment Type: Specify whether the post is technical or non-technical or other post in nature.

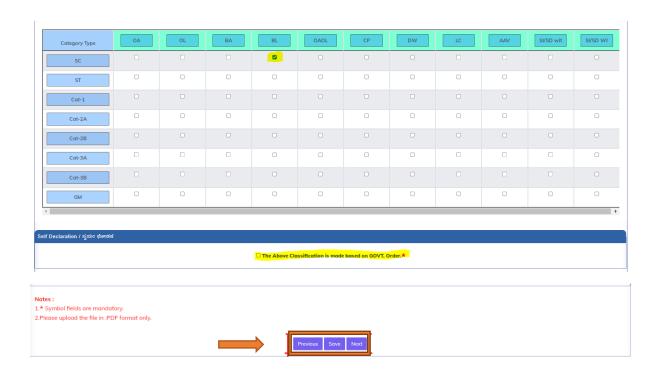
On the "Post Details" tab of the proposal creation wizard, please fill in the following fields:

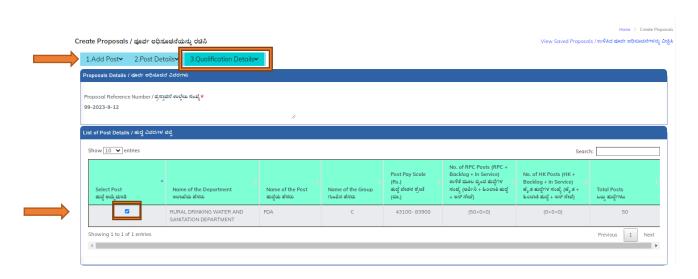
- 1. Job Roster Points: Record the current roster points and the previous roster points in this section
- 2. Vertical Reservation: Enter all vertical reservation details for the proposal in this section.
- 3. Horizontal Reservation: Enter all horizontal reservation details for the proposal in this section.
- 4. Locomotive Reservation: Enter all locomotive reservation details for the proposal in this section.

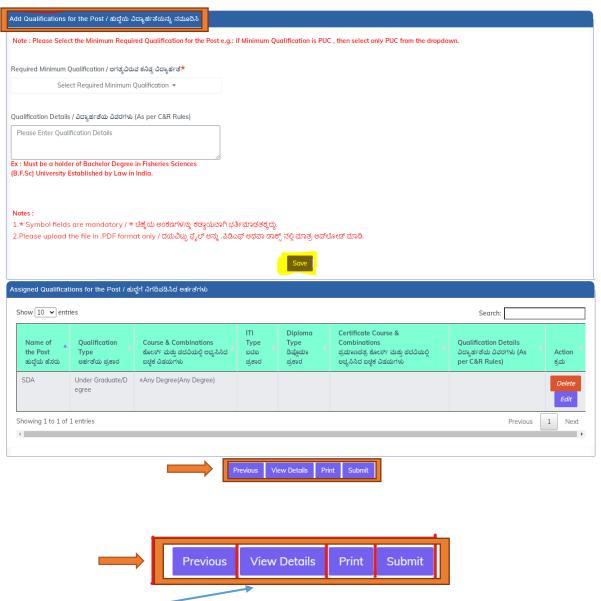
Be sure to provide accurate and complete information in each field to ensure that the proposal is properly planned and executed.

Please see the screens illustration as shown below









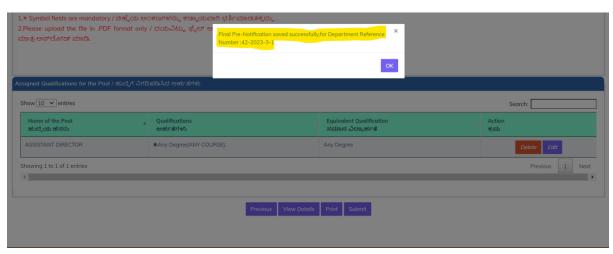
By clicking on the "<u>View Details</u>" button, the system will display all the proposal data that was previously entered by the L1 officer. This feature enables the officer to carefully review and verify the accuracy of the proposal before submitting it for final consideration. Once the officer is satisfied with the content, they can submit the proposal by clicking on the "Submit" button.

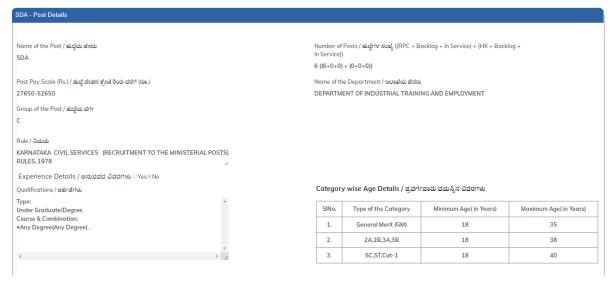


Once the L1 officer submits the proposal by clicking on the "Submit" button, a confirmation alert will be displayed to acknowledge that the proposal has been created. However, the proposal is not yet complete as it needs to go through the review and scrutiny process by the L2 officer.

Therefore, the L1 officer is responsible for sending the proposal to the L2 officer for further review and scrutiny. This typically involves forwarding the proposal or providing the L2 officer with access to the proposal through the "KPSC UDYOGA" software system being used.







## Category wise Post Allocated Details / ವರ್ಗವಾರು ಹುದ್ದೆ ಹಂಚಿಕೆ ವಿವರಗಳು RPC

 Cycle
 Starting Roster Point
 Ending Roster Point

 ಸೈಕಲ್
 ಪ್ರಾರಂಭಿಕ ರೋಸ್ಟರ್ ಬಿಂದು
 ಕೊನೆಯ ರೋಸ್ಟರ್ ಬಿಂದು

1 50

Remarks Previous Roster Point ಷರಾ ಹಿಂದಿನ ರೋಸ್ಪರ್ ಬಿಂದು

0

Category Type	Other	PH	Total
GM	26	1	27
SC	4	1	5
ST	2	1	3
Cat-1	3	1	4
Cat-2A	3		3
Cat-2B	3		3
Cat-3A	2	1	3
Cat-3B	2		2
Total	45	5	50

## RPC-PH

Category Type	BLIND	LOCOMOTIVE DISABILITY	Total
GM	2		2
SC		1	1
ST	1		1
Cat-1	1		1
Total	4	1	5

#### **RPC-Locomotive Disability**

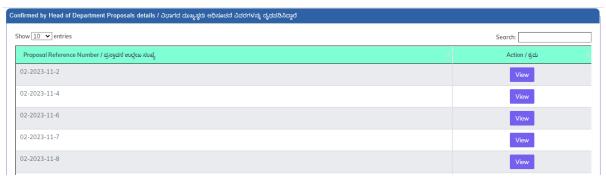
Category Type	BL
SC	<b>✓</b>

# Sending a Proposal to a Higher Authority





Home > Proposals -Pending for Confirm



To send a proposal to a higher authority for review and approval, follow these steps:

- 1. Click on the "Confirm Pending Proposals" link in the system.
- 2. The following grids will be displayed:
- The Pending Proposal grid: Displays all the proposals that are in a draft state and are waiting to be sent to the L2 Officer for review. The L1 Officer may create and save a proposal in a draft state until it is ready for review and approval by the L2 Officer. Once the proposal is in the Pending Proposal grid, the L1 Officer can review and edit it as necessary before sending it to the L2 Officer for review.
- The Confirmed Proposal by HOD grid displays all the proposals that have been reviewed and confirmed by the Head of Department (HOD) or other higher authorities. Once a proposal has been reviewed and approved by the HOD, it is no longer in a pending state and is considered confirmed.

The purpose of this grid is to provide visibility into the proposals that have already been approved, which can be useful for tracking the progress of the proposal process and ensuring that all necessary approvals have been obtained. It also helps to prevent duplicate or redundant proposals from being submitted for review. KPSC Published Notifications: This grid displays any notifications related to the proposal process that have been published by the Karnataka Public Service Commission (KPSC).

- 3. Locate the proposal that needs to be sent to the higher authority for review and click on it.
- 4. Choose the option to forward or send the proposal to the relevant higher authority for review and approval.
- 5. Once the proposal has been forwarded, it will be displayed in the Pending Proposal grid until it is confirmed or rejected by the higher authority.



Once the L1 officer has finished preparing the proposal and is satisfied that it is complete and accurate, they can send the proposal to the L2 Officer for review by clicking on the "Send to L2 Officer" button.

After clicking the "Send to L2 Officer" button, the proposal will be transferred to the L2 Officer for review and approval. The L1 Officer may also need to provide any additional information or context that the L2 Officer may require to fully understand the proposal.

#### L2 Officer Login

When the L2 officer logs in to their dashboard, they will typically see a navigation bar with several options, including Home, Proposal, and Profile sections.

Clicking on the Home link will take the L2 officer to their home screen, which typically contains a summary of their pending tasks, notifications, and other relevant information.

The Proposal section will typically contain a link called "Review Proposals," which the L2 officer can click to access the proposals that have been sent to them by the L1 officer for review. The L2 officer will then review the proposal and either approve it or reject it based on their evaluation. If the proposal is approved, the L2 officer will send it to the Karnataka Public Service Commission (KPSC) for publishing a notification.

The L2 Dashboard typically includes three widgets:

- 1. Total number of Proposals,
- 2. Published Notifications
- 3. Rejected Proposals

with their respective counts. These widgets provide the L2 officer with a quick overview of the status of the proposals that they have reviewed.

Clicking on the Total number of Proposals widget will typically take the L2 officer to a list of proposals grid for viewing. This grid will contain all the proposals that have been sent to the L2 officer for review, along with relevant details such as proposal reference ID, date of creation

Clicking on the Published Notifications widget will typically display a grid containing all the proposals that have been approved and published by the KPSC. This grid will provide details such as notification number, Exam Name, Notification Date, Application Start Date Application End Date.

Clicking on the Rejected Proposals widget will typically display a grid containing all the proposals that have been rejected by the L2 officer during the review process. This grid will provide details such as proposal ID, date rejected, and the reason for rejection.



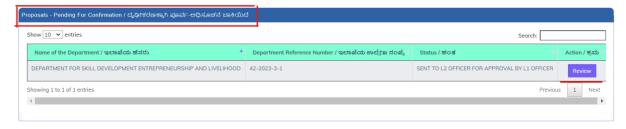
## Review & Confirm Proposals Details Section:

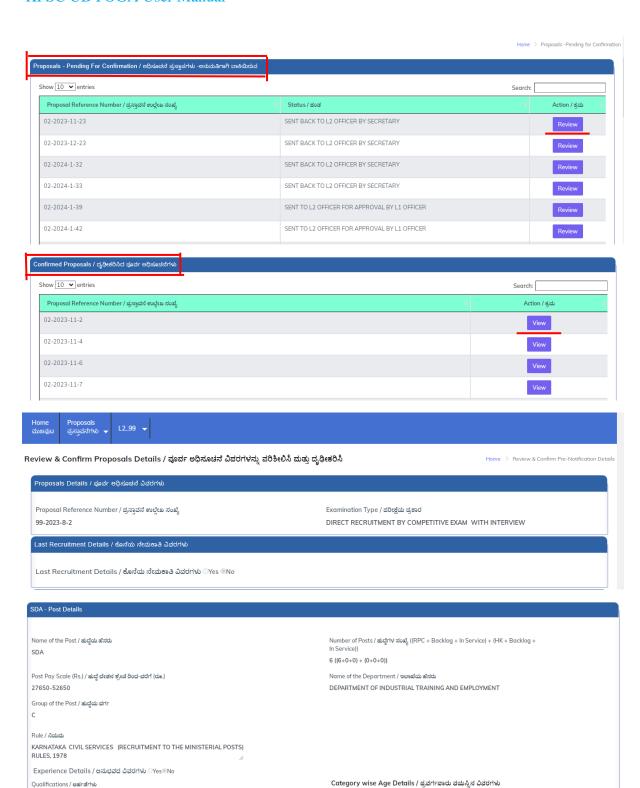
The "Review & Confirm Proposals" section typically includes a grid that displays all the proposals that have been created by the L1 officer and sent to the L2 officer for review. To review a particular proposal, the L2 officer can select the proposal from the grid and click on the "Review" button.

Once the "Review" button is clicked, a detailed proposal will be displayed for review. This proposal will typically contain all the information and details that were entered by the L1 officer, as well as any documents or files that were uploaded as part of the proposal.

If the L2 officer needs to refer to any of the uploaded documents, they can download them from the proposal detail page for reference.

After reviewing the proposal, the L2 officer can either approve or reject the proposal based on their evaluation. If the proposal is approved, it will be sent to the KPSC for publishing a notification. If the proposal is rejected, the L2 officer will need to provide a reason for rejection and send it back to the L1 officer for further action.





SINo.

1.

2.

3.

Type of the Category

General Merit (GM)

2A,2B,3A,3B

SC,ST,Cat-1

Minimum Age(in Years)

18

18

18

Maximum Age(in Years)

35

38

40

Type: Under Graduate/Degree

Any Degree(Any Degree).

## Category wise Post Allocated Details / ವರ್ಗವಾರು ಹುದ್ದೆ ಹಂಚಿಕೆ ವಿವರಗಳು RPC

 Cycle
 Starting Roster Point
 Ending Roster Point

 ಸೈಕಲ್
 ಪ್ರಾರಂಭಿಕ ರೋಸ್ಟರ್ ಬಿಂದು
 ಕೊನೆಯ ರೋಸ್ಟರ್ ಬಿಂದು

1 1 50

Remarks Previous Roster Point ಷರಾ ಹಿಂದಿನ ರೋಸ್ಕರ್ ಬಿಂದು

0

Category Type	Other	PH	Total
GM	26	1	27
SC	4	1	5
ST	2	1	3
Cat-1	3	1	4
Cat-2A	3		3
Cat-2B	3		3
Cat-3A	2	1	3
Cat-3B	2		2
Total	45	5	50

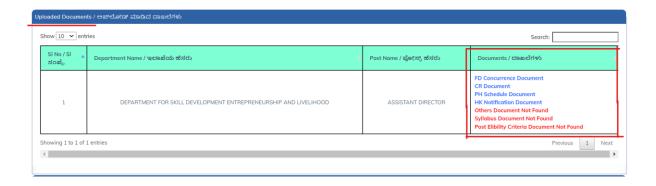
## RPC-PH

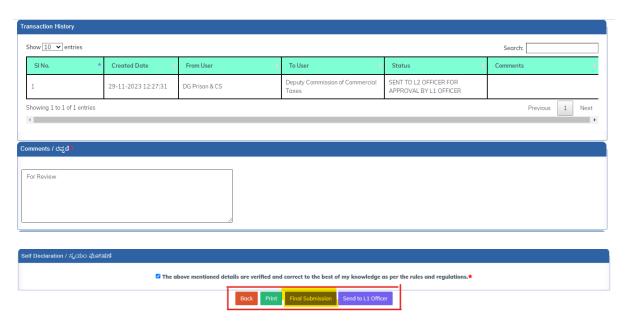
Category Type	BLIND	LOCOMOTIVE DISABILITY	Total
GM	2		2
SC		1	1
ST	1		1
Cat-1	1		1
Total	4	1	5

## **RPC-Locomotive Disability**

Category Type	BL	
SC	<b>✓</b>	

Other Details / ಇತರೆ ವಿವರಗಳು		
Kannada Language Speaking , Reading & Writing ಕನ್ನಡ ಭಾಷೆ ಓದುವುದು ಮತ್ತು ಬರೆಯುವುದು	Other Allowances ಇತರ ಭಶ್ಯೆಗಳು	
©Yes No	○Yes®No	
Probationary Period required ? ಪ್ರೊಬೇಷನರಿ ಅವಧಿ ಅಗತ್ಯವಿದೆಯೇ?	Employment Type ಉದ್ಯೋಗದ ರೀತಿ	
©Yes No	Technical Non-Technical Other Post	
Duration in Months / ತಿಂಗಳ ಅವಧಿ		
24		





Once the L2 Officer is satisfied with the proposal, they would then click on the final submission button, which would trigger the system to move the proposal to the next stage of the process, which involves submission to the KPSC.