



F No.NTA/ Admin/Recrtd/2020

18.01.2021

NOTIFICATION

Recruitment of various posts at National Testing Agency (NTA).

This is notified for information of all concerned that the Competent Authority of the NTA has decided to fill up the following vacant posts of NTA on deputation/Short Term Contract/Contract basis for a period of 3(Three) years, which may be extendable in case(s) of need:

S I No.	Name of Post	Contract Post	Deputation Post	Total Vacancies
1	Joint Director(Group A)	2 (UR-2)	2	4
2	Deputy Director(Group A)	2(UR-2)	2	4
3	Assistant Director(Group A)	2 (UR-2)	1	3
4	Senior Programmer(Group A)	1(UR-1)	1	2
5	Programmer(Group A)	1(UR-1)	2	3
6	Sr. Superintendent/ Sr. Superintendent (Accounts) (Group B)	3 (UR-3)	3	6
7	Stenographer (Group B)	6(UR-5,OBC-1)	3	9
8	Sr. Assistant/ Sr. Assistant (Accounts) (Group B)	3 (UR-3)	3	6
9	Assistant/ Assistant (Accounts) (Group C)	8(UR-5,OBC-2,SC-1)	0	8
10	Jr.Assistant/ Jr. Assistant (Accounts) (Group C)	3 (UR-3)	0	3
11	Sr. Technician (Group B)	2 (UR-2)	1	3
12	Jr.Technician (Group C)	5(UR-4,OBC-1)	0	5
13	Research Scientist 'A' (Group A)	1 (UR-1)	0	1
14	Research Scientist 'C' (Group A)	1 (UR-1)	0	1
	Total	40	18	58

2. Online applications are invited from Indian nationals possessing relevant academic/work experience for recruitment to fill up the above referred vacancies at the National Testing Agency, New Delhi. Details regarding the online application, educational qualification, experience and other eligibility criteria are provided at official website of NTA at www.nta.ac.in.

NATIONAL TESTING AGENCY

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)
Office for Communication: First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi-110020
Website: www.nta.ac.in



3. How To Apply Online

- 3.1. Eligible and interested candidates are required to apply online from 18.01.2021 upto 18.02.2021 on NTA website: www.nta.ac.in No other mode of application including manual/paper shall be accepted / entertained. Step by Step procedure for submission of online application for is enclosed as Annexure.
 - 3.2. **Only one application per candidate is allowed.** The details in online application form can be edited/ modified before submission of application fee or final submission of online form and details once finally submitted cannot be changed under any circumstances. Hence, candidates are strictly advised to ensure that they have filled in the correct particulars & details in online application form. It should be noted that false declaration shall render the candidate ineligible from this recruitment process.
 - 3.3. Before applying, candidates should ensure that they fulfil all the eligibility norms.
 - 3.4. Incomplete online applications shall be summarily rejected.
 - 3.5. Once the payment is made, candidates should download and retain a photocopy of their e-receipt and Online Application Form finally submitted as they would be asked to produce them for reference to produce it at the document verification or at any stage of selection process.
 - 3.6. Candidates should strictly ensure timely payment of application fee and/or submission of their online applications well before the stipulated last date of submission to avoid last minute rush.
 - 3.7. All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and / or by uploading on NTA website.
 - 3.8. Candidates are not required to send any document to NTA.
4. **Eligibility:** Essential and desirable qualifications/experience, age limits as applicable for each post are provided in the link uploaded in the NTA website. Cut-off date for determining eligibility criteria of age shall be the last date for submission of application form i.e. (18.02.2021). Maximum age mentioned for each post is for UR category. Relaxation to SC/ST/OBC/EWS etc. in age criteria shall be provided as per relevant Government of India norms.
 5. **Vacancies:** The number of vacancies indicated are tentative in nature and may increase/decrease as per the actual vacancies at the time of appointment. Accordingly, NTA reserves the right to restrict/enlarge/modify/alter the number of vacancies advertised herein, if need so arises, without any further notice or assigning any reason thereof. In addition to the notified vacancies, a panel of candidate shall also be created for unforeseen vacancies arising within one year from the date of empanelment.

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6. **Mode of scrutiny/selection:** Scrutiny/selection of candidates for all posts earmarked for deputation and Short Term Contract (Group A/B/C) shall be made on the basis of qualification and work experience followed by suitability test- cum-personal interview (only those candidates shortlisted at 1:5 ratio).

In case of recruitment on contract basis, scrutiny/selection mode shall be decided based on number of candidates who applied for the particular post(s), which shall be notified at a later stage for information of all concerned. In case, number of candidate is more than (5) times the number of vacant posts earmarked for recruitment on contract basis, screening shall be done by written test followed by personnel interview- cum - suitability test of those shortlisted (5 times the number of post) for the same.

Selection mode shall be as follows:

Sl. No.	Categories of posts	Marking Scheme (in %)	
		Written Test	Personnel Interview-cum-Suitability Test
1	All posts earmarked for appointment on deputation/Short Term Contract	0	100
2	All posts (Group - C) earmarked for appointment on Contract basis	100	0
3	All posts (Group -A & B) earmarked for appointment on Contract basis	70	30

Details of **Written Tests** shall be notified later in the official website of NTA.

7. **Reservations:** Reservation for SC/ST/OBC/EWS Categories shall be provided as per the prevalent Reservation Policy of Government of India as amended from time to time.
8. **Application fees:** Application fees for all posts (for appointment on **Contract basis**) shall be Rs. 1600/- for UR/OBC/EWS and Rs. 800/- for SC/ST/PwD category of candidates. Application fees for all posts (for appointment on **Deputation/Short Term Contract basis**) shall be Rs. 100/ for all categories. Fees shall be paid using ICICI Payment Gateway through Debit Card/ Credit card/ Net Banking. Fees once paid shall not be refunded.
9. **Last date of submission** of application form through the link provided in the official website of NTA is 18.02.2021 {5:00 pm}.



10. **Date of written Test/ Personnel interview** of shortlisted candidates will be made available in the official website of NTA. As such, intending candidates are advised to visit the site from time to time for relevant updates. Syllabus/Scheme of written examination, wherever necessary, shall be notified as well in the official website of the Agency.
11. This is issued with the approval of Competent Authority of NTA.


(Dr. T. Geetchandra Sharma)
Joint Director (Admin)

Copy to:

1. PS to the Chairman, NTA.
2. PA to Director General, NTA.
3. Sr. Director (Exam & Research), NTA.
4. Directors, NTA.
5. Joint Directors, NTA.
6. Web Manager, NTA.

ANNEXURE

Procedure for Online Submission of Application Form for Recruitment at NTA

1. Visit the official website of NTA Recruitment Portal i.e.
<https://jobs.nta.ac.in>.
2. Click on the “**Register**” button.
3. If you are a first time user, click “**Signup here**” link.
4. Submit the Registration form after filling it.
5. Enter the OTP received on your registered email and mobile
6. **Login** using your registered email / mobile number and password (Check
registered email for password)
7. Click “**Profile**” Tab and update your details
 - I. Personal
 - II. Address
 - III. Education
 - IV. Work Experience
 - V. Research & publications
 - VI. Photos & signature
8. To apply for available vacancies, visit “**Active Jobs**” tabs and **Apply** for
suitable posts.
9. Accept “**self-declaration**” and click “**pay and apply now**” button
10. Accept “**Term and condition**” and click “**proceed to pay**”
11. Choose payment options (Net Banking, Debit Card, Credit Card or UPI)
and pay the fees.
12. After successful fee payment, you can visit “**Applied Jobs**” to view your
application.

Farhad Khan