



Instruction Manual to Execute MoU Process for TPC

National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained testing organization to conduct entrance examinations for admission/fellowship in higher educational institutions. To assess competence of candidates for admissions and recruitment has always been a challenge in terms of matching with research based international standards, efficiency, transparency and error free delivery.

Steps to execute the process

Step-01 Visit NTA website (www.nta.ac.in) and Login



Test Practice Centre Login

Nodal Email *

xxxx@xxxx.com

← Email

Password *

.....

← Password

Captcha *



Refresh

79tVsC

↓ Login

Login

User can login through default user name (**email id of nodal officer**) and password (**mobile no**) of the respective Test practice Centre.

User can Login through provided credentials and access their profile page.



Step-02 Password Change

On the Successful Login, User will be redirected to **Change Password** page to change their password. It will be done only on first login.

NATIONAL TESTING AGENCY
Excellence in Assessment

Old Password

Old Password **← One-time Password**

New Password

New Password **← New Password**

Confirm Password

Confirm Password **← Confirm new Password**

KJAZKJ Refresh

Enter Captcha

Change Password

Change Password

- User need to change password to new one as default password provided is for one time use only
- User need to re-login with updated password after successful password change to access TPC – profile.




Step-3 MoU & TPC Profile

After login user will access their dashboard with following links:

01. Letter from NTA to all TPCs
02. Download MoU
03. Upload MoU (Duly signed by the TPC)
04. Profile of TPC

Download MEMORANDUM OF UNDERSTANDING / AGREEMENT:

1) Letter from NTA to TPC		
2) Download MoU  Download here: MEMORANDUM OF UNDERSTANDING / AGREEMENT		
Upload MoU(Signed Copy) *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Test Practice Centre Profile		
Type of the Institution / School <input type="text"/>	Name of the Institution / School <input type="text"/>	
Postal address <input type="text"/>		
Head of the Institution / School		
Name <input type="text"/>	Email <input type="text"/>	Mobile number <input type="text"/>
Working hours / timing of the Institute / School 8 am till <input type="text"/>	Week day off Sunday <input type="text"/>	
Nodal Officer of Test Practice Centre		

- TPC need to fill in **required information** given in MoU and scan it on a good scanner as PDF for its clarity and **upload the Scanned PDF copy of MoU** on corresponding space in the NTA Website.



- Upload Signed **MEMORANDUM OF UNDERSTANDING / AGREEMENT**:

1) Letter from NTA to TPC

2) Download MoU

Upload MoU(Signed Copy) *

No file chosen

Choose File To Upload

Click here to upload file



Test Practice Centre Profile

Type of the Institution / School ||

Name of the Institution / School ||

Postal address ||

Head of the Institution / School

Name ||

Email ||

Mobile number ||

Working hours / timing of the Institute / School || 8 am till

Week day off || Sunday

Nodal Officer of Test Practice Centre

- TPC can download their uploaded **MEMORANDUM OF UNDERSTANDING / AGREEMENT** on TPC profile:

1) Letter from NTA to TPC

2) Download MoU

Download Uploaded File here

Upload MoU(Signed Copy) *

No file chosen



Test Practice Centre Profile

Type of the Institution / School ||

Name of the Institution / School ||

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Head of the Institution / School

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Week day off || Sunday

Nodal Officer of Test Practice Centre



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Support

For any further help please contact helpline.

General helpline: 0120-3946611

Technical helpline: 0792-3268247

Email: ntanationaltestingagency@gmail.com