

Government of India
Ministry of Education
National Testing Agency (NTA)

(An Autonomous Organization under the Department of Higher Education)

**Advertisement for Engagement of General Manager - Human Resources
(GM-HR) on Contract Basis**

1. About the National Testing Agency

The National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained testing organisation under the Ministry of Education, Government of India, to conduct entrance examinations for admission and fellowship in higher educational institutions. NTA conducts some of the country's largest and most high-stakes examinations - including JEE (Main), NEET (UG), UGC-NET, CUET (UG & PG), CMAT, GPAT and several others - collectively serving crores of candidates every year.

NTA is a dynamic, mission-critical organisation that operates with a diverse workforce comprising regular employees, officers on deputation from Central and State Governments, domain experts engaged on contract, and project-based professionals drawn from academia and industry. As NTA scales up its examination portfolio and modernises its operations, it seeks to strengthen its human resources function through the induction of a seasoned HR leader as General Manager - Human Resources.

2. Position Details

| | |
|-----------------------------|--|
| Name of Post | General Manager - Human Resources (GM-HR) |
| Number of Positions | 01 (One) |
| Nature of Engagement | Contract, initially for a period of three (3) years, extendable based on performance and organisational requirement. |
| Age Limit | Preferably below 50 years as on the last date of application. |
| Remuneration | Consolidated monthly remuneration, commensurate with qualifications, experience and industry benchmarks, to be decided by the competent authority. |

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| Job Location | National Testing Agency, Head Office, New Delhi. |
| Reporting To | Director General, National Testing Agency (through such senior officer as may be designated). |

3. Role Overview

The General Manager - Human Resources will be the senior-most HR leader at NTA and will be responsible for owning and running the entire Human Resources function of the Agency. The role spans the full employee life cycle - workforce planning, talent acquisition, onboarding, payroll and compensation, performance management, employee relations, learning and development, HR operations, HRIS, welfare, and exit - across NTA's multi-category workforce that includes regular staff, officers on deputation, contractual professionals and domain experts.

The incumbent will act as a strategic HR business partner to the Director General and senior leadership, build a modern, compliant and employee-friendly HR system, and strengthen HR governance, policies and culture in line with Government of India norms and contemporary best practices. Given NTA's scale and visibility, the role requires an HR leader who can combine strategic thinking with strong operational discipline, deep knowledge of Indian labour and Government service rules, and the ability to manage a dynamic, mixed-employment environment.

4. Qualifications and Experience

| | |
|---------------------------------|--|
| Essential Qualifications | <ul style="list-style-type: none"> • MBA / Post-Graduate Degree / Post-Graduate Diploma in Human Resources Management, Human Resources & Industrial Relations, Personnel Management, or an allied discipline, from a recognised university or institution of repute (minimum two-year full-time programme). • A Bachelor's degree from a recognised university. Additional qualifications in law (with focus on labour/employment law) will be an advantage. • Consistently good academic record. • Minimum of 12 years of post-qualification experience in Human Resources, of which at least 3 years must be at a senior HR leadership level (e.g., HR Head / Business HR Head / Senior HRBP) in a medium-to-large organisation. • Demonstrated experience of independently managing the end-to-end HR function for an organisation / business unit of at least 500+ employees. |
|---------------------------------|--|

| | |
|---------------------------------------|--|
| <p>Desirable Experience</p> | <ul style="list-style-type: none"> • Experience of working in, or with, Government of India, State Governments, PSUs, or autonomous bodies, including familiarity with FR/SR, CCS Rules, CDA Rules, deputation and re-employment norms. • Experience of managing a mixed workforce comprising regular, deputation, contract and project-based employees. • Hands-on experience of HRIS / HRMS platforms (e.g., GreytHR, HROne, SAP SuccessFactors, Workday or equivalent) and HR analytics. • Experience of setting up or transforming HR policies, processes and systems, including digitisation of HR workflows. • Certifications such as SHRM-CP / SHRM-SCP, HRCI, or equivalent. |
| <p>Skills and Competencies</p> | <ul style="list-style-type: none"> • Strong strategic and business partnering orientation, with the ability to translate organisational priorities into HR plans and outcomes. • Sound working knowledge of applicable Indian labour laws and new labour codes, POSH Act, EPF, ESIC, Gratuity, Income Tax (TDS on salaries), and shops & establishments provisions. • Excellent interpersonal, communication and stakeholder management skills, with the ability to engage effectively across levels - from junior staff to senior Government functionaries. • Proven ability to handle sensitive, confidential and politically nuanced matters with discretion, fairness and integrity. • High personal integrity, strong bias for process discipline, and a service-oriented approach to employees. |

5. Key Roles and Responsibilities

The General Manager - HR will be responsible for the following, which is indicative and not exhaustive:

5.1 HR Strategy, Organisation Design and Workforce Planning

- Develop and operationalise the HR strategy and multi-year people plan for NTA, aligned with the Agency's examination calendar, modernisation agenda and strategic priorities.

- Support organisation design, role definition, and manpower planning across NTA's functional verticals, ensuring the right mix of regular, deputation and contractual manpower.
- Advise the Director General and senior leadership on all people-related matters, including succession planning for critical roles and leadership pipeline development.
- Publish HR dashboards, workforce analytics and periodic reports for the Director General, Governing Body and administrative Ministry.

5.2 Talent Acquisition, Deputation and Onboarding

- Lead end-to-end recruitment for all NTA positions - regular, contractual and project-based - including sourcing, interview management, selection committees, reference checks and offer roll-out, in compliance with applicable Government recruitment rules.
- Coordinate deputation of officers from Central Government, State Governments and PSUs, including issuance of circulars, correspondence with cadre-controlling authorities, and completion of deputation formalities.
- Engage with empanelled consultants and manpower agencies for specialist and contractual hiring, with strong SLA and quality discipline.
- Design and run structured onboarding and induction programmes that familiarise new joiners with NTA's mandate, examination processes, code of conduct, and confidentiality obligations.
- Maintain recruitment trackers, MIS and hiring TATs, and continuously improve time-to-hire and quality-of-hire metrics.

5.3 HR Operations, Payroll, Benefits and HRIS

- Own end-to-end HR operations including employee records, letters (appointment, extension, transfer, confirmation, relieving, experience), leave management, attendance, and employee self-service.
- Oversee accurate and timely monthly payroll processing for all categories of employees, including deductions, statutory remittances (EPF, ESIC, Professional Tax, TDS) and reconciliations.
- Administer employee benefits - medical insurance, group term insurance, gratuity, leave encashment, LTC (as applicable), reimbursements, superannuation - and review benefit design periodically.
- Lead selection, implementation and continuous improvement of HRIS / HRMS to digitise HR workflows, ensure single-source-of-truth employee data, and enable self-service for employees and managers.
- Ensure accurate and audit-ready documentation for all HR transactions, with full compliance to Government record-keeping and financial audit requirements.

5.4 Compensation, Total Rewards and Incentives

Design and administer compensation structures for contractual and project-based positions, benchmarked to industry and Government norms, and approved as per applicable financial rules.

- Administer pay-fixation, annual increments, pay revisions and arrears for regular and deputation staff in accordance with applicable Government instructions.
- Design and run performance-linked incentive schemes, rewards and recognition programmes aligned to NTA's examination-delivery and organisational performance milestones.
- Coordinate with Finance and Accounts for budgeting of HR costs and for year-end statutory compliances (Form 16, Form 24Q, etc.).

5.5 Performance Management and Learning & Development

Design, roll out and run NTA's annual performance management cycle including goal-setting, mid-year reviews, year-end appraisal, normalisation and feedback communication.

Support managers in identifying and managing high performers, potential leaders, as well as underperformers through structured performance improvement plans.

Identify training needs based on role requirements and individual development needs, and build an annual Learning & Development calendar covering technical, functional and behavioural training.

Commission and deliver targeted interventions on leadership development, managerial effectiveness, communication, and examination-integrity and confidentiality training.

- Track and report training coverage, effectiveness and ROI, and continuously refine the L&D portfolio.

5.6 Employee Relations, Grievance Redressal and POSH

- Act as the first port of call for all employee concerns, grievances and escalations across verticals and employee categories.

Institutionalise a transparent and fair framework for disciplinary matters, progressive action, and grievance redressal, in line with CCS (CCA) Rules, Standing Orders and organisation policy.

Serve as the nodal officer for the Internal Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and ensure timely redressal, awareness and compliance.

Conduct periodic employee pulse surveys, skip-level interactions, focus-group discussions and listening posts, and advise management on preventive and corrective actions.

- Serve as the custodian of NTA's code of conduct, confidentiality commitments and ethics framework, with particular emphasis on examination integrity.

5.7 HR Policy, Compliance and Legal

- Author, update and publish a comprehensive set of HR policies covering recruitment, deputation, compensation, benefits, leave, travel, conduct, POSH, disciplinary action, separation and related areas.
- Ensure full compliance with applicable Central and State labour laws, new labour codes, EPF, ESIC, Gratuity, Income Tax, POSH, and Delhi Shops & Establishments Act, as applicable to NTA.
- Represent NTA in employment-related inspections, filings, returns, and liaison with RPFC, ESIC, Labour Commissioner and other regulatory authorities.
- Coordinate with NTA's Legal function and empanelled counsel on employment disputes, writ petitions, CAT cases and other HR-related litigation.
- Support internal and statutory audits on HR processes, records and payroll, and close audit observations in a timely manner.

5.8 Employee Engagement, Welfare and Organisational Culture

- Design and drive an annual employee engagement calendar including town halls, celebrations, long-service awards, recognition events, wellness initiatives and CSR-linked activities.
- Run employee well-being programmes spanning physical, mental and financial wellness, including Employee Assistance Programme (EAP), health check-ups and counselling support.
- Champion a culture of professionalism, integrity and public service consistent with NTA's mandate, and work with leadership to cascade values, behaviours and expected norms.
- Manage internal HR communication, FAQs and responses on policy changes, benefits updates and organisational announcements.

5.9 Separation, Full-and-Final and Exit Management

- Manage resignations, contract completions, repatriations of deputationists, retirements and terminations, with proper documentation and approvals.

Ensure timely and accurate full-and-final settlements, release of PF, gratuity, leave encashment and issuance of service/experience certificates.

Conduct structured exit interviews, analyse attrition trends across employee categories and vintage cohorts, and translate insights into retention and engagement actions.

6. Key Result Areas (KRAs)

- Right talent available on time for all NTA verticals, with measurable improvement in time-to-hire and quality-of-hire.
- Error-free and on-time monthly payroll and statutory compliance across all categories of employees.
- Fully digitised, audit-ready HR operations on a modern HRIS, with self-service enabled for employees and managers.

- A modern, compliant and clearly articulated HR policy framework, reviewed and updated regularly.
- Measurable improvement in employee engagement scores, retention and internal NPS.
- Zero adverse findings in statutory, internal and C&AG audits on HR, payroll and related areas.
- A strong employer brand for NTA as a credible, professional and employee-friendly Government institution.

7. Selection Process

Shortlisting will be done on the basis of qualifications, experience and suitability of the candidate for the position. Shortlisted candidates will be invited for a personal interview before a Selection Committee constituted by the competent authority. NTA reserves the right to fix suitable criteria for shortlisting and to limit the number of candidates called for interview. The decision of the Selection Committee will be final and binding.

8. How to Apply

- Eligible candidates may submit their applications in the format provided at Annexure-I, along with a detailed CV and self-attested copies of certificates in support of qualifications and experience.
- Applications may be submitted by e-mail to the address notified on the NTA website, with the subject line "Application for the Post of General Manager- HR, NTA".
- Applications must reach NTA within 15 days from the date of publication of this advertisement on the NTA website. Applications received after the last date or in any form other than prescribed shall not be entertained.

Candidates already employed in Government/ PSU / Autonomous Bodies must route their applications through proper channel or submit a No Objection Certificate (NOC) at the time of interview.

- Mere fulfilment of the minimum qualifications and experience does not entitle a candidate to be called for interview. NTA reserves the right not to fill this post or to cancel the recruitment process at any stage without assigning any reason.

9. General Conditions

- The engagement will be purely on contractual basis and will not confer any right for regular appointment or absorption in NTA.
- Canvassing in any form will lead to disqualification.
- Incomplete applications, or applications not accompanied by the required supporting documents, are liable to be summarily rejected.
- In case of any dispute, the decision of the Director General, NTA shall be final.

Director (Admin.)
National Testing Agency

ANNEXURE-1
APPLICATION FORM

Engagement of General Manager- Human Resources (GM-HR), National Testing Agency

To,

The Director General
National Testing Agency
(Ministry of Education, Government of India)
New Delhi

Subject: Application for the Post of General Manager - Human Resources (GM-HR), NTA.

Reference: Advertisement dated _____

**Paste recent
passport-size
photograph
(self-attested)**

Sir/Madam,

With reference to the above-mentioned advertisement, I wish to apply for the post of General Manager - Human Resources, National Testing Agency. My details are furnished below for kind consideration:

A. Personal Details

| | |
|--|--|
| 1. Full Name (in block letters) | |
| 2. Father's/ Husband's Name | |
| 3. Date of Birth (DD/MM/YYYY) | |
| 4. Age (as on last date of application) | |
| 5. Gender | |
| 6. Nationality | |
| 7. Category (Gen/ OBC / SC / ST / EWS / PwBD) | |
| 8. Aadhaar Number | |
| 9. PAN Number | |

| | |
|---|--|
| 10. Mobile Number | |
| 11. Alternate Contact Number | |
| 12. E-mail Address | |
| 13. Present / Correspondence Address | |
| 14. Permanent Address | |

B. Educational Qualifications

(Starting from the highest qualification. Attach self-attested copies of certificates.)

| S. No. | Qualification / Degree | University/ Institution | Year; of Passing | %/.CGPA | Division/ Class |
|--------|------------------------|-------------------------|------------------|---------|-----------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

C. Employment History/ Work Experience

(In chronological order, starting with the most recent. Attach additional sheet in the same format, if required.)

| S. No. | Organisation / Employer | Designation | Period (From -To) | Last Pay Drawn / CTC | Brief Description of Role & Responsibilities |
|--------|-------------------------|-------------|-------------------|----------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

| S. No. | Organisation / Employer | Designation | Period (From -To) | Last Pay Drawn / CTC | Brief Description of Role & Responsibilities |
|--------|-------------------------|-------------|-------------------|----------------------|--|
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

| | |
|--|--|
| Total Post-Qualification HR Experience (Years/ Months) | |
| Experience at Senior HR Leadership level (Years/ Months) | |
| Experience in Government/ PSU / Autonomous Body (if any) | |
| Largest Employee Base Managed (Headcount) | |

D. Professional Certifications and Training

| S. No. | Certification / Training | Issuing Body / Organisation | Date / Year | Validity (if any) |
|--------|--------------------------|-----------------------------|-------------|-------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

E. Key Achievements / Major HR Initiatives Led

(Briefly describe up to five major HR initiatives / transformations / projects led by you, indicating scale, role played and measurable outcomes. May attach separate sheet.)

| | |
|---|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

F. References

(Two professional references, preferably from senior positions, who can be contacted.)

| Name and Designation | Organisation and Address | Contact Number and E-mail |
|----------------------|--------------------------|---------------------------|
| | | |
| | | |

G. Additional Information

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|---|--|
| 1. Current Employer and Designation | |
| 2. Current Gross Remuneration / CTC (per annum) | |
| 3. Expected Remuneration (per annum) | |
| 4. Notice Period / Earliest Date of Joining | |

