

F. No.A-A-103/18/2026-adm.
Government of India
Ministry of Education
National Testing Agency (NTA)
(An Autonomous Organization under the Department of Higher Education)

Date: 23.07.2026

Advertisement for Engagement of Consultant-Administration on Contract Basis

1. The National Testing Agency (NTA) has been set up by the Ministry of Education (MoE), Department of Higher Education, Government of India as a self-sustained Autonomous Organization to conduct efficient, transparent, and international standard tests to assess the competency of candidates for admission to premier higher education institutions. NTA invites applications from interested and eligible candidates for the following positions on a contractual basis. The application form, complete in all respects, must reach NTA HQ either through email at **dir-admin@nta.gov.in** or by post within **15** days from the date of publication of this advertisement, i.e., on or before **07/08/2026 by 05:00PM**. Applications received after the prescribed date and time shall not be considered. For any enquiry, candidates may contact at 011-69095244.
2. **Role Overview:** The Consultant will be responsible for the end-to-end administration function, including general office administration and facilities, procurement and vendor management, and event/operational logistics support, ensuring smooth and compliant functioning of administrative operations and any other duties assigned by DG-NTA / JS-Admin from time to time.

3. Position Details

Sl	Name of Post	Consultant-Administration
1	Number of Positions	02
2	Nature of Engagement	Contractual consultancy, initially for a term of three (3) years (extendable based on requirement and satisfactory performance)
3	Age Limit	Preferably below 55 years as on the last date of application
4	Remuneration	Remuneration will be fixed as per NTA's prevailing consultant norms and the candidate's qualification and experience
5	Job Location	National Testing Agency, Head Office, New Delhi.



4. Key Responsibilities

- **General Administration & Facilities** - Oversee day-to-day office administration, facilities upkeep, asset and inventory management, housekeeping, and record / documentation management, maintenance
- **Procurement & Compliance** – Manage timely procurement of goods, equipment, and services in compliance with GFR-2017 and GeM norms; prepare and process bids, quotations, and purchase documentation.
- **Vendor & Contract Management** – Coordinate with vendors, service providers, hotels, and travel agencies; negotiate, onboard, and monitor vendor performance and contracts.
- **Events & Logistics Support** – Plan and execute logistics for meetings, workshops, and institutional events, including travel and accommodation arrangements.
- **Financial & Resource Management**- Process approvals and vendor payments, manage petty cash, and support cost-effective resource planning.
- **Coordination & Stakeholder Management** – Liaise with internal departments, external agencies, & government bodies, ensure timely flow of information and responsiveness.
- **Reporting & MIS** – Prepare administrative reports, presentations, and MIS for senior management as required.
- Any other administrative task assigned by the competent authority.

5. Qualifications and Experience

Qualifications	Graduate from a recognized university (Post-graduate qualification preferred). A qualification in Computer Applications, Management, or Administration will be an added advantage.
Experience	Minimum 15 years of progressive experience in administration, logistics, procurement, and office management, preferably including experience in a Government, PSU, or large institutional environment. Prior exposure to government procurement processes (GFR-2017/GeM) is desirable.

6. Key Competence

- Strong organizational and coordination skills
- Problem-solving and analytical ability
- Vendor negotiation and contract management
- Proficiency in MS Office (Word, Excel, PowerPoint, Visio /Project)
- Ability to work under tight timelines
- Integrity and confidentiality

7. General Conditions

- The engagement will be purely on contractual basis initially for a term of three years (extendable based on requirement & satisfactory performance) and will not confer any right for regular appointment or absorption in NTA.
- The engagement is co-terminus with the term of contract or the duration of the assignment, whichever is earlier.
- 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.



- Remuneration will be fixed as per NTA preliminary consultant norms & the candidate qualification and experience.

8. Other Conditions

- Place of work: NTA Headquarters, New Delhi.
- Full-time engagement; standard office hours with flexibility to work additional hours and as the role demands.
- Selection subject to background/police verification, document verification, and medical fitness.
- Standard confidentiality, conduct, exclusivity, and intellectual property clauses as per NTA's consultancy terms shall apply.

9. 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.

10. 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 **dir-admin@nta.gov.in** with the subject line "Application for the Post of Consultant-Administration, 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.
- 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.
- NTA shall not be liable to pay any TA/DA for appearing in the interview.

Sd/-

Director (Admin)

National Testing Agency

Annexure-I

APPLICATION FORM

Engagement of Consultant (Administration) — National Testing Agency

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

Paste recent passport-size photograph (self-attested)

Sub: **Application for the Position of Consultant-Administration, NTA**
Reference: Advertisement dated _____

Sir/Madam,

With reference to the above-mentioned advertisement, I wish to apply for the position of Consultant Administration, 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	

9

B. Educational Qualifications

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

Sl	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.)

Sl	Organisation/ Employer	Designation	Period (From – To)	Last Pay Drawn/CTC	Brief Description of Role & Responsibilities
1					
2					
3					
4					
5					
6					

Total Post- Qualification Experience (Years/ Months)	
Experience in Government/ PSU/ Autonomous Body (if any)	

D. Professional Certifications and Training

Sl	Certification / Training	Issuing Body/ Organisation	Date / Year	Validity (if any)
1				
2				
3				
4				

E. References

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

Sl	Name & Designation	Organisation & Address	Contact Number & Email
1			
2			



F. Additional Information

1	Current Employer and Designation	
2	Current Gross Remuneration/ CTC (per annum)	
3	Expected Remuneration (per annum)	
4	Notice Period/ Earliest Date of Joining	
5	Whether any criminal case/departamental enquiry is pending against you? (Yes/No-if yes, give details)	
6	Languages Known (Read / Write / Speak)	

G. List of Enclosures

- Detailed Curriculum Vitae (CV / Resume)
- Self-attested copies of certificates of educational qualifications
- Self-attested copies of experience certificates / appointment letters
- Copies of professional certifications and training (if any)
- Copy of latest salary slip / Form 16
- Copy of a Government-issued photo identity (Aadhaar / PAN / Passport)
- Any other document in support of the candidature (please specify)

Declaration

I hereby solemnly declare that all the statements made and information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect or incomplete, or ineligibility being detected before or after the selection / appointment, my candidature / appointment is liable to be cancelled / terminated without any notice or compensation, and appropriate action may be initiated against me. I further declare that I have no objection to any verification of the particulars furnished by me.

Place: New Delhi

Date: 23/07/2026

(Signature of the Applicant)

Name: _____

