सत्यमेव जयते

राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)
(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

# PUBLIC NOTICE

## 07 NOVEMBER 2026

**Subject: Inviting Online Applications for Empanelment of Observers for Conduct of NTA Examinations** in **Computer-Based Test (CBT) Mode and Pen and Paper Test (PPT) mode - reg.**

The National Testing Agency (NTA) is a premier, autonomous testing organisation under the Ministry of Education, Government of India, established to conduct entrance examinations for admission in higher educational institutions.

NTA invites online applications from eligible personnel currently serving in or retired from Government Institutions/Colleges across the country for empanelment as **Observers** for the conduct of various NTA examinations in **Computer-Based Test (CBT) and Pen-and-Paper Test (PPT) modes**.

The detailed eligibility criteria, terms and conditions and other relevant information regarding the empanelment and engagement of Observers are available on the NTA portal: **www.observermanagement.nta.gov.in and www.nta.ac.in**.

Interested and eligible personnel are requested to carefully review the prescribed guidelines and submit their online application through the above-mentioned portal from **07 November 2026 to 06 December 2026**.

**Director (Logistics)**

पांचवीं मंज़िल, भारत सरकार प्रेस बिल्डिंग, मिंटो रोड, नई दिल्ली - 110002
Fifth Floor, Government of India Press Building, Minto Road, New Delhi -110002

फ़ोन/Telephone : 011-40759000 वेबसाइट Website www.nta.ac.in

# NATIONAL TESTING AGENCY

*(An Autonomous Body under the Department of Higher Education, Ministry of Education, Government of India)*

## EXPRESSION OF INTEREST (EoI)

### For Empanelment of Observers for NTA Examinations

| | |
|---|---|
| Date of Issue | 7th November 2026 |
| Last Date for Submission | 6th December 2026 |
| Mode of Submission | observermanagement.nta.gov.in |

### 1. Preamble

The National Testing Agency (NTA) conducts a large number of national-level entrance and eligibility examinations each year, including NEET (UG), JEE (Main), UGC-NET, CSIR-NET, CUET (UG & PG) and others, across several thousand test centres spread throughout the country, and increasingly overseas. On the day of each examination, NTA deploys an independent Observer at every test centre. The Observer is NTA's own representative at the centre, distinct from and in addition to the City Coordinator and Centre Superintendent, and is entrusted with monitoring the fairness, security and smooth conduct of the examination and reporting directly to NTA.

To meet this requirement in a timely and reliable manner across an annual examination cycle, NTA proposes to build and maintain a standing, pre-verified pool of empanelled Observers, drawn from retired and serving academic and administrative staff of Government institutions, from which exam-wise deployment orders can be issued well in advance of each examination.

### 2. Objective of Empanelment

- To create a standing, geographically distributed and pre-verified pool of eligible persons available for deployment as Observers across NTA's examination calendar.
- To reduce last-minute shortfalls and substitutions in Observer deployment, and to ensure adequate lead time for briefing and travel arrangements.
- To standardise eligibility, remuneration and conduct requirements applicable to all empanelled Observers, irrespective of the examination or region.

### 3. Eligibility Criteria

Applications are invited from persons, serving or retired, of Central and State Universities, Government Colleges, Polytechnics, Kendriya Vidyalayas/Jawahar Navodaya Vidyalayas and other Government schools, in the categories listed below, as well as retired officers of the Indian Armed Forces/Central Armed Police Forces (CAPF). Applicants must be free of any pending disciplinary/vigilance proceeding, must be physically fit to discharge Observer duties as described in Section 4, and must be willing to travel outside their headquarters if required. Age and engagement norms are as follows.

### *3.1 Categories*

| Category | Description | Age / Engagement Terms |
|---|---|---|
| Category A | Retired Central/State Government officers (i.e. persons who have retired from service under the Central Government or a State Government) above Pay Level 8 of the 7th CPC Pay Matrix (or the corresponding State-Government pay level). | Between 60 and 65 years of age as on the last date of application; engaged on contract for a period of 2 years. |
| Category B | Retired personnel of the Indian Armed Forces / CAPF of the rank of Subedar Major (or equivalent, i.e. Master Warrant Officer in the Air Force, Master Chief Petty Officer in the Navy, and Subedar Major / Inspector-equivalent in CAPF) and above. This is treated as broadly equivalent to Category A's Pay Level 8 requirement. | Up to 65 years of age as on the last date of application (no lower age bar for retired Armed Forces / CAPF personnel); engaged on contract for a period of 2 years. |
| Category C | Retired or serving teachers and professors from Government schools, colleges and universities, in the eligible sub-categories set out in Section 3.2. | Retired members: between 60 and 65 years of age, engaged on contract for a period of 2 years. Serving members: engaged for a period of 2 years, subject to satisfactory service and NOC from employer; no upper age limit applies so long as the member is in service. |

### *3.2 Eligible Sub-Categories for Category C*

| Sub-Category | Minimum Requirement |
|---|---|
| Professor / Associate Professor / Assistant Professor | Serving or retired faculty of a UGC/AICTE-recognised University, Institute of National Importance, or Government College. |
| Principal / Vice-Principal | Serving or retired Head / Deputy Head of a Government College or Government School. |
| PGT (Post-Graduate Teacher) | Serving or retired PGT of a Government School (KVS / NVS / State Board). |
| Lecturer / Senior Teacher | Serving or retired faculty of a Government School or Government Polytechnic. |
| Other Government academic/administrative posts recognised as equivalent | Registrars/Deputy Registrars of Central/State Universities, Principals of Government ITIs, faculty of DIETs, and other posts specifically notified by NTA from time to time. No other post shall be treated as "equivalent" unless expressly notified. |

### *3.3 Overseas Test Centres*

For test centres located outside India, NTA shall ordinarily empanel Observers from among Indian nationals resident in the same city as the test centre, including serving and retired officials of the Indian Mission (Embassy / High Commission / Consulate) in that country, retired officers of the Ministry of External Affairs, and other Indian nationals of eligible profile locally available. The intent is to minimise commute and travel exposure. Empanelled

domestic Observers may be deployed to an overseas centre only in exceptional circumstances where a suitable local Observer is not available, on terms to be separately notified at the time of deployment.

## 4. Nature of Duties

An empanelled Observer is engaged for a specific examination/session and, on deployment, is expected to:

- Attend the mandatory briefing meeting held one day prior to the examination.
- Report to the assigned test centre on the day of the examination well before the reporting time notified for that examination.
- Independently oversee the conduct of the examination at the assigned centre, including, verification of candidate identity procedures, frisking protocol, seating plan, distribution and collection of test material, CCTV / webcasting compliance, availability of functional electricity backup, and any other matters specifically included in the Observer's checklist for the examination.
- Liaise with the City Coordinator and Centre Superintendent, and report any irregularity, security lapse or malpractice directly to NTA.
- Submit the prescribed Observer's report/feedback on the NTA portal within the timeline notified for that examination.
- Be available for post-examination clarifications or enquiry proceedings, if any, in respect of the assigned centre, for a period of up to 12 months from the date of the examination.

## 5. Remuneration, Conveyance and Outstation Deployment

Empanelled Observers will be paid remuneration and conveyance at the rates below, as currently notified by NTA. These rates are subject to periodic revision by the competent authority and will apply uniformly, irrespective of the examination.

| Category | Occasion | Remuneration + Conveyance |
|---|---|---|
| Observer | Briefing meeting, one day prior to the examination | ₹2,000/- + ₹1,000/- (fixed conveyance) = ₹3,000/- |
| Observer | On the day of the examination | ₹3,000/- + ₹1,000/- (fixed conveyance) = ₹4,000/- |

### *5.1 Outstation Deployment*

Where an Observer is deployed to a test centre outside his/her city of residence:

- To-and-fro travel shall be reimbursed at AC-III tier rail fare (or ordinary bus fare, whichever is applicable) by the shortest route between the Observer's city of residence and the deployment city, on production of tickets; economy-class air travel may be permitted where the distance exceeds 500 km or where rail travel is not feasible, subject to prior approval.
- Accommodation for the night(s) of the briefing meeting and the examination shall either be arranged by NTA / the deployed venue, or reimbursed at rates not exceeding those admissible to a Central Government officer of Pay Level 11 under the applicable Travelling Allowance Rules.
- A daily allowance (DA) shall be admissible at the rate notified by NTA from time to time in line with GFR provisions.

- The fixed ₹1,000 conveyance component in the table above applies only to same-city deployment.

Payment will be released through direct bank transfer to the Observer's registered bank account, in accordance with applicable General Financial Rules (GFR) provisions on payment of honoraria/remuneration to individuals engaged for specific assignments. Tax shall be deducted at source as applicable.

In the event that a scheduled examination is postponed or cancelled after the Observer has reported for the briefing meeting or reached the deployment city, the briefing-day remuneration and actual travel/accommodation expenses shall be payable.

## 6. Document Verification, Vetting and Conflict of Interest

Verification of every applicant, prior to issue of any deployment order, shall include all of the following. These are cumulative requirements, no single document may be treated as sufficient on its own.

- Photo identity card and latest appointment / service certificate from the employer or parent institution.
- For serving applicants: a vigilance clearance certificate from the employer / parent institution confirming that no disciplinary or vigilance proceeding is pending against the applicant.
- For retired applicants: a Police Verification / Character Certificate from the local police authority of the applicant's place of residence, not older than 12 months, along with the last vigilance-clearance status recorded at the time of retirement (where obtainable).
- A self-declaration / undertaking by the applicant, in the format prescribed under Section 12 (Application Format), that no disciplinary, vigilance or criminal proceeding is pending against the applicant and that the applicant has not been convicted of any offence involving moral turpitude.
- A standing declaration of conflict of interest, updated before every deployment, covering: (i) any close relative of the applicant appearing as a candidate in any NTA examination in that cycle; (ii) any interest, financial or otherwise, in a coaching or test-preparation institute; and (iii) any interest in publishing or content-development for examination-preparation material. For this purpose, "close relative" means the applicant's spouse; parents, siblings and children (whether natural, adoptive or step); parents-in-law, siblings-in-law and children-in-law; and the spouses of any of the foregoing.

*Provisional empanelment may be granted while the Police Verification / vigilance clearance is awaited, but no deployment order shall be issued unless all of the documents above are on record with NTA. In no case may the self-declaration in the fourth bullet above be treated as a substitute for the vigilance clearance or Police Verification required by the second and third bullets.*

## 7. Blocking, Representation and Whistleblower Protection

An Observer who is blocked, suspended or removed from the empanelled pool shall be informed of the reasons for the decision, at least in summary form, and may make one representation against that decision within 30 days. The representation will be decided by an authority senior to, and independent of, the one that passed the original order, and the decision on the representation shall be communicated to the Observer in writing.

An Observer who reports, in good faith, any act or conduct of a City Coordinator, Centre Superintendent, invigilator, fellow Observer or any officer or employee of NTA that may amount to a breach of examination integrity or of these terms shall not be subject to any adverse action, blocking, or non-renewal on account of

having made that report. This protection extends to reports made through the NTA whistleblower channel notified for this purpose, and any retaliatory action taken in violation of this clause shall itself be treated as a disciplinary matter.

## 8. Mandatory Training and Assessment

Every empanelled Observer must complete NTA's mandatory training programme, and pass an end-of-training assessment, before first deployment, and shall undergo refresher training periodically as notified by NTA. The training may be delivered online or in blended mode; there is no fee payable by the applicant for training or assessment. The pass mark and re-attempt policy shall be as notified on the NTA Observer Empanelment Portal.

## 9. Terms and Conditions

- Empanelment does not guarantee deployment in every examination cycle; deployment orders will be issued examination-wise, based on centre allocation, region and availability.
- To promote fairness, transparency and to reduce over-familiarity between an Observer and any particular centre or institution, rotation of Observers across examinations, centres and cities shall be undertaken by NTA. No Observer shall ordinarily be deployed to the same centre for more than two consecutive examination cycles, save for reasons to be recorded in writing.
- An Observer will not be deployed to a centre or city where a close relative (as defined in Section 6) is appearing as a candidate, or where the Observer has any other conflict of interest, and must declare any such conflict at the time of acceptance of a deployment order.
- Observers must maintain strict confidentiality regarding examination material at all times, before, during and after the examination, and must not carry any electronic device inside the examination centre other than as permitted by NTA's examination conduct guidelines. Any breach of confidentiality may attract removal from the empanelled pool and appropriate legal action, in addition to any consequences under the Public Examinations (Prevention of Unfair Means) Act, 2024.
- Non-availability for a deployment must be intimated promptly through the portal, and no later than 48 hours from receipt of the deployment order; repeated non-availability or non-reporting after acceptance of a deployment order may result in removal from the empanelled pool.
- For all categories (Section 3), empanelment / engagement is valid for a period of 2 years from the date of approval / engagement, subject to satisfactory conduct, and may be renewed, suspended or withdrawn by NTA. Any such action shall be supported by reasons recorded in writing, subject to Section 7. For retired persons and retired Armed Forces / CAPF officers, any renewal remains subject to the applicant remaining within the prescribed age limit of 65 years.
- NTA reserves the right to verify credentials with the applicant's parent institution and with the relevant police / vigilance authorities, and to reject any application after recording reasons; reasons shall be communicated in summary form to the applicant on written request.
- NTA may modify these terms prospectively by notification on the Observer Empanelment Portal. No modification shall reduce the remuneration or increase the obligations of Observers already deployed for a specific examination in respect of that examination.

## 10. Data Protection

NTA is the data fiduciary in respect of information collected under this EoI, which shall be processed only for the purpose of empanelment, deployment and payment of Observers, and for such statutory and audit purposes as may be required. Personal data shall be retained for the duration of empanelment and for a period of seven years thereafter, after which it shall be deleted or anonymised in accordance with the Digital Personal Data Protection Act, 2023 and the rules made thereunder. Applicants may address grievances relating to the processing of their personal data to the NTA Grievance Officer at the contact address notified on the portal.

## 11. Insurance and Indemnity

NTA shall endeavour to arrange a personal-accident insurance cover for empanelled Observers for the duration of each deployment (from departure from residence for the briefing meeting until return after the examination). Availability of such cover is not a mandatory pre-condition of engagement, but NTA will strive to put such arrangements in place progressively. For acts done in good faith in the discharge of Observer duties, NTA shall indemnify the Observer against legal costs and liability, save in cases of wilful misconduct, gross negligence or breach of examination integrity.

## 12. Emergency Substitution

If an empanelled Observer, after accepting a deployment order, becomes unable to report on account of illness, bereavement or other unforeseen circumstance, he/she must intimate NTA at the earliest opportunity through the portal and the notified helpline. NTA shall maintain a regional reserve list of Observers who may be deployed at short notice. Genuine emergency non-availability, duly intimated and supported where practicable by evidence, shall not attract adverse action.

## 13. Candidate / Third-Party Grievance against Observer

Complaints received against an Observer from candidates, centre staff or any third party shall be examined by a designated officer of NTA. The Observer shall be given a reasonable opportunity to submit a written explanation before any adverse decision is taken. Frivolous or motivated complaints shall not be entertained.

## 14. Application Procedure

Eligible applicants should apply online through the NTA Observer Empanelment Portal [URL to be notified], uploading a scanned copy of:

- Latest appointment / service certificate or ID card.
- No-Objection Certificate from the employer / Head of Institution (for serving applicants).
- Vigilance Clearance (serving) or Police Verification / Character Certificate (retired), as required under Section 6.
- Bank account details for payment.

Applications received after the last date, or found incomplete, are liable to be rejected without further correspondence. Shortlisted applicants will be intimated of their inclusion in the empanelled pool through the

registered email / mobile number, and will subsequently receive deployment orders examination-wise as and when required.

## 15. Important Dates

| Activity | Date |
|---|---|
| Date of issue of EoI | 7th November 2026 |
| Last date for online submission of application | 6th December 2026 |

## 16. Application Format

*(To be filled online on the NTA Observer Empanelment Portal. All fields are mandatory unless marked optional; supporting documents must be uploaded in the format specified on the portal.)*

### *A. Personal and Contact Details*

| Field | Particulars |
|---|---|
| 1. Full Name (as per photo ID) | |
| 2. Father's / Mother's / Spouse's Name | |
| 3. Date of Birth | |
| 4. Gender | |
| 5. Mobile Number | |
| 6. Email ID | |
| 7. Permanent Address | |
| 8. [Blank] | |
| 9. Person with Disability (Yes/No; if Yes, nature and percentage) | |
| 10. Government Photo ID (any one: Passport / PAN / Voter ID / Driving Licence / Aadhaar). Aadhaar is optional and will be used only for identity verification with the applicant's consent. | |

### *B. Category and Eligibility*

| Field | Particulars |
|---|---|
| 11. Category claimed (tick one, see Section 3) | ☐ Category A, Retired Central/State Govt. Officer ☐ Category B, Retired Armed Forces / CAPF ☐ Category C, Teacher (Retired or Serving) ☐ Category C, Professor (Retired or Serving) |
| 12. Sub-Category (Category C only) | ☐ Professor / Assoc. / Asst. Professor ☐ Principal / Vice-Principal ☐ PGT ☐ Lecturer / Senior Teacher ☐ Other equivalent post specifically notified by NTA (specify) |
| 13. Designation | |
| 14. Name of Institution / Employer | |

| Field | Particulars |
|---|---|
| 15. Institution Type (Central / State University, Govt. College, KVS / NVS, Deemed University, Polytechnic, etc.) | |
| 16 (a). Date of Joining Present Post 16 (b). Date of Retirement, as applicable | |
| 17. For Armed Forces / CAPF applicants only: Rank, Service / Regiment / Force, and Date of Retirement / Discharge | |

### *C. Deployment Preferences*

| Field | Particulars |
|---|---|
| 18. Preferred City / Region for Deployment (up to 3, in order of preference) | |
| 19. Willingness to travel outside headquarters, if required (Yes / No) | |
| 20. Languages Known, with proficiency (Read / Write / Speak) for each, for communication with candidates and centre staff | |
| 21. Physical fitness self-declaration (Are you medically fit to remain on duty for up to 8 hours, including standing and moving around a centre? Yes / No; specify any limitation) | |
| 22. Access to a smartphone / laptop with internet, for portal reporting (Yes / No) | |

### *D. Prior Experience*

| Field | Particulars |
|---|---|
| 23. Prior Experience as NTA Observer / City Coordinator, if any (Examination, Year, Role) | |
| 24. Any other relevant examination-conduct experience | |

### *E. Verification Documents to be Uploaded (see Section 6)*

| Document | Status |
|---|---|
| 25. Photo Identity Card (scanned copy) | ☐ Uploaded |
| 26. Latest Appointment / Service Certificate (or Retirement Order for retired applicants) | ☐ Uploaded |
| 27. No-Objection Certificate from employer / Head of Institution (serving applicants) | ☐ Uploaded |
| 28. Vigilance Clearance Certificate (serving applicants) | ☐ Uploaded |

| Document | Status |
|---|---|
| 29. Police Verification / Character Certificate (retired applicants, not older than 12 months) | ☐ Uploaded |
| 30. Recent Passport-size Photograph | ☐ Uploaded |

### *F. Bank Details for Payment*

| Field | Particulars |
|---|---|
| 31. Bank Account Number | |
| 32. IFSC Code | |
| 33. Bank Name and Branch | |
| 34. PAN (for TDS purposes) | |

### *G. Declarations*

| Declaration | Confirmation |
|---|---|
| 35. No Conflict of Interest, including that no close relative of mine (as defined in Section 6) is appearing as a candidate in any examination to which I may be deployed, and I have no coaching, publishing or test-preparation-material interest, as described in Section 6. | ☐ I confirm |
| 36. No pending disciplinary, vigilance or criminal proceeding against me, and I have not been convicted of any offence involving moral turpitude. I understand this self-declaration is in addition to, and not in lieu of, the vigilance clearance / police verification required under Section 6. | ☐ I confirm |
| 37. I am not debarred by UPSC, SSC, any State Public Service Commission, CBSE, IITs (JEE Advanced), IIMs, NBE, NTA or any other examination-conducting body. | ☐ I confirm |
| 38. I am willing to undergo the mandatory training and end-of-training assessment described in Section 8. | ☐ I confirm |
| 39. I consent to the processing of my personal data by NTA for the purposes set out in Section 10 (Data Protection). | ☐ I confirm |
| 40. I have read and accept the Terms and Conditions at Section 9, and all other Sections of this EoI. | ☐ I confirm |

Signature (digital / e-Sign on portal): _____ Date: _____ Place: _____