PUBLIC NOTICE

07 NOVEMBER 2026

Subject: Inviting Online Applications for Empanelment of Examination Centres 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 institutions and organisations across the country for the **empanelment of Examination Centres** to provide the necessary space and infrastructure for conducting the various NTA examinations in Computer-Based Test (CBT) Mode and Pen and Paper Test (PPT) mode. The examination centres should be equipped with infrastructure and facilities in accordance with the prescribed standards and requirements of NTA. Detailed specifications, infrastructure requirements, eligibility criteria and other relevant information regarding the empanelment of examination centres are available on the NTA website: **https://eoi.nta.gov.in/ and https://nta.ac.in/.**

Interested institutions and organisations are requested to carefully review the prescribed guidelines and submit their online applications from **07 November 2026 to 06 December 2026**.

Director (Logistics)

Government of India

Ministry of Education

National Testing Agency (NTA)

(An Autonomous Organization under the Department of Higher Education)

EXPRESSION OF INTEREST (EoI)

For Empanelment of Examination Centres for Conduct of NTA Examinations

(Computer-Based Test - CBT and Pen-and-Paper Test - PPT)

Date of Issue	7th November, 2026
Last Date for Submission	6th December, 2026
Mode of Submission	eoi.nta.gov.in

1. Introduction and Background

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 and fellowship in higher educational institutions. NTA conducts some of the largest and most high-stakes examinations in the country - including JEE (Main), NEET (UG), UGC-NET, CUET (UG & PG) and several others - across 500-plus cities in India and at select international centres.

NTA conducts examinations primarily in two modes:

- Computer-Based Test (CBT) - delivered on a network of computer workstations at the centre, with candidate authentication, on-screen test delivery, and digital answer recording.
- Pen-and-Paper Test (PPT) - delivered through paper question papers and Optical Mark Recognition (OMR) sheets, requiring secure handling of physical material at the centre.

To ensure that NTA examinations are delivered in a candidate-friendly, secure and accessible environment across the country, NTA invites Expressions of Interest (EoI) from eligible institutions and organisations that own or operate suitable infrastructure and wish to be empanelled as NTA examination centres for one or both of the above modes.

Important Note

This is an EoI inviting interested parties to submit details of their facility for consideration. Submission of an EoI does not, by itself, confer any right or claim to be empanelled as an NTA examination centre. Empanelment will be done by NTA only after detailed evaluation, physical inspection where applicable, and based on NTA's operational requirements. NTA reserves the right to accept or reject any EoI without assigning any reason.

2. Who Can Apply

EoIs are invited from the following categories of applicants who own, operate or have legally enforceable use-rights over a facility suitable for examination conduct:

- Schools (Government, Aided, Private, Central Schools, KVs, JNVs, Sainik Schools, Eklavya Schools, etc.)
- Colleges and Universities (Government, Aided, Private, Deemed-to-be Universities, Autonomous Colleges)
- Institutes of National Importance (IITs, NITs, IIITs, IIMs, IISERs, AIIMS, etc.)
- Polytechnics and Industrial Training Institutes (ITIs)
- Other educational and training institutions
- Empanelled Computer-Based Test (CBT) service providers operating dedicated test centres
- Government training centres and skill-development centres
- Other institutions or organisations operating facilities that meet the prescribed specifications.

The applicant must be a legally constituted entity (registered Society / Trust / Section 8 Company / Government department / PSU / private company / partnership / proprietorship as applicable), and must be in lawful occupation of the proposed centre premises with appropriate authority to commit the facility for the days proposed.

3. Centre Specifications and Minimum Requirements

The following specifications constitute the minimum requirements that a centre must meet to be considered for empanelment. Some specifications are applicable to all centres; others are specific to CBT or PPT mode. Applicants are advised to review these carefully before applying.

3.1 Capacity

Parameter	Minimum Specification
Minimum CBT Capacity	285 fully-functional computer workstations (including buffer) per shift (for CBT centres). Higher capacities preferred. Centres with less than 285 workstations may apply but will be considered only in locations with limited supply.
Minimum PPT Capacity	250 candidate seats (including buffer) per shift (for PPT centres). Centres should be able to accommodate examinations conducted in single shift covering 3 hours.
Examination Halls / Labs	For CBT: a minimum of 4 separate computer labs / halls of 30 workstations each, OR equivalent configurations. For PPT: a minimum of 6 separate examination halls of 40 candidates each, OR equivalent configurations.

3.2 Room and Seating Specifications

Parameter	Minimum Specification
Minimum Per-Seat Space (CBT)	Minimum 1 metre centre-to-centre distance between adjacent workstations, with adequate aisle space between rows. Each workstation must allow comfortable seating, screen visibility from one position only, and adequate space for keyboard / mouse operation.
Minimum Per-Seat Space (PPT)	Minimum 1 metres centre-to-centre distance between adjacent candidates. Each candidate to have a separate writing surface (desk / chair-with-arm) with adequate space for question paper, OMR sheet and additional writing surface.
Ceiling Height	Minimum 3 metres (10 feet) for adequate ventilation and comfort.
Lighting	Adequate, uniform lighting throughout the examination hall. Minimum 300 lux at every desk / workstation. No glare on computer screens. Backup lighting in case of power failure. Power-backed emergency lights must be available.
Ventilation	All examination halls must be well-ventilated. Where natural ventilation is inadequate, mechanical ventilation through exhaust fans or HVAC must be provided.

Parameter	Minimum Specification
Fans	Adequate ceiling / wall fans to ensure comfort during examinations. Minimum one fan per 8 candidates. All fans to be in working condition.
Air-Conditioning	Air-conditioning is preferable in all examination halls during summer months (April-September) where outdoor temperature regularly exceeds 32 degrees Celsius. AC capacity must be adequate to maintain hall temperature between 22 and 26 degrees Celsius. AC presence is preferred for all centres throughout the year and is desirable.
Noise Level	Examination halls must be located such that ambient noise (from traffic, construction, factories, gatherings, places of worship using loudspeakers) does not disturb candidates. Maximum acceptable noise inside the hall: 50 dB.
Furniture	Sturdy, examination-suitable furniture in good condition. No wobbly chairs / desks / workstations. For CBT: chairs with adjustable height preferred, ergonomic positioning of monitor and keyboard.

3.3 Sanitation, Hygiene and Candidate Amenities

Parameter	Minimum Specification
Toilets - Number	Minimum 1 working toilet per 50 candidates. Separate, clearly marked toilets for male and female candidates. Separate toilet for staff.
Toilets - Hygiene	Toilets must be visibly clean, with running water, functioning flush, soap, hand-wash facility, and disposal bins. Toilets to be cleaned multiple times during the examination day.
Toilets – PwD/PwBD	At least one accessible toilet for PwD/PwBD on the ground floor or accessible by ramp / lift, with appropriate fixtures (grab bars, sufficient turning space, wheelchair access).
Sanitary Pads (Female)	Sanitary pads to be available at female-toilet area free of charge. Disposal bins with appropriate sanitary disposal arrangements.

Parameter	Minimum Specification
Drinking Water	Clean, safe drinking water (RO-purified or equivalent quality) available throughout the examination day. Adequate disposable cups or candidates allowed to bring their own water in transparent bottles. Multiple drinking-water points to avoid queues.
First Aid	First-aid kit at the centre. Designated first-aid attendant available throughout the examination. Standby ambulance arrangement (in coordination with local authorities, where applicable).
Waiting Area	Adequate, covered waiting area for parents and guardians outside the centre, with seating arrangements, drinking water and protection from sun and rain.
Cloakroom / Locker	Designated area / lockers for candidates to deposit their personal belongings (bags, mobile phones, watches, prohibited items) before entry into the examination hall, with token-based retrieval.

3.4 Power and Connectivity

Parameter	Minimum Specification
Power Supply	Reliable mains electricity supply with adequate sanctioned load to meet centre requirements during examinations.
Power Backup	Centralised UPS / inverter backup of minimum 4 hours capacity for all CBT workstations and lighting. Diesel generator backup of adequate capacity to run the entire centre for the full examination duration. Both UPS and generator to be tested and operational.
Internet Connectivity (CBT)	Reliable broadband / leased-line connectivity with minimum 50 Mbps dedicated bandwidth. Redundant secondary connection from a different ISP highly preferred.
LAN (CBT)	Structured LAN cabling (CAT-6 or higher) connecting all CBT workstations to the centre server. Wi-Fi-based examination delivery is NOT acceptable for the examination network.

3.5 IT Infrastructure (for CBT Centres only)

Parameter	Minimum Specification
Workstation Specifications	Desktop computers with: Intel i3 / AMD Ryzen 3 (or higher) processor; 8 GB RAM (minimum); 256 GB SSD or HDD; 18.5-inch or larger LCD / LED monitor; standard keyboard and optical mouse. Operating system: Windows 10 / 11 or Ubuntu 22.04+ or proprietary as required.
Centre Server	Dedicated server-grade hardware to run NTA-prescribed examination delivery software, with appropriate redundancy.
Spare Workstations	Minimum 5% spare / standby workstations (in addition to the declared candidate capacity) configured and ready for immediate use in case of failure.
Audio Devices	Headphones for each workstation if examinations include audio components (such as language tests). Headphones to be sanitised between shifts.

3.6 Security, Surveillance and Authentication

Parameter	Minimum Specification
CCTV Coverage	Full CCTV coverage of: entrance, reception / verification area, frisking enclosures, all examination halls, corridors, candidate waiting area, and strong room (where applicable). HD cameras (minimum 2 MP) with 30 days of recording retention. CCTV feeds available for live remote monitoring by NTA.
Frisking Enclosures	Separate, curtained / partitioned frisking enclosures for male and female candidates, ensuring privacy. Female frisking staff to be available for female candidates.
Biometric / Photograph Capture Area	Dedicated, well-lit area for biometric authentication and photograph capture of candidates at the entry point. Adequate space to avoid queues. Power and connectivity to support NTA-prescribed biometric devices.
Strong Room (PPT)	For PPT centres: a secure strong room with double-lock, 24x7 CCTV coverage during examination period, and restricted access for storage of confidential question paper packets.

Parameter	Minimum Specification
Mobile-Phone Storage	Designated, supervised storage facility for candidate mobile phones with token-based deposit / retrieval system.
Perimeter Security	Single controlled entry / exit point on examination day. Boundary wall / fencing in place. Security staff (in-house or contracted) for crowd management and unauthorised-access prevention.

3.7 Accessibility (PwBD)

Parameter	Minimum Specification
Ground Floor Seating	Capacity to accommodate PwBD candidates on the ground floor, OR availability of a functional, regularly-maintained lift / elevator.
Ramps	Accessibility ramps at all key entry points, with appropriate gradient and width as per Harmonised Guidelines and Space Standards for Barrier-Free Built Environment.
Accessible Toilets	At least one accessible toilet on the same floor as PwBD candidate seating.
Scribe Arrangement	Capacity to accommodate scribe arrangements for PwBD candidates - including separate quiet rooms or appropriately-spaced seating for candidate-scribe pairs.
Signage	Clear directional signage, including appropriately-sized and contrasted signs for visually-impaired candidates.

3.8 Location and Accessibility for Candidates

Parameter	Minimum Specification
Public Transport Access	Centre to be accessible by public transport (bus / metro / auto-rickshaw / shared transport). Distance from nearest public transport hub: preferably within 3 km.
Approach Road	Motorable approach road in good condition, accessible to four-wheelers, ambulances and emergency vehicles.

Parameter	Minimum Specification
Parking	Parking space for at least 50 four-wheelers and 200 two-wheelers within the premises or in close proximity (within 200 metres).
Visibility / Signage	Centre to be clearly identifiable from the approach road. Centre name board visible and clearly displayed. Directional signage from major landmarks and main road preferred.

4. Days of Availability

NTA examinations are conducted on Saturdays, Sundays and select weekdays throughout the year, often during peak academic / examination seasons. Applicants are required to declare the specific days and dates on which their facility can be made available for NTA examinations.

Applicants will be required to:

- Indicate the days of the week on which the centre can be made available (e.g., all Sundays; alternate Sundays; all Saturdays and Sundays; weekdays during summer / winter vacations).
- Indicate any blackout periods - for example, dates on which the institution conducts its own examinations or major events.
- Confirm willingness to make the centre available on emergency / contingency basis with reasonable notice (minimum 7 days).
- Indicate availability for both single-shift and multi-shift examinations.

Important
Centres which can offer maximum availability throughout the year, including back-to-back days during peak examination periods, will be given preference in empanelment. Once empanelment is confirmed, NTA will issue advance dates as per its annual calendar.

5. Submission Requirements

Applicants are required to submit the EoI through the NTA portal, with the following information and supporting documents:

5.1 Application Form

The complete Application Form, as provided at Annexure-I of this document, duly filled and signed by the authorised signatory of the applicant entity.

5.2 Geographic Pin

The applicant must share the precise geographic location of the centre using BOTH:

- Google Maps Pin / Plus Code - obtained by locating the centre on Google Maps and copying the share-link.

Both pins are mandatory. The pins must be of the actual entry gate of the centre (not just the building or street). Applicants are advised to verify pin accuracy by re-opening the link from a different device.

5.3 Photographs

High-resolution photographs of the following, in JPEG format, each not exceeding 5 MB, properly labelled:

- Centre entrance / main gate (with name board visible)
- Approach road
- Reception / candidate verification area
- Frisking enclosures (separate for male and female)
- Biometric / photograph capture area
- All examination halls / computer labs (multiple angles)
- Sample workstation (CBT) / sample seating (PPT)
- Toilets (separate for male, female, PwBD)
- Drinking water arrangement
- Strong room (for PPT)
- Generator / UPS room
- Server room / network room (for CBT)
- Parking area
- Waiting area for parents
- Ramps and accessibility features
- Centre layout / floor plan (scanned or PDF)

5.4 Walkthrough Video

Mandatory Video Submission

Applicants must submit a continuous, single-take walkthrough video of the centre, of duration between 5 and 12 minutes, showing all the facilities listed above. The video should be shot in good lighting, with clear narration in English or Hindi by a senior representative of the applicant entity, identifying each facility and area as the camera moves through it. The video must demonstrate the actual condition of the centre - including any aspects that need attention. The video should be submitted via a Google Drive / OneDrive shareable link with view-access set to 'Anyone with the link' on the online observer empanelment portal.

Suggested sequence for the walkthrough video:

- Begin at the main gate, showing the centre name board, address and geographic location.

- Walk through the approach road and parking area.
- Enter the centre and traverse the reception / verification area.
- Show the frisking enclosures (male and female).
- Show the biometric capture area.
- Walk through every examination hall / computer lab, demonstrating the seating arrangement, lighting, fans, AC and ventilation.
- Open and demonstrate the toilets (male, female, PwBD).
- Show the drinking-water arrangement.
- Show the strong room (for PPT).
- Show the server room and network setup (for CBT).
- Show the generator / UPS room and demonstrate power-backup operation.
- Show the waiting area for parents and other amenities.
- Conclude with a wide-angle shot of the centre exterior.

5.5 Supporting Documents

- Registration certificate of the applicant entity (Society / Trust / Section 8 Company / etc.)
- PAN of the applicant entity
- GST registration certificate, if applicable
- Document evidencing legal occupancy / ownership of the centre premises
- Latest electricity bill of the centre (showing sanctioned load)
- No Objection Certificate from the building owner (if the applicant is a tenant)
- Authorisation letter from the entity authorising the signatory to submit the EoI
- Cancelled cheque of the applicant entity bank account
- Photographs and walkthrough video as described in 5.3 and 5.4 above
- Centre layout / floor plan with dimensions and seating arrangement

6. Evaluation Process

Submitted EoIs will be evaluated by NTA in the following stages:

Stage 1 - Documentary Evaluation

NTA will examine the completeness of the application, the credentials of the applicant entity, the declared specifications and the supporting documents. Incomplete applications, or applications that do not meet the minimum specifications, will not be progressed to the next stage.

Stage 2 - Technical Evaluation

EoIs that pass Stage 1 will be evaluated against NTA's centre-quality criteria - including capacity, infrastructure, hygiene, accessibility, security, IT infrastructure (for CBT), and location

accessibility for candidates. The walkthrough video and photographs will be a key input to this evaluation.

Stage 3 - Physical Inspection

Shortlisted centres will be subject to physical inspection by NTA officials or empanelled inspection agencies, before final empanelment. Inspection visits may be announced or unannounced.

Stage 4 - Empanelment Decision

Final empanelment will be communicated to selected centres in writing. Empanelment will initially be for one year, extendable based on performance during conducted examinations, candidate feedback and audit findings.

7. Terms and Conditions

- Empanelment as an NTA examination centre does not guarantee allotment of any minimum number of examinations. Allotment will be based on NTA's operational requirements, candidate distribution and centre capacity.
- The empanelled centre will be required to enter into a formal Service Agreement with NTA covering scope, service-level standards, financial terms, confidentiality, security, and termination conditions.
- Financial terms (per-candidate / per-shift compensation) will be communicated separately and will be in line with NTA's standard rate structure for empanelled centres.
- The centre will be required to abide by all NTA protocols and Standard Operating Procedures (SOPs) for examination conduct, including those relating to confidentiality, security, candidate handling and post-examination handover.
- The empanelled centre will be required to appoint a designated Centre Coordinator and ensure presence of trained Centre Superintendent and Invigilators on every examination day, in line with NTA norms.
- NTA reserves the right to conduct surprise inspections of the empanelled centre at any time. Non-compliance with prescribed standards may lead to suspension or cancellation of empanelment.
- The centre will maintain confidentiality regarding examination dates, allotted candidates, examination materials and any other information accessed in the course of examination conduct.
- Any breach of integrity, malpractice or violation of the Public Examinations (Prevention of Unfair Means) Act, 2024 or other applicable laws will result in immediate de-empanelment and may attract legal action.
- NTA's decisions on empanelment, allotment, termination and all other matters covered by this EoI will be final and binding.
- All disputes arising in relation to this EoI shall be subject to the exclusive jurisdiction of the courts at Delhi.

8. Contact and Clarifications

For any clarifications relating to this EoI, applicants may write to NTA at the e-mail address centre-empanel@nta.gov.in with the subject line "Query - EoI for Examination Centre Empanelment". NTA will publish responses to material clarifications on its website for the benefit of all applicants.

Submission of EoIs is to be done online through the NTA portal at the link notified in the public advertisement. Hard-copy submissions will not be accepted. The last date for submission is as notified at the top of this document. Late submissions will not be considered.

ANNEXURE - I

EoI APPLICATION FORM

Empanelment of Examination Centre - National Testing Agency

A. Applicant Entity Details

1. Name of Applicant Entity	
2. Type of Entity (School / College / University / Institute / CBT Service Provider / Other)	
3. Year of Establishment	
4. Registration / Affiliation Details	
5. TAN of Entity	
6. GST Number (if applicable)	
7. Registered Address	
8. Website (if any)	

B. Authorised Signatory and Centre Contact

1. Name of Authorised Signatory	
2. Designation	
3. Mobile Number	
4. E-mail Address	
5. Name of Designated Centre Coordinator (if different)	

6. Centre Coordinator Mobile Number	
7. Centre Coordinator E-mail Address	
8. Alternate Contact (Name and Mobile)	

C. Centre Location

1. Name of Centre (as to be displayed)	
2. Complete Centre Address	
3. City	
4. District	
5. State / UT	
6. Pincode	
7. Latitude	
8. Longitude	
9. Google Maps Pin / Plus Code (paste link)	
10. Distance from nearest railway station (km)	
11. Distance from nearest major bus stand (km)	
12. Distance from nearest metro station (km, where applicable)	

13. Distance from nearest airport (km)	
14. Nearest landmark	

D. Mode of Examination Offered

Please tick the mode(s) of examination this centre can support:
[ ] Computer-Based Test (CBT) only
[ ] Pen-and-Paper Test (PPT) only
[ ] Both CBT and PPT

E. Centre Capacity

1. Total candidate capacity per shift - CBT (number of workstations)	
2. Total candidate capacity per shift - PPT (number of seats)	
3. Number of separate examination halls / computer labs	
4. Maximum number of shifts per day the centre can support	
5. Total floor area of examination halls (square feet)	
6. Number of floors used for examinations	

F. Room and Seating Specifications

1. Centre-to-centre seating distance is at least 1 metres	Yes / No

2. Ceiling height in all examination halls is at least 3 metres	Yes / No
3. Lighting is adequate (minimum 300 lux at every desk)	Yes / No
4. Adequate ceiling / wall fans (minimum 1 fan per 8 candidates)	Yes / No
5. Air-conditioning is available in all examination halls	Yes / No
6. Examination halls are free from external noise disturbance	Yes / No
7. Sturdy furniture in good condition is available	Yes / No
8. Backup emergency lighting is available	Yes / No
9. Total number of fans installed	
10. Total AC tonnage installed (TR)	
11. Months in which AC is operational (e.g., April-September / Year-round)	

G. Sanitation, Hygiene and Candidate Amenities

1. Number of working toilets - Male	
2. Number of working toilets - Female	
3. Number of accessible toilets for PwBD candidates	
4. Number of toilets for staff	
5. Toilets are visibly clean with running water and functioning flush	Yes / No
6. Soap and hand-wash facility is available at every toilet	Yes / No

7. Sanitary pads will be made available at female-toilet area	Yes / No
8. Sanitary pad disposal bins are available	Yes / No
9. Clean RO-purified or equivalent drinking water is available	Yes / No
10. Multiple drinking water points are available to avoid queues	Yes / No
11. First-aid kit and trained first-aider are available	Yes / No
12. Standby ambulance arrangement is in place	Yes / No
13. Adequate covered waiting area for parents / guardians is available	Yes / No
14. Cloakroom / locker arrangement is available	Yes / No

H. Power and Connectivity

1. Sanctioned electrical load (KVA)	
2. UPS / Inverter backup capacity (KVA and runtime in hours)	
3. Diesel generator capacity (KVA)	
4. Internet bandwidth available (Mbps)	
5. Internet Service Provider(s)	
6. Whether redundant secondary internet connection is available (Yes / No, with details)	

I. IT Infrastructure (for CBT Centres only - skip if PPT only)

1. Total number of CBT workstations	
2. Number of spare / standby workstations	
3. Workstation Processor (e.g., Intel i3-10th Gen)	
4. Workstation RAM (GB)	
5. Workstation Storage (SSD / HDD, GB)	
6. Workstation Monitor size (inches)	
7. Operating System on Workstations	
8. Centre Server specifications	
9. LAN cabling type (CAT-6 or higher)	
10. Number of headphone units available	

J. Security, Surveillance and Authentication Arrangements

1. Total number of CCTV cameras installed	
2. CCTV resolution (MP)	
3. CCTV recording retention period (days)	

4. Whether live remote-viewing of CCTV by NTA is supported (Yes / No)	

5. CCTV covers entrance, frisking area, all examination halls, corridors and waiting area	Yes / No
6. CCTV covers strong room (for PPT) on 24x7 basis during examination period	Yes / No
7. Separate, curtained / partitioned frisking enclosures for male and female candidates are available	Yes / No
8. Female frisking staff are available for female candidates	Yes / No
9. Dedicated, well-lit area for biometric authentication and photograph capture is available	Yes / No
10. Strong room with double-lock is available (for PPT)	Yes / No
11. Designated mobile-phone storage facility with token system is available	Yes / No
12. Single controlled entry / exit point is enforceable on examination day	Yes / No
13. Boundary wall / fencing is in place	Yes / No
14. Security staff (in-house or contracted) is available	Yes / No

K. Accessibility for Persons with Benchmark Disability (PwBD)

1. Ground floor seating capacity is available for PwBD candidates	Yes / No
2. Functional, regularly-maintained lift / elevator is available	Yes / No
3. Ramps are available at all key entry points	Yes / No
4. At least one accessible toilet on the same floor as PwBD seating	Yes / No
5. Capacity to accommodate scribe arrangements (separate quiet rooms)	Yes / No
6. Clear, appropriately-sized and contrasted directional signage	Yes / No

7. Number of PwBD candidates that can be accommodated in a shift	

L. Centre Approach and Parking

1. Centre is accessible by public transport	Yes / No
2. Motorable approach road in good condition is available	Yes / No
3. Approach road is accessible to ambulances and emergency vehicles	Yes / No
4. Centre name board is clearly visible from the approach road	Yes / No
5. Parking capacity - four-wheelers (within premises)	
6. Parking capacity - two-wheelers (within premises)	
7. Additional parking arrangement near the centre (within 200 metres)	

M. Days of Availability

Please indicate the days on which the centre can be made available for NTA examinations. Tick all that apply.

[ ] All Sundays throughout the year
[ ] All Saturdays throughout the year
[ ] Alternate Sundays
[ ] Public Holidays
[ ] Weekdays during summer vacation (May-June)
[ ] Weekdays during winter vacation (Dec-Jan)
[ ] Weekdays in autumn break (Sep-Oct)

[ ] Other (please specify in the box below)

1. Number of days per year the centre can be made available	
2. Maximum number of consecutive days the centre can support	
3. Blackout periods - dates on which centre cannot be available (e.g., own institution's exams, major events)	
4. Willing to make centre available on contingency / emergency basis with 7 days notice	Yes / No
5. Willing to support both single-shift and multi-shift examinations	Yes / No
6. Willing to support international candidates (where applicable)	Yes / No

N. Past Experience as Examination Centre

1. The centre has been used for NTA examinations in the past	Yes / No
2. The centre has been used by other examination bodies (UPSC, SSC, IBPS, State PSC, etc.)	Yes / No
3. The centre has been used for Board / University examinations	Yes / No
4. List of major examinations conducted in past 3 years (with body and approximate volume)	
5. Any past observations / advisories / warnings from any examination body (Yes / No - if yes, give details)	

O. Supporting Documents Submitted (please tick all that are attached)

- Registration certificate of the applicant entity
- TAN of the applicant entity
- GST registration certificate (if applicable)
- Document evidencing legal occupancy / ownership of the centre premises
- Latest electricity bill of the centre
- No Objection Certificate from the building owner (if tenant)
- Authorisation letter from the entity authorising the signatory
- Cancelled cheque of the applicant entity bank account
- Photographs of all centre facilities (as listed in EoI)
- Walkthrough video (file uploaded OR shareable link provided)
- Centre layout / floor plan with dimensions and seating arrangement

Walkthrough Video Link (if shared via Drive / OneDrive)	

P. Declaration

I, on behalf of the applicant entity, hereby declare and undertake that:

- All information provided in this application and the supporting documents is true, complete and correct to the best of my knowledge and belief.
- The applicant entity is in lawful occupation of the proposed centre premises and has the authority to commit the facility for the days proposed.
- The centre meets all the minimum specifications declared in this application, and any deficiencies that develop subsequently will be promptly rectified or disclosed to NTA.
- If empanelled, the entity will abide by all NTA protocols, SOPs and the Service Agreement to be entered into.
- The entity has no current or past adverse record relating to examination integrity that has not been disclosed in this application.
- The entity will maintain absolute confidentiality regarding examination dates, candidates, examination materials and any other information accessed in the course of examination conduct.
- Any breach of integrity or misrepresentation in this application or in subsequent conduct may lead to immediate de-empanelment and may attract legal action under the Public Examinations (Prevention of Unfair Means) Act, 2024 and other applicable laws.
- I have full authority to make this declaration on behalf of the applicant entity.

Place: _____

Date: _____

_____

(Signature with Seal of Authorised Signatory)

Name: _____

Designation: _____