# ADVERTISEMENT FOR ENGAGEMENT OF OFFICE ASSISTANT (OA) AT NTA

## (on contractual basis)

### 1. About the National Testing Agency

The National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained testing organization 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, serving candidates across India and at select international centers.

NTA invites applications from eligible candidates for engagement to the post of Office Assistant (OA) on a contractual basis for a period of five (5) years from the date of joining, extendable based on performance and organizational requirement, subject to the terms and conditions stated in this advertisement.

### 2. Position Details

| | |
|---|---|
| **Name of Post** | Office Assistant (OA) |
| **Number of Positions** | 15 (Fifteen) |
| **Nature of Engagement** | Contractual, for a period of Five (5) years |
| **Age Limit** | Below 50 years (Relaxation may be considered for exceptional candidates as per NTA norms) |
| **Indicative Remuneration** | Equivalent to **Pay Level 4** of 7$^{th}$ CPC |
| **Job Location** | National Testing Agency, Head Office, New Delhi. |
| **Reporting To** | Concerned Section Head / Officer designated by NTA. |

### 3. Role Overview

The Office Assistant will provide administrative, office support services to facilitate the smooth functioning of NTA's offices and assigned sections. The incumbent will assist in day-to-day office administration, record maintenance, movement of files and documents, data entry, correspondence, coordination and other routine tasks assigned by the Reporting Officer.

The role requires a responsible, organized and service-oriented individual with computer proficiency, good communication skills, attention to detail and the ability to maintain confidentiality while handling official records and information.

## 4. Qualifications and Experience

- Graduate degree in any discipline from a recognized University/Institution.
- Working knowledge of computers, including MS Word, MS Excel, PowerPoint, e-mail and internet-based applications.
- Good written and verbal communication skills in English and Hindi.

**Desirable Experience:**

- Relevant experience in office administration, clerical work, data entry, file management or secretarial assistance.
- Familiarity with e-Office, digital record management and routine office procedures.
- Ability to organize work, meet timelines and coordinate with multiple stakeholders.

## 5. Key Roles and Responsibilities

- Assist in day-to-day administrative and clerical activities of the assigned section/office.
- Maintain physical and electronic files, registers, records and documents in an orderly manner.
- Scan, dispatch and track official correspondence, prepare minutes, letters and other documents.
- Assist in drafting, formatting, printing, photocopying and compiling routine official communications and reports.
- Undertake data entry, preparation and updating of spreadsheets, databases and other office records.
- Facilitate movement of files and papers between sections and maintain appropriate movement records.
- Coordinate meetings, appointments and official visits, including preparation of meeting materials, as assigned.

- Assist with logistics and arrangements for official meetings, workshops, examinations and other NTA activities, as required.
- Handle telephone calls, e-mails and visitors courteously and route queries to the concerned officials.
- Ensure safe custody and confidentiality of official documents and information.
- Perform any other office-related duties assigned by the reporting officer/competent authority.

## 6. Selection Process

Selection shall be made through a process to be decided by NTA, which may include scrutiny of applications and personal interaction/interview. NTA reserves the right to determine the selection criteria, shortlisting parameters and number of candidates to be called at each stage. The decision of the competent authority shall be final.

## 7. How to Apply

- Interested and eligible candidates may submit their applications in the prescribed format at Annexure-I, along with a detailed CV/resume and self-attested copies of documents in support of educational qualifications, experience and identity. **The submission of all documents as specified above, is a mandatory requirement.**
- Applications shall be submitted through email at recruitment@nta.ac.in. The subject line, where applying by e-mail, should read: “Application for the post of Office Assistant (OA), NTA”.
- The last date for receipt of the applications is 2 weeks post the advertisement of this vacancy. Applications received after the closing date will not be considered.
- Mere fulfilment of the minimum eligibility criteria does not confer any right to be shortlisted or selected. NTA may not fill all or any of the advertised positions and may modify, defer or cancel the recruitment process at any stage, without assigning any reason.

## 8. General Conditions

- The engagement shall be purely on a contractual basis for a period of five (5) years from the date of joining, extendable based on performance and organizational requirement. The contract may be governed by the terms of the engagement agreement and applicable NTA rules/instructions.
- The contractual engagement shall not confer any right or claim for regular appointment, continuation or absorption in NTA.
- The selected candidates shall be required to maintain confidentiality and observe all applicable rules, instructions and standards of conduct while handling official records and information.
- The place of posting shall ordinarily be at NTA's office in New Delhi; however, candidates may be assigned duties at other locations or examination-related activities as per organizational requirements.
- Remuneration and other contractual terms shall be as approved by the competent authority and communicated to the selected candidates.
- Incomplete applications or applications not supported by the required documents may be rejected.
- Canvassing in any form shall lead to disqualification.
- NTA reserves the right to amend or withdraw this advertisement, or to cancel the selection process, at any stage.
- In case of any dispute, the decision of the Director General, NTA shall be final, subject to applicable law.

**Director General**

National Testing Agency

# ANNEXURE – I

## APPLICATION FORM

## Engagement of Office Assistant (OA), National Testing Agency

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

**Subject:** Application for the Post of Office Assistant (OA), NTA.

Reference: Advertisement dated _____

Sir/Madam,

With reference to the above-mentioned advertisement, I wish to apply for the post of Office Assistant (OA), National Testing Agency. My details are furnished below for 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 closing date | |
| 5. Gender | |
| 6. Nationality | |
| 7. Mobile Number | |
| 8. E-mail Address | |
| 9. Present / Correspondence Address | |
| 10. Permanent Address | |

## B. Educational Qualifications

| S. No. | Qualification / Degree | University / Institution | Year of Passing | % / CGPA |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## C. Employment History / Work Experience (if applicable)

| S. No. | Organisation | Designation | Period (From–To) | Brief duties |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## D. Computer Skills

| | |
|---|---|
| 1. MS Word | |
| 2. MS Excel | |
| 3. E-mail / Internet | |
| 4. Other relevant software / systems | |

## E. References (if any)

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

## F. List of Enclosures

- Detailed Curriculum Vitae (CV / Resume).
- Self-attested copies of educational qualification certificates.
- Self-attested copies of experience certificates (if applicable).
- Government-issued photo identity proof.
- Any other supporting document (please specify): _____

**Declaration:**

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that any false statement or concealment of material information may result in rejection of my candidature or termination of engagement, as applicable.

Place: _____ Date: _____

Name: _____