



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment



MAHATMA GANDHI
CENTRAL UNIVERSITY

EMPLOYMENT NOTICE
FOR RECRUITMENT OF
VARIOUS NON-TEACHING POSITIONS IN
MAHATMA GANDHI CENTRAL UNIVERSITY



INFORMATION BROCHURE & GUIDELINES
FOR FILLING OF ONLINE APPLICATION FORM
2023

NATIONAL TESTING AGENCY

Vision:

- To be a premier, specialist, autonomous and self-sustained National Testing Agency (NTA) that will help India leverage her demographic dividend by helping her institutions of higher education and research in selecting the most competent applicants.

Mission:

- To improve equity and quality in higher education and research in India by assessing the competence of candidates for admissions and recruitment using assessment tools meeting international standards of efficiency, transparency and error free delivery.
- To use the services of the best subject matter experts, psychometricians and IT delivery and security professionals to ensure that the gaps in the existing assessment systems are properly identified and bridged.
- To produce and disseminate information and research on education and professional development standards.

Core Values:

In carrying out its mission NTA will be guided by these core values:

- Quality, efficiency, effectiveness, equity and security are central to its assessments.
- Engagement with stakeholders, viz. students, parents, teachers, experts and partner institutions preserves their trust in the system.
- Undertaking research in evaluation and updating its practices by constant innovation in assessment are key to fulfilling its mission.
- Scientifically designed and properly delivered assessments can improve teaching learning processes in class rooms.

“NTA has a gender-neutral inclusive policy.

A gender-specific word, used in any of the NTA document or communication refers to all genders - male/female/transgender, unless explicitly stated.”

NTA Helpline Numbers 011-40759000

(from 09:30 hrs to 18:00 hrs)

INDEX

Sl.	Section	Contents of the Section	Page No.
1.	Section A	Information at a Glance	4 – 6
2.	Section B	Introduction, Number, and Category of Posts	7 – 8
3.	Section C	Details of Posts, their Eligibility Requirements, and Upper Age Limit	9 – 21
4.	Section D	<p>Scheme of Examination for different Posts, which indicates the following:</p> <ul style="list-style-type: none"> • Components of Written Test • Break up of marks for Written Examination, Interview/Skill Test as applicable, and • Syllabus. 	22 - 31
5.	Section E	General Conditions for the Applicants including Manner and Mode for Drawing Final Merit List.	32 – 39
6.	Section F	Registration and Application Process	40 – 47
7.	Section G	Provisions for Persons with Benchmark Disabilities	48 - 49
ANNEXURES			
8.	ANNEXURE - 1	Format of SC/ST Certificate	50 – 51
9.	ANNEXURE - 2	Format of OBC (Non-Creamy Layer) Certificate	52
10.	ANNEXURE - 3	Format of PwBD Certificate	53
11.	ANNEXURE - 4	Format of 'No Objection Certificate (NOC)'	54
12.	ANNEXURE - 5	Cities for Exam Centres for MGCU Recruitment Test (Non-Teaching Posts) - 2023	55
13.	ANNEXURE - 6	Certificate regarding Physical Limitation in an Examinee to Write	56
14.	ANNEXURE - 7	Letter of Undertaking for using own Scribe	57
15.	ANNEXURE - 8	Payment of Exam Fee and Helpline Numbers	58 – 59
16.	ANNEXURE - 9	Replica of Online Application Form	60 – 67

SECTION A

INFORMATION AT A GLANCE

(Please refer to Information Brochure & Guidelines for details)

Important Dates and Fee Details:

Online Submission of Application Form	1st December 2023 to 21st December 2023			
Last date of successful transaction of fee through Credit/Debit Card/Net-Banking/UPI	21st December 2023 (up to 23:50 hrs)			
Correction in Particulars of Application Form on website only	22nd December 2023 to 25th December 2023			
Downloading of Admit Cards from NTA Website by the Candidates who have submitted Applications with successful payment of the prescribed fee online through the Portal (https://exams.nta.ac.in/ and https://currect.ntaonline.in/)	To be announced later through the Website			
Date of Examination	To be announced later through the Website			
Timing of Examination	As indicated on the Admit Card			
Centre, Date and Shift the Examination	As indicated on Admit Card			
Display of Recorded Responses and Answer Keys	To be announced later on the Website			
Website	https://exams.nta.ac.in/ and https://currect.ntaonline.in/			
Declaration of Result on NTA Website	To be announced later through the Website			
Fee Details to be payable by the Candidates				
Category	Application Processing Fee			Remarks
	Group 'A' Posts	Group 'B' Posts	Group 'C' Posts	
General (Unreserved)/OBC/EWS	Rs.1,500.00	Rs.1,000.00	Rs.1000.00	Processing Charges & Goods and Services Tax (GST) are to be paid by the candidate to the concerned Bank/ Payment Gateway Integrator, as applicable
SC/ST/Transgender/ PwBD [minimum disability 40% or above]	Rs.1,000.00	Rs.600.00	Rs.600.00	

*[*OBC-NCL (Other Backward Classes)-NCL (Non-Creamy Layer) as per the Central List of Other Backward Classes available on National Commission for Backward Classes. The candidates falling in this list (available on <http://www.ncbc.nic.in/>) may mention OBC-NCL in the Category Column. **State list OBC-NCL Candidates who are not in OBC-NCL (Central List) must choose Unreserved/General.**]*

- Candidates can apply through "Online" mode only for the post(s) as per the advertisement/vacancy circular.
- Submission of Online Application Form may be done by accessing National Testing Agency (hereinafter referred to as 'NTA') website: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> The Application Form in any other mode will not be accepted.
- Only one application is to be submitted by a candidate for one of the posts for which (s)he is eligible. If it is found at a later stage that a candidate has submitted more than one Application Form for same post, his candidature shall be summarily rejected for all post(s). However, a candidate can apply for more than one posts for which (s)he is eligible, for

which (s)he has to submit separate application online with payment of prescribed fee separately.

4. Candidates must follow the instructions given in the Information Brochure/Vacancy Circular and on the Portal: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> strictly. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that E-mail Address and Mobile Number provided **in the Online Application Form are their own**, as all information/communication will be sent by NTA through e-mail on the **registered e-mail address or SMS on registered Mobile Number only**.
6. **Instructions to the Candidates for filling Online Application Form:**

(a) **Download Information Brochure and Replica of Application Form.** Read these carefully to ensure your eligibility. In case a candidate is found to fill up more than one application for the same post, the admit card will be cancelled/withheld and his/her candidature will be forfeited for this/future examination. However, a Candidate can apply for more than one posts for which (s)he is eligible, for which (s)he has to submit separate application online with payment of prescribed fee separately.

(b) **Follow the steps given below to Apply Online:**

Step - 1: Apply for Online Registration using your unique Email Id and Mobile Number.

Step - 2: Fill in the Online Application Form and note down the system generated Application Number.

Step - 3: Upload the scanned images of: **(i)** latest passport size photograph (file size: 10 kb to 200 kb); **(ii)** signature (file size: 4kb - 30kb) (*in case of any eventuality of left thumb being unavailable, right hand thumb impression may be used.*); **(iii)** Class - X Certificate as documentary proof of Date of Birth (file size: 50 kb to 300 kb); **(iv)** employment certificate (wherever applicable) (file size: 50 kb to 300 kb); **(v)** category certificate (SC/ST/OBC-NCL/EWS, wherever applicable) (file size: 50 kb to 300 kb); and **(vi)** PwBD Certificate (wherever applicable) (file size: 50 kb to 300 kb) in jpg/jpeg format/file.

Step - 4: Pay fee using **HDFC and IDBI Bank Gateway** through **Debit Card/ Credit Card/ Net-Banking/ UPI/ Wallet** and keep proof of fee paid safely for future reference.

(c) **All the 4 Steps can be done together in one go or at different times.**

(d) (i) In case the Confirmation Page is not generated after payment of prescribed fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (*in the helpline number and email given in ANNEXURE - 8 of the Information Brochure*), for ensuring the successful payment.

(ii) In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

- (iii) However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.
- (e) Download, save and print copies of the confirmation page of your Application Form after successful remittance of fee and keep the same safely for future reference.
7. The Candidates have to appear at their own cost at the Examination Centre on Date and Timing indicated on their Admit Card issued by the NTA.
8. Any request to change the Examination Centre, Date and Time provided on the Admit Card shall not be considered under any circumstances.
9. Candidates are advised to visit the websites: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> & www.mgcub.ac.in at regular intervals and also to check their E-mail/SMS for updates.

Note:

- The final submission of Online Application Form will remain incomplete if Step - 3 and Step - 4 under Point 6 above are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.***
- No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstance (except to the Candidates who might have ended up in paying application fee more than once due to the any technical issue with the server of the bank/payment gateway concerned. However, such refund would be made only after ascertaining the actual receipt of payment of prescribed application/exam fee more than once, which would be possible only after reconciliation of fee data as received from the banks concerned with the fee data recorded in the NIC Server.*
- The entire application process of the MGCU Recruitment Test - 2023 is online, including uploading of scanned images, payment of fees, and printing of confirmation page, etc. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA or Mahatma Gandhi Central University (hereinafter referred to as 'MGCU') through Post/Fax/by Hand/E-mail.***

DISCLAIMER

Candidates are advised to read the Information Brochure/Vacancy Circular carefully and go through the instructions therein, especially regarding filling of Online Application Form available on: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/>, before starting online registration.

Candidates should ensure that all information entered during the online registration process is correct.

Online information provided by candidates, like, name of candidate, date of birth, contact/address details, Category and PwBD status, educational qualifications, and experience details, etc. will be treated as correct/final. Any request for changes in such information after the closure of correction period will not be considered by NTA under any circumstances. Any candidate found to mislead by providing inaccurate information will be debarred from taking this recruitment examination and his /her candidature for any post shall be automatically treated as forfeited.

NTA disclaims any liability that may arise due to incorrect information provided by the candidate(s) during registration/application process.

NTA does not edit/modify/alter any information entered by the candidates after completion of application process under any circumstances. NTA does not guarantee that any request for change in information thereafter will be entertained. Therefore, candidates are advised to exercise utmost caution and care for filling up correct details in the Application Form.

SECTION B

INTRODUCTION

1. About National Testing Agency (NTA):

The Ministry of Education (MoE), Government of India (GoI) has established the National Testing Agency (NTA) as an independent, autonomous, and self-sustained premier testing organization under the Societies Registration Act (1860) for conducting efficient, transparent, and international standardized tests in order to assess the competency of candidates for admission to premier higher education institutions with a mission to improve equity and quality in education by developing and administering research-based valid, reliable, efficient, transparent, fair and international level assessments.

NTA has created a system that is promoting teaching (by teachers), learning (by students), and assessment (by parents and institutions). NTA strongly believes in the quality, efficiency, effectiveness, equity, and security of assessments. To practice these values, NTA is constantly engaging with its stakeholders, viz. students, parents, teachers, experts, and partner institutions.

The objectives of NTA, inter alia, include:

- i. To conduct efficient, transparent, and international standardized tests in order to assess the competency of candidates for admission.
- ii. To undertake research on educational, professional, and testing systems to identify gaps in the knowledge systems and take steps for bridging them.
- iii. To produce and disseminate information and research on education and professional development standard.

2. About Mahatma Gandhi Central University (MGCU):

MAHATMA GANDHI CENTRAL UNIVERSITY (MGCU) came into existence by an Act of Parliament, Central Universities (Amendment) Act 2014 (No. 35 of 2014). The University became functional on 3rd February 2016. MGCU is situated in Motihari (District – East Champaran), Bihar.

The University is fully funded by the Ministry of Education (Government of India) through University Grants Commission (UGC), New Delhi.

The location of the University in Motihari, Bihar does take us to the glorious historic year of 1917 when Mahatma Gandhi started his well-known SATYAGRAHA, the first ever anti-colonial struggle against the British.

3. Recruitment of Non-Teaching Staff:

On behalf of Mahatma Gandhi Central University (MGCU), the National Testing Agency (NTA) invites online application(s) from Indian Citizens who are interested & eligible for filling up of the following posts in the University on regular/permanent basis, in the prescribed application form available on the Websites: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> and www.mgcub.ac.in, as per the details mentioned in this Information Brochure and Guidelines. Tentative notified vacancies are mentioned against each post as on date of advertisement and the same may be liable to change.

Advertisement No. MGCU/R/NT/2023/02

Sl.	Post Code	Name of the Post	Group	Pay Level (as per 7 th CPC)	Category					
					UR	OBC	SC	ST	EWS	Total
1.	A10011	System Analyst	A	10	1	-	-	-	-	1
2.	A10021	Public Relation Officer	A	10	1	-	-	-	-	1
3.	A10031	Hindi Officer	A	10	1	-	-	-	-	1
4.	A10042	Assistant Registrar	A	10	2	-	-	-	-	2
5.	B07051	Assistant Engineer (Civil)	B	7	1	-	-	-	-	1
6.	B07063	Private Secretary	B	7	3*	-	-	-	-	3*
7.	B07071	Security Officer	B	7	1	-	-	-	-	1
8.	B06081	Hindi Translator	B	6	1	-	-	-	-	1
9.	B06091	Junior Engineer (Civil)	B	6	1	-	-	-	-	1
10.	B06101	Junior Engineer (Electrical)	B	6	1	-	-	-	-	1
11.	B06111	Personal Assistant	B	6	1	-	-	-	-	1
12.	B06121	Professional Assistant	B	6	1	-	-	-	-	1
13.	B06131	Senior Technical Assistant (Computer)	B	6	1	-	-	-	-	1
14.	C05141	Technical Assistant	C	5	1	-	-	-	-	1
15.	C05151	Statistical Assistant	C	5	1	-	-	-	-	1
16.	C04165	Upper Division Clerk	C	4	4	1	-	-	-	5
17.	C04174	Laboratory Assistant	C	4	3	1	-	-	-	4
18.	C03181	Library Assistant	C	3	1	-	-	-	-	1
19.	C02199	Lower Division Clerk	C	2	6*	2	1	-	-	9*
20.	C02201	Hindi Typist	C	2	1	-	-	-	-	1
21.	C01212	Multi-Tasking Staff	C	1	2	-	-	-	-	2
22.	C01223	Driver	C	1	3	-	-	-	-	3
23.	C01231	Library Attendant	C	1	1	-	-	-	-	1
24.	C01244	Laboratory Attendant	C	1	3	1	-	-	-	4
TOTAL NUMBER OF POSTS ADVERTISED					42	5	1	-	-	48

[Abbreviations: *ST* – Scheduled Tribe; *SC* – Scheduled Caste; *OBC* – Other Backward Class; *EWS* – Economically Weaker Section; and *UR* – Unreserved/General]

* One post reserved for Person with Benchmark Disabilities (PwBD) [Blindness and Low Vision].

SECTION C

DETAILS OF POST & QUALIFICATIONS

A. The appointment on the posts detailed below [Sl. No. 1 to 3] shall be made on the basis of performance in the Interview to be conducted by the MGCU:

Note: In case the University receives a large number of applications for recruitment to the posts given below [Sl. No. 1 to 3], the University reserves the right to restrict the candidates to be called before the Selection Committee for Interview to a reasonable number on the basis of Written Examination to be conducted by NTA. However, the final selection will be on the basis of performance of candidate in the Interview only to be conducted by the MGCU.

1. System Analyst:

Name of Post and Post Code	System Analyst [Post Code: A10011]
Number of Posts Advertised	1 [Unreserved]
Classification	Group - A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: i. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. ii. 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization. <p style="text-align: center;">OR</p> i. M.E./M.Tech. in Computer Science & Engineering/ Electronics Engineering/M.Sc. Computer Science/ MCA. ii. 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.
Period of Probation, if any	Two years

2. Public Relation Officer:

Name of Post and Post Code	Public Relation Officer [Post Code: A10021]
Number of Posts Advertised	1 [Unreserved]
Classification	Group - A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years

Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7-point scale in Journalism and Mass Communication from recognised University/Institute.</p> <p>ii. At least Five years' experience in the editorial Department/Centre of any Central/State Govt. Department/PSU/Central/State Educational Institutions established English/regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi, and Regional Language.</p> <p>Desirable: Good working knowledge of computer applications.</p>
Period of Probation, if any	Two years

3. Hindi Officer:

Name of Post and Post Code	Hindi Officer [Post Code: A10031]
Total Number of Posts Advertised	1 [Unreserved]
Classification	Group - A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the</p>

	<p>degree level</p> <p style="text-align: center;">AND</p> <p>Three Years experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Govt./Autonomous Body/ Statutory Organisation/PSU/Universities or recognised research or educational institutes.</p> <p style="text-align: center;">OR</p> <p>Three Years experience of teaching in Hindi and English or research in Hindi or English under Central/State Govt./Autonomous Body/Statutory Organisations/PSUs/Universities or recognised research or educational institutions.</p> <p>Desirable Qualifications: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
Period of Probation, if any	Two years

- B. The appointment on the post detailed below [Sl. No. 4] shall be made on the basis of performance in the (i) Written Examination to be conducted by NTA; and (ii) Interview to be conducted by the MGCU:**

NOTE: The final selection will be done on the basis of performance in Written Examination and Interview.

4. Assistant Registrar:

Name of Post and Post Code	Assistant Registrar [Post Code: A10042]
Number of Posts Advertised	2 [Unreserved]
Classification	Group – A
Scale of Pay/Pay Band/Grade Pay	Level 10
Age Limit for Direct Recruits	40 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: Master’s Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
Period of Probation, if any	Two years

C. The appointment on the posts detailed below [Sl. No. 5 to 24] shall be made on the basis of performance in the Written Examination to be conducted by NTA subject to qualifying the Skill Test (wherever applicable) to be conducted by the MGCU:

5. Assistant Engineer (Civil):

Name of Post and Post Code	Assistant Engineer (Civil) [Post Code: B07051]
Number of Posts Advertised	1 [Unreserved]
Classification	Group - B
Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. First Class bachelor's degree in relevant field from a recognised Institute/University or equivalent.</p> <p>ii. Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/Statutory or Autonomous organization/University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.</p>
Period of Probation, if any	Two years

6. Private Secretary:

Name of Post and Post Code	Private Secretary [Post Code: B07063]
Number of Posts Advertised	3 [Unreserved]
Classification	Group - B
Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. A bachelor's degree from a recognized University/ Institute.</p> <p>ii. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/Central/State Govt. /PSU and other autonomous bodies.</p> <p>iii. English/Hindi Stenography Speed: 120 wpm in English or 100 wpm in Hindi.</p> <p>iv. English/Hindi Typing Speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.</p> <p>v. Knowledge of computer applications.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi. Transcription: 50 minutes (<i>English</i>)/60 minutes (<i>Hindi</i>). Desirable: Proficiency in English & good communication skills.</p>
Period of Probation, if any	Two years

7. Security Officer:

Name of Post and Post Code	Security Officer [Post Code: B07071]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 7
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: Bachelor's Degree from a recognized University/ Institution with five years' experience as Security Supervisor/Supervisory Position in Security in a Govt. Office, Educational Institute/Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more. OR Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10 th standard pass or Army Class I Examination or an equivalent examination. AND Holding a valid Driving License (LMV/Motorcycle).
Period of Probation, if any	Two years

8. Hindi Translator:

Name of Post and Post Code	Hindi Translator [Post Code: B06081]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. OR Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level. OR Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of

	<p>the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
Period of Probation, if any	Two years

9. Junior Engineer (Civil):

Name of Post and Post Code	Junior Engineer (Civil) [Post Code: B06091]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/University with one-year relevant experience.</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD/State PWD or Similar Organised Services/Statutory or Autonomous Organisations/Central/State Universities /Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.</p>
Period of Probation, if any	Two years

10. Junior Engineer (Electrical):

Name of Post and Post Code	Junior Engineer (Electrical) [Post Code: B06101]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one-year relevant experience.</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three</p>

	years' experience in relevant field in CPWD/State PWD or Similar Organised Services/Statutory or Autonomous Organisations/Central/State Universities /Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
Period of Probation, if any	Two years

11. Personal Assistant:

Name of Post and Post Code	Personal Assistant [Post Code: B06111]
Number of Posts Advertised	1 [Unreserved]
Classification	Group - B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> A bachelor's degree in any discipline from any recognised Institute/University. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively. Knowledge of Computer Applications. Two years' experience as Stenographer or equivalent in Central State Govt. Organisations/ University Research Institution or Central/State autonomous Institution/reputed private institutions having a turnover 200 Crores. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi</p>
Period of Probation, if any	Two years

12. Professional Assistant:

Name of Post and Post Code	Professional Assistant [Post Code: B06121]
Number of Posts Advertised	1 [Unreserved]
Classification	Group - B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years

Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. Master's Degree in Library & Information Science from any recognised University/Institution with 02 years' experience in the relevant field in a University/Research establishment/Central/State Govt./PSU and Library of other autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in library/Library and Information Science from any recognised Institute/University with 03 years' experience in the relevant field in a University/Research Establishment/Central/State Govt./PSU and Library of other autonomous Institutions.</p> <p>ii. Knowledge of Computer Applications.</p>
Period of Probation, if any	Two years

13. Senior Technical Assistant (Computer):

Name of Post and Post Code	Senior Technical Assistant (Computer) [Post Code: B06131]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – B
Scale of Pay/Pay Band/Grade Pay	Level 6
Age Limit for Direct Recruits	35 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. B.E./B.Tech. in Computer Science & Engineering/ Electronics Engineering.</p> <p style="text-align: center;">OR</p> <p>M.C.A./M.Sc. in Computer Science.</p> <p>ii. 02 years programming experience in in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.</p>
Period of Probation, if any	Two years

14. Technical Assistant:

Name of Post and Post Code	Technical Assistant [Post Code: C05141]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 5
Age Limit for Direct Recruits	32 Years

Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Bachelor's degree in Physical or Life Sciences with minimum three years of working and maintenance/operation experience of Scientific Instruments in the Laboratory.</p> <p>The experience should be in University/Research Establishment/Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
Period of Probation, if any	Two years

15. Statistical Assistant:

Name of Post and Post Code	Statistical Assistant [Post Code: C05151]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 5
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Bachelor's Degree in Statistics.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Mathematics with Statistics as one of the subjects.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Economics with Statistics as one of the subjects.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Commerce with Statistics as one of the subjects.</p>
Period of Probation, if any	Two years

16. Upper Division Clerk:

Name of Post and Post Code	Upper Division Clerk [Post Code: C04165]
Number of Posts Advertised	5 [1 - OBC and 4 - Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 4
Age Limit for Direct Recruits	32 Years

Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. A bachelor's degree from any recognized Institute/University. ii. Two-year experience as Lower Division Clerk/Equivalent posts in University/Research Establishment/Central State Govt./PSU/Autonomous Bodies or equivalent pay package in the reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. iii. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm. iv. Proficiency in Computer Operations.
Period of Probation, if any	Two years

17. Laboratory Assistant:

Name of Post and Post Code	Laboratory Assistant [Post Code: C04174]
Number of Posts Advertised	4 [1 - OBC and 3 - Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 4
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>Bachelor's degree in Physical or Life Sciences with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory.</p> <p>The experience should be in University/Research establishment/Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
Period of Probation, if any	Two years

18. Library Assistant:

Name of Post and Post Code	Library Assistant [Post Code: C03181]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 3
Age Limit for Direct Recruits	32 Years

Educational and other qualifications required for direct recruits	Essential Qualifications: <ol style="list-style-type: none"> i. Bachelor's Degree in Library & Information Science or equivalent from a recognized University. ii. Typing speed of 30 words per minute in English. iii. Knowledge of Computer Applications.
Period of Probation, if any	Two years

19. Lower Division Clerk:

Name of Post and Post Code	Lower Division Clerk [Post Code: C02199]
Number of Posts Advertised	9 [1 – SC; 2 – OBC; and 6 - Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: <ol style="list-style-type: none"> i. A Bachelor's Degree from any recognized Institute/University. ii. English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (<i>35wpm and 30wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work</i>). iii. Proficiency in Computer Operations.
Period of Probation, if any	Two years

20. Hindi Typist:

Name of Post and Post Code	Hindi Typist [Post Code: C02201]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: <ol style="list-style-type: none"> i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications.
Period of Probation, if any	Two years

21. Multi-Tasking Staff:

Name of Post and Post Code	Multi-Tasking Staff (MTS) [Post Code: C01212]
Number of Posts Advertised	2 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 1
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: 10 th Pass from a recognized Board. OR ITI Pass.
Period of Probation, if any	Two years

22. Driver:

Name of Post and Post Code	Driver [Post Code: C02223]
Number of Posts Advertised	3 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 2
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: i. 10 th Pass from any recognised Board. ii. Possession of a Valid Commercial Driving License for Light/Medium/Heavy Vehicles issued by the Competent authority having no adverse endorsement. iii. Knowledge of motor mechanism (<i>the candidate should be able to remove minor defects in vehicles</i>). iv. Experience of driving motor vehicles for at least 05 years in an organization.
Period of Probation, if any	Two years

23. Library Attendant:

Name of Post and Post Code	Library Attendant [Post Code: C01231]
Number of Posts Advertised	1 [Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 1
Age Limit for Direct Recruits	32 Years

Educational and other qualifications required for direct recruits	Essential Qualifications: <ol style="list-style-type: none"> i. 10+2 or its equivalent examination from a recognized Board. ii. Certificate course in Library Science from a recognized Institution. iii. One year experience in a University/College/Educational Institution Library. iv. Basic knowledge of computer applications.
Period of Probation, if any	Two years

24. Laboratory Attendant:

Name of Post and Post Code	Laboratory Attendant [Post Code: C01244]
Number of Posts Advertised	4 [1 – OBC and 3 - Unreserved]
Classification	Group – C
Scale of Pay/Pay Band/Grade Pay	Level 1
Age Limit for Direct Recruits	32 Years
Educational and other qualifications required for direct recruits	Essential Qualifications: 10+2 with science stream from any recognized Central/State Board. <p style="text-align: center;">OR</p> 10 th Pass from any recognized Central/State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
Period of Probation, if any	Two years

SECTION D

SCHEME OF EXAMINATION

The tests as indicated in the Scheme of Examination detailed below may be Computer Based or otherwise. For Computer Based Tests (CBT), the candidates will be required to mark/type their responses including that for the descriptive papers on the computer.

1. Scheme of Examination for direct recruitment to the post of (i) SYSTEM ANALYST [Post Code: A10011]; (ii) PUBLIC RELATION OFFICER [Post Code: A10021]; and (iii) HINDI OFFICER [Post Code: A10031]:

The following shall be the scheme of examination, components of written test, personality test and its syllabus for recruitment to the post of **System Analyst, Public Relation Officer, and Hindi Officer** by direct recruitment:

A. Scheme of the Examination:

Type of Examination		Duration	Maximum Marks
Paper I	MCQ Type	1 Hour 30 Minutes*	100 marks (100 questions)
Paper II	Descriptive Type	1 Hour 30 Minutes*	100 marks
Skill Test	Skills pertaining to subject matter of the concerned post would be assessed. <i>(The manner in which the skills are to be assessed will be determined by the examiner/group of examiners appointed for the purpose)</i>	1 Hour*	The test will be of 50 marks. To qualify, the candidate should obtain 25 marks. This will however only be qualifying in nature.
Total Marks			250

* Compensatory time of 20 minutes extra per hour would be given to PwBD candidates in the category of blindness, locomotor disability (both arms affected - BA) and cerebral palsy.

B. Test components:

Paper I	Test Components	Duration: 1 Hour 30 Minutes	
		Number of Questions	Marks
(i)	Questions pertaining to specific area of the post concerned	40	40
(ii)	General Awareness	15	15
(iii)	Reasoning Ability	15	15
(iv)	Mathematical Ability	15	15
(v)	Test of Language English or Hindi	15	15
Total		100	100

Test Components		Duration: 1 Hour and 30 Minutes
		Marks
Paper II	Descriptive Type	100
Total		100

Disclaimer: NTA/University can re-conduct the examination at any stage of the exam if required.

C. Syllabus:

Paper I:

- (i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.
- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of English/Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be tested.

Paper II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge on the following subjects:

Topic	Marks Allocated
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	25 marks (10 questions x 2.5 marks) Each question to be answered in 50 words
Situation Test analysis, where the candidate's reaction would be sought on a given situation test case	25 marks (10 questions x 2.5 marks) Each question to be answered in 50 words
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks (10 questions x 2.5 marks) Each question to be answered in 50 words
Essay	25 marks [500 Words]

D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

Manner and Mode for Drawing Final Merit List:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 40% for the unreserved posts and 35% for the posts reserved for OBC/SC/ST/EWS/PwBD category.
4. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. The candidates who secure 50% marks in Paper II shall be considered for the Skill Test/ Interview, wherever applicable.
7. If the number of candidates qualifying is more than 15 times the advertised posts, the merit list would be restricted to 15 times the advertised posts for shortlisting the candidates for Skill Test/Interview.

8. The marks allocated for the Skill Test, wherever applicable, shall be 50 and the minimum qualifying marks in the Skill Test shall be 25.
9. The final selection will be made on the basis of performance in the Interview only to be conducted by MGCU.
10. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/ diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

2. Scheme of Examination for direct recruitment to the post of ASSISTANT REGISTRAR [Post Code: A10042]

The following shall be the scheme of examination, components of written test, personality test and its syllabus for recruitment to the post of **Assistant Registrar** by direct recruitment:

A. Scheme of the Examination:

Type of Examination		Duration	Maximum Marks
Paper I	Multiple Choice Question (MCQ) Type	1 Hour 30 Minutes*	100 marks (100 questions)
Paper II	Descriptive Type	1 Hour 30 Minutes*	100 marks
Total Marks			200

* Compensatory time of 20 minutes extra per hour would be given to PwBD candidates in the category of blindness, locomotor disability (both arms affected - BA) and cerebral palsy.

B. Components of Written Test:

COMPONENTS		Duration: 1 Hour 30 Minutes each	
		Number of Questions	Marks
Paper I	Test of General Studies	100	100
Paper II	Educational Administration and Management	-	100
TOTAL			200

C. **Syllabus:**

Paper I: Test of General Studies (MCQ Type)

Questions will be designed to test the ability of the candidate's **General Studies** viz., General Science, current events of national and international importance, History of India, and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability, Mathematical Ability and Test of English/Hindi.

Questions on **General Science** will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well-educated person who has not made a special study of any particular scientific discipline.

In **Current Events**, knowledge of significant national and international events will be tested.

In **History of India**, emphasis will be on broad general understanding of the subject in its social, economic, and political aspects.

Questions on the **Indian National Movement** will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence.

In **Geography**, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social, and economic Geography of the country, including the main features of Indian agricultural and natural resources.

Questions on **Indian Polity and Economy** will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India.

On **General Mental Ability**, the candidates will be tested on reasoning and analytical abilities.

Mathematical Ability: The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

Test of English/Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be tested.

Paper II: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Public Administration including Organization, Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Service Matters: FR & ST, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary & Vigilance, RTI Act, Office Procedure, CU Act, Statutes, Reservation in Service Rules, etc. DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS (Pension Rules), New Pension Scheme, Recruitment, Training, Promotion, Pay Scale and Service Conditions.

Financial Administration: General Financial Rules (GFR), Elementary Knowledge of Income Tax, GST Rules, Banking procedures of budgeting.

Application of Information Communication Technology (ICT) and other modern technologies in the University System.

Public Procurement: Procurement of Goods and Services, GeM Rules, and Procedures; Central Public Procurement Portal: Tendering, procuring etc., Contract Management, Inventory Management, Procurement Manuals, Import of Goods.

D. Personality Test/Interview:

The interview/personality test shall be conducted by MGCU in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem-solving skills and overall personality etc.

Manner and Mode for Drawing Final Merit List:

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I shall be 40% for the unreserved posts and 35% for the posts reserved for OBC/SC/ST/EWS/PwBD category.
4. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.
6. The candidates who secure 50% marks in Paper II shall be considered for the Interview.
7. If the number of candidates qualifying is more than 15 times the advertised posts, the merit list would be restricted to 15 times the advertised posts for shortlisting the candidates for Interview.
8. Final Merit list shall be drawn based on the performance in (i) Paper I (Objective Type Test); (ii) Paper II (Descriptive Test); and (iii) Interview to be conducted by the MGCU; as per the criteria given below:
 - a) 30% of the total marks scored in Paper I (Objective Type Test);
 - b) 50% of the total marks scored in Paper II (Descriptive Test); and
 - c) 20% of the total marks scored in Interview.

9. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
- The candidate having more marks in aggregate in the examination/degree/ diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

3. Scheme of Examination for Direct Recruitment to various Posts mentioned from Sl. No. 5 to 24.

The following shall be the Scheme of Examination, Components of Written Test and its Syllabus etc. for direct recruitment to the posts as mentioned at Sl. No. 5 to 24:

A. Scheme of Examination and Components of Written Test:

Tier	Section	Subject	Marks (No. of Questions)
Tier - I: Multiple Choice Questions (MCQs)			
Tier - I	Section - 1	General Awareness	20 Marks [20 Questions]
	Section - 2	Reasoning and General Intelligence	20 Marks [20 Questions]
	Section - 3	Mathematical Abilities	20 Marks [20 Questions]
	Section - 4	Computer Knowledge	20 Marks [20 Questions]
	Section - 5	Hindi or English Language	20 Marks [20 Questions]
Total (Tier - I)			100 Question = 100 Marks Duration 120 Minutes
Tier - II: Descriptive Type Questions			
Tier - II	Section - 1	Essay Writing and Comprehension	20 Marks [2 Questions]
	Section - 2	Letter Writing and Drafting	20 Marks [2 Questions]
	Section - 3	Translation Hindi to English/English to Hindi (100 -150 Words Each)	20 Marks [2 Questions]
	Section - 4	Domain Knowledge [Engineering/Library/Information and Communication Technology/Security/ Driver/ Laboratory/Technical/Office Procedure]	40 Marks [8 Questions - Short Answers Type]
Total (Tier - II)			14 Questions = 100 Marks Duration 120 Minutes
Tier - III: Skill Test / Trade Test (Wherever applicable)			
Tier - III	Skill Test /Trade Test (Wherever applicable)		Qualifying in Nature
<i>Disclaimer: NTA/University can re-conduct the examination at any stage of the exam if required.</i>			

B. Syllabus with respect to Domain Knowledge for various posts mentioned at Sl. No. 5 to 24:

i. Syllabus for Domain Knowledge for the post of (i) ASSISTANT ENGINEER (CIVIL) [Post Code: B07051]; (ii) PRIVATE SECRETARY [Post Code: B07063]; (iii) PERSONAL ASSISTANT [Post Code: B06111]; (iv) JUNIOR ENGINEER (CIVIL) [Post Code: B06091]; and (v) JUNIOR ENGINEER (ELECTRICAL) [Post Code: B06101]:

The questions will be designed to test the ability of the candidate's knowledge on the following subjects of the level of degree/diploma/examination, which is defined as the minimum eligibility:

- Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.
- Situation Test analysis, where the candidate's reaction would be sought on a given situation test case.
- Knowledge of Computers with special reference to knowledge of word processing, data analysis packages

ii. Syllabus for Domain Knowledge for the post of SECURITY OFFICER [Post Code: B07071]:

The questions will be designed to test the ability of the candidate's knowledge on the following subjects of the level of degree/diploma/ examination, which is defined as the minimum eligibility:

- Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.
- Situation Test analysis, where the candidate's reaction would be sought on a given situation test case.

iii. Syllabus for Domain Knowledge for the post of PROFESSIONAL ASSISTANT [Post Code: B06121]

The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects:

- Knowledge and application of Library and Information Science Procedures, Rules & Regulations.
- Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.

iv. Syllabus for Domain Knowledge for the post of (i) SENIOR TECHNICAL ASSISTANT (COMPUTER) [Post Code: B06131]; (ii) TECHNICAL ASSISTANT: [Post Code: C05141]; and (iii) LABORATORY ASSISTANT [Post Code: C04174]:

The questions will be designed to test the ability of the candidate's knowledge in

the laboratory and recent development in the field and on the following subjects.

- Subject specific laboratory based practical questions.
- Knowledge of Computers with special reference to knowledge of Word Processing and Data Analysis Packages.

v. Syllabus for Domain Knowledge for the post of STATISTICAL ASSISTANT [Post Code: C05151]:

Questions pertaining to the subject matter of the concerned post. The questions will be upto the level of Graduation.

vi. Syllabus for Domain Knowledge for the post of UPPER DIVISION CLERK [Post Code: C04165]:

The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

- Basic knowledge of the Constitution of India and working of its political system.
- Basic knowledge of the Administration in Institutions of Higher Education.
- Knowledge and Application of Office Procedures, Rules & Regulations.
- English/Hindi with special reference to skill in noting/drafting.

vii. Syllabus for Domain Knowledge for the post of LIBRARY ASSISTANT [Post Code: C03181]:

The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects:

- Knowledge and application of Library and Information Science Procedures, Rules & Regulations.
- Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.

viii. Syllabus for Domain Knowledge for the post of (i) LOWER DIVISION CLERK [Post Code: C02199]; and (ii) HINDI TYPIST [Post Code: C02201]:

The questions will be designed to test the ability of the candidate's computer knowledge and awareness.

ix. Syllabus for Domain Knowledge for the post of MULTI-TASKING STAFF (MTS) [Post Code: C01212]:

The questions will be designed to test the ability of the candidate's knowledge and awareness related to the post.

x. Syllabus for Domain Knowledge for the post of DRIVER [Post Code: C01223]:

The questions will be designed to test the ability of the candidate's knowledge and awareness about the maintenance of vehicles.

xi. Syllabus for Domain Knowledge for the post of LIBRARY ATTENDANT [Post Code: C01231]:

Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

xii. Syllabus for Domain Knowledge for the post of LABORATORY ATTENDANT [Post Code: C01244]:

Questions will be designed to test the knowledge on Science, Laboratory Equipment and Lab Practice.

SECTION E

GENERAL CONDITIONS FOR THE APPLICANTS

1. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.
2. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
3. The questions in the Written Test will be of the level of degree/diploma/examination, which is defined as the minimum eligibility for the respective post.
4. The minimum qualifying marks for Paper I (Tier – I) shall be 40% for the unreserved posts and 35% for the posts reserved for OBC/SC/ST/EWS/PwBD category.
5. The answer scripts of the candidates for the Descriptive Test (Tier – II) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I (Tier – I).
6. There shall be negative marking for wrong answers in Paper I (Tier – I) to the tune of 1/4th of marks allocated per question.
7. The candidates who secure 50% marks in Paper II (Tier – II) shall be considered for the Skill Test (Tier – III), wherever applicable.
8. If the number of candidates qualifying is more than 15 times the advertised posts, the merit list would be restricted to 15 times the advertised posts for shortlisting the candidates for Skill Test (Tier – III).
9. The marks allocated for the Skill Test (Tier – III), wherever applicable, shall be 50 and the minimum qualifying marks in the Skill Test (Tier – III) shall be 25.
10. The merit list of the candidates shall be drawn based on the performance in Paper I (Tier – I: Objective Type Test) and Paper II (Tier – II: Descriptive Test) subject to qualifying the Skill Test (Tier – III).
11. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a. The candidate having more marks in aggregate in the examination/degree/ diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b. In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

12. AGE RELAXATION:

- a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (Central List), Persons with Disabilities (PwBD), Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.
- b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.

“Regular Service” means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the Competent Authority.

- c. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of Written Examination/Interview (if applicable) also even if the same has been submitted earlier.
- d. The above provisions are summarized in the table given below:

Sl.	Category	Age Relaxation permissible beyond the Upper Age Limit <i>(prescribed in the section for qualifications)</i>
1.	SC/ST	5 years
2.	Other Backward Class (Non-Creamy Layer) [OBC (NCL)]	3 years
3.	PwBD	10 years
4.	PwBD + OBC (NCL)	13 years
5.	PwBD + SC/ST	15 years
6.	Ex-Servicemen and Commissioned Officers including ECO/ SSCOs.	Period of Military Service plus 5 years
7.	Disabled Defence Services Personnel.	3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.

Sl.	Category	Age Relaxation permissible beyond the Upper Age Limit (prescribed in the section for qualifications)
8.	Widows/Divorced Women/ Women Judicially separated and who are not remarried.	Up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes) but no relaxation of educational qualification or method of recruitment.
9.	Permanent Employee in Government Departments / Statutory or Autonomous Bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings.	5 years or the number of years (<i>in completed years</i>) whichever is less provided they have rendered at least three years regular service in the Government Departments/Statutory or Autonomous Bodies/ Universities/affiliated or constituent colleges under the University/ Public Sector Undertakings.

Note: *The age relaxation shall be subject to the condition that maximum age of the applicant on the last date of submission of online application shall not exceed 56 years.*

13. There would be a further relaxation of 5% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwBD category.

However, SC/ST/OBC (NCL)/PwBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC(NCL)/ PwBD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR (Unreserved).

14. CASTE/CATEGORY CERTIFICATES:

- (i) Candidates applying under any of the reserved category viz. SC/ST/OBC (NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the Competent Authority [for SC/ST category please refer **ANNEXURE - 1**]. The vacancies are being advertised in financial year 2023-24, therefore, valid NCL-OBC certificate issued during the period from **1st April 2023 to 31st March 2024** will be considered valid. Candidates who have NCL-OBC certificate issued before **1st April 2023**, will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30th May 2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31st March 2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub- caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate [please refer **ANNEXURE - 2**] should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
- (ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No.

36039/ 1/2019-Estt (Res) dated 31st January 2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the Competent Authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res) dated 31st January 2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will, however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

(iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate [please refer **ANNEXURE - 3**] must be uploaded with the application.

15. Those who are in employment with State/Central Govt./PSU/Autonomous Bodies, must submit a **"NO OBJECTION CERTIFICATE (NOC)"** from the employer at the time of verification of documents/at the time of Interview, wherever applicable [**ANNEXURE - 4**]. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
16. Canvassing in any form will be a disqualification.
17. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which (s)he is applying in accordance with the prescribed qualifications, experiences and submit the application duly filled-in along with desired information and documents as per the advertisement.
18. Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his/her report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.
19. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the application and self-certified copies/testimonials.
20. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
21. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. **Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per**

advertisement published/uploaded by the National Testing Agency/Mahatma Gandhi Central University before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.

22. The candidate selected will give an undertaking on joining that while discharging duties and responsibilities, (s)he shall not disclose any confidential office matter.
23. In case of unsatisfactory performance, misconduct or on ground of misbehavior, the appointing authority may at its discretion extend the period of probation by one year. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. During probation, the employee concerned may also exercise his/her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
24. Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination in Computer Based Test (CBT) mode. However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. All Selection will be made in order of merit. Qualified/selected candidates are subject to multistage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, **his/her candidature will be treated as cancelled without any further notice.**
25. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the University.
26. The selected candidates shall be required to perform duties as per the Statutes, Ordinances and Regulations of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
27. In pursuance of the letter No.19-50/2015-Desk-U dated 22nd December 2015 of the Ministry of Education (erstwhile Ministry of Human Resource Development), there shall be no interview for appointment to the Group 'B' and 'C' posts. Accordingly, no interview shall be held for appointment to the Group 'B' and 'C' posts. Final Selection will be done/made on the basis of the performance/merit in the Written Examination(s) subject to qualifying the Skill Test (wherever applicable).
28. A person whose age is less than 18 years shall not be appointed to any post in the University.
29. The terms and conditions of appointment shall be communicated to the candidate in the form of "Offer of Appointment" to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

30. The following categories of persons shall not be eligible to apply for any position in the University:
- i. *who has been convicted by any Court of Law or if any criminal proceedings are pending against him/her;*
 - ii. *who is a person of unsound mind and questionable conduct or not medically fit to perform his/her duties;*
 - iii. *who has entered into or contracted a marriage with a person having a spouse living;*
 - iv. *who having a spouse living, has entered into or contracted a marriage with any person;*
Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules; and
 - v. *any other category of person disqualified for appointment by the Government of India/UGC from time to time.*
31. **Candidates must write their Email ID neatly and correctly for mailing written examination/ interview/offer of appointment letter as attachment. The e-mail date will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create an Email ID and check it regularly for further communication.**
32. **Call letter(s) to attend the interview will be sent to the shortlisted candidates by email only.** No Correspondence will be made with applicants who are not short-listed/not called for interview. Therefore, the candidates are advised to check the University Website and their Email ID regularly.
33. The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to next candidate in the merit, if otherwise, to reduce the delay in filling up of the vacancies. Such a vacancy shall not be treated as fresh vacancy.
34. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/ fake/incorrect either before or after appointment, the document shall be summarily rejected and/or action shall be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
35. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/ documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the applicant and the applicant shall be liable for action as per law.
36. The selected candidate shall produce a medical fitness certificate issued by a Govt. hospital/or Govt./CGHS empanelled hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. hospital/or Govt./CGHS empanelled hospital for Group A post, as the case may be, prior to joining of the candidate. In cases where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then the candidate is not required to undergo a fresh examination. For this purpose, the candidate has to submit a copy of the medical

certificate duly countersigned by the designated officer of the University.

37. The appointment of a candidate shall be subject to verification of character & antecedents and caste certificate by the competent authority. Until the verification report of character & antecedents and caste certificate is received, the appointment shall be treated as provisional. In case the report with regard to his/her conduct, character, antecedents, caste certificate etc., is found to be unsatisfactory or false, the appointment shall be cancelled/terminated forthwith.
38. The candidates selected for appointment are expected to join at the **EARLIEST POSSIBLE**.
39. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
40. The person appointed against any post shall be governed by the Act/Statutes/ Ordinances/Rules of the University and the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965, or any other Rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employee by the Executive Council of the University.
41. No interim correspondence shall be entertained.
42. The University reserves the right to:
 - i. *withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.*
 - ii. *fill or not to fill up some or all the posts advertised for any reasons whatsoever.*
 - iii. *increase/decrease the number of posts at the time of selection and make appointments accordingly. The number of posts advertised may be treated as tentative.*
 - iv. *alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.*
43. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Mahatma Gandhi Central University in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview shall be final and no query or correspondence shall be entertained in this connection from any individual or his/her agency.
44. Any Addendum/dedendum/corrigendum/notices to this advertisement shall be published only on the Website of the National Testing Agency/Mahatma Gandhi Central University and will not be published in the newspapers. Therefore, candidates are advised to check the Website of NTA/MGCU regularly.
45. **If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised.**
46. In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
47. The ratio of the number of the vacant posts to be filled and the number of candidates to be called for Interview does not exceed 1:15. In order to comply with the requirements of maximum ratio,

the University may fix higher criteria for the candidates at its discretion.

48. Important Notice for candidates who have applied earlier: The positions advertised by the University earlier for aforementioned Non-Teaching Posts for which Selection Committee could not be held, have now been cancelled/withdrawn.

Accordingly, the applicants who have applied earlier against these Non-Teaching Posts are required to apply afresh along with requisite application processing fee.

49. No application for outside employment shall ordinarily be forwarded during the period of probation in case of a temporary employee of the University. However, in case his/her request has been considered by the Competent Authority of the University, an undertaking shall be obtained while forwarding the application that (s)he would resign from the post in the event of his/her selection in another department.
50. Applicants may apply for one or more than one posts as per their eligibility criteria. However, the candidate will have to pay application fee for each posts separately.
51. The application processing fee once paid will not be refunded or adjusted under any circumstances.
52. No TA/DA will be paid for appearing in any Written Examination/Interview/Skill Test/Practical/Trade Test for any post.
53. The decision of the University in all matters relating to recruitment will be final and binding on all.
54. Decision of the University as to the eligibility or otherwise of the candidates at any stage of the selection process shall be final.
55. **Applications for the advertised posts will be received only in online mode.** The candidates are advised to apply through the portal at <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> . For further information including Eligibility, Age Limit, Reservation, Mode of Recruitment, Scheme of Examination etc. detailed advertisement are also available at www.mgcub.ac.in and <https://exams.nta.ac.in/> , <https://currect.ntaonline.in/>
56. Though a selected candidate's headquarters will be Motihari, District – East Champaran, Bihar, (s)he will be liable to serve anywhere in India.
57. **Fake Institutions:** Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
58. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble High Court at Patna.
59. **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NEW PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 01.01.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT TILL SUCH TIME, THEY RETAIN LIEN WITH THE PARENT ORGANIZATION.**

SECTION F

REGISTRATION AND APPLICATION PROCESS

1. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ONLINE** mode. The Online Applications can be submitted through NTA Website <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> during the period from **1st December 2023 (Friday) to 21st December 2023 (Thursday)**. No documents including the Registration Slip of Online Application Form are required to be sent in Physical Form. **However, all the applicants are advised to keep a copy of Registration Slip/ Confirmation Page of their application with them, along with proof of payment for their record.**
2. **To avoid any kind of inconvenience or last-minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA/MGCU will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.**
3. The candidature of such applicants who fail to complete the online application by the stipulated date will not be considered and rejected. No correspondence in this regard will be entertained.
4. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of online submission of applications, failing which their application will be summarily rejected. Required educational qualification/experience should be completed on or before last date of online submission of application. Recruitment Rules of Mahatma Gandhi Central University as amended from time to time will be applicable for selection.
5. The candidate must ensure that images of the photo and signature should be as per the Guidelines mentioned in the **'Upload Image Instructions'** and are clearly visible in preview at the time of filling of application in online mode. If photo/signature image is not as per instructions given in the **'Upload Image Instructions'** in that case, the application will be rejected. Due diligence and care should be taken while uploading images of photo and signature.
6. In order to fill the application form candidates are required to apply online as per procedure detailed below. The Application Form other than online mode will not be accepted. Before filling and submitting the online form, candidates should download the Information Brochure, Advertisement and read them carefully. Candidates must follow the instructions strictly as given in the Information Brochure and on NTA website. Application Forms not complying with the instructions are liable to be rejected.
7. In case a candidate is found providing incorrect information or the identity is proved to be false at any time/stage in the future, the candidate shall face penal action as per the law and their candidature would be treated as cancelled.
8. **The candidates are advised to ensure the following points before filling the Online Application Form(s):**
 - i. The candidates shall ensure their eligibility before filling the Online Application Form. If found not eligible at a later stage, (s)he stands rejected and no claim will be entertained.

- ii. The Candidate must ensure that e-mail address and Mobile Number provided **in the Online Application Form are of their own (which cannot be changed later)** as communication may be sent by NTA through **E-mail or SMS**.
- iii. The Candidate should not give the Postal Address, Mobile Number, or e-mail ID of Coaching Centre in the Online Application Form.
- iv. Online submission of application may be done by accessing the NTA official website <https://exams.nta.ac.in/> and <https://curect.ntaonline.in/>
- v. Online Application Form cannot be withdrawn once it is submitted successfully.
- vi. Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- vii. A candidate is allowed to submit only one Application Form for a particular post. If a candidate submits more than one Application Form for the same post, his/her candidature for that post is likely to be cancelled. However, a Candidate can apply for more than one posts for which (s)he is eligible, for which (s)he has to submit separate application online with payment of prescribed fee separately.
- viii. Request for change in any particular in the Application Form shall not be entertained under any circumstances.
- ix. The Candidate has to choose 4 (Four) Cities in order of preference from the List of Cities given at **ANNEXURE - 5** for Examination Centre. The Cities for Examination Centre once chosen cannot be changed and any request in this regard will not be entertained. NTA will allocate the Examination Centre in one of the chosen cities, which will be mentioned in the Admit Card. However, NTA/MGCU may change the chosen city and/or the allocated centre for logistic and administrative reasons.

9. **Steps to Complete the Application Process:**

Application Form may be submitted in the following four simple steps:

➤ **STEP – 1: Registration for Online Application:**

(Kindly note down the system generated Application number for future Reference.

1. **Fill in the basic information and note down the system generated Application Number for future reference.**
2. **Candidate's Name/Mother's Name/Father's Name:** Provide Candidate's Name, Mother's Name, Father's Name as given in the 10th/Matric/Secondary School Examination or equivalent Board/University Certificate.
3. **Date of Birth:** Provide Candidate's Date of Birth as recorded in Secondary School Examination or Equivalent Board/University Certificate in '**dd/mm/yyyy**' format.
4. **Mobile Number and E-mail Address:** Candidates must provide own Mobile Number and e-mail address.

(Important Note: Please note only one e-mail address and one Mobile Number are valid for one application)

➤ **STEP - 2: Filling of Online Application Form:**

1. The application particulars entered in **Step - 1** can be edited before final submission of the Application Form except Mobile Number and Email address, which may not be changed after **Step - 1**.
2. **Category:** General, General - EWS, SC, ST & OBC-NCL are available in the drop-down list under Category option.
 - **Other Backward Classes (OBC-NCL):** *Non-Creamy Layer as per the Central List of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India Website (www.ncbc.nic.in). Thus, the candidates falling in this list may mention OBC-NCL in the Category Column. **State list OBC-NCL Candidates who are not in OBC-NCL (Central List) must choose General.***
 - **Economically Weaker Section (EWS):** *As per the OM No. 20013/ 01/2018-BC-II dated January 17, 2019 issued by the Ministry of Social Justice and Empowerment and the OM No. 12-4/2019-U1 dated 17th January 2019 as well as the Letters No 35-2/2019-T.S.I dated 21.01.2019, 01.02.2019, 04.02.2019 and 15.02.2019 of Ministry of Education (erstwhile MHRD), Department of Higher Education regarding Implementation of reservation for Economically Weaker Sections (EWS) for admission in Central Educational Institutions.*
3. **PwBD Status:** “PwBD” means Person with Benchmark Disabilities as defined in Section 2(r) of the Rights of Persons with Disability (RPwD) Act (2016).

As per the Guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan) under Ministry of Social Justice & Empowerment from time to time on the subject: “*Written Examination for Persons with Benchmark Disabilities*”, a Candidate with Benchmark Disabilities is entitled to the following facilities:

- a. The facility of Scribe, in case (s)he has a physical limitation, and a scribe is essential to write the Examination on his/her behalf, being so certified by a CMO/Civil Surgeon/Medical Superintendent of a Govt. Health Care Institution in the **format** given at **ANNEXURE - 6**. However, as a measure of caution and due to the prevailing circumstances of COVID-19 pandemic, such candidate is required to bring his/her own Scribe along with a **Letter of Undertaking** given at **ANNEXURE - 7**, for using own scribe. Hence, the concerned Candidate has to indicate his/her PwBD Status and requirement of Scribe in the online application form itself.
- b. Compensatory time of one hour for Examination of three hours duration, whether such candidate uses the facility of Scribe or not.

4. **Nationality:** Indian Nationals.
5. **Choice of Examination Cities:** The candidate should select any four cities of their choice in order of preference from the List of Cities given at **ANNEXURE - 5** for his/ her Examination Centre. Allotment of Centre is System driven and there is no human intervention.
6. **Minority:** If applicable, the candidate should select any one of the Minority Community viz. Muslim, Christian, Sikh, Buddhist, Jain and Parsi, which is notified under minority community as per Section 2(c) of National Commission for Minorities Act, 1992.
7. **Medium of Question Paper:** The Candidates has to choose either English or Hindi in the Online Application Form as medium for his/her Question Paper. In case of any ambiguity in translation of any of the questions, its English Version shall be treated as final.

Note:

- *Only one application for one post should be submitted by a candidate.*
- *Once finally submitted, particulars in certain specific fields may be changed only during correction window. After that no communication in this regard would be entertained.*

➤ **STEP – 3: Uploading the Scanned Images:**

1. Uploading the Candidate's Photograph:

- Passport size photograph is to be used for uploading on Online Application Form and also required for pasting on Attendance Sheet at the time of examination centre.
- The candidate should scan his/her passport size photograph for uploading. **File size must be between 10 kb to 200 kb in JPG/JPEG format.**
- The photograph must be taken on or after 1st May 2023. Photograph should not be with cap or goggles.
- Spectacles are allowed if being used regularly.
- **Polaroid and Computer-generated photos are not acceptable.**
- Applications not complying with these instructions or with unclear photographs are liable to be rejected.
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e., de-shaped or seems to be hand-made or computer made or morphed, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**

- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 6 to 8 passport size colour photographs with white background.

2. Uploading Candidate's Signature:

- The candidates are required to upload the full signature in **running handwriting** in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as "**signature**" and the Application Form would be rejected. Further, unsigned Online Application Forms will also be rejected.
- The candidate should put his full signature on white paper **with Black Ink pen** and scan for uploading. **File size must be between 4 kb to 30kb in JPG/JPEG format.**

3. Uploading Documents:

The Candidate is required to upload:

- Class - X Certificate** as documentary proof of Date of Birth(file size: 50 kb to 300 kb);
- Employment Certificate** (wherever applicable) (file size: 50kb to 300 kb);
- Category Certificate** (SC/ST/OBC-NCL/EWS, wherever applicable) (file size: 50 kb to 300 kb); and
- PwBD Certificate** (wherever applicable) (file size: 50 kb to 300 kb) in **JPG/JPEG format/file.**

➤ **STEP - 4: Payment of Application Processing Fee:**

Fee Details to be payable by the Candidates			
Category	Application Processing Fee		
	Group 'A' Posts	Group 'B' Posts	Group 'C' Posts
General (Unreserved)/OBC/EWS	Rs.1,500.00	Rs.1,000.00	Rs.1,000.00
SC/ST/Female/Transgender/ PwBD <i>[minimum disability 40% or above]</i>	Rs.1,000.00	Rs.600.00	Rs.600.00

Note: Processing charges & Goods and Services Tax (GST) are to be paid by the candidate to the concerned Bank/ Payment Gateway Integrator, as applicable

1. Method of Fee Payment:

After completing **Step - 3** of online Application Form, the candidate has to remit the examination fee (**Step - 4**) by choosing the following options:

- a) **Through Debit/Credit Card:** Candidates need to check the validity of the Debit/Credit Card, while logging on to website for submitting Application Form. Candidate should enter the information asked for and make the required payment through Debit/Credit Card.
- b) **Through Net Banking:** Check the balance in account and keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of Net Banking and make payment through Net Banking.
- c) **Through Paytm and UPI.**

2. Registration will be treated as complete only if the fee has been transacted successfully, else the form will be cancelled.

3. Candidates must note that mere deduction of fee from the bank account is not a proof of fee payment. The payment should be supported by updated fee and generation of Confirmation page is the proof of successful submission of Application Form.

4. Important Note:

- i. In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **ANNEXURE - 8** of the Information Brochure), for ensuring the successful payment.
- ii. In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
- iii. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

5. The final submission of Online Application Form will remain incomplete if **Step - 3** and **Step - 4** are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.

6. The entire application process is online. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/Fax/By Hand. However, they are advised to retain the hard copy of the Confirmation Page,

and a proof of fee submitted for future need.

7. Generation of Confirmation Page confirms the final submission of Application Form. If Confirmation Page has not been generated, this means that Application Form has not been submitted successfully.
8. The Candidates are advised to **keep the following with them safely**, till the recruitment process is completed:
 - i. At least **four printouts** of the Confirmation Page of Online Application Form.
 - ii. Print Proof of fee paid.
 - iii. Photographs (**same as uploaded on the Online Application Form**) – 6 to 8 passport size photographs need to be kept aside.
 - iv. Copy of the Admit Card.
9. **Before beginning the process of filling the Online Application Form, please keep the following information ready with you:**
 - Govt. Identity Details like Election Card (EPIC No.)/Passport Number/Ration Card Number/ PAN Number/Other valid Government identity proofs.
 - Address for communication, Mobile Number, Email ID, etc.
 - Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only.
 - Scanned image of latest Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only.
 - Scanned images of all other documents (size of 50 kb to 300 kb) in PDF format only.
 - Bank details for payment of Fee, for uploading as part of submission of online application.
 - Copy of Board/University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth.

ADMIT CARD

- The Admit Card is issued provisionally to the candidates, subject to their fulfilling/satisfying the eligibility criteria/conditions laid down.
- The Admit Cards will be uploaded on the NTA Website: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/>. The candidates can download their respective Admit Card(s) from this Website in due course which will be announced in advance through this portal. The Candidates has to **appear in the Test only in the Exam Centre on the Date and Timing** as indicated in their respective Admit Card(s). They have to check the Admit Card carefully for their Name, Date of Birth, Gender, Examination Centre Name, City, and Category, etc., as soon as they download the Admit Card. In case of any discrepancy, they can bring the same to the notice of NTA forthwith.
- No candidate will be allowed to appear at any Examination Centre, on Date and Timings other than that allotted to her/him in the Admit card.
- In case candidates are unable to download Admit Cards(s) during the schedule to be announced later, from the Website, the candidate should approach the Help Line 0120-6895200 between 9:30 am to 6:00 pm on all working days.
- **The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the Examination.**
- In case of any discrepancy in the particulars of the candidate on his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between 09:30 am to 6:00 pm** on working days. **In such cases, candidates would appear in the examination with the already downloaded Admit Card. However, NTA will take necessary action to make correction in the record later.**
- In case of any technical issue or due to a natural disaster, if an examination in a particular shift has to be rescheduled, NTA may follow the process of normalization of the two test forms as per policy.
- Allowing the candidates to appear in the test is provisional subject to being found otherwise eligible at the time of verification of documents and will be called for interview, if found eligible in all respect.

Important Notes:

- a) Candidate may please note that Admit Cards will not be sent by post.
- b) In no case, the duplicate Admit Card for Recruitment Test/Examination would be issued at the Examination Centres.
- c) Candidate must not mutilate the Admit Card or change any entry made therein.
- d) Candidates are advised to preserve their Admit Card(s) in good condition for future reference.
- e) No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (*including indistinct/doubtful photographs/unsigned Applications*) or who do not fulfill the eligibility criteria for the examination.
- f) Issue of Admit Card(s), however, shall not necessarily mean acceptance of eligibility, which shall be further scrutinized at subsequent stages of Recruitment process.

SECTION G

PROVISIONS RELATING TO PERSONS WITH BENCHMARK DISABILITIES (PwBD)

A. Guidelines for conducting Written Examination for Persons with Benchmark Disabilities above 40% vide letter dated 29 August 2018 from Ministry of Social Justice and Empowerment Provisions relating to Persons with Disability (PwBD):

As per Section 2(t) of the RPwD Act, “Persons with Disability (PwBD)” means a person with long-term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

According to Section 2(r) of the RPwD Act, 2016, “persons with benchmark disabilities” means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

Facilities for PwBD candidates to appear in the Exam:

As per the guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan) under the Ministry of Social Justice and Empowerment issued from time to time on the subject: “Written Examination for Persons with Benchmark Disabilities”, for the candidate with one of the benchmark disabilities [as defined in Section 2(r) of RPwD Act, 2016], holding a Disability Certificate in the prescribed format in the Rights of Person with Disabilities Rules, 2017.

- a. *The facility of Scribe, in case he/she has a **physical limitation, and a scribe is essential to write the examination on his/her behalf**, being so certified in the aforesaid format by a CMO/Civil Surgeon/ Medical Superintendent of a Government Health Care Institution.*
- b. *Compensatory time of **one hour** for examination of **three hours** duration, whether such candidate uses the facility of Scribe or not.*

Services of a Scribe:

As per the office memorandum of the Ministry of Social Justice and Empowerment (Reference: F.No. 34-02/2015-DDIII dated August 29, 2018), the PwBD candidates who are visually impaired OR have a disability in the upper limbs OR have lost fingers/hands thereby preventing them from properly operating the Computer Based Test platform may avail the services of a scribe (amanuensis).

The scribe will help the Candidate in reading the questions and/or keying in the answers as per the directions of the Candidate. A scribe will NEITHER explain the questions NOR suggest any solutions. PwBD candidates who desire to avail the services of a scribe need to opt for this during the online registration.

If it is found at any stage that a candidate has availed the services of a scribe and/or availed the compensatory time but does not possess the extent of disability that warrants the use of a scribe and/or grant of compensatory time, the candidate will be excluded from the process of evaluation, ranking, counselling, and admission. In case such a candidate has already been admitted to any Institution, the admission of the candidate will be cancelled.

The NTA does not guarantee any change in the category or sub-category (PwBD status) after the submission of the Online Application Form, and in any case, no change will be entertained by NTA.

Candidates must note that the benefit of reservation will be given to them subject to verification of documents. If it is discovered at any stage that a candidate has used a false/fake/incorrect document, or has furnished false, incorrect, or incomplete information, in order to avail the benefit of reservation, then such a candidate shall be excluded from all admission processes. In case such a candidate has already been given admission, the admission shall stand cancelled.

Note:

1. *The minimum degree of disability should be 40% (Benchmark Disability) in order to be eligible for availing reservation for persons with specified disability.*
2. *The extent of "specified disability" in a person shall be assessed in accordance with the "Guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 (49 of 2016)" notified in the Gazette of India by the Ministry of Social Justice and Empowerment [Department of Empowerment of Persons with Disabilities (Divyangjan)] on 4th January 2018.*
3. *No change in the category will be entertained after the last date specified by NTA.*

B. Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing.

- I. These guidelines may be called as Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing.
- II. The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution.
- III. The medical authority for the purpose of certification as mentioned in point (II) above should be a multi-member authority comprising the following:
 - a. Chief Medical officer/Civil Surgeon/Chief District Medical OfficerChairperson
 - b. Orthopedic/PMR specialist
 - c. Neurologist, if available*
 - d. Clinical Psychologist/Rehabilitation Psychologist/ Psychiatrist/Special Educator
 - e. Occupational therapist, if available*
 - f. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

(the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the district)"*
- IV. Compensatory time not less than 20 minutes per hour of the examination should be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*.....
son/daughter* of of village/town*
..... in District/Division* of the
State/Union Territory* belongs to the..... caste/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....

(With Seal of Office)
State/Union Territory*

Place:
Date:

*Please delete the words which are not applicable.
@Please quote specific Presidential Order.
% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kum*. _____ Son / Daughter* of Shri / Smt.* _____ of Village/Town* _____ District/Division* _____ in the _____ State belongs to the _____

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011//95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 80 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

Dated:

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP Size Attested Photograph (Showing face only) of the person with disability

Certificate No.: Date:

This is to certify that I have carefully examined

Shri/Smt/Kum.....son/wife/

daughter of Shri..... Date of Birth

Age..... Years, Male/Female.....

(DD/MM/YYYY)

Registration No. Permanent Resident of House No.

Ward/Village/Street..... Post Office..... District.....

State....., whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

*LocomotorDisability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

(1) He/She has % (in figure)..... percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued
--

(Signature and Seal of Authorized Signatory of notified Medical Authority)

NO OBJECTION CERTIFICATE

This is to certify that Dr/Sh./Smt_____ is presently holding the post of _____ on regular/temporary/tenure/contract basis in our Organization/Department/Institute in the Pay Scale of _____ (Level_____ as per 7th CPC) w.e.f_____.

This Organization/Department/Institute has no objection to Sh./Smt./Ms. _____ for applying for the post of _____ in Mahatma Gandhi Central University.

It is further certified that no vigilance/disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified.

This Organization is a Central Government /State Government/ or any other (please specify).

Authorised Signatory with Stamp

Place:

Date:

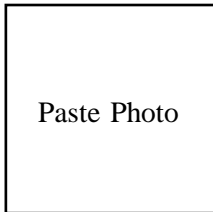
**Cities for Exam Centres for
MGCU Recruitment Test (Non-Teaching Posts) 2023**

State	City
Bihar	Bhagalpur
Bihar	Gaya
Bihar	Motihari
Bihar	Patna
Odisha	Bhubaneswar
West Bengal	Kolkata
Assam	Guwahati
Delhi	Delhi/New Delhi
Tamil Nadu	Chennai
Maharashtra	Mumbai

Note: NTA/MGCU reserves the right to change any of the above-mentioned Cities that may have been opted by any candidate in his/her Online Application Form, at a later stage due to logistic reasons and may allot another City to him/her from his/her Choices of Cities, given in the Online Application Form.

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs _____ (*name of the candidate with disability*), a person with _____ (*nature and percentage of disability as mentioned in the certificate of disability*), S/o / D/o _____, a resident of _____ (*Village/District/State*) and to state that (s)he has physical limitation which hampers his/her writing capabilities owing to his/her disability.



Signature
Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution
Name & Designation
Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

[Note: Certificate should be given by a specialist of the relevant stream/disability (e.g., Visual Impairment – Ophthalmologist, Locomotor disability – Orthopedic Specialist/PMR)]

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the examination venue) in the District _____ (name of the State/UT). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____.

In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

Name of Scribe	ID of the Scribe	ID NO.

PAYMENT OF EXAM FEE AND HELPLINES

1. Prescribed Examination Fee (*please see the Information at a Glance*) can be paid through any Bank/ Payment Gateway in any Payment Mode mentioned below. The service/processing charges per transaction & GST applicable thereon are to be paid by the candidate to the Bank/Payment Gateway concerned at the time of transaction [*except for payment made through Debit Card (Visa/Master)*]:

Sl. No	Mode of Payment	HDFC BANK		IDBI Bank	
1	Net Banking	HDFC	NIL Charge		MSF for processing through Net Banking: Rs.25.5/- for SBI & HDFC Txn Rs.10.5/- for Axis Bank Txn Rs.15/- for Kotak Bank Txn Rs.9/- for all other bank Txn
		Other Banks	NIL Charge		
2	Debit Cards	HDFC or Other Banks	Transaction upto Rs.2000/-	0%	MSF for processing any Debit Cards: 0.40% of transaction value upto Rs.2000/- 0.90% of Transaction value more than Rs.2000/-
			Transaction above Rs.2000/-	0%	
3	Credit Cards	Domestic	Nil Charge		MSF for processing any Credit cards: 1.28% of transaction value.
		International	Nil Charge		MSF for processing any prepaid card/Gift Card/Wallets: 3.00% of transaction value.
4	Unified Payment Interface (UPI)	Nil Charge		UPI Transaction Charges:	Nil Per Transaction

2. Helplines:

Level	Name	Email ID	Contact Number
1	Ecom Support	Ecomsupport.delhi@hdfcbank.com	
2.	Pradeep Yadav	Pradeep.yadav10@hdfcbank.com	9625622301
3	Vikram Singh	Vikram.singh4@hdfcbank.com	9799810080
		CUSTOMERCARE@IDBI.CO.IN	18002094324, 1800221070

3. NTA Helpdesk Contact details (*incase the payment related issues are not resolved through the above-mentioned Helplines of the concerned Bank/Payment Gateway Integrator*):

Email : cu.support@nta.ac.in

Phone No. 011-40759000

4. Procedure to raise payment related Grievance:

- a. After (successful completion of **Step - 4**, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate**.
- b. In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Annexure – 8** of the Information Brochure), for ensuring the successful payment.
- c. In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
- d. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

5. Information to be provided by the Candidate while raising any payment related query/grievance through QRS/Email/Helplines:

- a. Name of the Bank and /or payment Gateway.
- b. Date and Time of the Transaction
- c. Transaction Number
- d. Bank Reference Number
- e. Proof of Transaction
- f. Screenshot from the payment portal (in case of payment failure).

REPLICA OF ONLINE APPLICATION FORM

The screenshot shows the 'University Recruitment' page. At the top left is the Department of Higher Education logo and text: 'Department of Higher Education, Ministry of Education, Government of India'. At the top right is the National Testing Agency logo with the text 'राष्ट्रीय परीक्षा एजेंसी, National Testing Agency, Excellence in Assessment'. Below the header is a navigation bar with 'University Recruitment' and a 'Home' link. The main content area has a 'Steps to Apply Online' section on the left with three steps: 'Step 1:- Apply for Online Registration.', 'Step 2:- Fill Online Application Form.', and 'Step 3:- Pay Examination Fee.'. On the right, there is a login section for 'Only Registered Candidate Login Here'. A modal window titled 'UNIVERSITY RECRUITMENT' is open, showing a 'Recruitment University' dropdown menu with a '--Select--' option and a 'Continue' button. The background shows a security PIN field with the PIN '9322069' and a 'Login' button.

This screenshot is similar to the one above, but the dropdown menu for 'Recruitment University' is expanded, showing a list of university options: '--Select--', '--Select--', 'Mahatma Gandhi Central University', 'Indira Gandhi National Open University', 'Jharkhand University', and 'Central University Of Himachal Pradesh'. The rest of the page layout, including the header, navigation bar, and login section, remains the same.

Steps to Apply Online



Step 1:- Apply for Online Registration.

Step 2:- Fill Online Application Form.

Step 3:- Pay Examination Fee.

If You are a New Candidate Click on Below Link

[New Candidate Register Here](#)

- [FAQ](#)
- [Public Notice - Inviting Online Application](#)

Only Registered Candidate Login Here

Application For Mahatma Gandhi Central University [Switch University](#)

Application Number

Password

Security PIN as Shown Below

Security PIN

358501



[Login](#)

If You are Forgot your password? or Forgot Application Number? click on below link

[Forgot your password?](#)

[Forgot Application Number?](#)

If you are not getting OTP please click here to verify your email

Instructions and Procedure for online submission of Application Form

[Download Information Bulletin A](#)

- Please read the instructions, procedure and information Bulletin carefully before you start filling the Application Form.
- Candidates can apply ONLY ONLINE only through the official website [\(http://www.mgcuni.ac.in\)](#).
- Please ensure your eligibility as per the criteria laid down for Mahatma Gandhi Central University.

Examination Fees

Exam Fee Details

CATEGORY	Group A	Group B	Group C
General (Unreserved) / OBC / SC / ST	Rs. 1000.00	Rs. 1000.00	Rs. 750.00
BC / PwD / Female / Other (Minimum Qualifying Marks or above)	Rs. 500.00	Rs. 750.00	Rs. 500.00
Processing charges and Goods & Service Taxes (GST) are to be paid by the candidate, as applicable.			

5. The Fee may be submitted through Net Banking/Debit Card/Credit Card/UP.

- Application Procedure: Steps to be followed to apply online.
 - Step 1 (REGISTRATION FORM):** Register for the Online Application Form and note down the system generated Application Number. The candidate should exactly the required Registration details while filling the Online Application Form and is also required to create a PASSWORD and choose Security Question and enter the Answer. After successful submission of the personal details, an Application number will be generated and it will be used to complete the remaining Steps of the Application Form and will also be required for all future reference correspondence. For subsequent login, the candidate will be able to login directly with the respective system generated Application Number and created Password.
 - Step 2 (APPLICATION FORM):** The Candidates can log in with the system generated Application Number and pre-created Password for completing the Application Form including Application filling up of personal details, applying for the Paper, providing the details of Educational Qualifications, and uploading the Images/documents Form.

Upload Scanned Images of Candidate Photograph, Signature, Category Certificate (wherever applicable), PWD Certificate (wherever applicable) and Health/Wellness Certificate (wherever applicable)

- The recent photograph should be colour or black/white (but with clear contrast).
- Scanned photograph and signature should be in JPG format.
- Size of the scanned photograph should be between 10 kb to 200 kb.
- Size of the scanned signature should be between 4 kb to 30 kb.
- Size of the scanned copy of the certificates should be between 10 kb to 200 kb.

Note: The Candidate has to upload only his/her photograph, signature, and certificate(s) as mentioned above (and not of anybody else) in a correct proper manner, as the facility for correction will not be given in the future. In case, it is found at any time in the future that the Candidate has used uploaded the photograph, signature, and certificate(s) of someone else in his/her Application Form/Admit Card, or he/she has tampered his/her Admit Card/Result/Boardcard, these acts of the candidate shall be treated as **SERIOUS MISFEASANCE**.

Please check your photograph and signature before submission of the Application Form. In case the photograph or signature is blurred or not visible to identify the candidate then, the application will be rejected and no option for correction or revision will be permitted.

Step 3: Pay Examination Fee by Net Banking/Debit Card/Credit Card/UP:

The candidate has to select the Net Banking/Debit Card/Credit Card/UP option to pay the application fee and follow the online instruction to complete the payment of fee. After the successful payment, candidate will be able to print the Confirmation Page. In case the Confirmation Page is not generated after the payment of fee then the transaction is cancelled and the candidate has to approach the concerned bank for refund of the amount. However the candidate has to make another payment transaction, in case the Confirmation Page is not generated.

THESE STEPS CAN BE DONE TOGETHER OR SEPARATELY ALSO.

Important instruction about PASSWORD

- During online form filling, the candidate will be required to choose PASSWORD and Security Question and its Answer. Candidate is advised to record/remember their password for all future login.
- For subsequent login, candidate will be able to login directly with their respective system generated Application Number and the chosen Password.
- Candidate is advised not to disclose or share their password with anybody. Neither MTR will be responsible for the violation or misuse of the password of a candidate.
- Candidate can change his/her passwords after login, if desired.
- Candidates should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.

6. The Password must be as per the following Password policy:

- Password must be 8 to 13 characters long.
- Password must have at least one Upper case alphabet.
- Password must have at least one Lower case alphabet.
- Password must have at least one numeric value.
- Password must have at least one special character like@#%*.

7. How to reset your Password: The following options are available to reset Password

- Using Security Question & to answer you choose during form filling.
- Using a verification code sent via text message (SMS) to your Registered Mobile No.
- Using a text link sent via Email to your Registered Email address.

8. The Application Number printed on the computer generated Confirmation Page must be mentioned in all such correspondence. It is therefore essential to note down the application number printed on the Confirmation Page.

9. Only one application is to be submitted by a candidate. More than one application i.e. Multiple application forms submitted by a candidate will be rejected.

10. Applicant applying under reservation should ensure having valid certification and would require to provide them when asked for.

Note: Please download the Information Bulletin of Mahatma Gandhi Central University and understand all the instructions therein as well as those mentioned above, and fill up the online Application Form for the Mahatma Gandhi Central University accordingly.

[Go Back to Front](#)

certificate

Candidate Name*

Father Name*

Mother Name*

Date of Birth*

Email Address*

Confirm Email Address*

Gender*

Mobile Number*

Confirm Mobile Number*

Alternate Mobile Number

Identity Type*

Identification Number*

Same as present address

Premises No./Name*

Sub-Locality(Optional)

Locality*

Country*

State/UT*

District*

Pin Code*

Choose Password

Password*

Confirm Password*

Security Question*

Security Answer*

Security Pin

Enter Security Pin(Case Sensitive)*

Submit

Personal Details

Recruitment University Name:	Mahatma Gandhi Central University		
Candidate Name:	YOGESH	Father Name:	RAM KUMAR
Mother Name:	RADHA RANI	Date Of Birth:	02-2-1990
Email Address:		Gender:	Male
Candidate Mobile:		Alternate Mobile:	
Identity Type:	PAN CARD	Identity Number:	aispy3412d

Present Address

Premises Name:	A 3 NSIC BUILDING	Sublocality:	
Locality:	OKHLA	Country:	INDIA
State Name:	DELHI	District Name:	SOUTH WEST DELHI
Pincode:	110045		

Permanent Address

Premises Name:	A 3 NSIC BUILDING	Sublocality:	
Locality:	OKHLA	Country:	INDIA
State Name:	DELHI	District Name:	SOUTH WEST DELHI
Pincode:	110045		

Security Details

Security Question:	WHAT IS YOUR MOTHER NAME	Security Answer:	RADHA
--------------------	--------------------------	------------------	-------

Particulars checklist to be verified

Kindly verify all the particulars used below carefully and ensure you have filled correct information. No change will be permitted once the Registration form is submitted at any later stage of the examination.

- My Name
- Father Name
- Mother Name
- Date Of Birth
- Mobile Number
- Email ID
- Gender

Declaration

I hereby declare that I have filled up this online application after carefully reading the Bulletin and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared/ my candidature may stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notice and Advisories issued by NTA regarding this exam time to time.

I Agree

[EDIT Registration Form](#) [Submit and Send OTP](#)

Confirm !!

Do you wish to submit Registration Form and Get OTP?

[Yes](#) [No](#)

Email OTP*

Email Otp is required

Captcha* **8648 743**

[Verify](#) [Resend OTP](#)

Thank you for registration. Please check your email for OTP.

[Ok](#)

Email OTP* ✓

Captcha*  ✓

Verify

[Resend OTP](#)





Your account has been verified. Your application number has been sent to your email address. Please login to the application portal using your application number and password to complete your application. If you have not received your application number in your email, please check your spam or junk folder

Ok

stration.

Security PIN as Shown Below

Candidate's Name *: <input type="text" value="YOGESH"/>	Date of Birth *: <input type="text" value="02"/> <input type="text" value="February"/> <input type="text" value="1990"/>
Gender *: <input type="text" value="Male"/>	Father's/ Guardian's Name *: <input type="text" value="RAM KUMAR"/>
Mother's/ Guardian's Name *: <input type="text" value="RADHA RANI"/>	Nationality *: <input type="text" value="INDIAN"/>
Identity Type *: <input type="text" value="PAN CARD"/>	Identification Number *: <input type="text" value="AISPY3412D"/>
Category *: <input type="text" value="-Select-"/>	Are you a PwD candidate as per the provisions of the RPwD Act 2016 ? *: <input type="text" value="-Select-"/>
Are You Diabetic ? *: <input type="text" value="-Select-"/>	Annual Income of the Parents/Guardian *: <input type="text" value="-Select-"/>
Marital Status *: <input type="text" value="-Select-"/>	Are You a Disabled Defence Service Personal ? *: <input type="text" value="-Select-"/>
Are You a Ex-Service Man ? *: <input type="text" value="-Select-"/>	Are you a Meritorius Sports Person ? *: <input type="text" value="-Select-"/>
Are you a Government Employee ? *: <input type="text" value="-Select-"/>	
Captcha *: 	 <input type="text" value="Enter verification code"/>

I AGREE

I hereby declare that I have filled up this online application after carefully reading the Bulletin and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared/ my candidature may stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notice and Advisories issued by NTA regarding this exam time to time.

[Save & Next](#)

आधार विवरण (Aadhaar Detail)

Registration Application Payment

क्या आपके पास आधार नंबर है? (Do you have Aadhaar Number?) *

--Select--

Captcha *

6612299



Enter verification code

I AGREE

I hereby declare that I have filled up this online application after carefully reading the Bulletin and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared/ my candidature may stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notice and Advisories issued by NTA regarding this exam time to time

Back

Save & Next

Exam Center And Details

Registration Application Payment

Question Paper Medium *

--Select--

1st Choice For Exam City *

--Select State--

--Select City--

2nd Choice For Exam City *

--Select State--

--Select City--

3rd Choice For Exam City *

--Select State--

--Select City--

Captcha *

741566



Enter verification code

I AGREE

I hereby declare that I have filled up this online application after carefully reading the Bulletin and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared/ my candidature may stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notice and Advisories issued by NTA regarding this exam time to time.

Back

Save & Next

Qualification Details

Registration Application Payment

Education Details (10th or equivalent Marks Details)

Pass Status *

--Select--

Year of Passing *

--Select--

Course/Stream Name *

--Select--

Medium of Study *

--Select--

Board/University Name *

--Select--

School Name And Address *

ENTER SCHOOL NAME AND ADDRESS

Result Mode *

--Select--

Education Details (12th or equivalent Marks Details)

12th Student ? *

--Select--

Captcha *

56507



Enter verification code

I AGREE

I hereby declare that I have filled up this online application after carefully reading the Bulletin and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared/ my candidature may stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notice and Advisories issued by NTA regarding this exam time to time.

Additional Details



Additional Qualification details

Additional Qualification ?* ✓

Pass Status * ✓

Year of Passing * ✓

Course/Stream Name* ✓

Medium of Study* ✓

Institute/University Name *

Result Mode *

Any Other Course Details

Any Other Course?*

Security Pin

Captcha * **6289004**

Employment Details



Are/Where you Employed ?*

Captcha * **271394**

I AGREE
 I hereby declare that I have filled up this online application after carefully reading the Bulletin and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared/ my candidature may stand cancelled. In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notice and Advisories issued by NTA regarding this exam time to time.

[Back](#) [Save & Next](#)

Document upload



S.No.	Require Document	Document Specifications	Upload	View
1	PHOTO *	Document Format:JPG,JPEG Min Size(KB):10 Max Size(KB):200	<input type="text" value="Browse..."/> No file selected.	
2	Signature *	Document Format:JPG,JPEG Min Size(KB):4 Max Size(KB):30	<input type="text" value="Browse..."/> No file selected.	

[Back](#)

Please review the following information before 'FINAL SUBMIT'

If you would like to changes any information, Please use the links provided on the Left Menu Bar

Please verify your Mobile Number. [Click Here](#)

Personal Details

Candidate's Name	:	YOGESH	Date of Birth	:	02-02-1990
Gender	:	MALE	Father's/ Guardian's Name	:	RAM KUMAR
Mother's/ Guardian's Name	:	RADHA RANI	Nationality	:	INDIAN
Identity Type	:	PAN CARD	Identity Number	:	AISPY3412D
Category	:	GENERAL	Are you a PwD candidate as per the provisions of the RPwD Act 2016 ?	:	NO
Are You Diabetic ?	:	NO	Annual Income of the Parents/Guardian	:	Up to 100000
Marital Status	:	SINGLE	Are You a Disabled Defence Service Personal ?	:	NO
Are You a Ex-Service Man ?	:	NO			
Are you a Meritorius Sports Person ?	:	NO			
Are you a Government Employee?	:	NO			

Contact Details

Premises No/Name	:	A 3 NSIC BUILDING	Locality	:	OKHLA
Sub-Locality(Optional)	:	NA	Country	:	INDIA
State/UT	:	DELHI	District	:	SOUTH WEST DELHI
Pin Code	:	110045	Email Address	:	YK2021@YOPMAIL.COM
Mobile Number	:	8398888888	Alternate Mobile Number	:	NA

Aadhaar Details

Mobile Verify

Mobile Number * 8398888888

Captcha * 0678318



Enter verification code

SEND OTP



National Testing Agency

(An autonomous organization under the Department of Higher Education, Ministry of Education, Government of India)

Address for Correspondence First Floor,
NSIC-MDBP Building,
Okhla Industrial Estate, New Delhi - 110020

Help Line: For Technical support, contact following
during working days between 10.00 a.m. to 5.00 p.m.

✉ mgcuntrsupport@nta.ac.in

☎ 011-69227700,011-40759000

INFORMATION BROCHURE