



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency  
Excellence in Assessment



जवाहरलाल नेहरू विश्वविद्यालय  
Jawaharlal Nehru University



**INFORMATION BROCHURE & GUIDELINES  
FOR FILLING OF ONLINE APPLICATION FORM FOR  
RECRUITMENT OF NON-TEACHING POSTS IN  
JAWAHARLAL NEHRU UNIVERSITY  
NEW DELHI**

**Advt. No. 1/RC(NT)/2023)**

# NATIONAL TESTING AGENCY

## Vision

- To be a premier, specialist, autonomous and self-sustained National Testing Agency 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 preserve 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 classrooms.

*"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 011-69227700, 011-40759000 (from 09:30 hrs. to 18:00 hrs.)**

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## SECTION – A

### Information at A Glance

(Please refer to Information Brochure & Guidelines for details)

#### **Important Dates and Fee Details:**

<b>Online Submission of Application Form</b>		<b>20/02/23 (12:00hrs)</b>	
<b>Last date of successful transaction of fee through Credit/DebitCard/Net-Banking/UPI(SBI/HDFC)</b>		<b>10/03/23 (upto 23:50hrs)</b>	
<b>Fee Payable by Candidate</b>			
<b>Group</b>	<b>Category</b>	<b>Application Fee (Rs.)</b>	<b>Remarks</b>
<b>Posts of Group 'A'</b>	UR/EWS/OBC	1,500/-	<i>Processing charges &amp; Goods and Services Tax (GST) are to be paid by the candidate to the concerned Bank/ Payment Gateway Integrator, as applicable</i>
	SC/ST/Women	1,000/-	
	PWD	NIL	
<b>Posts of Group 'B' and Group 'C'</b>	UR/EWS/OBC	1,000/-	
	SC/ST/Women	600/-	
	PWD	NIL	
<b>Correction in Particulars of Application Form on website only</b>		<b>11/03/2023 to 12/03/2023 (upto 23:50hrs)</b>	
<b>Downloading of Admit Cards by the Candidates who have submitted Applications with successful payment of prescribed fee online through from the Portal (<a href="http://recruitment.nta.nic.in/">http://recruitment.nta.nic.in/</a>)</b>		<b>To be announced later through the website</b>	
<b>Date of Examination</b>		<b>To be announced later through the website</b>	
<b>Duration of Examination</b>		<b>As mentioned in the Scheme of Examination</b>	
<b>Timing of Examination</b>		<b>As indicated on Admit Card</b>	
<b>Centre, Date and shift of the Examination</b>		<b>As indicated on Admit Card</b>	
<b>Display of Recorded Responses and Answer Keys</b>		<b>To be announced later through the website</b>	
<b>Website</b>		<b>(<a href="http://recruitment.nta.nic.in/">http://recruitment.nta.nic.in/</a>)</b>	
<b>Declaration of Result on NTA website</b>		<b>To be announced later through the website</b>	

*[\*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 NTA website: <http://recruitment.nta.nic.in/> or [jnu.ac.in/career](http://jnu.ac.in/career). The Application Form in any other mode will not be accepted.
- Only one application is to be submitted by a candidate for one or more post(s) for which he/she is eligible for, with online payment of prescribed application fee (multiple of number of posts applied for). However, if it is found at a later stage that a Candidate has submitted more than one Application Forms for one or more post(s), his/her candidature shall be summarily rejected for all post(s)
- Candidates must follow the instructions given in the Information Brochure/Vacancy Circular and on the Portal: <http://recruitment.nta.nic.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. A candidate can apply for more than one posts for which he/she is eligible for, with online payment of prescribed fee (in multiple of no. of posts applied for). However, in case a candidate is found of having filled up more than one application forms for one or more posts, the Admit Card will be cancelled, his /her result will be withheld and /or his/her candidature will be forfeited for this/future examination.
    - 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.**  
Upload the scanned images of: (i) your latest passport size photograph (file size: 10 kb to 200 kb); (ii) own signature (file size: 4kb - 30kb) in jpg/jpeg format/file.

**Step-3: Pay fee using SBI/HDFC Payment Gateway through Debit Card/Credit Card/Net- banking/UPI/ Wallet and keep proof of fee paid safely for future reference.**
  - All the 3 Steps can be done together in one go or at different times.**
  - c. (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-2** of the Information Brochure), for ensuring the successful payment.
    - i. 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.
    - ii. 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.
  - d. 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://recruitment.nta.nic.in> & [www.jnu.ac.in/career](http://www.jnu.ac.in/career) at regular intervals and also to check their e-mail/ SMS for updates.

**Note:**

1. **The final submission of Online Application Form will remain incomplete if step-2 and step-3 under point 6 are not completed and fee has not been submitted. Such forms will stand rejected and no correspondence on this account will be entertained.**
2. *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 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 feedata recorded in the NIC Server.*
3. *The entire application process of the JNU 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 through Post/Fax/by Hand/E-mail*

**DISCLAIMER**

1. Candidates are advised to read the Information Brochure/Vacancy Circular carefully and go through the instructions there in, especially regarding filling of Online Application Form available on : <http://recruitment.nta.nic.in/>, before starting online registration.
2. Candidates should ensure that all information entered during the online registration process is correct.
3. Online information provided by candidates, like, name of candidate, date of birth, contact/ address details, Category and PwD 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.
4. 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, Number and Category of Posts**

#### **INTRODUCTION**

Jawaharlal Nehru University is the foremost university in India, and a world-renowned centre for teaching and research. Ranked number one in India by the National Assessment and Accreditation Council (NAAC) with a GradePoint of 3.91 (on a scale of 4), JNU was ranked no 3 among all universities in India by the National Institutional Ranking Framework, Government of India, in 2016 and no 2 in 2017. JNU also received the Best University Award from the President of India in 2017.

Still a young university, established by an act of Parliament in 1966, the strength, energy, and reputation of Jawaharlal Nehru University result from the vision that ideas are a field for adventure, experimentation and unceasing quest, and that diversity of opinions are the basis for intellectual exploration. JNU is the place for the intellectually restless, the insatiably curious, and the mentally rigorous, giving them the space to grow amidst the calmness of an oasis, a green lung within the hustle and bustle and the crowds of the capital city of India.

Many members of faculty and research scholars have won prestigious national and international awards for their academic work. A number of academic associations are headed by our faculty. Our expertise is highly sought after by the Government and many members of our faculty have served the Government of India in various capacities including as Ambassadors/ High Commissioners, and members of the important bodies like the Planning Commission. Many of our faculty members have also served and serve as Vice Chancellors of other universities.

Jawaharlal Nehru University has collaborated with universities across the world in research projects, conferences, and publications. It has many active MoUs with international and national universities and exchanges faculty and students with them regularly. We also host the Indian segment of some international degree programmes.

#### **Vision**

JNU campus is a microcosm of the Indian nation, drawing students from every nook and corner of the country and from every group and stratum of society. To make sure that this is so, annual admission tests are simultaneously held at centres in various parts of the country (and at one centre abroad in Kathmandu, Nepal) and special care is taken to draw students from the underprivileged castes and ethnic groups. International students form nearly **15%** per cent of the annual intake and as of now come from **approx. 30 - 35** countries across the continents.

#### **Mission Statement**

The mission of the University is social contribution through education and learning, using advanced research tools and methodologies at the highest levels of excellence matching international standards. Towards this mission, JNU will strive to:

- Synergize the potential of JNU faculties and their innovative ideas and efforts to achieve the highest degree of academic excellence.
- Keep the University at the forefront by initiating innovative, fundamental and inter/multi/trans- disciplinary courses that meet the needs of the society by contributing to new research evidences and also by preparing new generation of scientists to address the challenges faced by the society.

The full details about the Jawaharlal Nehru University are available at [www.jnu.ac.in](http://www.jnu.ac.in)

### Number And Category of Posts

Applications are invited from eligible candidates for the following non-teaching posts in the Pay Levels indicated against each post plus usual allowance as admissible as per University rules:

S. No.	Name of Post	Group/ Pay Level	No. of Post(s)	Category						Max. Age Limit
				UR	EWS	OBC	SC	ST	PwD	
1.	Deputy Registrar	Group A Level-12	02	-	-	01	-	01	-	50
2.	Assistant Registrar	Group A Level-10	03	03	-	-	-	-	-	40
3.	Public Relation Officer	Group A Level-10	01	01	-	-	-	-	-	40
4.	Section Officer	Group B Level-7	08	05	-	02	-	01	-	40
5.	Senior Assistant	Group B Level-6	08	05	-	01	01	-	01(VH)	40
6.	Assistant	Group C Level-4	03	-	-	-	2	-	01 (UR/PH/HH)	40
7.	Junior Assistant	Group C Level-2	106	47	4	28	17	06	01 (D,HH) 01 (OA, BA, OL, BL, OAL, CP, LC, Ds, AAV) 01 (ASD, SLD, MI & MD) 01 (B, LV)	40
8.	Multi Tasking Staff (MTS)	Group C Level-1	79	32	7	24	7	5	01(OH (OA, OL, OLA)) 01[VH (B, LV)] 01(HH) 01 (ASD, SLD, MI & MD)	40
9.	Private Secretary	Group B Level-7	01	01	-	-	-	-	-	40
10.	Personal Assistant	Group B Level-6	06	03	-	01	01	-	01(OH)	40
11.	Stenographer	Group C Level-4	22	10	02	05	03	01	01(VH)	40
12.	Research Officer	Group A Level-10	02	01	-	01	-	-	-	40
13.	Editor Publication	Group A Level-10	02	01	-	01	-	-	-	40
14.	Curator	Group A Level-10	01	01	-	-	-	-	-	40
15.	Assistant Librarian	Group A Level-10	01	-	-	01	-	-	-	40
16.	Professional Assistant	Group B Level-6	01	01	-	-	-	-	-	40
17.	Semi Professional Assistant	Group C Level-5	08	04	-	02	01	-	01 (ASD/SLD/MI&MD involving (A) to (D) above)	40
18.	Cook	Group C Level-2	19	08	02	05	03	-	01(OH-OL)	40
19.	Mess Helper	Group C Level-1	49	16	05	13	08	05	01(VH-LV) 01(HH)	40
20.	Assistant Engineer (Civil)	Group B Level-7	01	01	-	-	-	-	-	40
21.	Junior Engineer (Electrical)	Group B Level-6	01	-	-	01	-	-	-	40



22.	Works Assistant	<b>No. of Post</b>	Group C	16	13	-	01	01	-	01 (B.LV)	40
	Wireman	8	Level-3								
	Wireman (Telephone)	2									
	Carpenter	5									
	Mason	1									
23.	Engineering Attendant	<b>No. of Post</b>	Group C	22	11	02	06	-	02	01 (OA, OL, OAL, Dw, AAV)	40
	Khalasi (Civil)	09	Level-1								
	Khalasi (Electrical)	13									
24.	Lift Operator		Group C	03	02	-	01	-	-	-	40
			Level-2								
25.	Senior System Analyst		Group A	01	01	-	-	-	-	-	50
			Level-12								
26.	System Analyst		Group A	02	01	-	01	-	-	-	40
			Level-10								
27.	Senior Technical Assistant		Group B	02	02	-	-	-	-	-	40
			Level-6								
28.	Computer Operator		Group B	01	01	-	-	-	-	-	40
			Level-6								
29.	Technical Assistant		Group C	01	01	-	-	-	-	-	40
			Level-5								
30.	Junior Technician (CLAR)		Group C	01	01	-	-	-	-	-	40
			Level-3								
31.	Junior Operator		Group C	02	01	-	01	-	-	-	40
			Level-5								
32.	Statistical Assistant		Group C	02	01	-	01	-	-	-	40
			Level-5								
33.	Technician A (USIC)		Group C	01	01	-	-	-	-	-	40
			Level-1								
34.	Assistant Manager (Guest House)		Group C	01	-	-	01				40
			Level-5								
35.	Cartographic Assistant		Group C	01	01	-	-	-	-	-	40
			Level-5								
36.	Laboratory Assistant		Group C	03	02	-	01	-	-	-	40
			Level-4								
37.	Laboratory Attendant		Group C	02	01	-	01	-	-	-	40
			Level-1								
38.	Staff Nurse		Group B	01	01	-	-	-	-	-	40
			Level-7								
39.	Sports Assistant		Group C	01	01	-	-	-	-	-	40
			Level-2								
40.	Junior Translator Officer		Group B	01	-	-	01	-	-	-	40
			Level-6								
<b>Total</b>				<b>388</b>							

Nature of Physical Disabilities: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities, SD=Spinal Deformity, SI=Spinal Injury

## SECTION – C

### **Details of posts and their eligibility requirements**

#### **1- Deputy Registrar**

##### **Essential Qualification/Experience**

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever gradingsystem is followed.
- ii) Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

#### **2- Assistant Registrar**

##### **Essential Qualification**

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever gradingsystem is followed.
- ii) The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

#### **3- Public Relation Officer**

##### **Essential Qualification/Experience**

- i) Master's 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 recognized University/Institute.
- ii) At least five years' experience in the Editorial Department/Centre of any central-State Government Department/PSU/Central/State Educational Institutions established English/Regional newspaper accredited with ABC, National News Agency, Radio or Television, Film Media, Reputed advertising agencies with excellent command of speaking in English, Hindi and regional language.

##### **Desirable**

Good working knowledge of Computer Applications

#### **4- Section Officer**

##### **Essential Qualification/Experience**

- i) A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii) Three Years' Experience as Senior Assistant in the Level 6 or eight years as Assistant in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Computer Operation, noting and drafting.

#### **5- Senior Assistant**

##### **Essential Qualification/Experience**

- i) Bachelor's degree from a recognized University / Institution.
- ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State 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) Proficiency in Typing, Computer applications, noting and drafting.

## **6- Assistant**

### **Essential Qualification/Experience**

- i) A Bachelor's Degree from any recognized Institute/ University.
- ii) Two-year experience as Junior Assistant/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.

## **7- Junior Assistant**

### **Essential Qualification**

- i) A Bachelor's Degree from any recognized Institute/ University.
- ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm
- iii) Proficiency in Computer Operations.

## **8- MTS (Office Attendant)**

### **Essential Qualification**

- i) 10th Pass from a recognized Board

## **9- Private Secretary**

### **Essential Qualification/Experience**

- i) A Bachelor's Degree from a recognized University/Institute.
- 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.
- iii) English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi.
- iv) Knowledge of computer applications.

### **Skill Test Norms on Computer**

Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi  
Transcription: 50 minutes (English)/ 60 minutes (Hindi)

### **Desirable**

- i) Proficiency in English & good communication skills.

## **10- Personal Assistant**

### **Essential Qualification/Experience**

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.
- iii) Knowledge of Computer Applications.
- iv) Two years' experience as Stenographer or equivalent in Central State Govt. Organizations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

### **Skill Test Norms on Computer**

Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes (English)/ 55 minutes (Hindi)

**Desirable**

- i) Proficiency in English and good communication skills.

**11- Stenographer**

**Essential Qualification/Experience**

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.
- iii) Knowledge of Computer Applications.

**Skill Test Norms on Computer**

Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi

**Desirable**

- i) Proficiency in English and good communication skills.

**12- Research Officer**

**Essential Qualification/Experience**

- i) Master's Degree or equivalent with 55% marks in relevant\* field from the recognized University/Institution.
- ii) 08 years of experience in the relevant\* field in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in pay level 08 or equivalent or above

**13- Editor Publication**

**Essential Qualification/Experience**

- i) Master's degree with 55% marks from a recognised University/Institution.
- ii) 08 years' experience in publication work including experience of research/teaching, editorial and translation work, technique of printing and production of books with reasonable working knowledge in publishing software in pay level 08 or above in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognised Research or Higher Educational Institutions

**14- Curator**

**Essential Qualification/Experience**

- i) Master's Degree in Science with 55% marks or Bachelor's degree in Engineering or Technology/Ph.D in Science or Engineering with 60% marks.
- ii) 08 years of experience in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in pay level 8 or above in the relevant field.

**15- Assistant Librarian**

**Essential Qualification**

- i) A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed.
- ii) A consistently good academic record with knowledge of computerization of library.

- iii) Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of M. Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges /Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners.
- c) Open Ph.D. viva voce of the candidate had been conducted.
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.

**Note:**

- i) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

**16- Professional Assistant**

**Essential Qualification/Experience**

- i) Master's Degree in Library & Information Science from any recognized 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.

OR

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.

- ii) Knowledge of Computer Applications.

**17- Semi Professional Assistant**

**Essential Qualification/Experience**

Master's Degree in Library Science and Information Science from any recognized University/Institution

OR

Bachelor's Degree in Library/ Library and Information Science from a recognized Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.

**18- Cook**

**Essential Qualification/Experience**

- i) 10<sup>th</sup> Class from a recognized Board.
- ii) ITI Trade certificate in Bakery and Confectionery (one year duration).
- iii) 03 years' experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organizations

**19- Mess Helper****Essential Qualification/Experience**

- i) 10<sup>th</sup> Class from a recognized Board
- ii) 03 years relevant experience in educational institutions or University's Mess / canteen as Mess Helper /Attendant or equivalent.

**20- Assistant Engineer (Civil)****Essential Qualification/Experience**

BE/B.Tech. in Civil Engineering from a recognized Institution with 55% marks with at least five years of regular service as Junior Engineer (Civil) or equivalent in Pay Level 06 in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

**21- Junior Engineer (Electrical)****Essential Qualification/Experience**

BE/B.Tech. in Electrical Engineering from a recognized Institution with one year relevant experience.

OR

Diploma in Electrical Engineering and three years' experience in relevant field in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.

**22- Works Assistant (Engineering Service) [Wireman, Wireman (Telephone), Carpenter, Mason]****Essential Qualification/Experience**

- i) ITI Diploma with minimum of 2 years duration in the relevant trade from a Government recognized Institute;and
- ii) Five years' experience in relevant field in Central/ State Governments/Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions

OR

- iii) Five years' experience with Government Contractor registered in Class 2 Category/Private Limited Company.

**23- ENGINEERING ATTENDANT [KHALASI (CIVIL/ELECTRICAL)]****Essential Qualification/Experience**

- i) ITI Diploma with minimum of 2 years duration in the relevant trade (Electrician/Wiremen/Fitter/Turner/ Welder/Mason) from a Government recognized Institute; and
- ii) Two years' experience with Government Contractor registered in Class 2 Category/Private Limited Company.

**24- Lift Operator****Essential Qualification/Experience**

- i) ITI Diploma with minimum of 2 years duration in the wiremen/electrician trade from a government recognized Institute. OR 10th pass certificate and having valid lift operator license issued by Labour Ministry of State/Central Government; and
- ii) 2. Minimum of 2 years' experience as a Lift Mechanic in a lift manufacturing company.

### **25- Senior System Analyst**

#### **Essential Qualification/Experience**

B.E. /B.Tech.(Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

**OR**

M.Sc. (Computer Science)/MCA/M.Tech. (Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions.

### **26- System Analyst**

#### **Essential Qualification/Experience**

- 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.

**OR**

- 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.

### **27- Senior Technical Assistant**

#### **Essential Qualification/Experience**

- i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.

**OR**

M.C.A./M.Sc. in Computer Science

- ii) 02 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.

### **28- Computer Operator**

#### **Essential Qualification/Experience**

- i) B.Tech/B.E. in Computer Science/ Information Technology from recognized University/Institute with 50% marks.
- ii) Five years of experience in Pay Level 4 and above in Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized Research or Higher Educational Institutions in Computer related activity in a reputed institute.

### **29- Technical Assistant**

#### **Essential Qualification/Experience**

- i) Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.
- ii) 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.

### **30- Junior Technician (CLAR)**

#### **Essential Qualification**

12th with Science from a Government recognized board with at least 50% marks

OR

12th from a government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade.

OR

Diploma in Engineering of three years duration in relevant field from a government recognized Polytechnic /Institute

### **31- Junior Operator**

#### **Essential Qualification/Experience**

- i) Graduation in any discipline with at least 50% of marks from a recognized University or equivalent with one year or diploma course from any University/Institute in any field related to Computer Science or Electronics.
- ii) Five (05) years' experience in Computer related activity in a reputed institute.

### **32- Statistical Assistant**

#### **Essential Qualification**

Bachelor's Degree in Statistics OR

Bachelor's Degree in Mathematics with Statistics as one of the subjects OR

Bachelor's Degree in Economics with Statistics as one of the subjects OR

Bachelor's Degree in Commerce with Statistics as one of the subjects

### **33- Technician 'A' USIC**

#### **Essential Qualification/Experience**

10th passed with ITI certificate in Electrical/Mechanical Engineering etc. with 3 years experience in the relevant\*field.

### **34- Assistant Manager (Guest House)**

#### **Essential Qualification/Experience**

Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with five years relevant experience in a minimum three star Hotel.

OR

Diploma in Hotel Management or allied field from a recognized University / Institution with seven years relevant experience in a minimum three star Hotel.



**Note:**

1. A certificate of the employer with regard to 3 star hotel shall be submitted by the candidate.
2. Such candidate should have a minimum Gross salary of Rs. 45,000 p.m (excluding perks).

**35- Cartographic Assistant**

**Essential Qualification/Experience**

- i) Bachelor's Degree in Geography/ Geology from a recognized University/ Board with 50% marks.
- ii) Mandatory to furnish a certificate of having Experience/ Training in Remote Sensing, Digital Mapping & GPS in a Research/Teaching/ Scientific or Government Cartographic or Geographic Organization.

**36- Laboratory Assistant**

**Essential Qualification/Experience**

- i) Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.
- ii) 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.

**37- Laboratory Attendant**

**Essential Qualification**

10+2 with Science stream from any recognized Central/ State Board.

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

**38- Staff Nurse**

**Essential Qualification/Experience (A)**

- i) B.Sc. (Hons.) in Nursing from a recognized University or Institute; Or Regular course in B.Sc. Nursing from a recognized University or Institute; or Post Basic B.Sc Nursing from a recognized University or Institute; and
- ii) Registered as a Nurse or Nurse and Mid-wife (RN or RN & RM) with State Nursing Council;

OR

**(B)**

- i) Diploma In General Nursing Mid-wifery from a recognized Board or Council; and
- ii) Registered as a Nurse or Nurse and Mid-wife (RN or RN& RM) with State Nursing Council; and
- iii) One year's experience in minimum 50 bedded hospitals after acquiring the educational qualification mentioned at B (i) above.

### **39- Sports Assistant**

#### **Essential Qualification**

The candidate should be Bachelor of Physical Education (B. P. Ed) from any institute recognized by National Council for Teacher Education (NCTE).

### **40- Junior Translator Officer**

#### **Essential Qualification/Experience**

- i) 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 the two as a medium of examination and the other as a compulsory or elective subject at the degree level

AND

- ii) 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.
- iii) Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.

## SECTION – D

### General Terms & Conditions for applicants and age limit etc.

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 Pay Level plus allowances as admissible in the University. Applicants are required to produce specific certificates as per eligibility conditions.
2. The University reserves the right to conduct or not to conduct Practical/Trade Test wherever deemed fit. The University also reserves the right to conduct Practical/Trade Test for the post (s) not mentioned above as per the requirement. The detail modalities/guidelines will be decided by the Competent Authority of Jawaharlal Nehru University as per its requirement.
3. The written and skill tests will be conducted by National Testing Agency (NTA).
4. **Age Relaxation:**

S. No.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1.	SC/ST	5 Years
2.	OBC (NCL)	3 Years
3.	PWD	10 Years
4.	PWD + OBC (NCL)	13 Years
5.	PWD + SC/ST	15 Years
6.	Ex-servicemen and commissioned Officers including ECO/SSCOs	5 Years
7.	Permanent employee in Government Department/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertaking	5 years or the number of years (in completed years) 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:*

- i) The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Disabilities, 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.
  - ii) There shall be no upper age limit for regular employees of the Jawaharlal Nehru University subject to the condition that they have rendered at least three years of regular service on the closing date for submission of the application for direct recruitment.
  - iii) *The crucial date for determining the age shall be 31/03/2023.*
5. There would be 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 PwD category.

**However, SC/ST/OBC(NCL)/PWD 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)/PWD) 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.**

**(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 (PwD):**

*As per Section 2(t) of the RPwD Act, "Persons with Disability (PwD)" 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 PwD 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-DD-III dated August 29, 2018), the PwD 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.*

*PwD 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 (PwD 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 4 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:-
    - i. Chief Medical officer/Civil Surgeon/Chief District Medical Officer.....Chairperson
    - ii. Orthopaedic/PMR specialist
    - iii. Neurologist, if available\*
    - iv. Clinical Psychologist/Rehabilitation Psychologist/ Psychiatrist/Special Educator
    - v. Occupational therapist, if available\*
    - vi. 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.
- 6. Caste/Category Certificate:**
- 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. The vacancies are being advertised in financial year **2022-23**, therefore, valid NCL-OBC certificate issued during the period from **01.04.2022 to 31.03.2023** will be considered valid. Candidates who have NCL-OBC certificate issued before **01.04.2022** 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 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016. 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 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 31.01.2019. 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 31.01.2019. Therefore, a valid EWS certificate (current Financial Year) 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. The 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 PwD category, the applicant's relevant disability should not be less than 40%. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
7. Those who are in employment with state/Central Govt. /PSU/Autonomous Bodies must submit a **"NO OBJECTION CERTIFICATE"** from the employer at the time of verification of documents/at the time of interview, wherever applicable, (as Annexure 'A'). Failure to submit the NOC will lead to cancellation of candidature.
8. Canvassing in any form will be a disqualification.
9. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
10. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the University reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
12. The University reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
13. 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.
14. 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 Jawaharlal Nehru University/NTA 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.
15. 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

16. 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 may be made based on information provided in the application form before declaration of results as decided by the University. 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.
17. 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 criteria and verification of documents. Further, in case it is found that the documents/information submitted by the candidate is 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.
18. 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.
19. In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
20. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the 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.
21. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
22. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the University shall be final.
23. Any corrigendum/addendum etc or any other information related this recruitment process shall be uploaded on University/NTA website only.
24. *The previous advertisements No. 03/RC(NT)/2019 dated 05.01.2019, No. 04/RC(NT)/2019 dated 16.02.2019, No. 09/RC(NT)/2019 dated 09.11.2019 and No. 01/RC(NT)/2021 dated 04.09.2021 stand withdrawn vide notification No. 19/Recruitment/2022 dated 02.02.2023. The candidates who applied earlier for these posts **need to apply again**.*
25. The Scheme of examination for all the advertised posts is attached with this advertisement.
26. The weightage for written test (Paper-I & Paper-II) will be 70% and for Interview/Personality Test will be 30%.
27. The ratio of the number of 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.

28. Applicants may apply for one or more than one posts as per their eligibility criteria. However, the candidate will have to deposit application fee for each post separately.
29. The fee once paid will not be refunded or adjusted under any circumstances.
30. For any technical query/issue if any faced by the applicant/candidate while applying, please contact at 011-40759000/69227700.
31. No TA/DA will be paid for appearing in any written test/Interview/skill test/practical/trade test for any post.
32. Decision of the University as to the eligibility or otherwise of the candidates at any stage of the selection process shall be final.
33. The decision of the University in all matters relating to recruitment will be final and binding on all.
34. The Candidates are advised to apply through the portal at <http://recruitment.nta.nic.in> . For further information including Eligibility, Age Limit, Reservations, mode of recruitment, Scheme of Examination etc., detailed advertisement are also available at <https://www.jnu.ac.in/career> and <http://recruitment.nta.nic.in>.
35. Applications for the above posts will be received only in online mode.  
The closing date of applying online application will be **10<sup>th</sup> March 2023 at 11.59 P.M**



## SECTION - E

### **Scheme of Examination for different posts**

The followings shall be the Scheme of Examination, components of Written Test (Paper-I & Paper-II)- Skill Test & Interview/Personality Test and its syllabus for recruitment to the non-teaching posts by direct recruitment:

#### **A. Paper - I (MCQ Type) for all non-teaching posts:**

Paper - I (MCQ Type)	Test Components	Duration: 2 hours	
		No. of Questions	Marks
(i)	General Awareness	30	60
(ii)	Reasoning Ability	35	70
(iii)	Mathematical Ability	35	70
(iv)	Test of Language: English Or Hindi	30	60
(v)	Computer Awareness	20	40
<b>Total</b>		<b>150</b>	<b>300</b>

\*Extra time will be given to the PwD candidates as per applicable rules.

#### **Syllabus:**

- (i) 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 its neighboring countries, especially pertaining to History, India Policy & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/ International Organizations/ Institutions eventsetc.
- (ii) Reasoning Ability:** The syllabus 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.
- (iii) Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, and Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, it's Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

- (v) **Computer Awareness:** The test will cover Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet, and Security & Networking etc.

**B. Paper – II (MCQ) for following posts:**

<b>Duration: 1½ Hours</b>		<b>Questions: 50</b>	<b>Marks: 100</b>
<b>S. No.</b>	<b>Name of Post</b>	<b>Syllabus</b>	
1.	Deputy Registrar	<p><b>1. Establishment/Financial Matters:</b> Advances, Children Education Allowance, Compensatory Allowances, CCS(Conduct) Rules, Departmental Promotion Committee, MACP, Deputation and Foreign Service, CCS(CCA)-Rules, House Allotment Rules, Income Tax, Joining Time, Leave Rules, Leave Travel Concession (LTC), CGHS, Medical Attendance Rules (CSMA Rules), Pay &amp; Allowances, Pay Fixation, Provident Fund, Pension Rules, Reservations and Concession in appointments, Resignation, Removal and Dismissal, Retirement on Superannuation, Seniority and Promotion, Travelling Allowance, National Pension System and other Establishment matters. General Financial Rules-2017, Procurement of Goods and Services, works, PFMS, CANAccount, Treasury Single Account (TSA) <b>(40 Questions)</b></p> <p><b>2. University Administration:</b> This section will contain questions on University Administration, such as powers and functions of the University Authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance committee, procedure for making of Statues, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statues and Ordinances of the University. <b>(10 Questions)</b></p> <p>The questions will be designed to test the domain knowledge of the candidate of word processing, data analysis packages, Computer Applications, Components of Computer, Hardware &amp; Software, Operating Systems, Word Processing, Internet, and Security &amp; Networking etc, and other related fields pertaining to the job. <b>(50 Questions)</b></p> <p>The questions will be designed to test the domain knowledge of the candidate in Building Materials, Surveying, Soil Mechanics, Hydraulics, Environmental, Structural Engineering, Concrete Technology, RCC Designs (RCC Beams &amp; SteelDesign) etc, and other related fields pertaining to the job. <b>(50 Questions)</b></p> <p>The questions will be designed to test the domain knowledge of the candidate in Basic Electric Engineering, Electrical Machines &amp; General Transmission &amp; Distribution etc, and other related fields pertaining to the job. <b>(50Questions)</b></p> <p>Subject specific laboratory based practical questions and knowledge of Computers with special reference to word</p> <p>Processing and data analysis packages etc, and other related fields pertaining to the job. <b>(50 Questions)</b></p>	
2.	Assistant Registrar		
3.	Section Officer		
4.	Senior Assistant		
5.	Senior System Analyst		
6.	System Analyst		
7.	Assistant Engineer (Civil)		
8.	Junior Engineer (Electrical)		
9.	Senior Technical Assistant		
10.	Computer Operator		

**C. Skill Test for following posts: (Qualifying)**

S. No.	Name of Post	Syllabus		
1	Private Secretary	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @120 WPM in English @100 WPM in Hindi	50 Minutes in English 60 Minutes in Hindi
		(Not more than 5% mistakes are permissible)		
2	Personal Assistant	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @100 WPM in English OR Hindi	40 Minutes in English 55 Minutes in Hindi
		(Not more than 5% mistakes are permissible)		
3	Stenographer	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @80 WPM in English OR Hindi	50 Minutes in English 65 Minutes in Hindi
		(Not more than 5% mistakes are permissible)		
4	Assistant	Skill Test - Typing (Qualifying)	Test Components	
5	Junior Assistant		35 WPM in English 30 WPM in Hindi	

**D. Practical /Trade test for following posts : (Qualifying)**

S. No.	Name of Post	Group / Pay Level	Practical /Trade test (to be conducted by JNU)
1.	Technical Assistant	Group C / Level - 5	Practical
2.	Laboratory Assistant	Group C / Level - 4	Practical
3.	Staff Nurse	Group B / Level - 7	Practical
4.	Junior Operator	Group C / Level - 5	Practical
5.	Junior Technician (CLAR)	Group C / Level-3	Trade Test
6.	Lift Operator	Group C / Level-2	Trade Test
7.	Cook	Group C / Level-2	Trade Test
8.	Laboratory Attendant	Group C / Level-1	Trade Test
9.	Technician 'A'	Group C / Level-1	Trade Test
10.	Works Assistant	Group C / Level-3	Trade Test

**Note: The University reserves the right to conduct or not to conduct Practical/Trade Test wherever deemed fit. The University also reserves the right to conduct Practical/Trade Test for the post (s) not mentioned above as per the requirement. The detail modalities/guidelines will be decided by the Competent Authority of Jawaharlal Nehru University as per its requirement.**

**E. Interview/Personality Test for ALL POSTS OF GROUP A (Pay Level-10 & above) : (100 Marks)**

- i. The interview/personality test shall be conducted 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.
- ii. The weightage for written test (Paper-I & Paper-II) will be 70% and for Interview/Personality Test will be 30%, wherever applicable.

**Note:**

1. The question paper would be bilingual (English and Hindi), except part (iv) of Paper-I (Test of Language: English Or Hindi) and the applicant will have the option to respond in either of the languages.
2. The minimum qualifying marks to be secured in Paper I & Paper II (wherever applicable) shall be as follows:
  - i. *For General/EWS Candidates : 40%*
  - ii. *For OBC (NCL) candidates : 35%*
  - iii. *For SC/ST/PwD candidates : 35%*
3. Skill test will be conducted by NTA of only for such candidates as under:
  - a. Private Secretary/Personal Assistant/Stenographer: 10 times of the Number of vacancies.
  - b. Assistant/Junior Assistant: 5 times of the Number of vacancies.
4. The number of candidates for interviews/personality test (wherever applicable) will be called 15 times of the vacancies for the respective posts.
5. Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
6. The University reserves the right to decide the Cut-off mark to shortlisting the candidates as deemed fit.
7. There shall be negative marking for wrong answers in paper I and paper II to the tune of 1/4<sup>th</sup> of marks allocated per question.
8. In case of direct recruitment of Group A posts, the merit shall be drawn only for candidates who qualify paper I, paper II (wherever applicable) and Personality Test/Interview separately. The merit shall be drawn on the basis of combined scores of paper I, paper II (wherever applicable) and Personality Test/Interview. However, the weightage will be 70% for written examination and 30% for Personality Test/Interview.
9. In case of bunching /bracketing of candidates in the results of the written test the priority/meritlist 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 preferences.
- c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots

## Cities for Exam Centres for JNU Recruitment Test (Non-Teaching Posts)-2023

Sr.no.	Zone	State	City	City Code
1	South	Andhra Pradesh	Guntur	AP07
2	South	Andhra Pradesh	Visakhapatnam	AP18
3	East	Assam	Guwahati	AM02
4	North	Bihar	Patna	BR07
5	West	Chandigarh	Chandigarh/Mohali/Panchkula	CH01
6	West	Chhattisgarh	Raipur	CG03
7	North	Delhi	Delhi/New Delhi	DL01
8	West	Gujarat	Ahmedabad/Gandhinagar	GJ01
9	North	Haryana	Faridabad	HR03
10	North	Haryana	Gurugram	HR04
11	North	Himachal Pradesh	Shimla	HP06
12	North	Jammu & Kashmir	Jammu	JK02
13	East	Jharkhand	Ranchi	JH04
14	South	Karnataka	Bengaluru	KK04
15	South	Kerala	Ernakulam/Moovattupuzha	KL04
16	South	Kerala	Thiruvananthapuram	KL17
17	West	Madhya Pradesh	Bhopal	MP03
18	West	Madhya Pradesh	Indore	MP07
19	West	Madhya Pradesh	Jabalpur	MP08
20	West	Maharashtra	Mumbai/Navi Mumbai	MR16
21	West	Maharashtra	Nagpur	MR17
22	West	Maharashtra	Pune	MR22
23	East	Manipur	Imphal	MN01
24	East	Odisha	Bhubaneswar	OR04
25	North	Punjab	Jalandhar	PB04
26	North	Rajasthan	Jaipur	RJ06
27	North	Rajasthan	Jodhpur	RJ07
28	North	Rajasthan	Kota	RJ08
29	North	Rajasthan	Udaipur	RJ11
30	East	Sikkim	Gangtok	SM01
31	South	Tamil Nadu	Chennai	TN01
32	South	Tamil Nadu	Coimbatore	TN02
33	South	Telangana	Hyderabad/Secunderabad	TL01
34	East	Tripura	Agartala	TA01
35	North	Uttar Pradesh	Agra	UP01
36	North	Uttar Pradesh	Allahabad/Prayagraj	UP03
37	North	Uttar Pradesh	Ghaziabad	UP07
38	North	Uttar Pradesh	Kanpur	UP11
39	North	Uttar Pradesh	Lucknow	UP12
40	North	Uttar Pradesh	Noida/Greater Noida	UP09
41	North	Uttar Pradesh	Varanasi	UP18
42	North	Uttar Pradesh	Meerut	UP14
43	North	Uttar Pradesh	Gorakhpur	UP08
44	North	Uttarakhand	Dehradun	UK01
45	North	Uttarakhand	Haldwani	UK02
46	East	West Bengal	Kolkata	WB10

**Note :** NTA 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.

### 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 @ 18 % 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)]:

S. No.	Mode of Payment	HDFC BANK		STATE BANK OF INDIA		
		1	Net Banking	HDFC	NIL Charge	SBI
Other Banks	4.00 + GST			Other Banks		
2	All Debit Card	HDFC or Other Banks	Transaction upto Rs 2000/-	0%	Nil	Transaction upto Rs 2000/-
			Transaction above Rs 2000/-	0%		Transaction above Rs 2000/-
3	Credit Card	Domestic	0.40% of Fee + GST		Domestic	0.80% of Fee+ GST (Minimum Rs 11/-)
		International	Nil Charge		International	3.50% of Fee+ GST (Minimum Rs 11/-)
4	Unified Payment Interface (UPI)	Nil Charge				Transaction upto Rs 2000/-
						Transaction above Rs 2000/-

### 2. Procedure for Online Payment of Fees and Helpline for Payment-Related Queries

After completing Step 2 of the Online Application Form, the candidate may remit the examination fee (Step 3) in the following manner:

- Check the validity of the Debit/ Credit Card and keep it ready with you while logging on to the website for submitting Application Form. The candidates should enter the information asked for and make payment through a Debit/ Credit Card.
- Through Net Banking, check the balance in your account and keep all credentials ready with you while logging on to the website for making payments. The candidates should log in with his/her credentials of net banking and make payments accordingly.

### 3. Helplines:

#### a) If Paying through State Bank of India (SBI):

Level	Name	Email ID	Contact Number
1	Helpdesk	<a href="mailto:dgmcs.cc@sbi.co.in">dgmcs.cc@sbi.co.in</a>	18004253800
2	Helpdesk3	<a href="mailto:sbi.05222@sbi.co.in">sbi.05222@sbi.co.in</a>	08026599990
3	Customer Care	<a href="mailto:agmcustomer.lhodel@sbi.co.in">agmcustomer.lhodel@sbi.co.in</a>	1800112211
4	Through SMS	<a href="tel:UNHAPPY">UNHAPPY (add text)</a>	8008202020

#### b) If Paying through HDFC Bank:

Level	Name	Email ID	Contact Number
1.	Shri Vikram Singh	<a href="mailto:vikram.singh4@hdfcbank.com">vikram.singh4@hdfcbank.com</a>	9799810080
2.	Amit Singh	<a href="mailto:amit.singh26@hdfcbank.com">amit.singh26@hdfcbank.com</a>	7428869770
3.	Shri Ripon Bhattacharjee	<a href="mailto:ripon.bhattacharjee@hdfcbank.com">ripon.bhattacharjee@hdfcbank.com</a>	9625031697

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

**Email:** [jnursupport@nta.ac.in](mailto:jnursupport@nta.ac.in)

**Phone No.:** 011-69227700, 011-40759000

**4. 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).



## NO OBJECTION CERTIFICATE (NOC)

ENDORSEMENT/Certificate to be furnished by the EMPLOYER/Head of Office/Forwarding Authority  
(FOR APPLYING THROUGH PROPER CHANNEL)

1. It is certified that Mr./Mrs./Miss/Dr. \_\_\_\_\_ Designation\_\_\_\_\_in Pay Level\_\_\_\_\_is presently working in the temporary/permanent capacity with effect from\_. This organization has no objection for his/her applying to the post of \_\_\_\_\_against Advt. No. \_\_\_\_\_.
2. It is also certified that no disciplinary/vigilance case has ever been contemplated or pending againsthim/her and his/her integrity is beyond doubt.
3. In the event of his/her selection, he/she will be relieved from the services of the\_\_\_\_\_ (Organization name).
4. This NOC may please be treated as applied through proper channel.

Date:  
Place:

Signature;  
Name:  
Designation:  
(Full office address and Seal)

*(Note: This certificate should be produced on respective organization's letter head duly signed by the Competent Authority)*

**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 he/she 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 – Orthopedicspecialist/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 centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). 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 the qualification of scribe is \_\_\_\_\_. In case, subsequently it is found that the qualification of scribe is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to admission and claims relating there to.

(Signature of the candidate with Disability)

**Photograph  
of Candidate  
same as  
uploaded in  
online  
application**

**Photograph  
of Scribe**

(Self-Attested  
Photograph)

Place:  
Date:

Name of Scribe	ID of the Scribe	ID NO.

## Replica of Online Application Form

[Home](#)

## Steps to apply online

- ✓ Apply for Online Registration
- ✓ Fill Online Application Form
- ✓ Pay Examination Fee

Application Form

JNU Recruitment Examination

[New Registration](#)

## Only Registered Candidates Sign In

Application Form

JNU Recruitment Examination

Application No

Password

Security Pin as shown below  
(Case Sensitive)

Security Pin

9DN437

[Sign In](#)[Forgot Password ?](#)[Forgot Application No ?](#)

## Instructions and Procedure for online submission of Application Form

[Download Information Bulletin](#)

1. Please read the instructions, procedure and complete advertisement with instructions carefully before you start filling the Application Form.
2. Candidate can apply for Various Post in **Jawaharlal Nehru University (JNU) Recruitment 'ON-LINE'** only through official website <https://www.jnu.ac.in/career>.
3. Please ensure your eligibility as per the criteria laid down for the Post you apply for in **Jawaharlal Nehru University (JNU) Recruitment**.
4. **Examination Fees**

The fee (in Indian Rupees) per Post for The Jawaharlal Nehru University (JNU) Recruitment is as follows:

EXAMINATION FEE DETAIL							
POST	UR	EWS	OBC	SC	ST	WOMEN	PWD
GROUP A	1500	1500	1500	1000	1000	1000	0
GROUP B & C	1000	1000	1000	600	600	600	0

Processing charges and Goods & Services Tax (GST), if applicable, will be charged extra by the Bank which the applicant shall have to pay.

5. The fee is to be submitted through Net Banking/Debit/Credit Card.

### 6. Application Procedure: Steps to be followed to apply online

**Step 1: Registration for Online Application Form** and note down system generated **Application Number**. The candidate should supply all the details while filling the Online Application Form and is also required to create **PASSWORD** and choose **Security Question** and enter his/her Answer. After successful submission of the personal details, 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 correspondence. For subsequent logins, candidate will be able to login directly with the respective system generated **Application Number** and created **Password**.

**Step 2: Complete the Application Form** Candidate can login with the system generated Application Number and created Password for completing the Application Form.

**Upload Scanned Images of Candidate Photograph and Signature.**

1. Scanned photograph and signature should be in JPG format.
2. Size of scanned photograph should be between 10 kb to 200 kb.
3. Size of scanned signature should be between 4 kb to 30 kb.
4. **The photograph should be coloured or black/white (but clear contrast).**
5. Scanned image of photograph clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles.

**Note:** Upload the correct Photograph and Signature with the facility for correction in images will not be given.

**Step 3: Pay Examination Fee using Net Banking/Debit/Credit Card :**

Payment by Debit/Credit Card/Net Banking: The candidate has to select Debit/Credit Card/Net Banking option to pay the application fee and follow the online instruction to complete the payment of fee. After successful payment, candidate will be able to print the Confirmation Page. In case the Confirmation Page is not generated after payment of fee then the transaction is cancelled and amount will be refunded to the candidate's account. However the candidate has to make another transaction, in case the Confirmation Page is not generated.

### 7. Important Instructions about PASSWORD

- During registration, candidate will be required to choose **PASSWORD** and **Security Question** and its Answer. Candidate is advised to remember his/her password for all future logins.
- The Password must be as per the following Password policy.
  1. Password must be 8 to 13 character long.
  2. Password must have at least one Upper case alphabet.
  3. Password must have at least one Lower case alphabet.
  4. Password must have at least one numeric value.
  5. Password must have at least one special characters eg: !@#\$%^&\*.
- For subsequent logins, candidate will be able to login directly with his/her respective system generated Application Number and the chosen Password.
- Candidate is advised not to disclose or share his/her password with anybody. Neither NTA nor NIC nor High Court of Judicature at Allahabad will be responsible for violation or misuse of the password of a candidate.
- Candidate can change his/her passwords after login, if desired.
- Candidate should remember to log out at the end of his/her session so that the particulars of the candidate cannot be tampered or modified by any unauthorized person(s).

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

1. Using Security Question & its Answer you chosen during Form filling.
2. Using a verification code sent via text message (SMS) to your Registered Mobile No.
3. Using a reset link sent via Email to your Registered Email address.

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

**NOTE:** Please fill the Application Form carefully as the facility for Correction will not be given.

- I have downloaded complete advertisement with instructions, read and understood all the instructions therein as well as those mentioned above, and filling up the online application form accordingly.

[Click here to Proceed](#)

Personal Details

Candidate's Name	<input type="text"/>		
Father's Name	<input type="text"/>		
Mother's Name	<input type="text"/>		
Date of Birth	<input type="text" value="--Days--"/>	<input type="text" value="--Month--"/>	<input type="text" value="--Year--"/>
Gender	<input type="text" value="--Select--"/>		
Type of Identification	<input type="text" value="--Select--"/>		
Identification Number	<input type="text"/>		

Present Address

Premises No/ Name	<input type="text"/>		
Sub Locality(Optional)	<input type="text"/>		
Locality	<input type="text"/>		
Country	<input type="text" value="--Select--"/>		
State	<input type="text" value="--Select--"/>		
District	<input type="text" value="--Select--"/>		
Pin Code	<input type="text"/>		
Email Address	<input type="text"/>		
Confirm Email Address	<input type="text"/>		
Mobile Number	<input type="text"/>	<input type="text"/>	
Confirm Mobile Number	<input type="text"/>	<input type="text"/>	
Land Line No. with STD code or any other Contact No. (Optional)	<input type="text"/>		

Present Address

Premises No/ Name	<input type="text"/>		
Sub Locality(Optional)	<input type="text"/>		
Locality	<input type="text"/>		
Country	<input type="text" value="--Select--"/>		
State	<input type="text" value="--Select--"/>		
District	<input type="text" value="--Select--"/>		
Pin Code	<input type="text"/>		
Email Address	<input type="text"/>		
Confirm Email Address	<input type="text"/>		
Mobile Number	<input type="text"/>	<input type="text"/>	
Confirm Mobile Number	<input type="text"/>	<input type="text"/>	
Land Line No. with STD code or any other Contact No. (Optional)	<input type="text"/>		

Permanent Address

Same As Present Address

Premises No/ Name	<input type="text"/>		
Sub Locality(Optional)	<input type="text"/>		
Locality	<input type="text"/>		
Country	<input type="text" value="--Select--"/>		
State	<input type="text" value="--Select--"/>		
District	<input type="text" value="--Select--"/>		
Pin Code	<input type="text"/>		

Choose Password

Password	<input type="text"/>
Confirm Password	<input type="text"/>
Security Question	<input type="text" value="--Select--"/>
Security Answer	<input type="text"/>

Security Pin

Enter security pin (case sensitive)	<input type="text"/>
Security Pin	<input type="text" value="537AR7"/>
	<input type="button" value="Submit"/>

Home

Personal Details

Candidate's Name

Father's Name

Mother's Name

Date of Birth

Gender

Type of Identification

Enter Valid Govt Identity Number

Present Address

Premise No/ Name

SUB Locality(Optional)

Locality

Country

State

District

Pin Code

Email Address

Confirm Email Address

Mobile Number

Confirm Mobile Number

Land Line No. with STD code or any other Contact No. (Optional)

Permanent Address

Same As Present Address

Choose Password

Password

Confirm Password

Security Question

Security Answer

Security Pin

Enter security pin (case sensitive)

Security Pin

Disclaimer:

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State:	DELHI	District:	SOUTH WEST DELHI
Pin Code:	110020		

Account Details

Security Question: Which is the website you rarely visit ?   (Not shown due to security reasons)

Particulars checklist to be verified

Kindly verify all the particulars listed below

- My Name
- Father Name
- Mother Name
- Gender
- Address
- Mobile Number
- Email ID

Please review the following informations carefully.  
If you would like to change any information entered, you may do so by pressing "EDIT REGISTRATION FORM" button or press "Submit and Send OTP" button.

Registration Form is Submitted or at any

Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled, I shall abide by terms and conditions therein. No Candidate should adopt any unfair means, or indulge in any unfair examination practices. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debaring in all future examinations conducted by NTA.

I Agree

Review Page - Online Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT REGISTRATION FORM' button or press 'Submit and Send OTP' button.

Personal Details

Candidate's Name:	TEST NAME	Father's Name:	TEST FATHER
Mother's Name:	TEST MOTHER	Date of Birth:	01-01-2005
Gender :	Female	Type of Identification:	Any Other Valid Govt Identity with photograph
Any Other Valid Govt Identity with photograph:	78945612		

Present Address

Premises No/ Name:	test	Sub-Locality(Optional):	test
Locality:	test	Country:	India
State:	DELHI	District:	NORTH EAST DELHI
Pin Code:	110020	Email Address:	
Mobile Number :	91 - 12364	Land Line No. with STD code or any other Contact No.(Optional):	--

Permanent Address

Premises No/ Name:	test	Sub-Locality(Optional):	test
Locality:	test	Country:	India
State:	DELHI	District:	NORTH EAST DELHI
Pin Code:	110020		

Account Details

Security Question:	Which is the website you rarely visit ?	Security Answer:	(Not shown due to security reasons)	Password:	(Not shown due to security reasons)
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Particulars checklist to be verified

Kindly verify all the particulars listed below carefully and ensure you have filled correct information. No Change will be permitted once Registration Form is Submitted or at any later stage of the examination.

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

Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein. No Candidate should adopt any unfair means, or indulge in any unfair examination practices. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debarring in all future examinations conducted by NTA

I Agree 

EDIT Registration Form

Submit and Send OTP

Disclaimer:

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Premises No/ Name:	121-139	Sub-Locality(Optional):	business park
Locality:	okhla	Country:	India
State:	DELHI	District:	SOUTH WEST DELHI
Pin Code:	110020		

**Account Details**

Security Question: Which is the website you rarely visit ? **Confirm !!** (Not shown due to security reasons)

**Particulars checklist to be verified**

Kindly verify all the particulars listed below carefully and once Registration Form is Submitted or at any

Do you wish to submit Registration Form and Get OTP ?

My Name  Father Name  Mother Name  Gender  Address  Mobile Number  Email ID

**Declaration**

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission/candidature. I have read the information bulletin and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein. No Candidate should adopt any unfair means, or indulge in any unfair examination practices. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debarring in all future examinations conducted by NTA.

I Agree

**Review Page - Online Registration Form**

press 'Submit-Registration Form' button for final submission.

**Personal Details**

Candidate's Name:	TEST NAME	Father's Name:	TEST FATHER
Mother's Name:	TEST MOTHER	Date of Birth:	01-01-2005
Gender :	Female	Type of Identification:	Any Other Valid Govt Identity with photograph
Any Other Valid Govt Identity with photograph:	78945612		

**Present Address**

Premises No/ Name:	test	Sub-Locality(Optional):	test
Locality:	test	Country:	India
State:	DELHI	District:	NORTH EAST DELHI
Pin Code:	110020	Email Address:	.....
Mobile Number :	91 <input type="text"/>	Land Line No. with STD code or any other Contact No.(Optional):	--

**Permanent Address**

Premises No/ Name:	test	Sub-Locality(Optional):	test
Locality:	test	Country:	India
State:	DELHI	District:	NORTH EAST DELHI
Pin Code:	110020		

**Account Details**

Security Question: Which is the website you rarely visit ?	Security Answer: (Not shown due to security reasons)	Password: (Not shown due to security reasons)
--	--	---

System just sent an OTP via text message (SMS) to Given Mobile No.

Enter One Time Password(OTP) ( Sent on Given Mobile No. - 8377087789 )

Note: Didn't get the OTP on Mobile ? Sometimes it can take few minutes. If You haven't received OTP Click **Resend OTP** to resend One Time Password (OTP) to your given Mobile No.

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Activities

- Registration Form
- Application Form
- Fee Payment

Verify Mobile No. & Email Id

- Mobile No. Verified
- Verify Email Id

Current Status

Registration Form	Completed
Application Form	Incomplete
Fee Payment	Incomplete

Your registration for JNU Recruitment Examination is complete. Your application form will remain incomplete till you fill all the fields of application form and pay the fee. Please note down the Application No. for future references.

Application Number : 23481000015

Kindly fill application form by clicking on the button below.

[Complete Application Form](#)

Application Form Steps

- Contact Details
- Personal Detail
- Address Details
- Apply For & Exam Center Details
- Qualification Details
- Eligibility Details
- Additional Details
- Document Upload
- Final Submit

Application Status

Contact Details	Completed
Personal Detail	Incomplete
Address Details	Incomplete
Apply For & Exam Center Details	Incomplete
Qualification Details	Incomplete
Eligibility Details	Incomplete
Additional Details	Incomplete
Document Upload	Incomplete
Final Submit	Incomplete

Application Number : 23481000024

Click on button below to proceed further and complete your application form.

[Personal Detail](#)

Application Form Steps

- Contact Details
- Personal Detail**
- Address Details
- Apply Per & Exam Center Details
- Qualification Details
- Eligibility Details
- Additional Details
- Document Upload
- Final Submit

Personal Details

Candidate's Name: TEST NAME

Date of Birth: 01 Jan 2005

Gender: Female

Father's Name: TEST FATHER

Mother's Name: TEST MOTHER

Nationality: India

Name of the state where you were born: DELHI (NCT)

Category: Unreserved

Are you a PwD candidate as per the provisions of the RPwD Act 2016? No

Whether Minority: No

Are / were you serving as: -Select-

Serving year/s numbers should be completed year/s of service:

Martial Status: -Select-

Name of Spouse(if married):

Security Pin

Enter security pin (see serial no):

Security Pin: 045F13

Save & Next

Application Form Steps

- Contact Details
- Personal Detail**
- Address Details
- Apply Per & Exam Center Details
- Qualification Details
- Eligibility Details
- Additional Details
- Document Upload
- Final Submit

Personal Details

Candidate's Name: TEST NAME

Date of Birth: 01 Jan 2005

Gender: Female

Father's Name: TEST FATHER

Mother's Name: TEST MOTHER

Nationality: India

Name of the state where you were born: DELHI (NCT)

Category: Unreserved

Are you a PwD candidate as per the provisions of the RPwD Act 2016? No

Whether Minority: No

Are / were you serving as: Not Applicable

Martial Status: Unmarried

Security Pin

Enter security pin (see serial no): 045F13

Security Pin: 045F13

Save & Next

**Continue!**

We are sorry you are not logged in. Please login to continue.

Yes No

Application Form Steps

- Contact Details
- Personal Details
- Acadmic Details
- Apply For & Exam Center Details
- Qualification Details
- Eligibility Details
- Additional Details
- Document Upload
- Final Submit

अभियंता विवरण (Acadmic Details)

Do you have Indian 'Voter ID' or any other valid photo ID?

Required Field \*

Save

Application Form Steps

- Contact Details
- Personal Details
- Acadmic Details
- Apply For & Exam Center Details
- Qualification Details
- Eligibility Details
- Additional Details
- Document Upload
- Final Submit

Applying for

Apply For

- Deputy Registrar
- Assistant Registrar
- Section Officer
- Senior Assistant
- Public Relation Officer

1st Choice for Exam City: ANDHRA PRADESH

2nd Choice for Exam City: CHANDIGARH

3rd Choice for Exam City: BIKANER

Sector where you are working: -SELECT-

English / Hindi Stenography speed in wpm:

English / Hindi Typing speed in wpm:

Please mention your contribution / nature of duties during your employment in 100 words:

Security Pin

Enter security pin (6-8 numbers):

Security Pin: 81T314

Save & Next

Back/Refresh

Recruitment-2023 for Non-Teaching Posts

Applying for

Apply For

- Deputy Registrar
- Assistant Registrar
- Section Officer
- Senior Assistant
- Public Relation Officer

1st Choice for Exam City: TELANGANA

2nd Choice for Exam City: CHANDIGARH

3rd Choice for Exam City: BIKANER

Sector where you are working: Other than govt. org./inst. sector with annual turnover of more than Rs. 200 Crores or contractor registered under Class 2 Category

**Confirm !!**  
Are you sure you want to submit this section ?

Yes No

Please mention your contribution / nature of duties during your employment in 100 words:

Security Pin

Enter security pin (6-8 numbers): NTA022

Security Pin: 81T314

Save & Next



Board/University(In Case Other)

Total Marks: 1000, Obtained Marks: 900, Marks(%): 90.00

RollNo: 703901

Institute Name & Address: DU

Any Other Qualification Details

Pass Status: Not Applicable

Name of Examination: [Blank]

Result Mode: [Blank]

RollNo: [Blank]

Institute Name & Address: [Blank]

Security Pin: [Blank]

Enter security pin (case sensitive): [Blank]

Security Pin: 2NW75

Application Form Steps

- Contact Details
- Personal Detail
- Aadhaar Details
- Apply For & Exam Center Details
- Qualification Details
- Eligibility Details**
- Additional Details
- Document Upload
- Final Submit

Additional Information

S.No.	Post	Essential Eligibility	Experience	Desirable
1	Deputy Registrar	Not Applicable	Five years of experience as Assistant Registrar or in	Not Applicable
2	Assistant Registrar	Not Applicable	Not Applicable	Not Applicable
3	Section Officer	Proficiency in Computer Operation, noting and draft	Three years' Experience as Senior Assistant in the L	Not Applicable
4	Senior Assistant	Proficiency in Typing, Computer applications, noting	Three years of experience as UDC or equivalent in I	Not Applicable
5	Public Relation Officer	Not Applicable	At least five years experience in the Editorial Depart	Good working knowledge of Computer Applications
6	Assistant Librarian	A consistently good academic record with knowledg	Not Applicable	Not Applicable
7	Private Secretary	English/Hindi Stenography speed:120 wpm in Englis	At least 03 Years' experience as Personal Assistant c	Proficiency in English & good communication skills

Security Pin

Enter security pin (case sensitive): [Blank]

Security Pin: 501G02

Save & Next

S.No.	Post	Essential Eligibility	Experience	Desirable
1	Deputy Registrar	Not Applicable	Five years of experience as Assistant Registrar or in	Not Applicable
2	Assistant Registrar	Not Applicable	Not Applicable	Not Applicable
3	Section Officer	Proficiency in Computer Operation, noting and draft	Three years' Experience as Senior Assistant in the L	Not Applicable
4	Senior Assistant	Proficiency in Typing, Computer applications, noting	Three Years of experience as UDC or equivalent in I	Not Applicable
5	Public Relation Officer	Not Applicable	five years experience in the Editorial Depart	Good working knowledge of Computer Applications
6	Assistant Librarian	A consistently good academic record with knowledg	Not Applicable	Not Applicable
7	Private Secretary	English/Hindi Stenography speed:120 wpm in Englis	03 Years' experience as Personal Assistant c	Proficiency in English & good communication skills

Security Pin

Enter security pin (case sensitive): [Blank]

Security Pin: 501G02

Save & Next

Application Form Steps

- Contact Details
- Personal Detail
- Address Detail
- Apply For & Exam Center Details
- Qualification Details
- Eligibility Details
- Additional Details**
- Document Upload
- Final Submit

Additional Details

Have you ever been imposed any penalty?

Is any departmental inquiry pending or contemplated against you?

Security Pin

Enter security pin (max 6-digits)

Security Pin **3YF425**

[Save & Next](#)

Additional Details

Have you ever been imposed any penalty?

Is any departmental inquiry pending or contemplated against you?

Security Pin

Enter security pin (max 6-digits)

Confirm !!

Are you sure you want to submit this section ?

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

Application Form Steps

- Contact Details
- Personal Detail
- Address Detail
- Apply For & Exam Center Details
- Qualification Details
- Eligibility Details
- Additional Details
- Document Upload**
- Final Submit

Document Upload

S.No.	Required Document	Document Specifications	Upload	Action	View
1	Photograph	Document Format: JPG Min Size (KB): 10 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen		Uploaded Document
2	Signature	Document Format: JPG Min Size (KB): 4 Max Size (KB): 50	<input type="button" value="Choose File"/> No file chosen		Uploaded Document

Security Pin

Enter Security Pin (max 6-digits)

Security Pin **7A27Y9**

[Save & Next](#)

S.No.	Required Document	Document Specifications	Upload	Action	View
1	Photograph	Document Format: JPG Min Size (KB): 10 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen		Uploaded Document
2	Signature	Document Format: JPG Min Size (KB): 4 Max Size (KB): 50	<input type="button" value="Choose File"/> No file chosen		Uploaded Document

Security Pin

Confirm !!

Do you wish to submit Document Form finally ?

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







Home Change Password Register Query Logout

Name: TEST NAME Application No: 234610000024

[Click here to Go Home](#)

Message

Your Email id is verified successfully.

Home Change Password Register Query Logout

Name: TEST NAME Application No: 234610000024

Activities

- Registration Form
- View Application Form
- Fee Payment

Verify Mobile No. & Email id

- Mobile No. - Verified
- Email id - Verified

Current Status

Registration Form	Completed
Complete Application Form	Completed
Fee Payment	Incomplete

You have submitted application form for Jawaharlal Nehru University Recruitment 2023 for Non-Teaching Posts. Your application will be considered complete only after successful payment of application fee. **After payment of fee, you will not be able to edit the filled application details and documents uploaded. You are required to pay the fee Rs. 5000/-.**

Application Number : 234610000024

[SBI Application form](#) [Pay Examination fee Rs. 5000/-](#)

Home Change Password Register Query Logout

Name: TEST NAME Application No: 234610000024

Mode of Payment

Activity : Examination Fee Payment

Select Mode of Payment

Online Payment

[Proceed for payment](#)

Note: Examination Fee

### JNU Non-Teaching Recruitment Examination-2023

JNU 2023

This Payment Request will be expired within : 10:55 minute

User Details

Candidate Name	TEST NAME	Fee Amount	5000/-
Application Number	234610000024	Customer Id	23461000002461901
Date of Birth	01-01-1990		

Examination Fee Payment

Select Payment Provider :  SBI MOFS (Debit Card/Credit Card/UPI/Net Banking of any bank)  IDFC Bank Payment Gateway (Debit Card/Credit Card/UPI/Net Banking of any bank)

[Proceed for payment](#)

Click here to [Cancel](#) this Transaction.

**Activities**

- Registration form
- View Application Form
- View Payment Details

**Download Confirmation Page**

Download Confirmation Page

**Verify Mobile No. & Email id**

- Mobile No. Verified
- Email id. Verified

**Current Status**

Registration Form	Congratulated
Complete Application Form	Congratulated
View Payment Details	Congratulated

You have completed all the steps of online Application Form. Now download the confirmation page.  
Application Number - 23481000024  
[Download Confirmation Page](#)

<b>Application No.</b>	23481000024		-
DO NOT SEND THIS PAGE TO NATIONAL TESTING AGENCY (NTA). CANDIDATE IS REQUESTED TO RETAIN THE PRINTOUT OF CONFIRMATION PAGE FOR FUTURE REFERENCE.			

**Personal Details**

Aadhaar	Not Available	Aadhaar Number	--
Candidate's Name	TEST NAME	Date of Birth	01-01-1998
Mother's Name	TEST MOTHER	Gender	Female
Father's Name	TEST FATHER	Nationality	Indian
Category	Unreserved		
Are you a PwD candidate as per the provisions of the RPwD Act 2016 ?	Yes - 40% or more (benchmark disability)		
Type of Disability	Visual impairment as specified in the Schedule of RPwD Act, 2016		
Do you need scribe (as the criteria given in the Information Bulletin) ?	Yes - I will bring my own scribe		
Percentage of disability	50		
Name of the state where you were born	DELHI (NCT)		
Whether Minority	No		
Are / were you serving as	Not Applicable		
Marital Status:	02		
Name of Spouse(if married):	--		

**Applying for**

Apply For	<input checked="" type="checkbox"/> Deputy Registrar <input checked="" type="checkbox"/> Assistant Registrar <input checked="" type="checkbox"/> Section Officer <input checked="" type="checkbox"/> Senior Assistant <input checked="" type="checkbox"/> Public Relation Officer <input checked="" type="checkbox"/> Assistant Librarian <input checked="" type="checkbox"/> Private Secretary
Sector where you are working	Other than govt. org /pvt. sector with annual turnover of more than Rs. 200 crores/min. 3 star hotel/ With the contractor registered under Class 2 Category
1st Choice for Exam City	TELANGANA - HYDERABAD/SECUNDERABAD
2nd Choice for Exam City	CHANDIGARH - CHANDIGARH/MOHALI/PANCHKULA
3rd Choice for Exam City	BIHAR - Patna
English / Hindi Stenography speed (in wpm):	30
English / Hindi Typing speed (in wpm):	35
Please mention your contribution / nature of duties during your employment in 100 words:	IM WORKING



**Additional Details**

Have you ever been imposed any penalty?	No
Is any departmental inquiry pending or contemplated against you?	No

**Present Address**

Premises No/ Name, Sub-Locality, Locality	TEST, TEST, TEST
District, State, Country, Pin Code	NORTH EAST DELHI, DELHI, India, 110020
Email Address	vis*****@nta.ac.in
Mobile Number	91 - 837****789
Land Line No. with STD code or any other Contact No. (Optional)	NA

**Images Uploaded by Candidate**

Photo	Signature
	

**Fee Payment Details**

Activity	Application No	Reference No	Transaction Date	Amount	Customer ID	Payment Mode
Application fee	234810000024	CPACMPBAS1	18/02/2023 18:32:31	11	23481000002401904	EPG



## 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.

✉ [jnursupport@nta.ac.in](mailto:jnursupport@nta.ac.in)

☎ 011-69227700,011-40759000

# INFORMATION BROCHURE