INDIRA GANDHI NATIONAL OPEN UNIVERSITY MAIDAN GARHI, NEW DELHI-110068

INFORMATION BROCHURE

AND

GUIDELINES FOR FILLING OF ONLINE APPLICATION FORM

FOR

RECRUITMENT OF STENOGRAPHER AND JUNIOR ASSISTANT- CUM- TYPIST (JAT)

NTA Helpline numbers 011-40759000 between 09:00 am to 6:00pm.

IMPORTANT INFORMATION AND DATES
AT A GLANCE

Fee Details and Important Dates:

Online Submission of Application Form	**1st December to 21st December upto 11:59 PM**
Last Date of Successful Transaction of Fee through Credit/Debit Card/Net-Banking up to 11:59 pm	**21st December upto 11:59 PM**
Correction in Particulars of Application Form on website only	**22 December 2023 to 25 December 2023**
Fee Payable by candidates in INR	
Unreserved (UR) & OBC	**Rs. 1000/-**
SC, ST, EWS, FEMALE, PwBD	**Rs. 600/-**
Issue of Hall Ticket/admit card/Downloading of Admit Cards from NTA website	**As per NTA Schedule**
Date of Examination	**To be announced later through the Website**
Duration of Examination	As indicated on the Admit Card
Timing of Examination	As indicated on the Admit Card
Centre of Examination	**As indicated on the Admit Card**
Website	https://exams.nta.ac.in/ and https://curect.ntaonline.in/

1. Before filling the online application form, please read carefully regarding the eligibility details available at https://exams.nta.ac.in/ and https://curect.ntaonline.in/
2. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA website https://exams.nta.ac.in/ and https://curect.ntaonline.in/ Candidates not complying with the instructions shall be summarily disqualified.
3. Candidates must ensure that e-mail address and Mobile Number provided **in the Online Application Form are of their own** and keep them active during the entire recruitment process, as all information/ communication will be sent by NTA through e-mail on the given e-mail address or SMS on the given mobile number only.
4. To avoid any kind of inconvenience or last-minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA/IGNOU will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.
5.

Candidate's Photograph (latest Passport size front side of face)	**File size must be between 10 kb to 200 kb.**
Candidate's Signature in running hand	**File size must be between 4 kb to 30 kb.**

6. Candidates are advised to visit IGNOU's website https://exams.nta.ac.in/ , https://curect.ntaonline.in/ and www.ignou.ac.in at regular intervals for updates.

1. **INTRODUCTION :**

Indira Gandhi National Open University (IGNOU), the world's largest University, was established by an Act of Parliament in 1985. To advance and disseminate learning and knowledge by a diversity of means, including the use of information and communication technology, to provide opportunities for higher education to a larger segment of the population and to promote the educational well being of the community generally, to encourage the Open University and Distance Education Systems in the educational pattern of the country and to coordinate and determine standards in such system.

2. **RECRUITMENT OF NON-TEACHING STAFF :**

The Indira Gandhi National Open University (IGNOU) invites Online applications for recruitment to the non-teaching post of Junior Assistant cum Typist (JAT) and Stenographer from the eligible candidates, in the prescribed application form available on the Website https://exams.nta.ac.in/ , https://curect.ntaonline.in/ and www.ignou.ac.in as per details given below. Tentative notified vacancies are mentioned against the posts as on date of advertisement and the same may be liable to change.

3. **Details of Post & Qualifications:**

Sl. No.	Name of the post	Pay Matrix	Age Limit (in years)	Vacancy Category-wise					Total No. of Posts	Horizontal Reservation			Essential Qualifications
				UR	SC	ST	OBC	EWS		PwBD	Ex-Service man	Meritorious Sports person	
1.	**Junior Assistant –cum-Typist (JAT)**	**(19900-63200) Level 02 of 7th CPC**	**18-27**	**19**	**08**	**04**	**14**	**05**	**50**	02 (01 for 'b' and 01 for 'd&e' category.	05	03	(i) 10+2 or equivalent (ii) Typing test with a speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer Desirable: A bachelor's degree from a recognized university
2.	**Stenographer**	**(25500-81100) Level 04 of 7th CPC**	**18-30**	**23**	**07**	**03**	**14**	**05**	**52**	02 (01 for 'a' and 01 for 'b' category.	05	02	(i) 10+2 or equivalent (ii)typing test with a speed of 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer and (iii) Shorthand Test @ 80 w.p.m. Desirable: a. A bachelor's degree from a recognized university b. Knowledge of Computers.

4. **NATIONALITY/ CITIZENSHIP:**

i. A candidate must be either:
   a) a citizen of India, or
   b) a subject of Nepal, or
   c) a subject of Bhutan, or
   d) a Tibetan refugee who came over to India, before the 1st January 1962 with the intention of permanently settling in India, or
   e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia, and Vietnam with the intention of permanently settling in India.

ii. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

iii. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination, but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

5. **AGE RELAXATION:**

a. Cut-off date to determine eligibility in terms of age of candidates will be the last date of Online submission of applications 21.12.2023. In case last date is extended, cut-off date will remain same as earlier.

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

c. Age relaxation permissible to various applicants is as under:-

S.No.	Category	Age Relaxation is permissible beyond the Upper age limit (beyond 27 years).
1.	SC/ST	5 years
2.	OBC(NCL)	3 years
3. (i)	PWBD	10 years
(ii)	PWBD + OBC(NCL)	13 years
(iii)	PWBD + SC/ST	15 years
4.	Ex-Servicemen and commissioned Officers including ECO/SSCOs	Period of Military service plus 03 years
5 (i)	Disabled Defence Services personnel	Up to 45 years of age
(ii)	Disabled Defence Services personnel (SC/ST)	Up to 50 years of age
6(i)	Widows/Divorced Women/Women judicially separated and who are not remarried.	Up to 35 years of age
(ii)	Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST).	Up to 40 years of age
7(i)	Meritorious Sportspersons	5 years
(ii)	Meritorious Sportspersons (SC/ST)	10 years

6. **Caste/Category Certificates**

(i) Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite SC/ST/OBC/EWS/PwBD category certificate from the Competent Authority in the prescribed format. The formats of the certificates for SC/ST/OBC/EWS/PwBD categories are annexed with the notice of this examination. Certificates in any other format are liable to be rejected.

(ii) **Crucial date for claim of SC/ST/OBC(NCL)/EWS/PwBD status or any other benefit viz. fee concession, reservation, age relaxation etc., where not specified otherwise will be the closing date for receipt of online application 21.12.2023.**

(iii) Candidates must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the Competent Authority when such certificates are sought at the time of document verification, failing which their candidature will be canceled.

(iv) A person seeking an appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India and 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.

(v) EWS candidates must ensure that they have a valid EWS certificate as prescribed on the crucial date of submission of application.

(vi) Candidate may also note that in respect of above, their candidature will remain provisional till the verification of concerned document. Candidates are cautioned that they will be debarred from the examination in case they fraudulently claim SC/ST/OBC/EWS/PwBD etc. status or avail any other benefit.

(vii) Those who are in employment with Central/State Govt./PSU must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of the candidature.

(viii) In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Based on the declaration made by the candidate in their online application form, they will be provisionally declared eligible to appear for Online Recruitment Examination (Computer Based Test). However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. Qualified/Selected candidates are subject to multi stage 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.

(ix) Canvassing in any form will be a disqualification.

(x) After selection on any advertised posts, place of posting will be at IGNOU Headquarters or any of the Regional Centre/Regional Evaluation Centre spread across the Country.

(xi) Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Courts at Delhi only.

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 disabilityhas 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 thesubject: "Written Examination for Persons with Benchmark Disabilities", for the candidate with one ofthe benchmark disabilities [as defined in Section 2(r) of RPwD Act, 2016], holding a DisabilityCertificate 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 RPwDAct, 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 allowedfor persons who are eligible for getting scribe. In case the duration of the examination isless 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.

7. Scheme of Examination

Tier I (Combined for the post of JAT and Stenographer)

There will be Computer Based Test (CBT) to be conducted in bilingual (Hindi/English) form by NTA. On the basis of CBT, the merit list will be prepared keeping the number of candidates to be qualified as ten times the number of vacancies.

Tier II (For the post of JAT)

The candidates qualified in the CBT of Tier I will have to undergo skill (typing) test which will be of Hindi or English language and will be qualifying in nature subject to minimum qualifying speed as mentioned in the advertisement.

Tier II (For the post of Stenographer)

The candidates qualified in the CBT of Tier I will have to undergo skill (Stenography & Typing) test which will be of Hindi or English language and will be qualifying in nature subject to minimum qualifying speed as mentioned in the advertisement.

The detailed examination process and syllabus mentioned are given below

8. Syllabus for the Examination

Tier	Section	Subject	Marks
Tier-I (Combined for both JAT & Stenographer)	Section – 1	Mathematical Abilities	30
	Section – 2	Reasoning and General Intelligence	30
	Section – 3	Hindi/English Language and Comprehension	30
	Section – 4	General Awareness	30
	Section – 5	Computer Knowledge Module	30
Tier-II (JAT)	1. Skill Test/Typing Test Qualifying in nature subject to minimum qualifying speed of 40 w.p.m in English or 35 w.p.m. in Hindi		

Tier – II (Stenographer)	1. Stenography Test @ 80 w.p.m 2. Typing Test Qualifying in nature subject to minimum qualifying speed of 40 w.p.m in English or 35 w.p.m. in Hindi

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

- **Mathematical Abilities**

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin 2\theta + \cos 2\theta = 1$ etc.

Statistics and probability: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities

- **Reasoning and General Intelligence**

Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other subtopics, if any

- **हिंदी भाषा एवं बोधगम्यता**

शब्दावली, व्याकरण, वाक्य संरचना, पर्यायवाची, विलोमार्थक शब्द एवं इनका सही प्रयोग; त्रुटि का पता लगाएं, रिक्त स्थानों की पूर्ति कीजिए, पर्यायवाची/भिन्नार्थक शब्द, विलोमार्थक शब्द, वर्तनी/गलत वर्तनी वाले शब्दों का पता लगाना, मुहावरे और लोकोक्तियाँ, एकार्थी शब्द, वाक्यों में सुधार, क्रियाओं के कर्तृवाच्य/कर्मवाच्य, प्रत्यक्ष/अप्रत्यक्ष कथन में रूपांतरण, वाक्य को पढ़िए और इसके सभी भागों को सही क्रम में कीजिए। किसी पाठांश के वाक्यों को सही क्रम में कीजिए। किसी पाठांश में अर्थग्रहण की दृष्टि से रिक्त स्थानों में उपयुक्त शब्द भरना (Cloze passage) अपठित पाठांश, उपर्युक्त पाठांश का अर्थग्रहण कीजिए। अर्थग्रहण की दृष्टि से आपकी क्षमता का पता लगाने के लिए आपको दो या अधिक अनुच्छेद दिए जाएंगे और इन पर आधारित प्रश्नों के उत्तर, आपको देने हैं। दिए गए अनुच्छेदों में से एक, मूल रूप से पुस्तक या कहानी पर आधारित होना चाहिए, जबकि दूसरा अनुच्छेद किसी सामयिक विषय के संपादकीय विश्लेषण या किसी रिपोर्ट पर आधारित होना चाहिए।

- **English Language and Comprehension**

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

- **General Awareness**

Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

- **Computer Knowledge Module**

Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer

memory, memory organization, back- up devices, PORTs, Windows Explorer, Keyboard shortcuts.

Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

Basics of networking and cyber security: Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

9. REGISTRATION AND APPLICATION PROCESS:

1) The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line applications can be filled through the website http://recruitment.nta.nic.in/ and https://ignourecruitment.nta.nic.in from **01.12.2023.** No documents including the Registration Slip of on-line application form are required to be sent in Physical form. However, all the applicants are advised to keep a copy of registration slip with them, along with proof of payment for their record.

2) The candidature of such applicants who fail to complete the online application by the stipulated date will not be considered and be rejected. No correspondence in this regard will be entertained.

3) Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of online submission of applications, failing which their application will be summarily rejected.

4) The candidate must ensure that images of the photo, signature and thumb impression should be as per the Guidelines mentioned in the **'Upload Image Instructions'** and are clearly visible in preview at the time of filling of application in online mode.

5) Before filling and submitting the online form, candidates should download the Information Brochure, advertisement and read them carefully.

***The candidates are advised to ensure the following points before filling the Online Application Forms*:**

(i) The Candidate must ensure that e-mail address and Mobile Number provided **in the Online Application Form are of their own (which cannot be changed later)** as communication may be sent by NTA through **e- mail or SMS.**

(ii) Online submission of the application may be done by **accessing the NTA official website:** https://exams.nta.ac.in/ and https://curect.ntaonline.in/ Online Application Form cannot be withdrawn once it is submitted successfully.

(iii) A candidate is allowed to submit only one Application Form. If a candidate submits more than one Application Form, his/her candidature will be cancelled.

(iv) The city for examination will be chosen by the applicants after submission of examination fees.

10. Steps *to Complete the Application Process:*

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

Step I	**Registration for online application**
Step II	Filling of Online Application Form
Step III	Uploading scanned images of Candidate's Photograph and Candidate's Signature in JPG/JPEG format.
Step IV	Payment of fee using suitable mode of payment as per details given in this section.
Step V	Choice of Examination Centre

Note:

1. The final submission of Online Application Form will remain incomplete if Step-3 and Step-4 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.
2. No request for refund of fee once remitted/paid by the candidate will be entertained by NTA/IGNOU under any circumstances.
3. There is no provision to upload any certificate/marks sheet etc., with the application.

4. Please keep the following safely with you till the examination process is completed:
   i. The printouts of the Confirmation Page of Online Application Form.
   ii. Print Proof of fee paid.
   iii. Photographs (same as uploaded on the Online Application Form).
   iv. Copy of the Admit Card.

Before beginning the process of filling the Online Application Form, please keep the following information ready with you:

- Govt. Identity Details like Aadhaar Number (last 4 digits)/Election Card (EPIC No.)/Passport Number/ Ration Card Number/ PAN Number/ Other valid Government identity proofs.
- Address for communication, Mobile Number, email id, etc.
- Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only
- Scanned image of Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only
- Scanned images of all other documents (size of 50kb to 300kb) in JPG/JPEG format only.
- Bank details for payment of Fee, for uploading as part of submission of online application.
- Copy of Board/ University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth

Step I: Registration for Online Application:

- **Fill in the basic information and note down the system generated Application Number**
- **Candidate's Name/ Mother's Name/ Father's Name:** Provide Candidate's Name, Mother's Name, Father's Name as given in the 10th/Matric/Secondary School Examination or equivalent Board/ University Certificate.
- **Date of Birth:** Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/ University certificate in '**dd/mm/yyyy'** format.
- **Mobile Number and e-mail Address:** Candidates must provide own Mobile Number and e-mail address. *(Please note only one e-mail address and one Mobile Number are valid for one application)*

Step II: Filling the Online Application Form:

- Other Backward Classes (OBC)- Non Creamy Layer as per the Central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website (www.ncbc.nic.in). Thus, the candidates falling in this list only may mention OBC in the Category Column. State list of OBC Candidates who are not in OBC-NCL (Central List) must choose 'Unreserved'**.**
- Provide complete postal address with PIN Code (Mailing Address as well as Permanent Address).

Step III: Uploading the Scanned Images & Selection of Test Centre:

(a) Uploading the Candidate's Photograph:

- Passport size photograph is to be used for uploading on Online Application Form and also required for pasting on Attendance Sheet at the time of examination centre.
- The candidate should scan his/her passport size photograph for uploading**. *File size must be between 10 kb to 200 kb.***
- The photograph must be latest indicating clearly the name of candidate along with the date of taking the photograph. Photograph should not be with cap or goggles.
- Spectacles are allowed if being used regularly.
- Polaroid and Computer generated photos are not acceptable.
- Applications not complying with these instructions or with unclear photographs are liable to be rejected.
- Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.
- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take passport size colour photographs with white background.

(b) Uploading Candidate's Signature:

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

(C) Uploading all other documents:

*** The candidates are required to upload all other documents after scanning them with a file size between 50kb to 300 kb in JPG/JPEG format.**

Stage IV: Payment of Fee

Fee Payable by candidates	
UR and OBC	**Rs. 1000/-**
SC, ST, EWS, FEMALE	**Rs. 600/-**
PwBD	**Nil**

Method of Fee Payment

After completing Step 3 of online Application Form, candidates may remit the examination fee (Step 4) by choosing the following options:

1. Through Debit/Credit card – Candidates need to check the validity of the Debit/Credit Card, while logging on to website for submitting Application Form. Candidate should enter the information asked for and make the required payment through Debit/Credit Card.
2. Through Net Banking - keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of net banking and make payment through Net Banking.

Note: In case, the fee payment status is not 'OK' the candidates are advised as following:

1. If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled. Therefore, such candidates have to pay the fee once again and ensure the OK fee status.
2. For cancelled transactions, the amount will, automatically, be refunded to concerned credit/debit card within 15 days of last date of submission of Application Form.

Admit Cards:

- The Admit Card is issued provisionally to the candidates, subject to their fulfilling/satisfying the eligibility criteria/conditions laid down.
- The candidates can download the Admit Card from the NTA website w.e.f. _____ onwards and appear for the Examination at the given Centre on the Date and Timing as indicated in their Admit Card.
- No candidate will be allowed to appear at any examination centre, on Date and Timings other than that allotted to her/him in the Admit card.
- In case candidates are unable to download Admit Cards from the website, the candidate should approach the Help Line 011-40759000 between 9:00 am to 6:00 pm all days**.**
- **The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.**
- In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between** 9:00 am to 6:00 pm all days**. In such cases, candidates would appear in the examination with the already downloaded Admit Card. However, NTA will take necessary action to make correction in the record later.**

Important Notes:

b. Candidate may please note that Admit Cards will not be sent by post.

c. In no case, the duplicate Admit Card for Recruitment test/Examination would be issued at the Examination Centers.

d. Candidate must not mutilate the Admit Card or change any entry made therein.

e. Candidates are advised to preserve their Admit Cards in good condition for future reference.

f. No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.

g. Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of Recruitment process

- In case of any technical issue or due to a natural disaster, if an exam has to be rescheduled, NTA may follow the process of normalization of the two test forms as per policy.

- The maximum number of candidates to be invited for skill test from the merit list based on written test for a post shall not ordinarily exceed 10 times the number of vacancies.

- In case a candidate is found providing incorrect information or the identity is proved to be false at any time/ stage in the future, the candidate shall face penal action as per the law and their candidature would be treated as cancelled.

Annexure-1

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

State	City
West Bengal	Kolkata
Assam	Guwahati
Delhi	Delhi/New Delhi
Tamil Nadu	Chennai
Maharashtra	Mumbai

Note: *NTA/IGNOU 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.*

Annexure-3

PAYMENT OF EXAM FEE AND HELPLINES

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

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

2. Helplines:

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

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

   Email: cu.support@nta.ac.in

   Phone No. 011-40759000

4. Procedure to raise payment related Grievance:

a. After (successful completion of **Step - 4**, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The ConfirmationPage of the online Application Form could be generated **only after successful payment by theCandidate.**

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

c. Inspite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

d. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

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

a. Name of the Bank and /or payment Gateway.

b. Date and Time of the Transaction

c. Transaction Number

d. Bank Reference Number

e. Proof of Transaction

f. Screenshot from the payment portal (in case of payment failure).

Performa-III

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I ……. Son/daughter of Shri…….resident of village/town/city…….district…….state ..... hereby declare that I belong to the……..community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93- Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature:……..

Full Name:……

Address:……

Performa-V

Form-V

Certificate of Disability

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

[See rule 18(1)]

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

Recent Passport size Attested Photograph (Showing face only) of the person with disability

Certificate No. ..... Date: .....

This is to certify that I have carefully examined Shri/Smt/Kum ..... son/ wife/ daughter of Shri..... Date of Birth ..... (DD/ MM/ YY) Age ..... years, male/female ..... Registration No. ..... permanent resident of House No. ..... Ward/Village/Street ..... Post Office ..... District ..... State ..... whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

- ☐ locomotor disability
- ☐ dwarfism
- ☐ blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is .....

(A) He/ She has .....% (in figure)..... percent (in words) permanent Locomotor Disability/dwarfism/blindness in relation to his/her ..... (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

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

Signature/Thumb impression of the person in whose favour certificate of disability certificate is issued.

Form-VI

Certificate of Disability

(In case of multiple disabilities)

[See rule 18(1)]

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

Recent Passport size Attested Photograph (Showing face only) of the person with disability

Certificate No. ..... Date: .....

This is to certify that we have carefully examined Shri/Smt/Kum ..... /son/wife/daughter of Shri ..... Date of Birth..... (DD)/(MM)/(YY) ..... Age .....years, male/female..... Registration No..... permanent resident of House No.....Ward/Village/Street..... ..... Post Office ..... District..... State ..... whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:-

In figures:- .....percent
In words:- .....percent

2. This condition is progressive/ non-progressive/ likely to improve / not likely to improve.

3. Reassessment of disability is :

(i) not necessary,
Or
(ii) is recommended/ after ..... years..... months, and therefore this certificate shall be valid till..... (DD)/(MM)/(YY)

@ e.g. Left/right/both arms/legs
# e.g. Single eye
£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

Form-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

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

[See rule 18(1)]

Recent Passport size Attested photograph (Showing face only) of the person with disability

Certificate No. ..... Date: .....

This is to certify that I have carefully examined Shri/Smt./Kum ..... son/wife/daughter of Shri ..... Date of Birth..... (DD)/(MM)/(YY) Age ..... years, male/female..... Registration No. ..... permanent resident of House No..... Ward/Village/Street ..... Post Office ..... District..... State ..... whose photograph is affixed above, and am satisfied that he/she is a case of ..... disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary
Or

(ii) is recommended/ after ..... years ..... months, and therefore this certificate shall be valid till .... (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

Proforma-IX

Government of.....

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No..... Date:.....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ..... permanent resident of, ... Village/Street, ... Post Office, ...District..... in the State/Union Territory..... Pin Code.....whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own or possess any of the following assets*** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....
Name.....
Designation.....

Recent passport size attested photograph of the applicant

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term '**Family**" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note 3:** The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

****

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature_____
Designation_____$

Dated:

Seal

---

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**- As amended from time to time.

$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Performa-III

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I …… Son/daughter of Shri……resident of village/town/city……district……state……hereby declare that I belong to the……..community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature:……..

Full Name:……

Address:……

PRESCRIBED PROFORMAE

Performa-I

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

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

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

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

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

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

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

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

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

(With Seal of Office)
State/Union Territory*

Place: .....
Date: .....

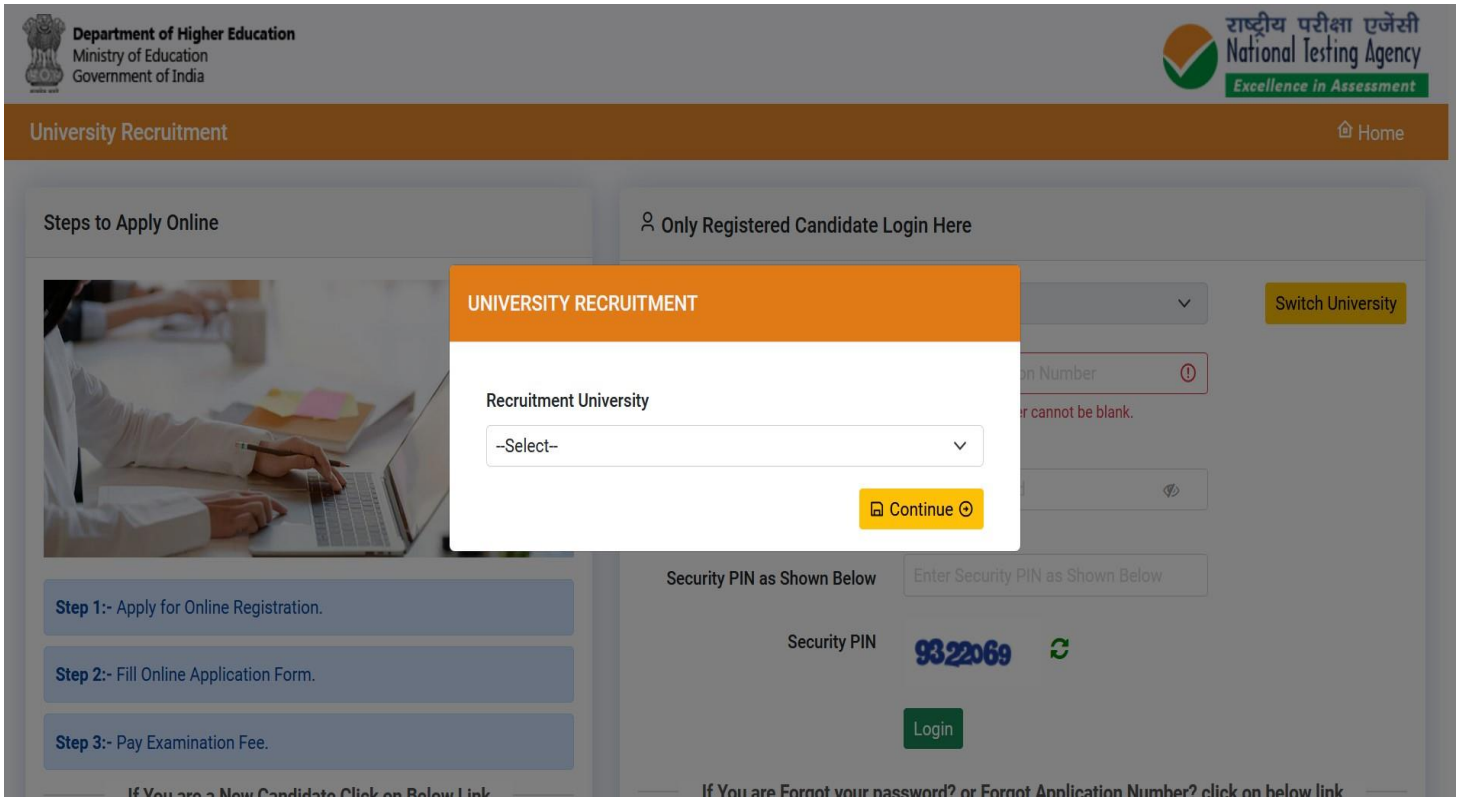
*Please delete the words which are not applicable.
@Please quote specific Presidential Order.
% Delete the paragraph which is not applicable.

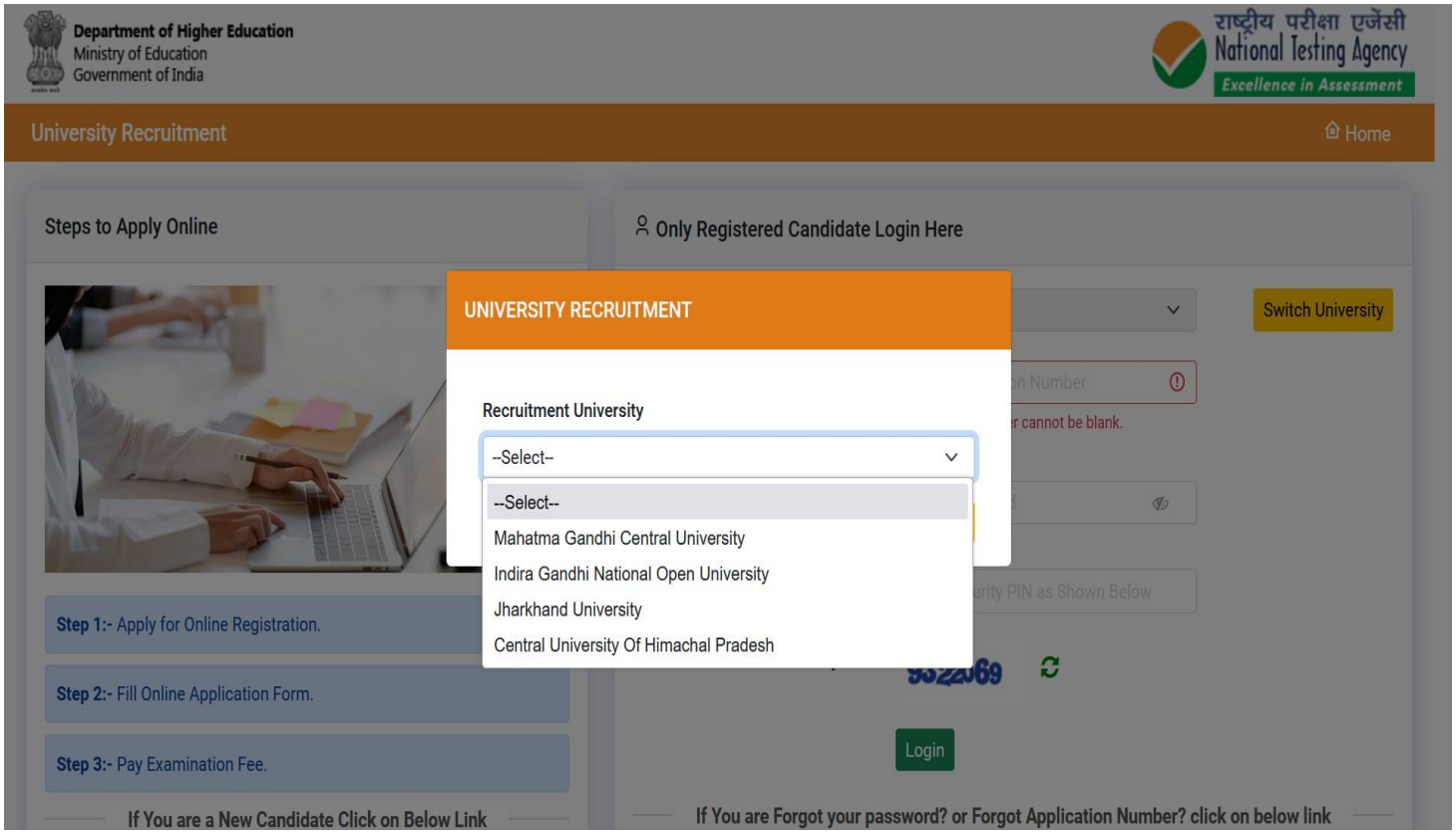
NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

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

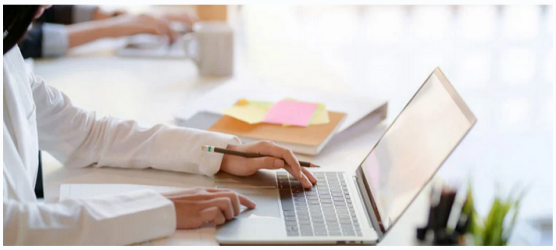
(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary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

REPLICA OF ONLINE APPLICATION FORM





Steps to Apply Online



Step 1:- Apply for Online Registration.

Step 2:- Fill Online Application Form.

Step 3:- Pay Examination Fee.

If You are a New Candidate Click on Below Link

New Candidate Register Here

- FAQ
- Public Notice - Inviting Online Application

Only Registered Candidate Login Here

Application For: Mahatma Gandhi Central University — Switch University

Application Number: Enter Application Number

Password: Enter Password

Security PIN as Shown Below: Enter Security PIN as Shown Below

Security PIN: 358501

Login

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

Forgot your password? | Forgot Application Number?

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

Mahatma Gandhi Central University — Home

Instructions and Procedure for online submission of Application Form

Download Information Bulletin

1. Please read the instructions, procedure and Information Bulletin carefully before you start filling the Application Form.
2. Candidate can apply "ON-LINE only through the official website (https://mgcu.nta.nic.in).
3. Please ensure your eligibility as per the criteria laid down for Mahatma Gandhi Central University.
4. **Examination Fees**

EXAM FEE DETAIL			
CATEGORY	Group-A	Group-B	Group-C
General (Unreserved)/OBC/EWS	Rs.1,800.00	Rs.1,000.00	Rs.750.00
SC/ST/Female/PwBD (minimum disability 40% or above)	Rs.1,000.00	Rs.750.00	Rs.500.00
Processing charges and Goods & Service Taxes (GST) are to be paid by the candidate, as applicable.			

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

        Upload Scanned Images of Candidate Photograph, Signature, Category Certificate (wherever applicable), PWD Certificate (wherever applicable) and Result Awaiting Certificate (wherever applicable)

        1. The recent photograph should be colour or black/white (but with clear contrast).
        2. Scanned photograph and signature should be in JPG format.
        3. Size of the scanned photograph should be between 10 kb to 200 kb.
        4. Size of the scanned signature should be between 4 kb to 30 kb
        5. Size of the scanned copy of the certificates should be between 10 kb to 300 kb

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

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

      - **Step 3: Pay Examination Fee by Net Banking/Debit Card/Credit Card/UPI:**
        The candidate has to select the Net banking/Debit card/Credit card/UP option to pay the application fee and follow the online instruction to complete the payment of fee. After the successful payment, candidate will be able to print the Confirmation Page. In case the Confirmation Page is not generated after the payment of fee then the transaction is cancelled and the candidate has to approach the concerned bank for refund of the amount. However the candidate has to make another payment transaction, in case the Confirmation Page is not generated.

        THESE STEPS CAN BE DONE TOGETHER OR SEPARATELY ALSO.

        Important Instruction about PASSWORD

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

6. **The Password must be as per the following Password policy.**
   1. Password must be 8 to 15 characters 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(@#$%&*
7. **How to reset your Password:** The following options are available to reset Password
   1. Using Security Question & its Answer you chose 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.
8. 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
9. Only one application is to be submitted by a candidate. More than one application i.e. Multiple application forms submitted by a candidate will be rejected.
10. Applicants applying under reservation should ensure having valid certification and would require to provide them when asked for.

I have downloaded the Information Bulletin of Mahatma Gandhi Central University read and understood all the instructions therein as well as those mentioned above, and fill up the online Application Form for the Mahatma Gandhi Central University accordingly.

Next Item in Process

certificate

Candidate Name*

Father Name*

Mother Name*

Date of Birth* --Day-- --Month-- --Year--

Email Address*

Confirm Email Address*

Gender* --Select--

Mobile Number*

Confirm Mobile Number*

Alternate Mobile Number

Identity Type* --Select--

Identification Number* IDENTIFICATION NUMBER

Same as present address

Premises No./Name*

Sub-Locality(Optional)

Locality*

Country* --Select--

State/UT* --Select--

District* --Select--

Pin Code*

Choose Password

Password*

Confirm Password*

Security Question* --Select--

Security Answer*

Security Pin

Enter Security Pin(Case Sensitive)* 564905

Submit

Personal Details

Recruitment University Name:	Mahatma Gandhi Central University		
Candidate Name:	YOGESH	Father Name:	RAM KUMAR
Mother Name:	RADHA RANI	Date Of Birth	02-2-1990
Email Address:	yk2021[redacted]	Gender:	Male
Candidate Mobile:	839888[redacted]	Alternate Mobile:	
Identity Type:	PAN CARD	Identity Number:	aispy3412d

Present Address

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

Permanent Address

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

Security Details

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

Particulars checklist to be verified

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

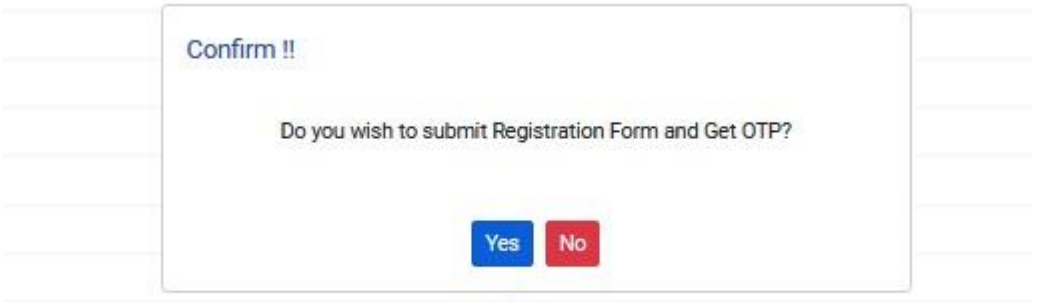
☑ My Name ☑ Father Name ☑ Mother Name ☑ Date Of Birth ☑ Mobile Number ☑ Email ID ☑ Gender

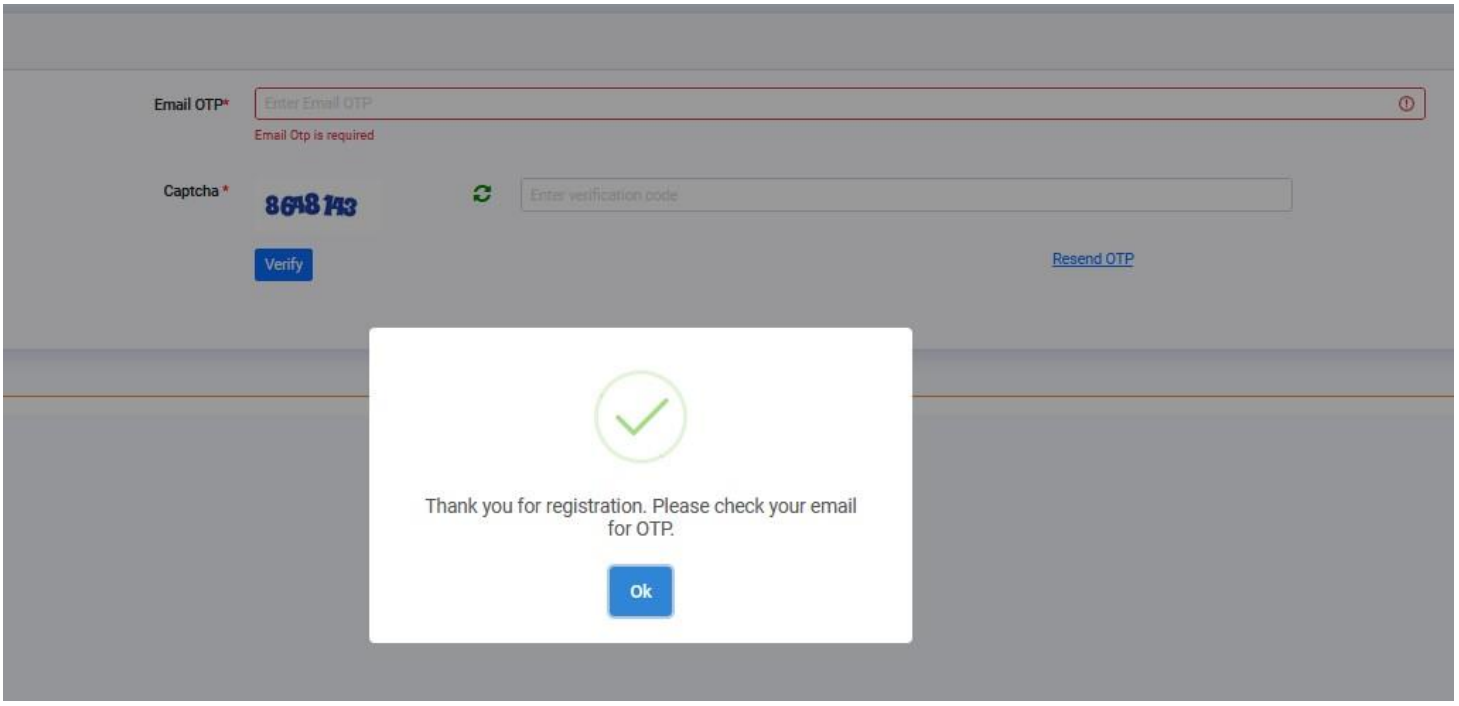
Declaration

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

☑ I Agree

EDIT Registration Form | Submit and Send OTP





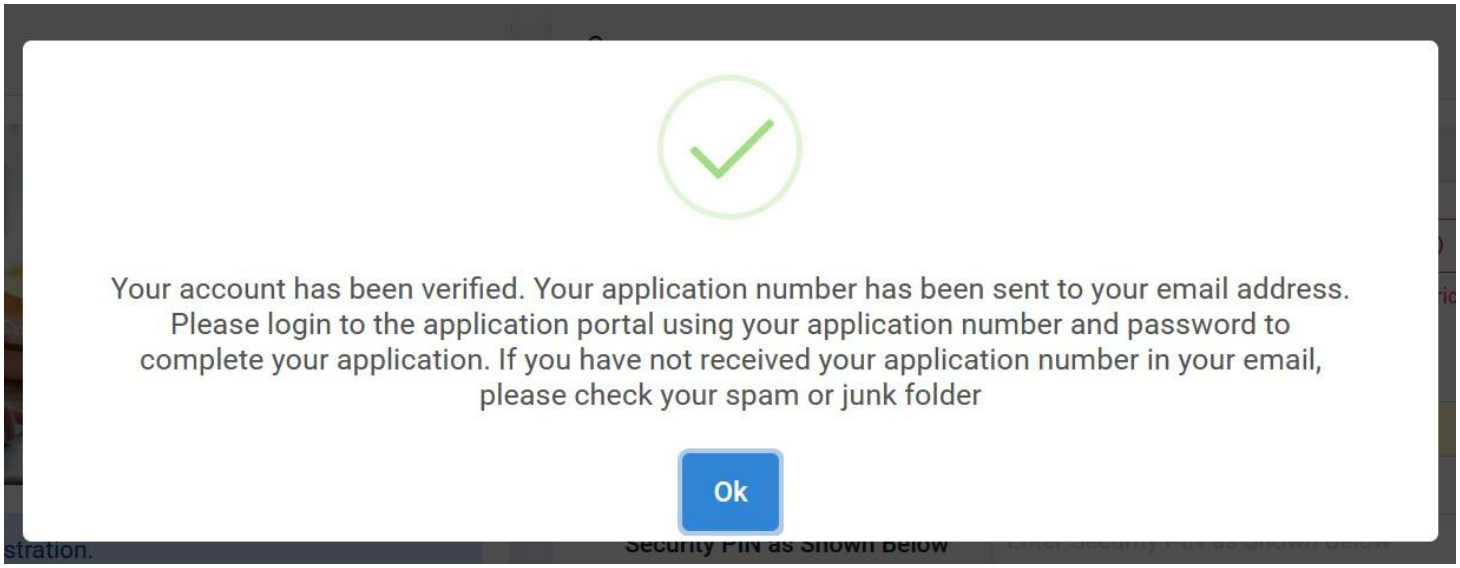
Verify OTP

Email OTP* 5644

Captcha * 9083496 9083496

Verify

Resend OTP



Candidate`s Name *: YOGESH

Date of Birth *: 02 February 1990

Gender *: Male

Father's/ Guardian's Name *: RAM KUMAR

Mother's/ Guardian's Name *: RADHA RANI

Nationality *: INDIAN

Identity Type *: PAN CARD

Identification Number *: AISPY3412D

Category *: --Select--

Are you a PwD candidate as per the provisions of the RPwD Act 2016 ? *: --Select--

Are You Diabetic ? *: --Select--

Annual Income of the Parents/Guardian *: --Select--

Marital Status *: --Select--

Are You a Disabled Defence Service Personal ? *: --Select--

Are You a Ex-Service Man ? *: --Select--

Are you a Meritorius Sports Person ? *: --Select--

Are you a Government Employee ? *: --Select--

Captcha * 3242883 Enter verification code

☐ I AGREE

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

Save & Next

आधार विवरण (Aadhaar Detail)

Registration — Application — Payment

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

Captcha * 6612299 Enter verification code

☐ I AGREE

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

Back | Save & Next

Exam Center And Details

Registration — Application — Payment

Question Paper Medium *: --Select--

1st Choice For Exam City *: --Select State-- | --Select City--

2nd Choice For Exam City *: --Select State-- | --Select City--

3rd Choice For Exam City *: --Select State-- | --Select City--

Captcha * 741566 Enter verification code

☐ I AGREE

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

Back | Save & Next

Qualification Details

Registration — Application — Payment

Education Details (10th or equivalent Marks Details)

Pass Status * --Select-- | Year of Passing * --Select--

Course/Stream Name* --Select-- | Medium of Study* --Select--

Board/University Name * --Select-- | School Name And Address * ENTER SCHOOL NAME AND ADDRESS

Result Mode * --Select--

Education Details (12th or equivalent Marks Details)

12th Student ?* --Select--

Captcha * 561507 Enter verification code

☐ I AGREE

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

Additional Details

Registration — Application — Payment

Additional Qualification details

Additional Qualification ?* : Yes

Pass Status * : Passed

Year of Passing * : 2006

Course/Stream Name* : B TECH

Medium of Study* : English

Institute/University Name * : --Select--

Result Mode * : --Select--

Any Other Course Details

Any Other Course?* : --Select--

Security Pin

Captcha * : 628904 — Enter verification code

Employment Details

Registration — Application — Payment

Are/Where you Employed ?* : --Select--

Captcha * : 271394 — Enter verification code

I AGREE

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

Back — Save & Next

Document upload

Registration — Application — Payment

S.No.	Require Document	Document Specifications	Upload	View
1	PHOTO *	Document Format:JPG,JPEG Min Size(KB):10 Max Size(KB):200	Browse... No file selected.	
2	Signature *	Document Format:JPG,JPEG Min Size(KB):4 Max Size(KB):30	Browse... No file selected.	

Back

Please review the following information before 'FINAL SUBMIT'

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

Please verify your Mobile Number. Click Here

Personal Details

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

Contact Details

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

Aadhaar Details

Mobile Verify

Mobile Number * 8398888888

Captcha * 067818

Enter verification code

SEND OTP