राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

(उच्चत्तर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)
(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

F. No. NTA/Admin/Recrtt./Advt./DEP/2023   **DATE: 10 August 2023**

VACANCY NOTIFICATION

1. Online applications are invited from eligible candidates for the following posts in the National Testing Agency (NTA) on deputation basis/foreign service terms :

S. No.	Name of Posts with Pay Level/Scale/Band	Number of Vacancies	Mode of Recruitment
1.	**Director (Group-A)** Level-13 of 7th CPC Rs. 1,23,100-2,15,900 (Pre-Revised PB 4, Rs 37,400-67,000 with GP of Rs 8,700)	04	Deputation
2.	**Joint Director (Group-A)** Level 12 of 7th CPC Rs. 78,800-2,09,200 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 7,600)	02	Deputation
3.	**Research Scientist 'C' (Group-A)** Level 12 of 7th CPC Rs. 78,800-2,09,200 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 7,600)	01	Deputation
4.	**Senior Programmer (Group-A)** Pay Level-11 of 7th CPC Rs. 67,700-2,08,700 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 6,600)	02	Deputation
5.	**Deputy Director (Group-A)** Level 11 of 7th CPC Rs 67,700-2,08,700 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 6,600)	02	Deputation
6.	**Research Scientist 'B' (Group-A)** Level 11 of 7th CPC Rs 67,700-2,08,700 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 6,600)	01	Deputation
7.	**Programmer (Group-A)** Level 10 of 7th CPC Rs. 56,100-1,77,500 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 5,400)	03	Deputation
8.	**Assistant Director (Group-A)** Level-10 of 7th CPC Rs. 56,100-1,77,500 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 5,400)	04	Deputation
9.	**Research Scientist 'A' (Group-A)** Level-10 of 7th CPC Rs. 56,100-1,77,500 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 5,400)	02	Deputation
10.	**Sr. Superintendent (Group-B)** Level-07 of 7th CPC Rs. 44,900-1,42,400 (Pre-Revised PB 2, Rs. 9,300-34,800 with GP of Rs. 4,600)	04	Deputation
11.	**Stenographer (Group-B)** Level-06 of 7th CPC Rs. 9,300-34,800 (Pre-Revised PB 2, Rs 9,300-38,400 with GP of Rs 4,200)	03	Deputation

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2. The vacancies shown in this vacancy notification are indicative, which may increase or decrease.

3. The **Recruitment Rules** for the above-mentioned Posts, containing the Eligibility Criteria, etc, are enclosed in **Annexure-I, for reference.**

4. The **Duties & Responsibilities** (in brief) of the above-mentioned posts are mentioned in **Annexure-II**, for reference.

5. The terms & conditions on deputation/foreign service shall be regulated as per the extant Instructions of DoPT, vide OM No. 6/8/2009-Estt. (Pay II) dated 17 June, 2010 as amended from time-to-time.

6. The maximum age limit to apply for the above said posts is 56 years as on closing date of application.

7. Candidates should fulfill the educational qualifications, experience and other criteria as on the closing date of application.

8. The officers having regular service in substantive post in pay levels required as per eligibility conditions of the recruitment rules for concerned posts are eligible to apply. Officers getting desired level of pay under ACP/MACP/Adhoc are not eligible to apply.

9. Applications which do not meet all criteria given in the vacancy notification or found incomplete/deficient, will be summarily rejected. Application not received through proper channel will not be considered.

10. Merely fulfilling the eligibility criteria would not entitle a Candidate to claim for Interview or selection against any post. Only the shortlisted candidates will be called for Skill Test (wherever applicable)/Interview and shall be required to submit the required documents in support of Age, Qualifications, Service Record/Experience, etc. and get the originals of the same verified at the time of Interview. If any candidate is found ineligible while verifying the documents, shall not be allowed to take up interview.

11. Candidates should not furnish any particulars that are false, tampered with, fabricated or suppress any material information while registering the application and submitting the certified copies/testimonials.

12. Decision of the NTA in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final.

13. The National Testing Agency (NTA) reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.

14. NTA also reserves the right to cancel the recruitment process as a whole or at any stage thereof for any of the posts without any prior notice or without assigning any reason thereof.

15. Online Application can be submitted by **31st August 2023**.

16. In case any technical difficulty is faced in filling up the online application form, NTA can be contacted at: **recruitment@nta.ac.in.**

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17. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of disconnection/ inability/failure to log on the NTA's website on account of heavy load on internet/website jam. NTA does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of NTA.

18. GENERAL CONDITIONS

18.1 Instructions for applying the posts:

The following **documents** should be attached with Printout of the Online application form

a. Advance copy will not be entertained in any way.

b. Self-attested copies of educational qualifications / Experience.

c. Experience Certificate in respect of each experience claimed in the prescribed proforma, as applicable (**ANNEXURE - III**).

d. The Cadre Controlling Authority/Parent Organization of the Applicant may forward a copy of the Online Application (to be submitted by the Applicant to the Cadre Controlling Authority/Parent Organization) to NTA with necessary certificates therein and the following Documents as mentioned below:

1.	Online Application Form duly filled in by the Applicant with the Certificates of the Cadre Controlling Authority /Parent Organization, as prescribed therein.
2.	Attested photocopy of complete and up-to-date APAR Dossier for the last five years (up-to 2022-23) [If APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with APARs of previous year(s)].
3.	Vigilance Clearance Certificate.
4.	Integrity Certificate.
5.	A Statement of Major/ Minor Penalty (if any) during last 10 Years.
6.	Cadre Clearance/No Objection Certificate (NOC) from Cadre Controlling/ Appointing Authority (as the case may be).

e. Incomplete applications or applications found deficient in any manner will not be entertained.

f. Application(s) once submitted will not be withdrawn in any case. If one does so, he/she will be debarred for next 05 years for any recruitment available in NTA.

g. Applications received without proper channel and/or not accompanying the document mentioned in the application form will not be considered and will be rejected. No communications will be entertained thereof.

18.2 NTA reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview:

18.3 A separate application is to be submitted for each post. Incomplete applications shall be liable to be rejected.

18.4 Applications received after last date shall not be entertained. NTA will not be responsible for

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any postal delay.

18.5 **HOW TO APPLY:** Candidate must have two (02) copies of his/her recent passport size photographs (not more than 03 months old) before applying for any post. Kindly note that only "ONLINE" applications shall be acceptable and application in any other form shall not be acceptable. While applying, the E-mail ID (Valid for at least 12 months) AND one alternate E-mail ID are mandatory fields, without which the application will not be registered.

STEP 1: Log on to https://recruitment.nta.nic.in/.

STEP 2: Read the advertisement content carefully and ensure that you meet the eligibility criteria of the post.

STEP 3: Download the Vacancy Notification/Advertisement and read the content carefully and ensure that you meet the eligibility criteria of the post.

STEP 4: Read the Instructions for online submission of Application Form before proceeding.

STEP 5: Accept the condition(s) by clicking the check box and proceed to fill the Registration Form (Upon completion of Registration the Application Number will be sent on your registered Mobile No. and Email).

STEP 6: Kindly fill the Application Form by clicking on the box, "Complete Application Form". Fill-up the necessary details in the application form and upload the required documents.

STEP 7: Click the "Submit Application" button, after filling the required information in the Application Form and uploading required documents.

STEP 8: After Submission of Application Form, a Confirmation Page of the complete Application Form will appear on the screen. Download and take a print of the same to submit to your Cadre Controlling Authority/ Parent Organization to forward it to NTA along-with necessary certifications therein as well as required documents.

Sd/-
Director General
National Testing Agency

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RECRUITMENT RULES FOR THE POST OF DIRECTOR (Group-A)	
Scale of Pay:	Level-13 of 7th CPC Rs. 1,23,100-2,15,900 (Pre-Revised PB 4, Rs 37,400-67,000 with GP of Rs 8,700)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations, with qualifications and experience, as given below: - **Qualifications** Bachelor's Degree in any field from a recognized University or equivalent. **Experience** Holding analogous post on regular basis in the parent cadre/ department in relevant area **OR** 03 years' service in the grade rendered after appointment thereto on regular basis in pay Level 12 Rs.78800-209200 or equivalent in the parent cadre/department in relevant area. **OR** 05 years' service in the grade rendered after appointment thereto on regular basis in pay Level 10 Rs.67700-208700 or equivalent in the parent cadre/department in relevant area. **Desirable:** i) Masters'/ Doctorate degree in the relevant field. ii) Experience of working in large scale Assessments/Exams/IT/Finance/Audit/Establishment/Administration/Procurement & Store.

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RECRUITMENT RULES FOR THE POST OF JOINT DIRECTOR (Group-A)	
Scale of Pay:	Level 12 of 7th CPC Rs. 78,800-2,09,200 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 7,600)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below: **Qualification** Bachelor's Degree in any field from a recognized University or equivalent, with **Experience** Holding analogous post on regular basis in the parent cadre/ department in relevant area. **OR** 03 years' service in the grade rendered after appointment thereto on regular basis in pay Level 11: Rs.67700-208700 or equivalent in the parent cadre/ department in relevant area. **OR** 05 years' service in the grade rendered after appointment thereto on regular basis in Level 10: Rs 56100-177500 or equivalent in the parent cadre/ department in relevant area. **Desirable:** i) Master's degree in the relevant field. ii) Experience of working in an Examination System of a University/Board/IT/Finance/Audit/Establishment/Administration/Procurement & Store.

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RECRUITMENT RULES FOR THE POST OF RESEARCH SCIENTIST 'C' (Group-A)	
Scale of Pay:	Level 12 of 7th CPC Rs. 78,800-2,09,200 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 7,600)
Mode of Recruitment:	Deputation Basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below: **Qualification** Ph.D with PG (with a minimum of 55% marks) in Psychology/ Psychometrics/ Statistics/ Mathematics/Testing Methodology/Education **Experience:** Post Qualification experience of 10 years in assessment sectors/relevant area; **AND** Holding analogous posts on regular basis in the parent cadre/department **OR** 03 years' service in the grade rendered after appointment thereto on regular basis in pay Level 11: Rs.67700-208700 or equivalent in the parent cadre/ department. **OR** 05 years' service in the grade rendered after appointment thereto on regular basis in Level 10: Rs 56100-177500 or equivalent in the parent cadre/ department. **Desirable:** i) Experience of at least two years in the assessment sectors. Persons having experience in Psychometric Testing shall be given preference.

RECRUITMENT RULES FOR THE POST OF SENIOR PROGRAMMER (Group-A)	
Scale of Pay:	Level 11 of 7th CPC Rs 67,700-2,08,700 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 6,600)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/Employees of All India Services/Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations with qualifications and experience, as given below: **Qualification** Master's Degree in Statistics/ Mathematics/ Operations Research/Physics/ Economics/ Commerce (with statistics) or Bachelor's Degree in Engineering/ Computer Science of a recognized university or equivalent. **Experience:** Holding analogous posts on regular basis. **OR** 03 years' regular service in posts in Level 10. **OR** 05 years' regular service in posts in Level 9. **OR** 08 years' regular service in posts in the Level 8. **Desirable:** i) 7 years of experience in electronic data processing out of which at least 3 years' experience should be in actual programming on electronic computer. ii) Formal training in computer programming/system design/ analysis. iii) Master's degree in Computer Sc/Engineering or doctorate in any subject mentioned above.

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RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR (Group-A)	
Scale of Pay:	Level 11 of 7th CPC Rs. 67,700-Rs. 2,08,700 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 6,600)
Mode of Recruitment:	Deputation Basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below: **Qualification** Bachelor's Degree in any field from a recognized University or equivalent, with **Experience:** Holding analogous post on regular basis in the parent cadre/ department in the relevant area. **OR** 03 years' service in the grade rendered after appointment thereto on regular basis in Level 10 of Rs 56100-177500 or equivalent in the parent cadre/ department in relevant area. **Desirable:** i) Master's degree in the relevant field ii) Experience of working in an Examination System of a University or Board/IT/Finance/Audit/Establishment/Administration/Procurement & Store.

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RECRUITMENT RULES FOR THE POST OF RESEARCH SCIENTIST 'B' (Group-A)	
Scale of Pay:	Level 11 of 7th CPC Rs 67,700-2,08,700 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 6,600)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below: **Qualification** Ph.D and PG with a minimum of 55% marks, in Psychology/ Psychometrics/Statistics/ Mathematics/Testing Methodology/Education. **Experience:** Post Qualification Experience of 05 years in assessment sectors/ relevant area **AND** Holding analogous posts on regular basis in the parent cadre/department **OR** 03 years' service in the grade rendered after appointment thereto on regular basis in Level 10 of Rs 56100-177500 or equivalent in the parent cadre/ department. **Desirable:** Experience of at least two years in the assessment sectors. Persons having experience in psychometric testing shall be given preference.

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RECRUITMENT RULES FOR THE POST OF PROGRAMMER (Group-A)

Scale of Pay:	Level 10 of 7th CPC Rs. 56,100-1,77,500 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 5,400)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below: **Qualification:** Master's Degree in Statistics/ Mathematics/ Operations Research/Physics or {Economics/ Commerce (with statistics)} or Bachelor's Degree in Engineering/Computer Science of a recognized university or equivalent. **Experience:** Holding analogous posts on regular basis, **OR** 03 years' regular service in posts in Level 9. **OR** 05 years' regular service in posts in the Level 7. **OR** 08 years' regular service in posts in the Level 6 or equivalent or higher in the parent cadre/department. **AND** 03 years' experience in electronic data processing work out of which at least 1 year should be in actual programming on electronic computer. **Desirable:** i) Experience in web-based applications/ software development for an academic institution. ii) Formal training in computer programming/ system design/ analysis. iii) Knowledge of at least one or more programming language (to be indicated during interview).

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RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR (Group-A)	
Scale of Pay:	Level 10 of 7th CPC Rs. 56,100-1,77,500 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 5,400)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below: **Qualification:** Bachelor's Degree in any field from a recognized University or equivalent grade of 'B' in the UGC seven-point scale. **Experience:** Holding analogous post on regular basis in the parent cadre/department. **OR** 3 years' regular service in the grade rendered after appointment thereto on regular basis in pay Level 8: Rs.47600-151100 or equivalent or higher in the parent cadre/department. **OR** 5 years' regular service in the grade rendered after appointment thereto on regular basis in Pay Level -7: Rs.44900-142400 or equivalent or higher in the parent cadre/department. **Desirable:** i. Master's degree in the relevant field. ii. 8 years' experience in relevant area of which at least 5 years' experience should be in a supervisory/ superintendent capacity in the Level 7 (PB-2 Rs 9300-34800 with GP of Rs 4600/- in Govt., Semi Govt., organisations/ Recognized Universities/ Technical Institutes of national standing equivalent level in private or organisations.

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RECRUITMENT RULES FOR THE POST OF RESEARCH SCIENTIST 'A' (Group-A)	
Scale of Pay:	Level 10 of 7th CPC Rs. 56,100-1,77,500 (Pre-Revised PB 3, Rs 15,600-39,100 with GP of Rs 5,400)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below: Qualification: PG with a minimum of 55% marks, in Psychology/ Psychometrics/Statistics/ Mathematics/Testing Methodology/Education. Experience: Post Qualification Experience of 02 years in assessment sectors/ relevant area **AND** Holding analogous posts on regular basis in the parent cadre/department **OR** 2 years' service in the grade rendered after appointment thereto on regular basis in Level 7 of Rs 44900-142400 or equivalent in the parent cadre/department. **Desirable**: Experience of at least two years in the assessment sectors. Persons having experience in psychometric testing shall be given preference.

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राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

(उच्च्तर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)
(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

RECRUITMENT RULES FOR THE POST OF SENIOR SUPERINTENDENT (Group-B)	
Scale of Pay:	Level 7 of 7th CPC Rs. 44,900-1,42,400 (Pre-Revised PB 2, Rs 9,300-34,800 with GP of Rs 4,600)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/ Employees of State Govt./ UT Administration or Central/ State Autonomous/ Statutory Organizations with qualifications and experiences, as given below: **Qualifications** i. Bachelor's Degree in any field from a recognized University. ii. Knowledge of office procedures, rules, computer applications and secretarial practices. **Experience** Holding analogous posts on regular basis; **OR** 03 years' regular service in the grade rendered after appointment thereto on a regular basis in Level 6) or equivalent or higher in the parent cadre/department; **OR** **OR** 05 years' regular service in the grade rendered after appointment thereto on a regular basis in Level 5 pay matrix or equivalent or higher in the parent cadre/department. **Desirable**: • 05 years relevant experience in one or more of the following areas: accounts, audit, procurement of goods and services (consulting & non-consulting) through GeM/CPPP, Contracts & MoUs, inventory/store/ material management, stock verification, estate management, personnel & establishment matters, HR/Recruitment, hospitality, academic matters (preferably examination management and research), court & legal matters, project management, etc. • Practical experience of using relevant softwares in related areas. Should have experience of working in a computer environment.

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RECRUITMENT RULES FOR THE POST OF STENOGRAPHER (Group-B)	
Scale of Pay:	Level 6 of 7th CPC Rs. 35400-112400 (Pre-Revised PB 2, Rs 9,300-34,800 with GP of Rs 4,200)
Mode of Recruitment:	Deputation basis
Eligibility Conditions:	Officers/ Employees of All India Services/ Central/ State Govt./ UT Administration or Central/ State autonomous/ statutory organizations with qualifications and experience, as given below: **Qualification:** Bachelor's Degree in any field from a recognized University. **Skills:** Possessing a speed of 100/80 w.p.m in English/ Hindi in Stenography. **Experience:** Holding Analogous posts on regular basis. OR 3 years' regular service in the Level 5 or equivalent or higher in the parent cadre/department. OR 5 years' regular service in the Level 4 or equivalent or higher in the parent cadre/ department. **Desirable**: i. Knowledge of both Hindi and English stenography. ii. 5 years' experience in stenography including experience of general administration in a Govt/ Autonomous/ University system. iii. Knowledge of computer applications and data processing.

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DUTIES AND RESPONSIBILITIES OF OFFICERS AND EMPLOYEES

Annexure-II

1. Director(s)

Directors will head their respective Units and are responsible for all aspects of functioning in their respective units for smooth running of the Administration and flawless conduct of tests from the invitation of application and declaration of results. He/she will exercise control/supervision over staff under their charge. He/she will work as members to the Managing Committee. He/she will exercise Administrative/Financial powers delegated to them under National Testing Agency Service Rules 2018 amended from time to time. In addition, He/she will discharge any other duties assigned from time – to – time by the Director General. He/she will report to Director General.

2. Joint Director(s)/ Deputy Director(s)

He/she will assist the Director in discharge of day-to-day duties in their respective Units for smooth functioning of the Units and conduct of flawless and time bound conduct of the tests/other activities. He/she will report to the Director concerned. He/she will exercise supervision over the subordinate staff of their Units. In addition, He/she will discharge any other duties assigned from time to time by the Director General/Director concerned.

3. Assistant Director(s)

He/she will assist the Director/Joint Director in discharge of day-to-day duties in their respective Units for smooth functioning of the Units and conduct of flawless and time bound conduct of the tests/other activities. He/she will report to the Director/Joint Director concerned.

- He/she will be responsible for proper & timely disposal of work in time related the units under their control and specific works assigned to them by the Board from time to time.
- He/she shall organize meetings as per requirement in their Units.
- He/she will be responsible for timely disposal of works pertaining to unit.
- He/she shall be responsible for the punctuality of the staff working in their units.
- He/she will be responsible for the following before forwarding the cases to the Competent Authority for consideration / approval / orders: -

  - to see whether all facts / rules have been correctly stated;
  - to point out any mistakes or incorrect statement of the facts;
  - to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
  - to bring out clearly the question under consideration and suggest a course of action wherever possible.

- He/she will make planning/adequate proposal time to time as per requirements for smooth functioning of the unit.
- He/she will process the cases/matters which needs special attention of the Competent

Authority.

- He/she will be responsible for maintenance of office decorum & discipline in the Unit.
- He/she will make general correspondence with other offices/units as per requirement of the office for disposal of the work after the approval of Competent Authority.
  - He/she will perform any other work assigned to them from time - to - time by the Reporting Officer/Superior.

4. Senior Programmer

He/she will assist the Head of IT and Storage (Database) Unit in the development and implementation of the IT related programmes in the Agency. He/she will also work as member of the sub-committee in recommending procurement of IT related equipments. He will extend IT related support to other Units of the Agency. In addition, he/she will carry out any other work assigned by the Reporting Officer/Superior.

5. Programmer(s)

He/she will assist the Head of IT and Storage (Database) Unit/Sr. Programmer in development and implementation of the IT related programmes in the Agency. He/she will also extend IT related support to other Units of the Agency. In addition, He/she will carry out any other work assigned by the Reporting Officer/Superior.

6. Sr. Superintendent(s)

- He/she will work under the control and supervision of the Assistant Directors/Reporting Officer and is responsible for the work entrusted to their Unit.
- He/she will be responsible for distribution of work among the staff as evenly as possible, helping and advising the staff, management and co-ordination of work.
- He/she will also ensure the following before processing for approval/orders of Competent Authority: -
  - ➢ to see whether all facts / rules have been correctly stated;
  - ➢ to point out any mistakes or incorrect statement of the facts;
  - ➢ to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
  - ➢ to bring out clearly the question under consideration and suggest a course of action wherever possible.
- He/she will be responsible for timely disposal of day-to-day dak/routine work of his/her branch.
- He/she will ensure the punctuality of the staff working under him/her.
- He/she will prepare a planning of the work to be disposed off in future. He/she will process the cases / matters which needs special attention of the Competent Authority.
- He/she will ensure the maintenance of office decorum & discipline in the branch/ section.
- Any other work assigned to him/her from time - to - time by his/her Reporting Officer/Superior.

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7. Stenographer(s)

He/she will be responsible for mailing, correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote to his work. He/she will maintain the confidentiality and secrecy of confidential and secret papers entrusted to them. He/she be cordial with the persons who come in contact with them/ their reporting officer in official dealings. Some of more specific functions are enumerated below:-

- Taking dictation in shorthand;
- Fixing up of appointments;
- Receiving &screening the telephone calls and the visitors in a tactful manner;
- To complete Computer related work, assigned by the reporting officer to him/her.
- Keeping an accurate list of engagements, meetings, etc;
- Keeping a note of movements of files; carrying out the corrections to the officer's reference books and making fair copies of drafts D.O. letters to be signed by the officer.
- To ensure checking and proper & timely reply of e-mails received on the official-id of his/her Officer.
- He/she will be responsible for proper maintenance of records of movement of incoming/outgoing files/dak pertaining to the Office of his/her officer.
- He/she will ensure the punctuality of the staff working under the Officer.
- He/she will be responsible for distribution of work among the staff attached to his/her Officer as evenly as possible, help and advising the staff, management and co-ordination of work.
- He/she will be responsible for maintenance of the office decorum & discipline among the staff attached to his/her Officer.
- Any other work assigned to him/her from time - to - time by their Reporting Officer/Superior.

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ANNEXURE-III

EXPERIENCE CERTIFICATE
(on the letterhead of the organization, signed copy to be uploaded along with online application form)

Dated: …………..

Name of Organization:

Address of the Organization:

This is to certify that Shri/Ms……………….. S/o. / D/o. / W/o. Shri……….. was/is an employee Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of Post held from (DD/MM/YY) to (DD/MM/YY)	From – To (DD/MM/YY)/Total Period (DD/MM/YY)	Nature of Appointment (Permanent/Temporary /Regular/ Contract/Part-Time, etc.)	Department/Specialization/Field of Experience
(1)	(2)	(3)	(4)
Pay Level/Pay Scale (Under 7th CPC)/Pre Revised Pay Band/Scale & GP (if 7th CPC not implemented in the Organization)/Basic Pay currently drawn	Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet)	Place of posting	Worked at Supervisory Level/Middle Management Level/Head of Branch
(5)	(6)	(7)	(8)

It is certified that the above facts and figures are true and based on service records available in our Organization/Department/Ministry.

Signature
Name of Competent Authority
Stamp of Competent Authority

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		CHECKLIST of Documents to be forwarded by the Cadre Controlling Authority/Parent Organization along-with this Online Application Form **(Please Tick)**	
	1.	Application in prescribed format duly forwarded by the Cadre Controlling Authority/Parent Organization.	
	2.	Complete and up-to-date ACR/APAR Dossier for the last five years (up-to 2022-23) onwards or attested photocopy thereof.	
	3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s).	
	4.	Vigilance Clearance Certificate.	
	5.	Integrity Certificate.	
	6.	Major/ Minor Penalty Statement during last 10 Years.	
	7.	Cadre Clearance from Cadre Controlling/ Appointing Authority (wherever applicable).	

Certified that the particulars furnished by Mr./Mrs./Miss…………………….………….., who is working as *(Designation of the Applicant)* in this Office (*Name of the Office*), are correct and he/she possesses the eligibility criteria (educational qualifications and experience) as mentioned in the Vacancy Notification.

Also certified that:-

(i) There is no vigilance case pending/ contemplated against him/her;

(ii) His/her complete APAR Dossier/for the last 5 years duly attested (on each page) by an officer in the rank of Under Secretary to the Government of India, are enclosed;

(iii) His/her integrity is beyond doubt;

(iv) No major/minor penalties have been imposed on him/ her during last 10 years; and

(v) The Officer will be relieved from this Establishment shortly after the receipt of intimation about his/her selection for joining in NTA against the relevant post.

`

Signature of Officer not below the
Rank of Deputy Secretary with Stamp
indicating the name and designation of Officer

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