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राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

ignou
THE PEOPLE'S
UNIVERSITY



Indira Gandhi National Open University

Maidan Garhi, New Delhi-110068

Information Brochure and Guidelines for Filling of Online Application Form for Recruitment of Junior Assistant-cum-Typist (JAT) in IGNOU

NTA Helpline Numbers 011-69227700 & 011-40759000
between 09:00 am to 6:00 pm.

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NATIONAL TESTING AGENCY

Vision

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

Mission

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

Core Values

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

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

"NTA has a gender-neutral inclusive policy. A gender-specific word, used in any of the NTA document or communicationrefers to all genders- male/female/transgender, unless explicitly stated."

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SECTION – A

Information at A Glance

Fee Details and Important Dates:

Online Submission of Application Form	**22 March 2023 (From 10:00 A.M)**
Last Date of Successful submission of form and Transaction of Fee through Credit/Debit Card/Net-Banking	**20/04/2023 (up to 11:59 pm)**
Operationalization of Help Line/Call Centre	**011-69227700 & 011-40759000 (9.00 a.m. to 6.00 p.m.)**

Fee Payable by Candidate:

Category	Application Fee (Rs.)	Remarks
Unreserved (UR), OBC (NCL) & EWS	**Rs.1000/-**	***Processing charges & Goods and Service Tax (GST) are to be paid by the candidate to the concerned Bank/Payment Gateway Integrator, as applicable.***
SC, ST, FEMALE etc.	**Rs.600/-**	
PwBD	**NIL**	
Correction in Particulars of Application Form on website only		**21/04/2023 to 22/04/2023 (upto 23:59 hrs)**
Downloading of Admit Cards from NTA website by the Candidates who have submitted Applications with successful payment of prescribed fee online through the Portal (http://recruitment.nta.nic.in)/Issue of Hall Ticket/Admit Card.		**To be announced later through the Website**
Date of Examination		**To be announced later through the Website**
Duration of Examination		**As mentioned in the "Scheme of Examination"**
Timing of Examination		**As indicated on Admit Card**
Centre, Date and Shift of the Examination		**As indicated on the Admit Card**
Display of Recorded Responses and Answer Keys		**To be announced later through the Website**
Website		**https://recruitment.nta.nic.in**
Declaration of Result on NTA website		**To be announced later through the Website**

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

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 https://recruitment.nta.nic.in/ from **22-03-2023 to 20-04-2023**. 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.

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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 application may be done by accessing the NTA official website: https://recruitment.nta.nic.in/.
iii. Online Application Form cannot be withdrawn once it is submitted successfully.
iv. 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.

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	Choice of Examination Centre.
Step IV	Uploading scanned images of Candidate's Photograph and Candidate's Signature in JPG/JPEG format.
Step V	Payment of fee using suitable mode of payment as per details given in this section.

Note:

1. The final submission of Online Application Form will remain incomplete if Step-IV and Step-V 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:
    - The printouts of the Confirmation Page of Online Application Form.
    - Print Proof of fee paid.
    - Photographs (same as uploaded on the Online Application Form).
    - 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.

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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: Choice of Examination Centre

- There will be a drop down list of States, then choose the city where the applicant wishes to give the examination in online computer based test mode.
- *The city of examination once chosen and allotted, cannot be changed and request in this regard will not be entertained.*
- *NTA will allocate the examination centre in the chosen city, which will be displayed in the admit card.*
- *NTA may change the chosen city and/or the allocated centre for logistic and administrative reasons.*

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

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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/JPEG 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.

Step V: Payment of Application Fee

Application Fee Payable by Candidate	
UNRESERVED, OBC & EWS	Rs.1000/-
SC, ST, FEMALE etc.	Rs.600/-
PwBD	NIL

Method of Fee Payment

After completing Step 3 of online Application Form, candidates may remit the examination fee 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:

- 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.
- 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.

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SECTION – B

INTRODUCTION

1. About National Testing Agency (NTA):

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

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

2. About Indira Gandhi National Open University (IGNOU):

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 wellbeing 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.

3. Recruitment of non-teaching staff:

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

4. Details of Post & Eligibility Requirements:

Sl. No.	Name of the post	Pay Matrix	Age Limit (in years)	Vacancy Category-wise					Total No. of Posts	Horizontal Reservation			Essential Qualifica-tions
				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**	**83**	**29**	**12**	**55**	**21**	**200**	**09**	**20**	**10**	10+2 **with** a Typing speed of 40 w.p.m. in English **or** 35 w.p.m. in Hindi on Computer

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5. 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 favour 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.

6. Age Relaxation:

a. Cut-off date to determine eligibility in terms of age of candidates will be 20-04-2023.

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 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

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7. Caste/Category Certificates

a. 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.

b. 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 i.e. **20.04.2023**.

c. 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 cancelled.

d. A person seeking 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.

e. EWS candidate must ensure that they have a valid EWS certificate as prescribed on the crucial date of submission of application.

f. 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.

g. 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 candidature.

h. 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.

i. Canvassing in any form will be a disqualification.

j. 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.

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

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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. The qualification of the scribe should be one step below the qualification of the candidate.

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.

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.*

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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 forpersons 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 concernedhas 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.

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SECTION – D

8. Scheme Of Examination

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.

(MCQ Type)	Test Components	Duration: 2 hours	
		No. of Questions	Marks
(i)	General Awareness	30	30
(ii)	Reasoning and General Intelligence	30	30
(iii)	Mathematical Abilities	30	30
(iv)	Hindi/English Language and Comprehension	30	30
(v)	Computer Knowledge Module	30	30
	Total	**150**	**150**
Note*- Extra time will be given to PwBD candidates as per GoI norms			

Tier II

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.

The detailed examination process and syllabus mentioned are given below:

Tier-II	**Skill Test/Typing Test**	**Qualifying in nature subject to minimum qualifying speed.**

9. Syllabus for The Examination

- **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.

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- **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 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, Economics, Science, 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.

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SECTION – E

10. List of sports which qualify for appointment of meritorious sports persons.

S.No.	Name of the Sport	S.No.	Name of Sport
1.	Archery	2.	Athletics (including Track and Field events)
3.	Atya-Patya	4.	Badminton
5.	Ball-Badminton	6.	Basketball
7.	Billiards and Snooker	8.	Boxing
9.	Bridge	10	Carrom
11.	Chess	12.	Cricket
13.	Cycling	14.	Equestrian Sports
15.	Football	16.	Golf
17.	Gymnastics (including Body Building)	18.	Handball
19.	Hockey	20	Ice-Skiing
21.	Ice-Hockey	22.	Ice-Skating
23.	Judo	24.	Kabaddi
25	Karate-DO	26.	Kayaking and Canoeing
27.	Kho-Kho	28.	Polo
29.	Powerlifting	30.	Rifle Shooting
31.	Roller Skating	32.	Rowing
33.	Soft Ball	34.	Squash
35.	Swimming	36.	Table Tennis
37.	Taekwondo	38.	Tenni-Koit
39.	Tennis	40.	Volleyball
41.	Weightlifting	42.	Wrestling
43.	Yatching		

11. List of authorities competent to award certificates on eligibility for recruitment of sportspersons

S.No.	Competition	Authority awarding Certificate
1.	International Competition	Secretary of the National Federation of the Game concerned.
2.	National Competition	Secretary of the National Federation orSecretary of the State Association of the Game concerned.
3.	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned.
4.	National/Sports/ Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/ games for Schools in the Directorate of Public Instructions/ Education of the State.
5.	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education& Social Welfare Government of India

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12. Order of preference

a) First preference to those candidates who have represented the country in an International Competition with the clearance of the Department of Youth Affairs and Sports.

b) Next preference may be given to those who have represented a State/U.T. in the Senior or Junior level national Championships organized by the National Sports Federations recognized by Department of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions upto 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.

c) Next preference may be given to those, who have represented a University in an Inter- University competition conducted by Association of Indian Universities/Inter University Sports Board and have won medals or positions upto 3rd place in finals.

d) Next preference may be given to those who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or positions upto 3rd place.

e) Next preference may be given to those, who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.

f) Next preference may be given to those who represented a State/Union Territory/University/State Schools Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the same order of preference.

Note 1: *In the event of tie those who have secured a higher position or won more than one medal may be given the preference.*

Note 2: *Participation in individual and team event/item may be given the same preference.*

Note 3: *No preference may be given for winning more than one medal/position.*

Note 4: *In case of any doubt about the status of a tournament, the matter will be decided by the Department of Personnel & Training in consultation with Department of Sports and Youth Affairs.*

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Annexure-1

Cities for Exam Centres for IGNOU Recruitment Test (Jr. Assistant-cum-Typist)-2023

S.No.	State	City	City Code
1	Tripura	Agartala	TA01
2	Uttar Pradesh	Agra	UP01
3	Gujarat	Ahmedabad/Gandhinagar	GJ01
4	Uttar Pradesh	Allahabad/Prayagraj	UP03
5	Karnataka	Bengaluru	KK04
6	Madhya Pradesh	Bhopal	MP03
7	Odisha	Bhubaneswar	OR04
8	Chandigarh	Chandigarh/Mohali/ Panchkula	CH01
9	Tamil Nadu	Chennai	TN01
10	Uttarakhand	Dehradun	UK01
11	Delhi	Delhi/New Delhi	DL01
12	Kerala	Ernakulam/Moovattupuzha	KL04
13	Haryana	Faridabad	HR03
14	Sikkim	Gangtok	SM01
15	Uttar Pradesh	Ghaziabad	UP07
16	Andhra Pradesh	Guntur	AP07
17	Haryana	Gurugram	HR04
18	Assam	Guwahati	AM02
19	Uttarakhand	Haldwani	UK02
20	Telangana	Hyderabad/Secunderabad	TL01
21	Manipur	Imphal	MN01
22	Rajasthan	Jaipur	RJ06
23	Punjab	Jalandhar	PB04
24	Uttar Pradesh	Kanpur	UP11
25	West Bengal	Kolkata	WB10
26	Uttar Pradesh	Lucknow	UP12
27	Maharashtra	Mumbai/Navi Mumbai	MR16
28	Maharashtra	Nagpur	MR17
29	Uttar Pradesh	Noida/Greater Noida	UP09
30	Bihar	Patna	BR07
31	Chhattisgarh	Raipur	CG03
32	Jharkhand	Ranchi	JH04
33	Himachal Pradesh	Shimla	HP06
34	Kerala	Thiruvananthapuram	KL17
35	Uttar Pradesh	Varanasi	UP18
36	Andhra Pradesh	Visakhapatnam	AP18
37	Tamil Nadu	Coimbatore	TN02
38	Rajasthan	Jodhpur	RJ07
39	Uttar Pradesh	Meerut	UP14
40	Madhya Pradesh	Indore	MP07
41	Uttar Pradesh	Gorakhpur	UP08
42	Rajasthan	Kota	RJ08
43	Madhya Pradesh	Jabalpur	MP08
44	Maharashtra	Pune	MR22
45	Rajasthan	Udaipur	RJ11
46	Jammu & Kashmir	Jammu	JK02
47	Bihar	Bhagalpur	BR02
48	West Bengal	Siliguri	WB11
49	Karnataka	Dharwad	KK10
50	Assam	Dibrugarh	AM01
51	Gujarat	Rajkot	GJ10
52	Andaman and Nicobar	Port Blair	AN01

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

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Annexure-2

Payment Of Exam Fee And Helplines

1. Prescribed Examination Fee (please see the information at a Glance) can be paid through any Bank/Payment Gateway in any Payment Mode mentioned below. The service/processing charges per transaction & GST applicable thereon @ 18% are to be paid by the candidate to the Bank/Payment Gateway concerned at the time of transaction [except for payment made through debit card (Visa/Master)]:

S.No	Mode of Payment	ICICI BANK			STATE BANK OF INDIA	
1	Net Banking	ICICI	NIL Charge		SBI	Rs 5.00+GST
		Other Banks	4.00 + GST		Other Banks	
2	Debit Cards	ICICI or Other Banks	Transaction upto Rs 2000/-	0 %	Nil	
			Transaction above Rs 2000/-	0.5 % + GST		
3	Credit Cards	Domestic	0.40%of Transaction value		Domestic	0.80% + GST
		International	2.35%of Transaction value		International	3.50% of Fee+ GST (Minimum Rs 11/-)
4	Unified Payment Interface (UPI)	ICICI or other banks	Transaction upto Rs 2000/-	0 %	NIL Charge	
			Transaction above Rs 2000/-	0 % + GST		

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

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

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

3. **Helplines**

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

Level	Name	Email ID	Contact Number
1	Helpdesk	dgmcs.cc@sbi.co.in	18004253800
2	Helpdesk3	sbi.05222@sbi.co.in	08026599990
3	Customer Care	agmcustomer.lhodel@sbi.co.in	1800112211
4	Through SMS	UNHAPPY (add text)	8008202020

(b) If Paying through ICICI Bank:

Level	Name	Email ID	Contact Number
1	Vikas Dwivedi	support.nta@ingenico.com	9599533577
2	Nitin Sharma	nitin.sh@icicibank.com	9870101521

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

Email: ignou.jat@nta.ac.in

Phone No.: 011-69227700, 011-40759000

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

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

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Annexure-3

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 _____.

C. He/ She has _____% (in figure)_____. percent (in words) permanent LocomotorDisability/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 proofof residence: -

Nature of Document	Date of Issue	Details of authorityissuing certificate

Signature/Thumb impression of theperson in whose favour certificateof disabilitycertificate is issued.

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

Annexure-4

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Form-VI

Certificate of Disability

(In case of multiple disabilities)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THECERTIFICATE)

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

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

1. 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 aresatisfied 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:

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In figures: - .....percent

In words: - .....percent

2. This condition is progressive/non-progressive/ likely toimprove/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 proofof 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.

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Annexure-5

Form-VII

Certificate of Disability

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

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THECERTIFICATE)

[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/sheis a case of ..... disability. His/her extent of percentage physical impairment/disability has been evaluated asper 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.)

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2. The above condition is progressive/ non-progressive/ likely toimprove/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 thecertificate is issued by a medical authority who is not a government servant (with seal))

Signature/Thumb impression of the person in whose favour certificateof 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 Ministryof Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

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Annexure-6

Letter Of Undertaking For Using Own Scribe

I_____, a candidate with_____(name of the disability) appearing for the _____(name of the examination) bearing Roll No._____at _____(name of the centre) in the District_____Name of the State). My qualification is _____.

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

I do hereby undertake that the qualification of scribe is_____. In case, subsequently it is found that the qualification ofscribe is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to admission and claims relating there to.

(Signature of the candidate with Disability)

Photograph of Scribe (Self-Attested Photograph)

Photograph of Candidate same as uploaded in online application

Place:

Date:

Name of Scribe	**ID of the Scribe**	**ID NO.**

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Annexure-7

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 recognized 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 Reorganization 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 (Reorganization) 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*..... 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 recognized 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)

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Annexure-8

Government of _____.

(Name & Address of the authority issuing the certificate)

Income & Assest Certificate To Be Produced ByEconomically Weaker Sections

Certificate No…… Date:……

VALID FOR THE YEAR ……..……..

1. 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 notifiedmunicipalities;
   iv. Residential plot of 200 sq. yards and above in. areas other thanthe notified municipalities.

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

Recent passport size attested photograph of the applicant

Signature with seal of Office……..

Name……..

Designation……..……

***Note l:** 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 spouseand children below the age of 18 years

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

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Annexure-9

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 recognized 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.

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Annexure-10

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: ……

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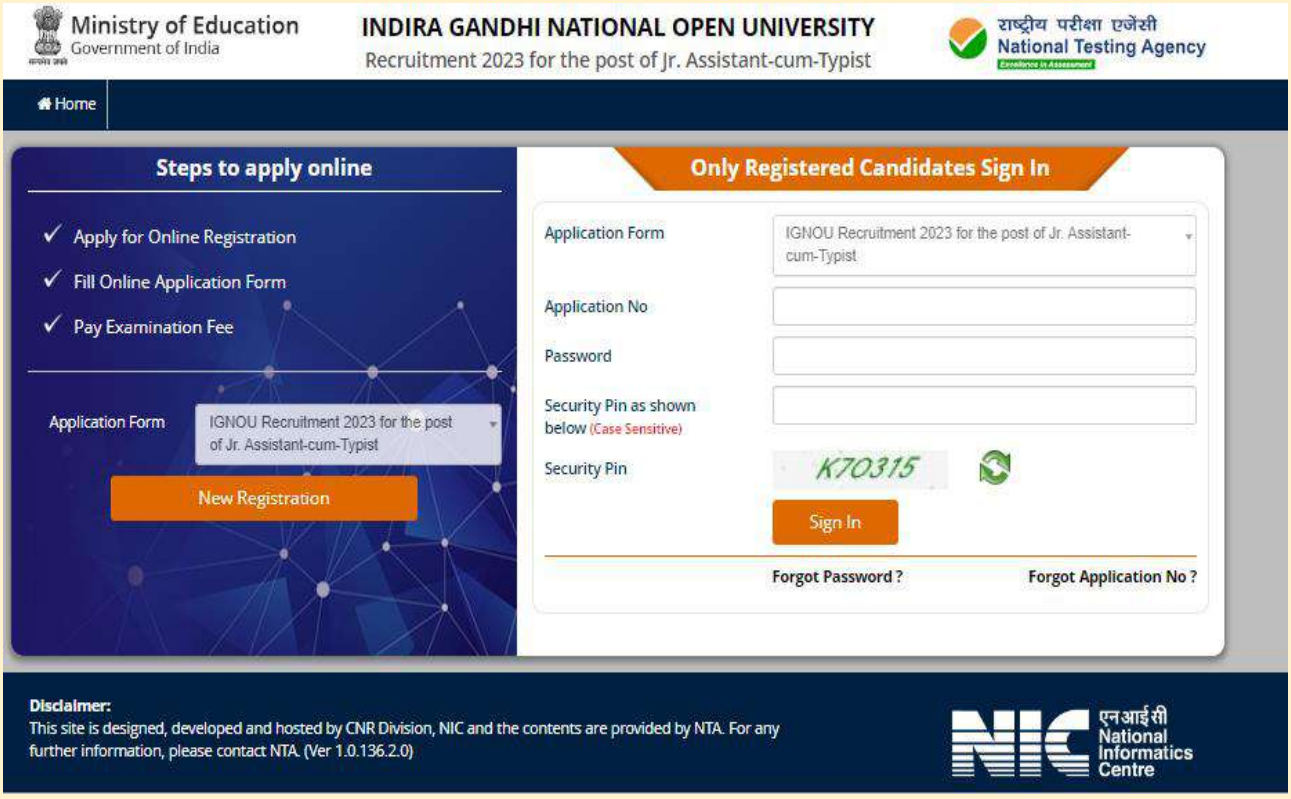
Annexure-11

Replica of Online Application Form



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Instructions and Procedure for online submission of Application Form

Download Information Bulletin

1.Please download and read carefully the Advertisement and instructions/ procedure given therein and below, before you start filling the Application Form online.
2.You can apply for Recruitment for IGNOU 2023 Form for the post of Jr. Assistant-cum-Typist 'ON-LINE' only through the official website - **(https://recruitment.nta.nic.in)**.
3.**Examination Fees**

Category	Fee Amount
General / OBC / EWS	Rs. 1000/- (One Thousand)
SC / ST / Female	Rs. 600/- (Six Hundred)
PwD	Rs. 0/- (Nill)
Service Charges & GST (as applicable) will be charged extra by the Bank.	

4.**Application Procedure: Steps to be followed to apply online.**

Candidates must read carefully the Instructions (including how to fill up the Application Form online) given in the Advertisement. Candidates not complying with the Instructions shall be summarily disqualified.

Step 1: Registration Form: Register for the Online Application Form and note down the system-generated Application Number. The candidate should supply the required details while filling the Online Application Form and is also required to create PASSWORD and choose Security Question and enter his/her Answer. After successful submission of the personal details, 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 filling up of personal details, applying for the Paper, providing the details of Employment, providing the details of Educational Qualifications, and uploading the images and documents (if any).

Upload Scanned Images of Candidate's Photograph, Signature, Class 10th Certificate, Qualification Certificate, Category Certificate (wherever applicable), PwD Certificate (wherever applicable) and Departmental ID (wherever applicable)

i. **The recent photograph should be either in colour or black & white with 80% face (without mask) visible including ears against a white background.**
ii. Scanned photograph and signature should be in **JPG** format (clearly visible).
iii. The size of the scanned photograph should be between **10 kb to 50 kb.**
iv. The size of the scanned signature should be between **4 kb to 50 kb**

[Note: The Candidate has to upload only his/ her own photograph, signature, and certificate(s) as mentioned above (and not of anybody else) in a correct/proper manner, **as the facility for correction will not be given in the future.** In case, it is found at any time in the future that the Candidate has used/uploaded the photograph, signature, and certificate(s) of someone else in his/her Application Form/Admit Card, or **he/she has 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: Fee Payment: After completing Step 1 and Step 2, the candidates have to pay the requisite examination fee. The fee can be submitted only online through Net Banking, Credit Card, Debit Card etc. Processing charges and GST as applicable are chargeable to the candidate (in addition to the examination fee) by the concerned Bank/Payment Gateway Integrator.

The Confirmation Page of the online Application Form will be generated only after successful payment by the Candidate. In case the Confirmation Page is not generated after payment of fee, then the candidate may have to approach the concerned Bank/Payment Gateway for ensuring the successful payment or for obtaining the refund of duplicate / multiple payments].

5.**Important Instruction about PASSWORD**

i. During online form filling, the candidate will be required to choose PASSWORD and Security Question and its Answer, and is advised to record/remember it for all future logins.
ii. For subsequent logins, the candidate will be able to login directly with their respective system-generated Application Number and the chosen Password.
iii. The candidate is advised not to disclose or share their password with anybody, and the candidate will be solely responsible for the violation or misuse of the password.
iv. Candidates can change his/her passwords after login if desired.
v. Candidates should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered with or modified by unauthorized persons.

The Password must be as per the following Password policy.

i. Password must be **8 to 13 characters long.**
ii. Password must have at least **one Upper** case alphabet.
iii. Password must have at least **one Lower** case alphabet.
iv. Password must have at least **one numeric value.**
v. Password must have at least **one special character eg.!@#$%^&*-.**

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

i. Using Security Question and its Answer you have chosen during Form filling.
ii. Using a verification code sent via text message (SMS) to your Registered Mobile No.
iii. Using a reset link sent via Email to your Registered Email address.

7.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.

☐ **I have downloaded the Information Bulletin (Advertisment) of Recruitment for IGNOU 2023 Application Form for the Jr. Assistant-cum-Typist, read and understood all the Instructions therein as well as those mentioned above, and will fill up the online Application Form for the Jr. Assistant-cum-Typist accordingly.**

Click here to Proceed

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Personal Details

Candidate's Name	
Father's Name	
Mother's Name	
Date of Birth	--Day-- --Month-- --Year--
Gender	--Select--
Identity Type	--Select--
Identification Number	

Contact Details

Premises No/Name	
Sub-Locality(Optional)	
Locality	
Country	--Select--
State /UT	--Select--
District	--Select--
Pin Code	
Email Address	
Confirm Email Address	
Mobile Number	
Confirm Mobile Number	
Alternate Contact No. (Optional)	

Permanent Address

☐ 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)	
Security Pin	J70629

Submit

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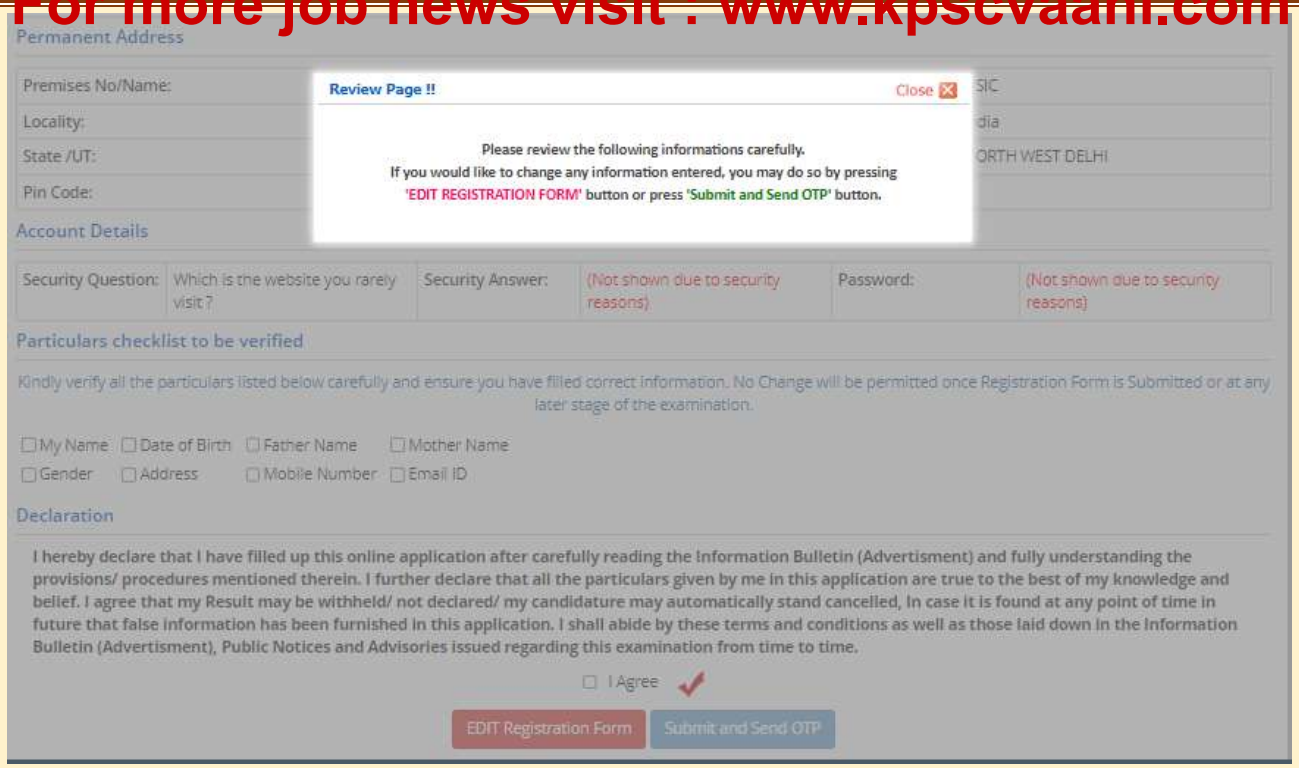

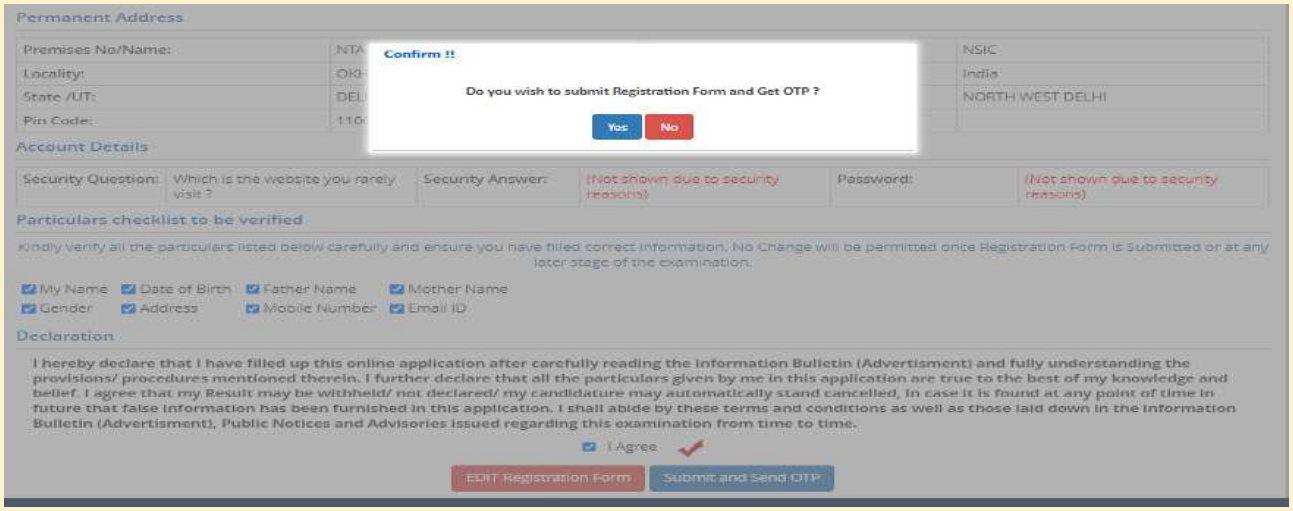

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Review Page - Online Registration Form

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

Personal Details

Candidate's Name:	NAME TEST	Father's Name:	FATHER TEST
Mother's Name:	MOTHER TEST	Date of Birth:	06-05-1998
Gender :	Female	Identity Type:	Any Other Valid Govt Identity with photograph
Any Other Valid Govt Identity with photograph:	12365478		

Contact Details

Premises No/Name:	NTA	Sub-Locality(Optional):	NSIC
Locality:	OKHLA	Country:	India
State /UT:	DELHI	District:	NORTH WEST DELHI
Pin Code:	110020	Email Address:	
Mobile Number :		Alternate Contact No.(Optional):	--

Permanent Address

Premises No/Name:	NTA	Sub-Locality(Optional):	NSIC
Locality:	OKHLA	Country:	India
State /UT:	DELHI	District:	NORTH WEST DELHI
Pin Code:	110020		

Account Details

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

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

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

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

Submit-Registration Form

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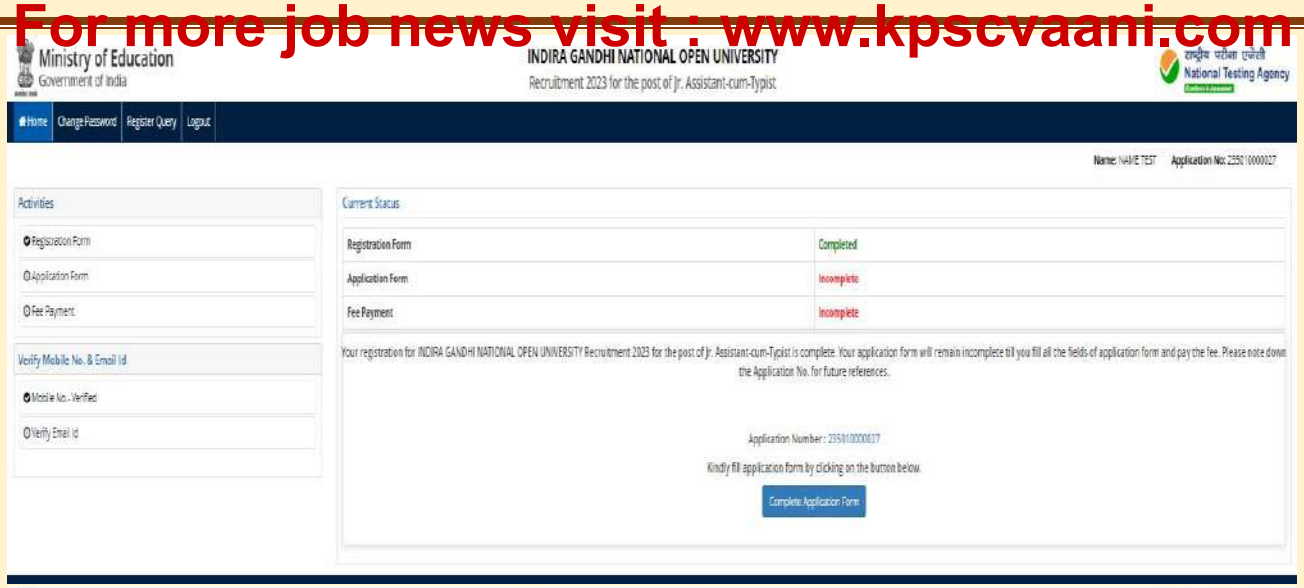

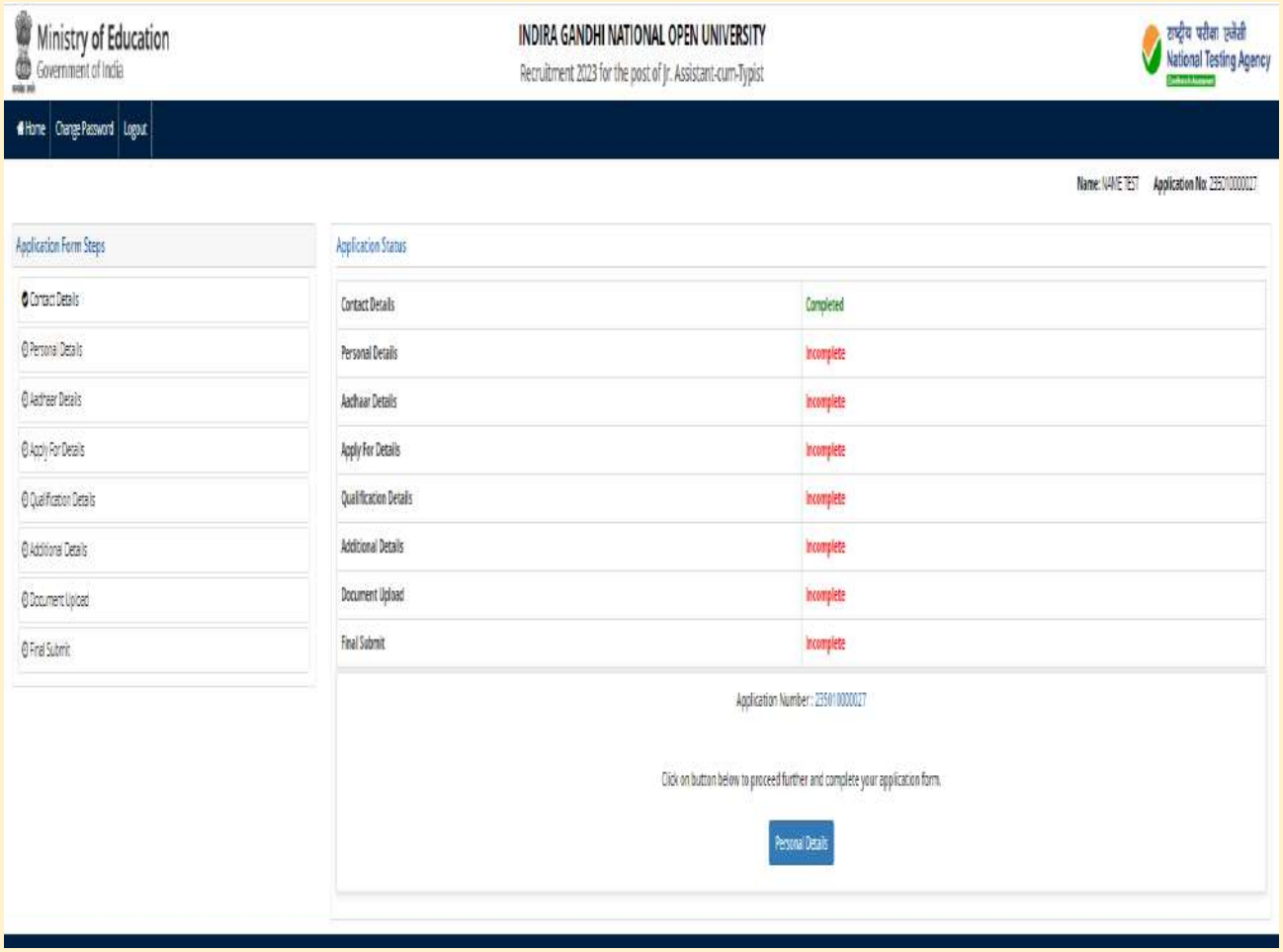

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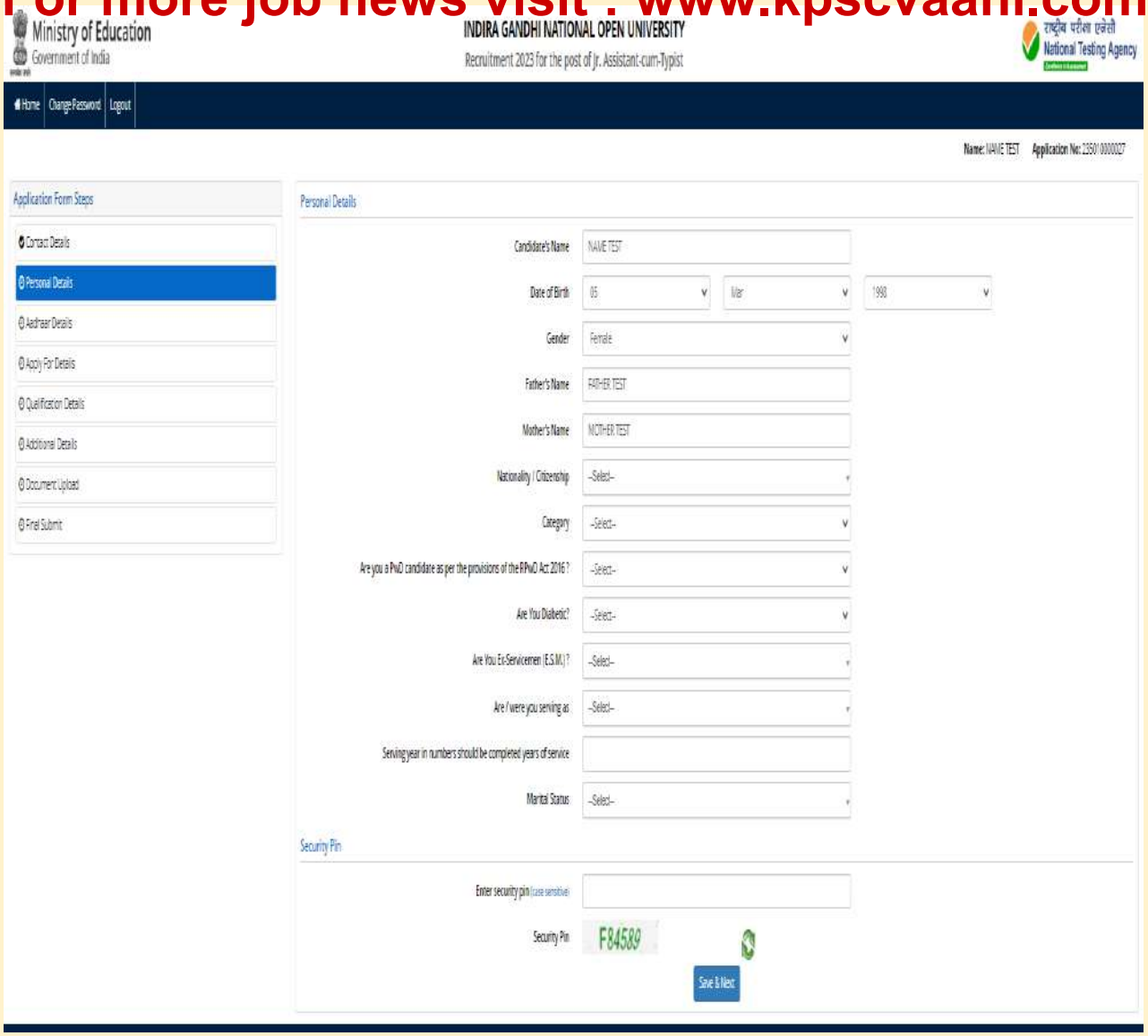



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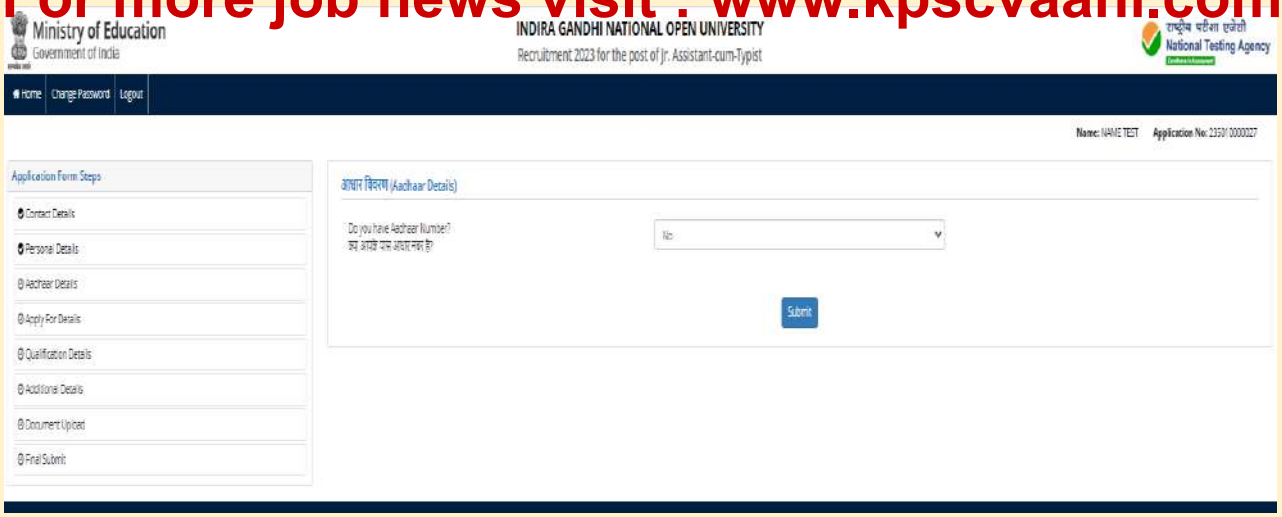

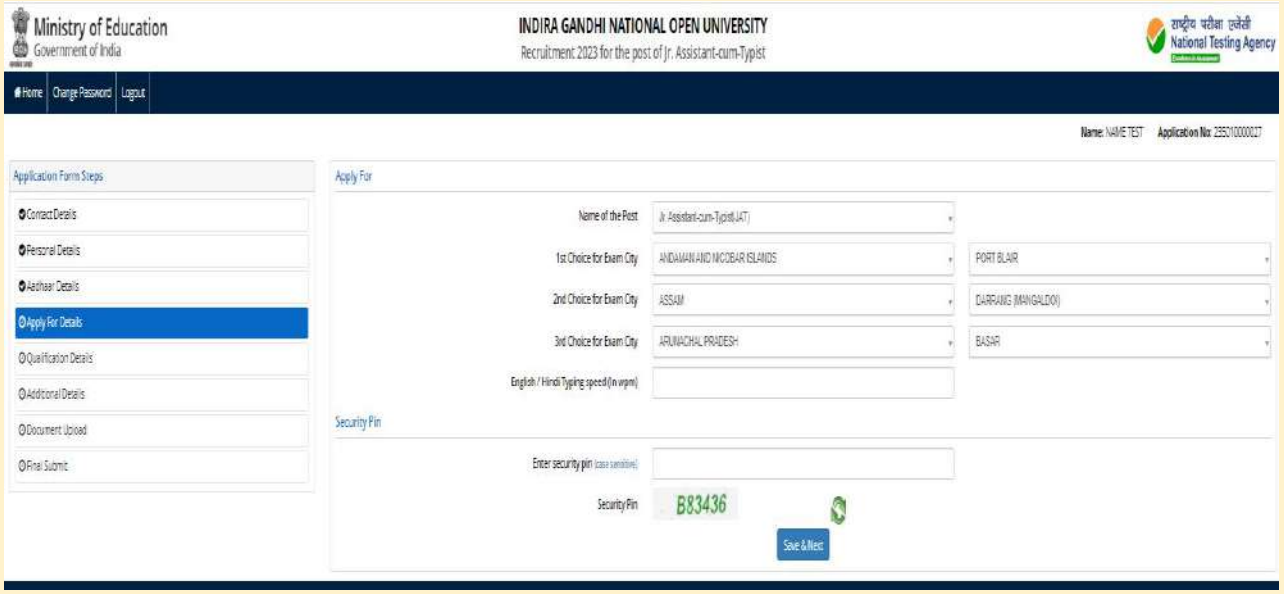

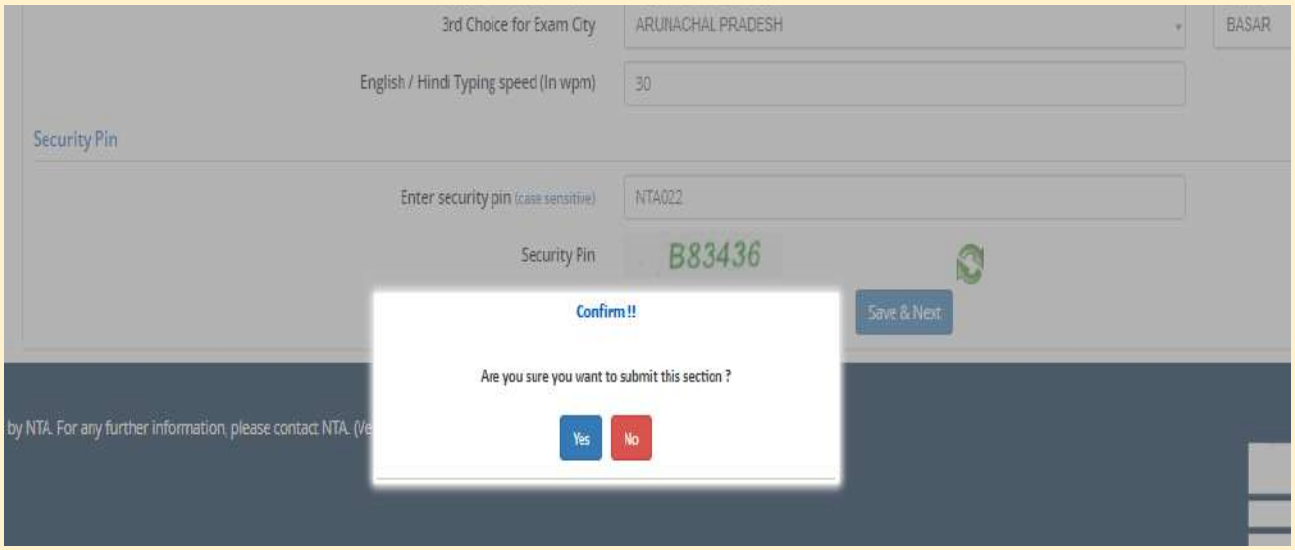

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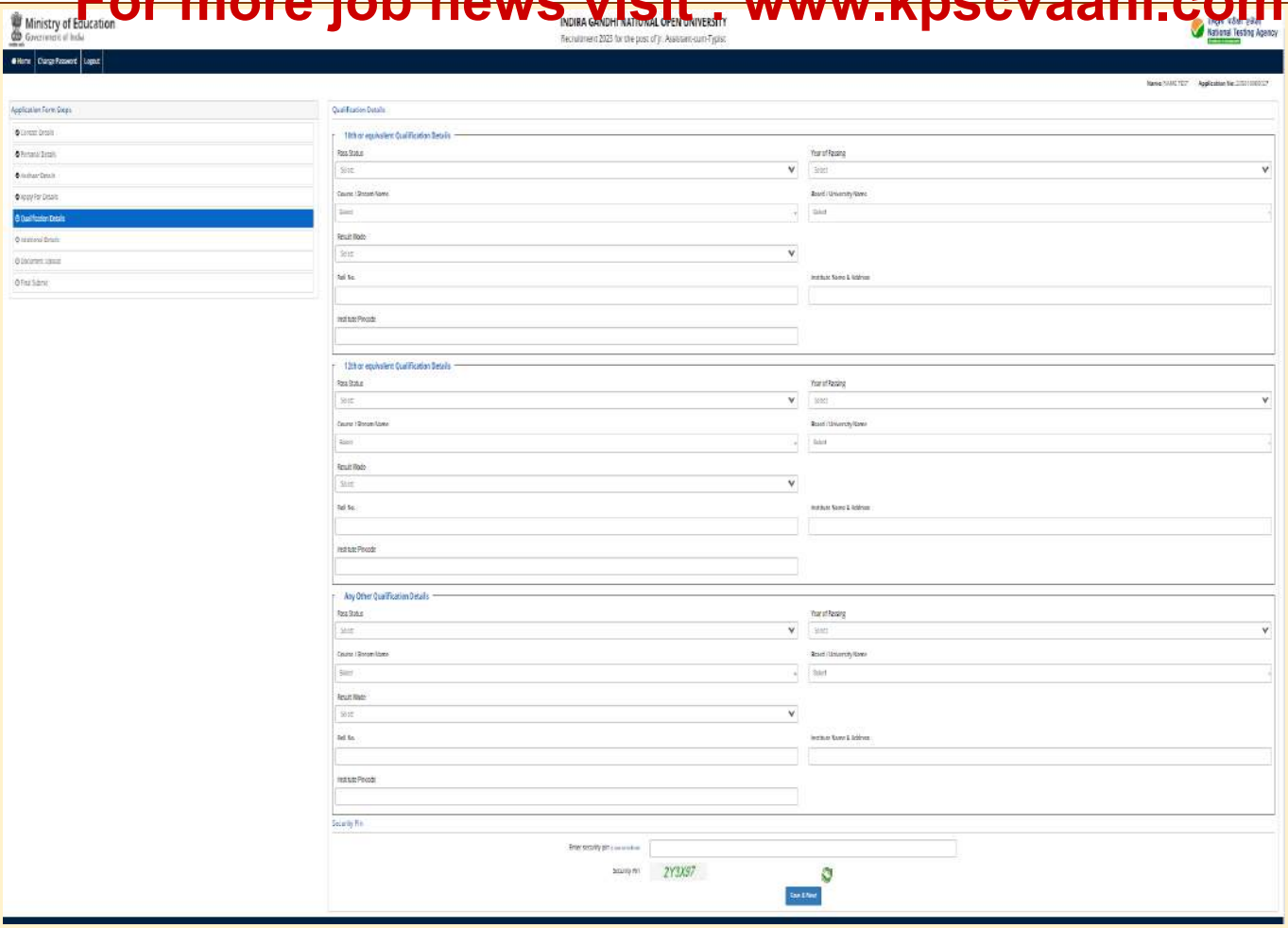

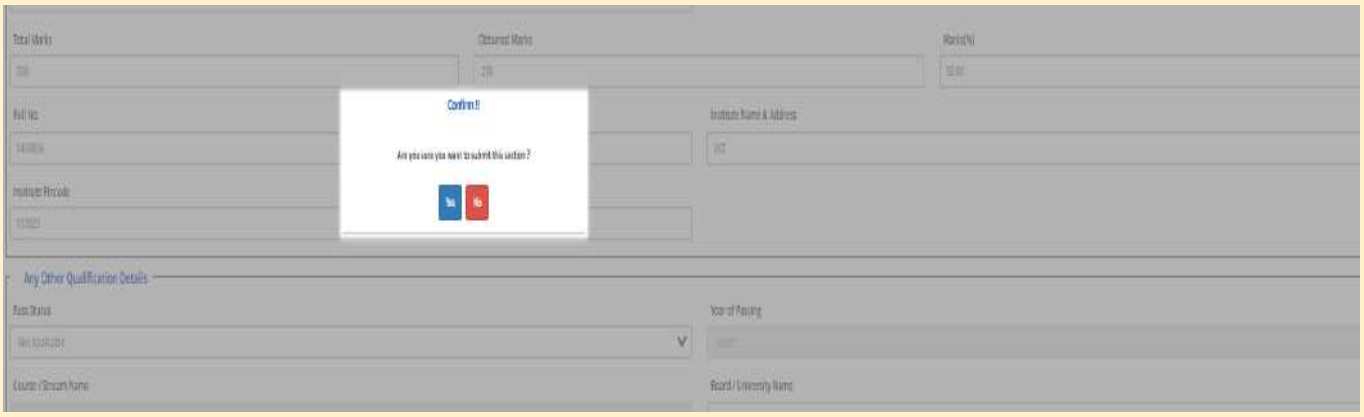

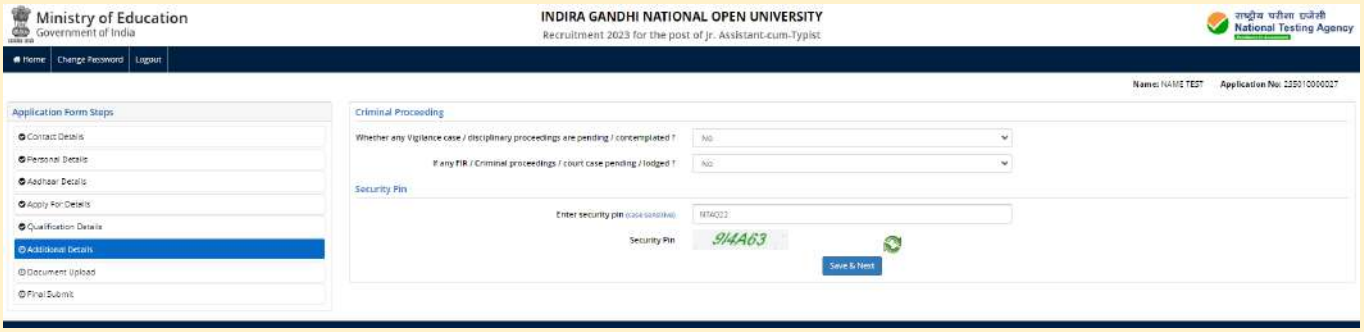

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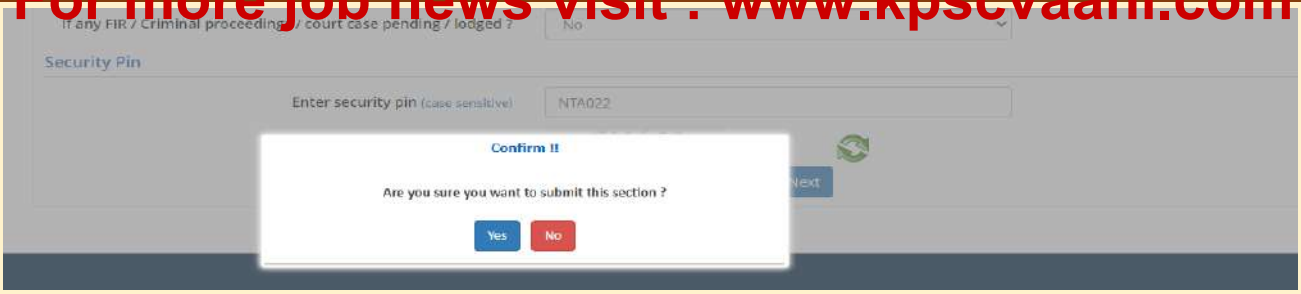

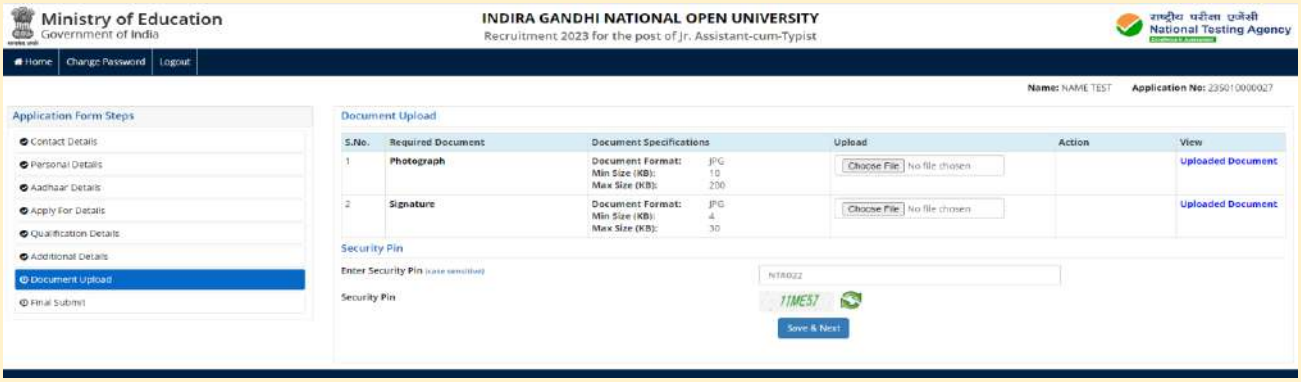

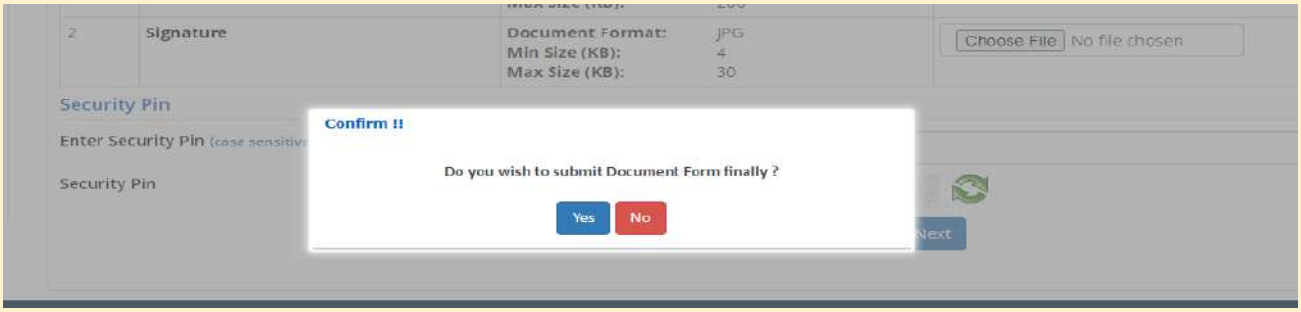

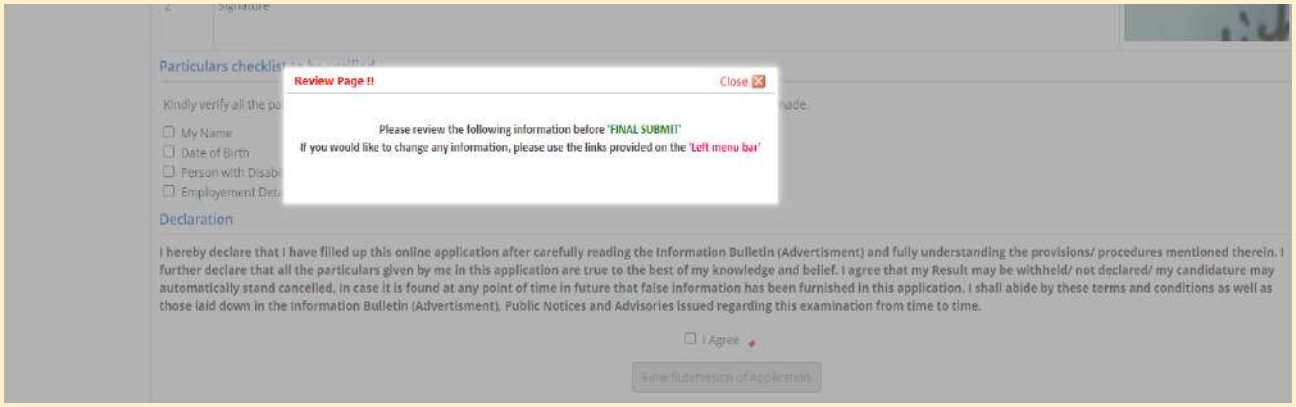

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Ministry of Education
Government of India

Recruitment 2023 for the post of Jr. Assistant-cum-Typist

National Testing Agency

Home | Change Password | Logout

Application Form Steps

- Personal Details
- Personal Details
- Qualification Details
- Apply For Details
- Other Personal Details
- Additional Details
- Document Upload
- Final Submit

Review Page - Online Application Form

Review the following particulars carefully. If you would like to change any particulars/content, you may do so by using EDIT MODE button or press FINAL SUBMISSION OF APPLICATION button for final submission.

Personal Details

Candidate's Name	
Date of Birth	
Gender	Female
Father's Name	
Mother's Name	
Category	
Are you a PwD candidate as per the provisions of the 'PwD Act 2016'?	No
Are You Ex-Serviceman?	No
Are You an Ex-Serviceman (E.S.M.)?	No
Nationality / Citizenship	
Are I Work you an Employee	Not Applicable
Marital Status	Single
Aadhaar	Not Available
Aadhaar Number	

Apply for

Name of the Post	
1st Choice for Exam City	PORTBLAIR-ANDAMAN AND NICOBAR ISLANDS
2nd Choice for Exam City	GUWAHATI
3rd Choice for Exam City	BHUBANESWAR
Applied / Admit Card Issued in Agency	No

10th or equivalent Qualification Details

Pass Status	Passed
Year of Passing	2015
Course / Stream Name	Other Equivalent
Board / University Name	CBSE
Result Mode	Percentage
Obtained Marks	450
Total Marks	500
Marks %	90.00
Roll No.	1453678
Institute Name & Address	KENDRIYA VIDYALAYA
Institute Pincode	110023

12th or equivalent Qualification Details

Pass Status	Passed
Year of Passing	2015
Course / Stream Name	Class 12th Arts/General
Board / University Name	CENTRAL BOARD OF SECONDARY EDUCATION
Result Mode	Percentage
Obtained Marks	450
Total Marks	500
Marks %	90.00
Roll No.	1453678
Institute Name & Address	KENDRIYA VIDYALAYA
Institute Pincode	110023

Any Other Qualification Details

Pass Status	Not Applicable
Year of Passing	0
Course / Stream Name	
Board / University Name	
Result Mode	
Marks %	
Institute Name & Address	
Institute Pincode	

Criminal Proceeding

Whether any Vigilance case / disciplinary proceedings are pending / contemplated ?	No
If any FIR / Criminal proceedings / court case pending / lodged ?	No

Contact Details

Premises No/Name	NTA
Sub Locality	NSIC
Locality	OKHLA
Country	India
State /UT	DELHI
District	SOUTH DELHI
Pin Code	110020
Email Address	ud*****@nta.ac.in
Mobile Number	91-85*****709
Alternate Contact No. (Optional)	NA

Permanent Address

Premises No/Name	NTA
Sub Locality	NSIC
Locality	OKHLA
Country	India
State /UT	DELHI
District	SOUTH DELHI
Pin Code	110020

Upload Scanned Files

Sr.No	Document	Display
1	Photograph	
2	Signature	

Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Application Form finally, changes can not be made.

- [x] My Name
- [x] Father Name
- [x] Mother Name
- [x] Date of Birth
- [x] Gender
- [x] Category
- [x] Person with Disability (PwD)
- [x] Educational Details
- [x] Post Applied for
- [x] Employment Details

Declaration

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin (Advertisement) and fully understanding the provisions/ 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 automatically 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 (Advertisement), Public Notices and Advisories issued regarding this examination from time to time.

- [x] I Agree

Final Submission of Application

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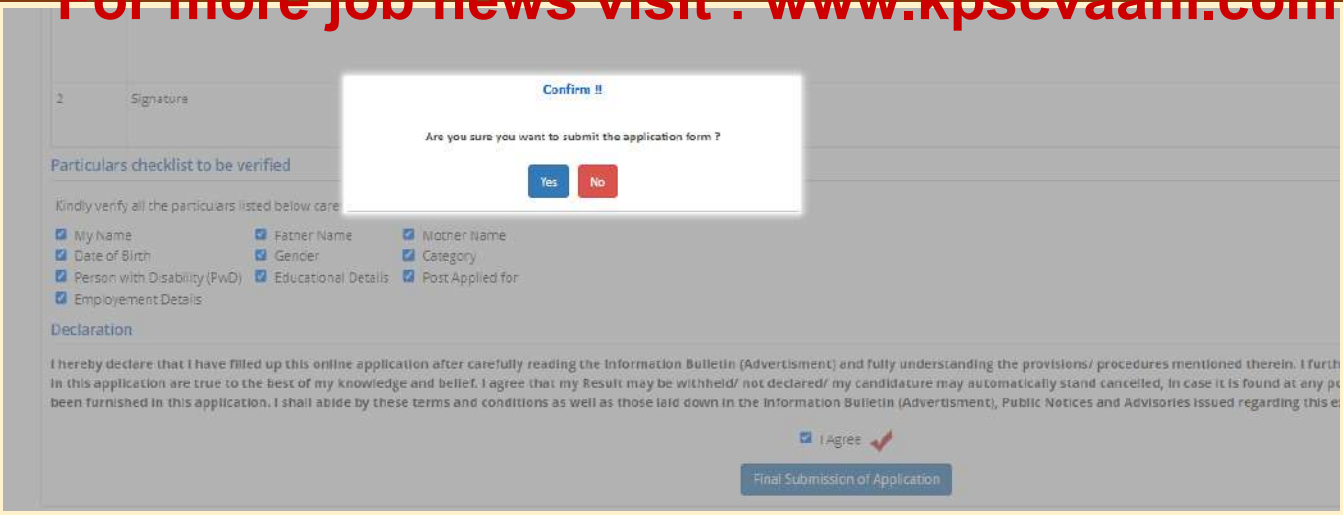

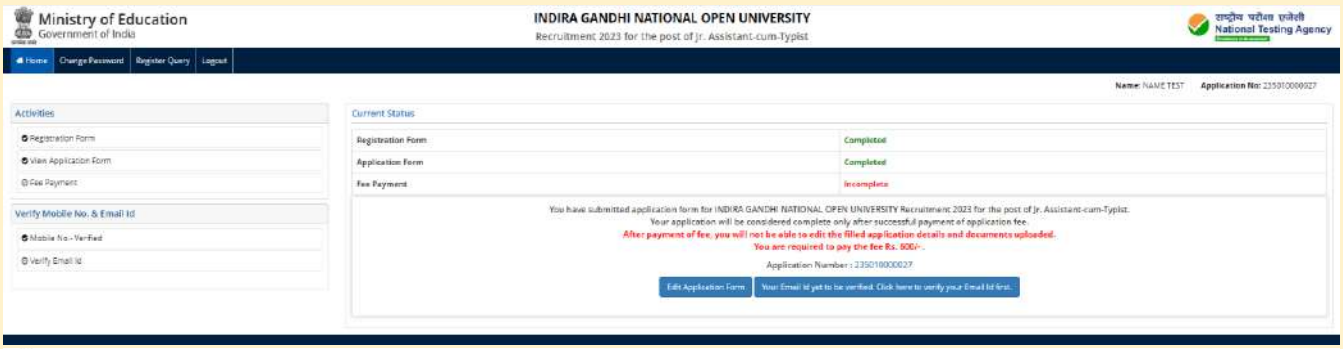

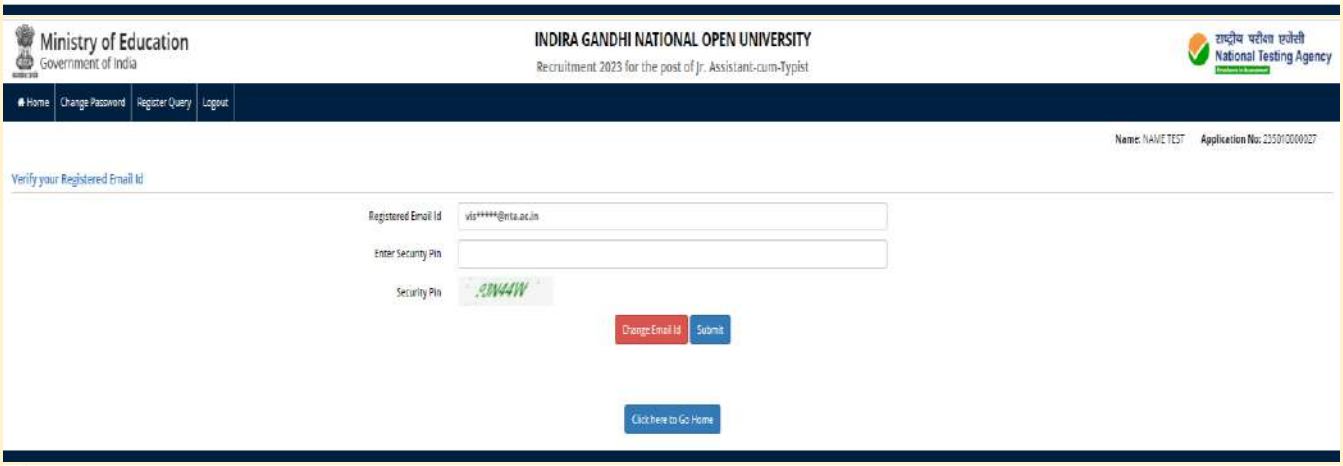

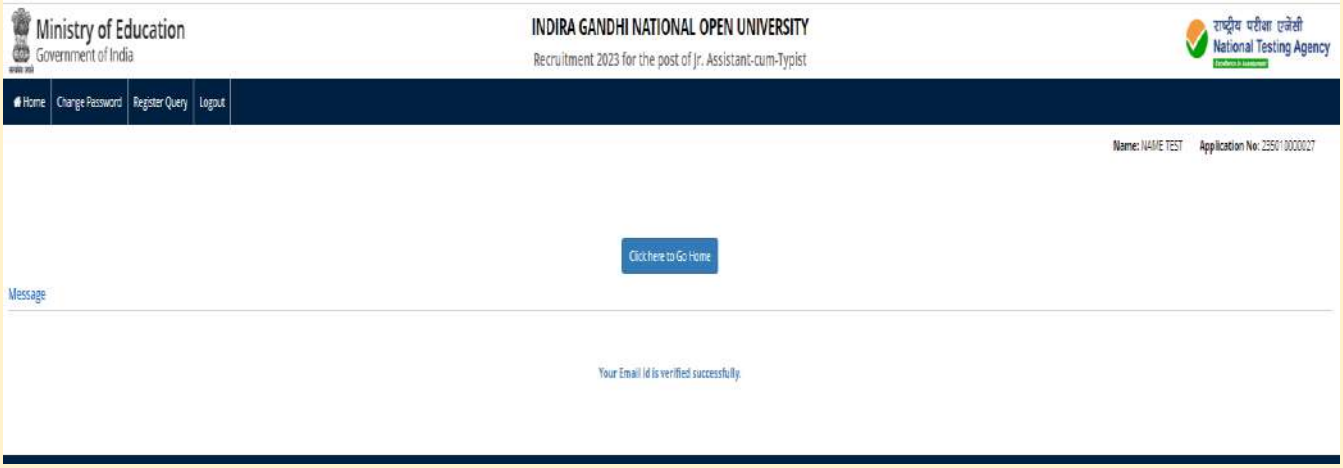

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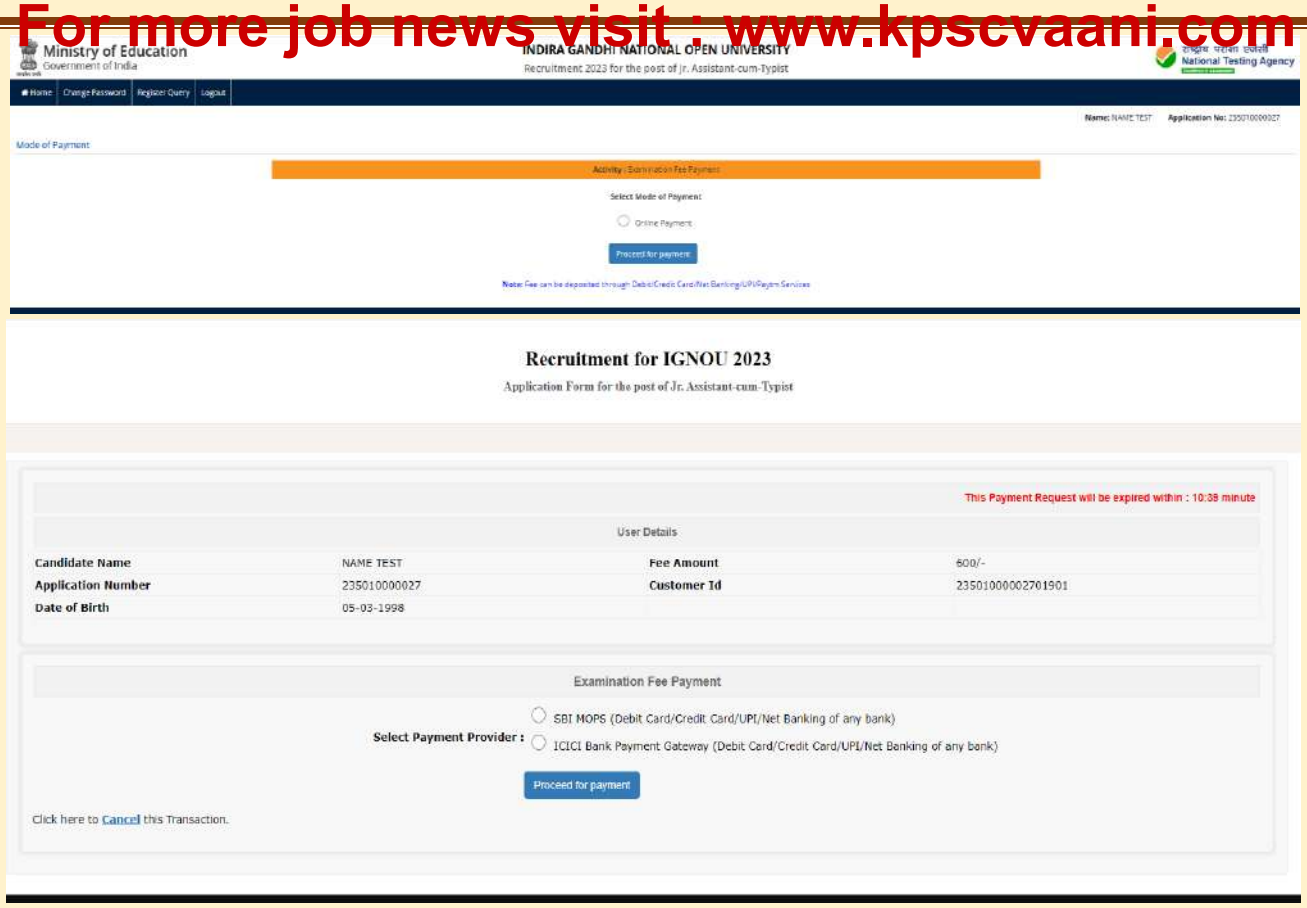

Generation of Confirmation Page confirms the final submission of Application Form. If Confirmation Page has not been generated, this means that Application Form has not been submitted successfully.

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

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राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

Address for Correspondence:
First Floor, NSIC-MDBP Building,
Okhla Industrial Estate, New Delhi – 110020.
Help Line : For Technical support, contact following during working days between 9.00 a.m. to 6.00 p.m.
011-69227700, 011-40759000
ignou.jat@nta.ac.in