



झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND

Advertisement No. CUJ/Advt./2023-24/11 Dated: 01.12.2023

**INFORMATION BROCHURE & GUIDELINES FOR
RECRUITMENT OF VARIOUS NON-TEACHING POSITIONS**

INFORMATION AT A GLANCE

(Please refer to Information Brochure & Guidelines for details)

Important Dates and Fee Details:

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

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

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

4. Candidates must follow the instructions given in the Information Brochure/Vacancy Circular and on the Portal: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> strictly. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that E-mail Address and Mobile Number provided **in the Online Application Form are their own**, as all information/communication will be sent by NTA through e-mail on the **registered e-mail address or SMS on registered Mobile Number only**.
6. **Instructions to the Candidates for filling Online Application Form:**
 - (a) **Download Information Brochure and Replica of Application Form.** Read these carefully to ensure your eligibility. In case a candidate is found to fill up more than one application for the same post, the admit card will be cancelled/withheld and his/her candidature will be forfeited for his/future examination. However, a Candidate can apply for more than one posts for which (s) he/she is eligible, for which (s)he has to submit separate application online with payment of prescribed fee separately.
 - (b) **Follow the steps given below to Apply Online:**
 - Step - 1: Apply for Online Registration using your unique Email Id and Mobile Number.**
 - Step - 2: Fill in the Online Application Form and note down the system-generated Application Number.**
 - Step - 3: Upload the scanned images of: (i) latest passport size photograph (file size: 10 kb to 200 kb); (ii) signature (file size: 4kb - 30kb) (in case of any eventuality of left thumb being unavailable, right hand thumb impression may be used.); (iii) Class - X Certificate as documentary proof of Date of Birth (file size: 50 kb to 300 kb) ; (iv) employment certificate (wherever applicable) (file size: 50 kb to 300 kb); (v) category certificate (SC/ST/OBC-NCL/EWS, wherever applicable) (file size: 50 kb to 300 kb); and (vi) PwBD Certificate (wherever applicable) (file size: 50 kb to 300 kb) in jpg/jpeg format/file.**
 - Step-4:** Pay fee using HDFC and IDBI Bank Gateway through Debit Card/ Credit Card/Net-Banking/UPI/ Wallet and keep proof of fee paid safely for future reference.
 - (c) **All the 4 Steps can be done together in one go or at different times.**
 - I. In case the Confirmation Page is not generated after payment of prescribed fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in ANNEXURE – 8 of the Information Brochure), for ensuring the successful payment.
 - II. In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
 - III. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

- (d) Download, save and print copies of the confirmation page of your Application Form after successful remittance of fee and keep the same safely for future reference.
7. The Candidates have to appear at their own cost at the Examination Centre on Date and Timing indicated on their Admit Card issued by the NTA.
8. Any request to change the Examination Centre, Date and Time provided on the Admit Card shall not be considered under any circumstances.
9. Candidates are advised to visit the websites: <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/> and www.cuj.ac.in at regular intervals and also to check their E-mail/SMS for updates.

Note:

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

DISCLAIMER

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

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

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

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

NTA does not edit/modify/alter any information entered by the candidates after completion of application process under any circumstances. NTA does not guarantee that any request for

DETAILS OF NON-TEACHING POSTS

Sl. No.	Name of Post	Group	No. of Posts	Reserved for Category	Pay Matrix As per 7 th CPC [Pay Level and Pay Range]
1	Section Officer	B	02	02-UR	Level-7,44900-142400/-
2	Private Secretary	B	02	02-UR	Level-7,44900-142400/-
3	Assistant	B	03	03-UR	Level-6,35400-112400/-
4	Junior Engineer (Electrical)	B	01	01-UR	Level-6,35400-112400/-
5	Hindi Translator	B	01	01-UR# (Reserved for PwBD Category 'a')	Level-6,35400-112400/-
6	Senior Technical Assistant	B	01	01-UR#(Reserved for PwBD Category 'b')	Level-6,35400-112400/-
7	Technical Assistant	C	01	01-UR	Level-5,29200-92300/-
8	Security Inspector	C	01	01-UR(Reserved for Ex-servicemen)	Level-5,29200-92300/-
9	Upper Division Clerk	C	01	01-UR	Level-4,25500-81100/-
10	Laboratory Assistant	C	03	02-UR,01-OBC# (01-Post reserved for PwBD Category 'c')	Level-4,25500-81100/-
11	Library Assistant	C	01	01-UR	Level-3,21700-69100/-
12	Lower Division Clerk	C	05	02-UR,01-UR*,01-ST,01-EWS	Level-219900-63200/-
13	Driver	C	03	02-UR,01-OBC	Level-2,19900-63200/-
14	Laboratory Attendant	C	04	01-UR, 01-OBC, 01-OBC#, 01- SC	Level-1,1800-56900/-
15	Library Attendant	C	02	01-OBC#,01-EWS	Level-1,1800-56900/-
16	Attendant(Hostel) [01-for Boys and01-forGirls]	C	02	01-UR(Female),01-OBC(Male)	Level-1,1800-56900/-
TOTAL			33		

#Backlog vacancy

*The lien is initially for 1 year subject to maximum of 3 years or till the lien holder returns back, whichever is earlier. In case the lien holder opts to be confirmed/ absorbed in the new organization, the post will be re- advertised.

UR	Unreserved	SC	Scheduled Caste	ST	Scheduled Tribe
OBC	Other Backward Class	EWS	Economically Weaker Section		
PwBD	Persons With Benchmark Disability:				
(a)	Blindness & low Vision.				
(b)	Deaf & Hard of hearing				
(c)	Locomotor disability (One Arm/ One Leg/ Both Leg)				

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIREMENTS, etc.

1	Name of Post	Section Officer (02-UR)
2	Age Limit for Direct Recruits	35Years
3	Educational and other qualifications	<p>Essential:</p> <ul style="list-style-type: none"> i) A Bachelor's Degree in any discipline from any recognized Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding Equivalent position in any reputed Private companies/bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting. <p>Note: Computer proficiency test shall be conducted</p>
4	Period of probation	2 Years

1	Name of Post	Private Secretary (02-UR)
2	Age Limit	35Years
3	Educational and other qualifications	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03years experience as Personal Assistant or 5years as Stenographer in a University/ Research establishment/ Central/ State Govt./PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed:35w.p.m.in Englishor30w.p.m.inHindi. 5. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation:10minutes@120w.p.m.in English/ 100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
4	Period of probation	2 Years

1	Name of Post	Assistant(03-UR)
2	Age Limit	35Years
3	Educational and other qualifications	<p>Essential: Bachelor's Degree from a recognized University/ Institution.</p> <p>Three Years of experience as UDC or equivalent in the Level4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at leastRs.200/-Crores or more.</p> <p>Proficiency in typing, Computer applications, noting and drafting.</p> <p>Note: Computer proficiency test including typing shall be conducted.</p>
4	Period of probation	2 Years

1	Name of Post	Junior Engineer (Electrical) (01-UR)
2	Age Limit	35Years
3	Educational and other qualifications	<p>Essential: Bachelor's Degree of Engineering/Technology in Electrical or relevant field from recognized Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering/Technology in Electrical or in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations/Central/State Universities/Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/-Crores or more.</p>
4	Period of probation	2 Years

1	Name of Post	Hindi Translator (01-UR,PwBD)
2	Age Limit	35Years
3	Educational and other qualifications	<p>Essential: Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Desirable: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.</p> <p>Note: Computer proficiency test shall be conducted</p>
4	Period of probation	2 Years

1	Name of Post	Senior Technical Assistant (01-UR,PwBD)
2	Age Limit	35 Years
3	Educational and other qualifications	<p>Essential:</p> <p>i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology/Information Technology from any recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Computer Science /Technology / MCA from any recognized University/Institute.</p> <p>At least two years' experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p> <p>Note: Skill test shall be conducted.</p>
4	Period of probation	2 Years

1	Name of Post	Technical Assistant(01-UR)
2	Age Limit	32 years
3	Educational and other qualifications	<p>Essential:</p> <p>Computer Stream: Bachelor degree in Computer Science/ Computer Application with 55% marks and three years experience in Network Administration/ Database Management/ Software Development etc.</p> <p>Note: Skill/Trade test shall be conducted</p>
4	Period of probation	2 Years

1	Name of Post	Security Inspector (01-UR,Ex-servicemen)
2	Age Limit	32 Years
3	Educational and other qualifications	<p>Essential:</p> <p>Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV/ Motorcycle).</p> <p>Note: Computer proficiency test shall be conducted.</p>
4	Period of probation	2 Years

1	Name of Post	Upper Division Clerk (01-UR)
2	Age Limit	32 Years
3	Educational and other qualifications	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/University. 2. Two years' experience as Lower Division Clerk/ Equivalent posts in University/Research Establishment/ Central State Govt./PSU/Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30wpm 4. Proficiency in Computer Operations. <p>Note: Skill test shall be conducted</p>
4	Period of probation	2 Years

1	Name of Post	Laboratory Assistant (02-UR,01-OBC) [1-post reserved for PwBD]	
2	Age Limit	30 Years	
3	Educational and other qualifications	Science stream (01-UR)	Essential: Science stream: B.Sc. with 55% marks in relevant discipline Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.
		Engineering & Technology stream (01-OBC)	Essential: Engineering & Technology Stream: Three years Diploma with 55% marks in Civil / Electrical / Mechanical Engineering Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.
		Computer Stream (01-UR)	Essential: Computer Stream: Bachelor degree in Computer Science/ Computer Application with 55% marks. Note: Skill/Trade test shall be conducted.
4	Period of probation	2 Years	

1	Name of Post	Library Assistant (01-UR)	
2	Age Limit	32Years	
3	Educational and other qualifications	Essential: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30words per minute in English. iii) Knowledge of Computer Applications. Note: Skill test shall be conducted	
4	Period of probation	2 Years	

1	Name of Post	Lower Division Clerk (03-UR,01-ST,01-EWS)	
2	Age Limit	27years	
3	Educational and other qualifications	Essential: (i) 10+2 from a recognized Board. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations. Note: Skill test shall be conducted	
4	Period of probation	2 Years	

1	Name of Post	Driver(02-UR,01-OBC)	
2	Age Limit	30Years	
3	Educational and other qualifications	Essential: (i) 10 th Pass from any recognized Board (ii) Possession of a Valid Commercial Driving License for Light/Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3years. Note: Skill test (Driving) shall be conducted	
4	Period of probation	2 Years	

1	Name of Post	Laboratory Attendant (01-UR,02-OBC,01-SC)
2	Age Limit	30Years
3	Educational and other qualifications	<p>Essential: 10+2 with Science stream from any recognized Central/State Board</p> <p style="text-align: center;">OR</p> <p>10th Pass from any recognized Central/State Board with Science as one of the subjects and two years" experience in Laboratory of recognized University/Institution /College. Note: Skill test shall be conducted.</p>
4	Period of probation	2Years

1	Name of Post	Library Attendant (01-OBC,01-EWS)
2	Age Limit	30 Years
3	Educational and other qualifications	<p>Essential:</p> <p>i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications. Note: Skill test shall be conducted.</p>
4	Period of probation	2 Years

1	Name of Post	Attendant (Hostel) (01-UR for Girls Hostel [only for female candidates] and 01-OBC for Boys Hostel [only for male candidates])
2	Age Limit	32 Years
3	Educational and other qualifications	<p>Essential:</p> <p>(i) 10th Pass from any State/Central School/Board OR ITI Pass (ii) At least two years of experience in a Hostel/Canteen/Hotel/Guest House etc. Note: Skill test for proficiency in Computer operations shall be conducted.</p>
4	Period of probation	2 Years

SCHEME OF EXAMINATION AND SYLLABUS – GROUP ‘B’

Selection Criteria and Scheme of Examination for the direct recruitment for Group B, Non-Gazetted Post.

1. General Descriptions:

- I. The selection process shall consist of following Papers:
 - A) Objective Type Test(Paper–I)
 - B) Descriptive Type Test(Paper –II)
 - C) Skill Test (Typing/Trade/ Computer Proficiency Test, wherever applicable)
- II. The Objective type test (Paper – I) shall be conducted first which will be of qualifying nature.
- III. The minimum qualifying marks to be secured in Paper I shall be 40% for UR, 35% for OBC (NCL) & EWS and 30% for SC/ST/PwBD categories.
- IV. Top twenty candidates against one post among the qualified candidates in Paper I shall be called for participating in Paper II (Descriptive) examination.
- V. The minimum qualifying marks in Paper – II shall be 50% for UR, 45%for OBC (NCL) & EWS and 35% for SC/ST/PwBD categories.
- VI. The candidates who secure minimum qualifying marks in Paper – II shall be called for the skill test/trade test/computer proficiency test.
- VII. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 50% in each section (i.e. Typing/Trade/Computer Proficiency Test).
- VIII. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- IX. PwBD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- X. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- XI. Medium– English and Hindi (except language part).

2. Scheme of Examination and Syllabus:

The examination will consist of two papers, Paper –I (Objective type test) and Paper– II (Descriptive type test) of 100 marks each.

2.1. The Scheme of Examination for Paper –I (Objective type test) is given below:

NTA Proposed Scheme of examination for Group B posts.			
Stage 1	Section	Subject	Marks
MCQ Type	Section – 1	General Awareness	30
	Section – 2	Reasoning and General Intelligence	20
	Section – 3	Mathematical Abilities	20
	Section – 4	Computer Knowledge	10
	Section – 5	Hindi or English Language	20
Total			100 Question =100 Marks
			Duration 120 Minutes

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

3. The Scheme of Examination & syllabus for Paper –II (Descriptive) and details of Skill Test/Trade Test/Computer Proficiency Test (wherever applicable) shall be uploaded in the NTA/ University website in due course of time.

A. Indicative Syllabus of Paper –I (Objective Type Test):100 Marks**i. Section1 –General Awareness(30Marks)**

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

ii. Section 2–Reasoning&GeneralIntelligence(20Marks)

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion Indexing, Address matching, Date & City matching, Classification of center codes/roll numbers, Small & Capital letters/numbers coding, decoding and Classification and Critical thinking.

iii. Section 3–Mathematical Ability(20Marks)

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationship between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and Distance, Time and Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/ Quantitative Aptitude.

iv. Section4–ComputerKnowledge(10 Marks)

Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation ,Email & Internet.

v. Section5– Hindi or English Language(20Marks)

English – Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spelling/Detecting Misspelt words, Idioms & Phrases, One word substitution, Active/Passive Voice, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Comprehension Passage.

Hindi – हिन्दी के प्रश्न हिम्हिहित क्षेत्रों से िोंगे -

पर्यार्वयची / ववलोम शब्द पर आधयररत प्रश्न, वयकर्याश के वलए एक शब्द पर आधयररत प्रश्न, वयकर् - अशुवि सांशोधन पर आधयररत प्रश्न, मुहयवरे लोकोवरर्ध पर आधयररत प्रश्न /, अनेकयर्ा शब्द पर आधयररत प्रश्न, वतानी की त्रुवि

SCHEME OF EXAMINATION AND SYLLABUS – GROUP ‘C’

Selection Criteria and Scheme of Examination for the direct recruitment for Group – C, Non-Gazetted Post.

1. **General Descriptions:**
 - I. The selection process shall consist of following Papers:
 - A) Objective Type Test (Paper–I)
 - B) Descriptive Type Test (Paper –II)(Wherever applicable)
 - C) Skill Test (Typing/Trade/ Computer Proficiency Test, wherever applicable)
 - II. The Objective type test (Paper – I) shall be conducted first which will be of qualifying nature.
 - III. The minimum qualifying marks to be secured in Paper I shall be 40% for UR, 35% for OBC (NCL) & EWS and 30% for SC/ST/PwBD categories.
 - IV. Top twenty candidates against one post among the qualified candidates in Paper I shall be called for participating in Paper II (Descriptive) examination.
 - V. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NCL) & EWS and 35%for SC/ST/PwBD categories.
 - VI. The candidates who secure minimum qualifying marks in Paper – II shall be called for the skill test/trade test.
 - VII. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 50% in each section (i.e. Typing/Trade/Computer Proficiency Test).
 - VIII. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
 - IX. PwBD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
 - X. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
 - XI. Medium– English and Hindi (except language part).

2. **Scheme of Examination and Syllabus:**

The examination will consist of two papers, Paper–I (Objective type test) and Paper–II (Descriptive type test) of 100markseach.

2.1. **The Scheme of Examination for Paper –I(Objective type test) is given below:**

NTA Proposed Scheme of examination for Group B posts.			
Stage 1	Section	Subject	Marks
MCQ Type	Section – 1	General Awareness	30
	Section – 2	Reasoning and General Intelligence	20
	Section – 3	Mathematical Abilities	20
	Section – 4	Computer Knowledge	10
	Section – 5	Hindi or English Language	20
Total			100 Question =100 Marks Duration 120 Minutes

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

3. The Scheme of Examination & syllabus for Paper –II (Descriptive) and details of Skill Test/Trade Test/Computer Proficiency Test (wherever applicable) shall be uploaded in the NTA/ University website in due course of time.

A. Indicative Syllabus of Paper –I (Objective Type Test):100Marks**i. Section 1 –General Awareness(30 Marks)**

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

ii. Section 2 –Reasoning & General Intelligence(20 Marks)

This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion Indexing, Address matching, Date & City matching, Classification of center codes/roll numbers, Small & Capital letters/numbers coding, decoding and Classification and Critical thinking.

iii. Section 3 –Mathematical Ability(20 Marks)

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationship between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and Distance, Time and Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances.

There will be no component of Maps/Graphs/Diagrams/Statistical Table in the General Intelligence and Reasoning/Quantitative Aptitude.

iv. Section4–ComputerKnowledge(10 Marks)

Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.

v. Section 5 – Hindi or English Language (20 Marks)

English – Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spelling/Detecting Misspelt words, Idioms & Phrases, One word substitution, Active/Passive Voice, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Comprehension Passage.

Hindi – हिन्दी के प्रश्न हिम्हिहित क्षेत्रों से िोगे -

पर्यार्वयची / ववलोम शब्द पर आधयररत प्रश्न, वयकर्याश के वलए एक शब्द पर आधयररत प्रश्न, वयकर् - अशुवि सांशोधन पर आधयररत प्रश्न, मुहयवरे लोकोवरर्थ पर आधयररत / प्रश्न, अनेकयर्ा शब्द पर आधयररत प्रश्न, वतानी की त्रुवि

GENERAL TERMS & CONDITIONS FOR THE APPLICANTS

1. Those applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must fulfill all the eligibility criteria as of the closing date of online submission of applications, failing which their application will be summarily rejected & application fee will be forfeited. Required educational qualification/ experience should be completed on or before the last date of the online submission of the application.
2. The Experience and Qualification will be reckoned as on last date of submission of Online Application. The experience shall be reckoned after passing of the essential qualification.
3. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
4. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications are accepted provisionally only. The candidates are advised to go through the requirements of educational qualification, age, Experience, etc. and satisfy themselves that they are eligible as advertisement, before applying. Candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the NTA/Central University of Jharkhand. **If anyone is found not fulfilling the prescribed qualification / experience and any other eligibility criteria as per the advertisement / Recruitment Rules, at any stage of process, his/her candidature will be treated as cancelled without any further notice and seat will be forfeited.**
5. Based on the declaration made by the candidate in their Online Registration form, they will be provisionally declared eligible to appear for Online (Computer Based Test) Recruitment Examination/Descriptive Examination.
6. The appointment of candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled /terminated forthwith.
7. The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/director of the concerned hospital for Group B and C post as the case may be prior to his joining. The panel of selected waitlisted candidates will be valid for one year from the date of approval of the competent authority.
8. The candidates selected shall be appointed under a written contract as per University norms.
9. The candidates selected for the post shall be required to serve at any place / department / centre as notified by the Central University of Jharkhand.
10. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
11. No person shall be recruited unless he/she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient performance of his official duties except PwBD (Divyang Candidates).
12. All the appointees including the in-service candidates shall be governed by the National Pension Scheme (NPS) introduced by Govt. of India.

13. The persons appointed against any post shall be governed by the Act/Statutes/Ordinance/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/ cancel any communication made to the applicant.
15. Candidates will be allowed to appear in the test provisionally. Mere appearing in the Recruitment Test and Qualifying the test is not the criteria for calling for Interview. It will be subject to fulfillment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the University.
16. The University reserves the right to:
 - i. withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - ii. fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - iii. increase/ decrease the number of posts at the time of selection and make appointments accordingly. The number of posts advertised may be treated as tentative.
 - iv. alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
17. The terms and conditions of appointment shall be communicated to the candidate in the form of "offer of appointment" to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
18. Candidates showing experience of private organisation in their application need to attach the proof of organisation's annual turnover of Rs. 200.00 Crores, wherever applicable. However, if the candidate is engaged in a Government organisation / PSU / Autonomous Bodies though outsourced basis, the experience may be counted. However, no relaxation in age or qualifying (cut-off) marks will be given.
19. The selected candidate shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
20. The panel of selected waitlisted candidates will be valid for one year from the date of approval of the competent authority.
21. The candidates selected for the post shall be required to serve at any place / department / centre as notified by the Central University of Jharkhand.
22. Educational qualification certificates/Category Certificates etc. must be submitted as and when required by the NTA, New Delhi/Central University of Jharkhand, Ranchi on the day of document verification, failing which candidature will be cancelled. No additional time will be allowed for submission and no correspondence will be entertained in this regard.
23. **No Objection Certificate** – No Objection Certificate along with Vigilance Clearance Certificate from the present employer (in case of candidates working in Government /Semi or Quasi Government /PSUs/ Autonomous Bodies or any institution funded by Government) is mandatory otherwise, candidature will not be considered for any post. Therefore, candidates are requested to obtain the same before applying. Further, it is mandatory to produce the same NOC at the time of Document Verification. (Please see **Annexure – 5**)
24. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall

lead to cancellation of candidature.

25. **Caste/Category Certificates**

- (i) Candidates applying under any of the reserved category viz. SC/ST/OBC/EWS will be considered subject to submission of valid Caste certificate on a prescribed form as issued by the competent authority. (Please see **Annexure – 1 / 2 / 3**) The vacancies are being advertised in financial year 2023-2024, therefore, OBC-NCL certificate issued after 01.04.2023 will be considered valid. Candidates who have OBC-NCL certificate issued before this period (i.e. 01.04.2023), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt. (Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer.
- (ii) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM No.36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt(Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Accordingly, a EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2022-2023, issued after 01.04.2023 and valid for the year 2023- 2024 will be considered valid.
- (iii) Candidates who fail to produce valid category certificate OBC/EWS/SC/ST/PwBD etc. during document verification or as and when required to produce the same, the candidature will be cancelled. **All candidates are advised to obtain required valid category certificate in advance to avoid cancellation of candidature at any stage of the recruitment process.**
- (iv) Candidates who have claimed the reservation category and failed to produce a valid category certificate as applicable as per published criteria the candidature shall be cancelled in their reserved category, and allocated seats shall be forfeited.
- (v) Reservation for PwBD will be as per the guidelines /Instruction contained in DoP&T OM No.36035/02/2017-Estt. (Res) dated 15.01.2018 with regard to reservation for persons with disabilities. Only such persons would be eligible for reservation under PwBD quota in service/posts who suffer from not less than 40% of physical disability. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate as issued by a Competent Authority in prescribed format. All the instructions of Govt. of India as amended and as applicable in this matter will be followed.

26. **AGE RELAXATION:**

- a) The age relaxation will be provided in accordance with the Government of India Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training OM No. No. 15012/2/2010-Estt. (D) dated 27th March, 2012.

- b) Cut-off date to determine eligibility in terms of the age of candidates will be the last date for online submission of applications.
- c) SC/ST/OBC candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut-off marks otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC) who become eligible by age relaxation applicable in their case will be considered only for reserved seat soft he category to which they belong even if they have the merit to be considered otherwise for UR.
- d) In pursuance of guidelines contained in DOPT OM No. 1667569393892 dated 06.09.2022, the age concession to the persons with disability shall be admissible irrespective of the fact whether the post is reserved for person with disability or not, provided the post is identified suitable for relevant category of disability.
- e) Age relaxation is permissible to various applicants is as under:-

S.N.	Category	Age Relaxation permissible beyond the Upper age limit.
1.	SC/ST	5 years
2.	OBC	3 years
3.	PWBD	10years
4.	Ex-Servicemen and commissioned Officers including ECO/SSCOs For Group B posts	5years
5.	Ex-Servicemen and commissioned Officers including ECO/SSCOs For Group C posts	03 years after deduction of the military service rendered from the actual age as on the Closing date for receipt of application
6.	Central Govt. Civilian Employees –for Group „B“ posts	
	Central Govt. Civilian Employees ((Regular employees of the Central Govt. / State Govt. / Central Universities/ UGC maintained deemed to be Universities/ other Central / State Autonomous bodies/ Organization / Institution) in case of recruitment to Group B posts. This concession is admissible to such of the Government Servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts) who have rendered not less than 3 years regular and continuous service as on closing date for receipt for online submission of application.	5 years
7.	Central Govt. Civilian Employees–for appointment to Group „C“ and erstwhile „D“ (now MTS posts) by direct recruitment which are in the same line or allied cadres) (General /Unreserved)	
	Central Govt. Civilian Employees (Regular employees of the Central Govt. / State Govt. / Central Universities/ UGC maintained deemed to be Universities/ other Central / State Autonomous bodies/ Organization / Institution) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	Up to 40 years of age (45 years for SC/ST)

Note: Candidates seeking age relaxation under Central Govt. Civilian Employees are required to submit certificate in the prescribed format as per Annexure – 6.

27. Any Addendum/dedendum/corrigendum/notices to this advertisement shall be published only on the Website of the National Testing Agency/ Central University of Jharkhand and will not be published in the newspapers. Therefore, candidates are advised to check the Website (www.cuj.ac.in / www.nta.ac.in) of CUJ/NTA regularly. They should also regularly check their email account for updates.
28. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Ranchi Courts only.

Sd. /-
REGISTRAR

PROVISIONS RELATING TO PERSONS WITH BENCHMARK DISABILITIES (PwBD)

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

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

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

Facilities for PwBD candidates to appear in the Exam:

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

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

Services of a Scribe:

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

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

If it is found at any stage that a candidate has availed the services of a scribe and/or availed the compensatory time but does not possess the extent of disability that warrants the use of a scribe and/or grant of compensatory time, the candidate will be excluded from the process of evaluation, ranking, counselling, and admission. In case such a candidate has already been admitted to any Institution, the admission of the candidate will be cancelled. The NTA does not guarantee any change in the category or sub-category (PwBD status) after the submission of the Online Application Form, and in any case, no change will be entertained by NTA.

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

Note:

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

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

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

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

REGISTRATION AND APPLICATION PROCESS

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

- iv. Online submission of application may be done by accessing the NTA official website <https://exams.nta.ac.in/> and <https://currect.ntaonline.in/>
- v. Online Application Form cannot be withdrawn once it is submitted successfully.
- vi. Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- vii. A candidate is allowed to submit only one Application Form for a particular post. If a candidate submits more than one Application Form for the same post, his/her candidature for that post is likely to be cancelled. However, a Candidate can apply for more than one posts for which (s)he is eligible, for which (s)he has to submit separate application online with payment of prescribed fee separately.
- viii. Request for change in any particular in the Application Form shall not be entertained under any circumstances.

9. Steps to Complete the Application Process:

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

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

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

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

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

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

1. The application particulars entered in **Step - 1** can be edited before final submission of the Application Form except Mobile Number and Email address, which may not be changed after **Step - 1**.
2. **Category:** General, General - EWS, SC, ST & OBC-NCL are available in the drop-down list under Category option.
 - **Other Backward Classes (OBC-NCL):** Non-Creamy Layer as per the Central List of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India Website (www.ncbc.nic.in). Thus, the candidates falling in this list may mention OBC-NCL in the Category Column. **State list OBC-NCL Candidates who are not in OBC-NCL (Central List) must choose General.**
 - **Economically Weaker Section (EWS):** As per the OM No. 20013/

01/2018-BC-II dated January 17, 2019 issued by the Ministry of Social Justice and Empowerment and the OM No. 12- 4/2019-U1 dated 17th January 2019 as well as the Letters No 35- 2/2019-T.S.I dated 21.01.2019, 01.02.2019, 04.02.2019 and 15.02.2019 of Ministry of Education (erstwhile MHRD), Department of Higher Education regarding Implementation of reservation for Economically Weaker Sections (EWS) for admission in Central Educational Institutions.

3. **PwBD Status:** "PwBD" means Person with Benchmark Disabilities as defined in Section 2(r) of the Rights of Persons with Disability (RPwD) Act (2016).

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

- a. The facility of Scribe, in case (s)he has a physical limitation, and a scribe is essential to write the Examination on his/her behalf, being so certified by a CMO/Civil Surgeon/Medical Superintendent of a Govt. Health Care Institution in the **format** given at **ANNEXURE - 7**. However, as a measure of caution and due to the prevailing circumstances of COVID-19 pandemic, such candidate is required to bring his/her own Scribe along with a **Letter of Undertaking** given at **ANNEXURE - 8**, for using own scribe. Hence, the concerned Candidate has to indicate his/her PwBD Status and requirement of Scribe in the online application form itself.
- b. Compensatory time of one hour for Examination of three hours duration, whether such candidate uses the facility of Scribe or not.

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

1. **Uploading the Candidate"s Photograph:**

- Passport size photograph is to be used for uploading on Online Application Form and also required for pasting on Attendance Sheet at the time of examination centre.
- The candidate should scan his/her passport size photograph for uploading. **File size must be between 10 kb to 200 kb in JPG/JPEG format.**
- The photograph must be clear and visible which has been taken recently. Photograph should not be with cap or goggles.
- Spectacles are allowed if being used regularly.
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e., de-shaped or seems to be hand-made or computer made or morphed, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**
- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 6 to 8 passport size colour photographs with white background.

2. **Uploading Candidate"s Signature:**

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

3. **Uploading Documents:**

The Candidate is required to upload the document(s) as per the online application form.

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

1. **Method of Fee Payment:**

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

- 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.
- Through Net Banking:** Check the balance in account and keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of Net Banking and make payment through Net Banking.
- Through Paytm and UPI.**

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

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

4. **Important Note:**

- In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **ANNEXURE - 9** of the Information Brochure), for ensuring the successful payment.
- In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
- However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

5. The final submission of Online Application Form will remain incomplete if **Step - 3** and **Step - 4** are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.
6. The entire application process is online. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/Fax/By Hand. However, they are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.
7. Generation of Confirmation Page confirms the final submission of Application Form. If Confirmation Page has not been generated, this means that Application Form has not been submitted successfully.
8. The Candidates are advised to **keep the following with them safely**, till the recruitment process is completed:
 - i. At least **four printouts** of the Confirmation Page of Online Application Form.
 - ii. Print Proof of fee paid.
 - iii. Photographs (**same as uploaded on the Online Application Form**) – 6 to 8 passport size photographs need to be kept aside.
 - iv. Copy of the Admit Card.
9. **Before beginning the process of filling the Online Application Form, please keep the following information ready with you, the candidate may see the Replica of the Online Application Form given at Annexure-10:**
 - Govt. Identity Details like Election Card (EPIC No.)/Passport Number/Ration Card Number/ PAN Number/Other valid Government identity proofs.
 - Address for communication, Mobile Number, Email ID, etc.
 - Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only.
 - Scanned image of latest Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only.
 - Scanned images of all other documents (size of 50 kb to 300 kb) in PDF format only.
 - Bank details for payment of Fee, for uploading as part of submission of online application.
 - Copy of Board/University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth.

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

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

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

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

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

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

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

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

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

(With Seal of Office)
State/Union Territory*

Place:

Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

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

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

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

community which is recognized as a backward class under:

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

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

Dated: _____

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

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

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

Government of _____

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR.....

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

- i) 5 acres of agricultural land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

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

Recent Passport size Attested photograph of the applicant

Signature with seal of Office _____
Name _____
Designation _____

- *Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.
- **Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- ***Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

NOTE:-

The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS:-

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

Certificate of Disability

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

[See Rule 18(1)]

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

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

Certificate No. : Date:

This is to certify that I have carefully examined

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

daughter of Shri..... Date of Birth

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

(DD/MM/YYYY)

Registration No. Permanent Resident of House No.

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

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

(A) He/she is a case of:

*LocomotorDisability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is

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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

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

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

NO OBJECTION CERTIFICATE

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

This Organization/ Department/ Institute has no objection in his/ her applying for the post of _____ in Central University of Jharkhand.

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

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

Authorized Signatory with Stamp

Place:

Date:

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENT CIVILIAN EMPLOYEES SEEKING AGE-RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that *Shri/Smt./Km. is a Government Civilian employee holding the post of

_____ in the pay scale of Rs._____ with 3 years regular

service in the grade as on

closing date of receipt of Applications Forms for _____(name of examination).

Signature _____

Name _____

Official Seal _____

Place:

Date:

(*Please delete the words which are not applicable.

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN
EXAMINEE TO WRITE**

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



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

Place:

Date:

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

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

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

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

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

(Signature of the candidate with Disability)

Place

:

Date:

Name of Scribe	ID of the Scribe	ID No.

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

State	City
Jharkhand	Ranchi
Jharkhand	Dhanbad
Jharkhand	Jamshedpur
Jharkhand	Hazaribagh
West Bengal	Kolkata
Assam	Guwahati
Delhi	Delhi/New Delhi
Tamil Nadu	Chennai
Maharashtra	Mumbai

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

PAYMENT OF EXAM FEE AND HELPLINES

1. Prescribed Examination Fee (please see the Information at a Glance) can be paid through any Bank/Payment Gateway in any Payment Mode mentioned below. The service/processing charges per transaction & GST applicable thereon 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. N.	Mode of Payment	HDFC BANK		IDBI Bank		
1	Net Banking	HDFC	NIL Charge	MSF processing through banking:	for Inet Rs 25.5/- for SBI & HDFC Txn Rs 10.5/- for Axis Bank Txn Rs 15/- for Kotak Bank Txn Rs 9/- for all other bank Txn	
		Other Banks	NIL Charge			
2	Debit Cards	HDFC or Other Banks	Transaction upto Rs 2000/-	0 %	MSF processing Debit cards:	for any 0.40% of transaction value upto Rs 2000/- 0.90% of Transaction value more than Rs 2000/-
			Transaction above Rs 2000/-	0 %		
3	Credit Cards	Domestic	Nil Charge	MSF processing Credit cards:	for any 1.28% of transaction value.	
		International	Nil Charge	MSF processing prepaid card/ Gift Card/ Wallets	for any 3.00% of transaction value.	
4	Unified Payment Interface (UPI)	Nil Charge		UPI Transaction charges	Nil Per transaction	

2. **Helplines:**

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

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

Email: To be provided by NTA Separately

Phone No.: To be provided by NTA Separately

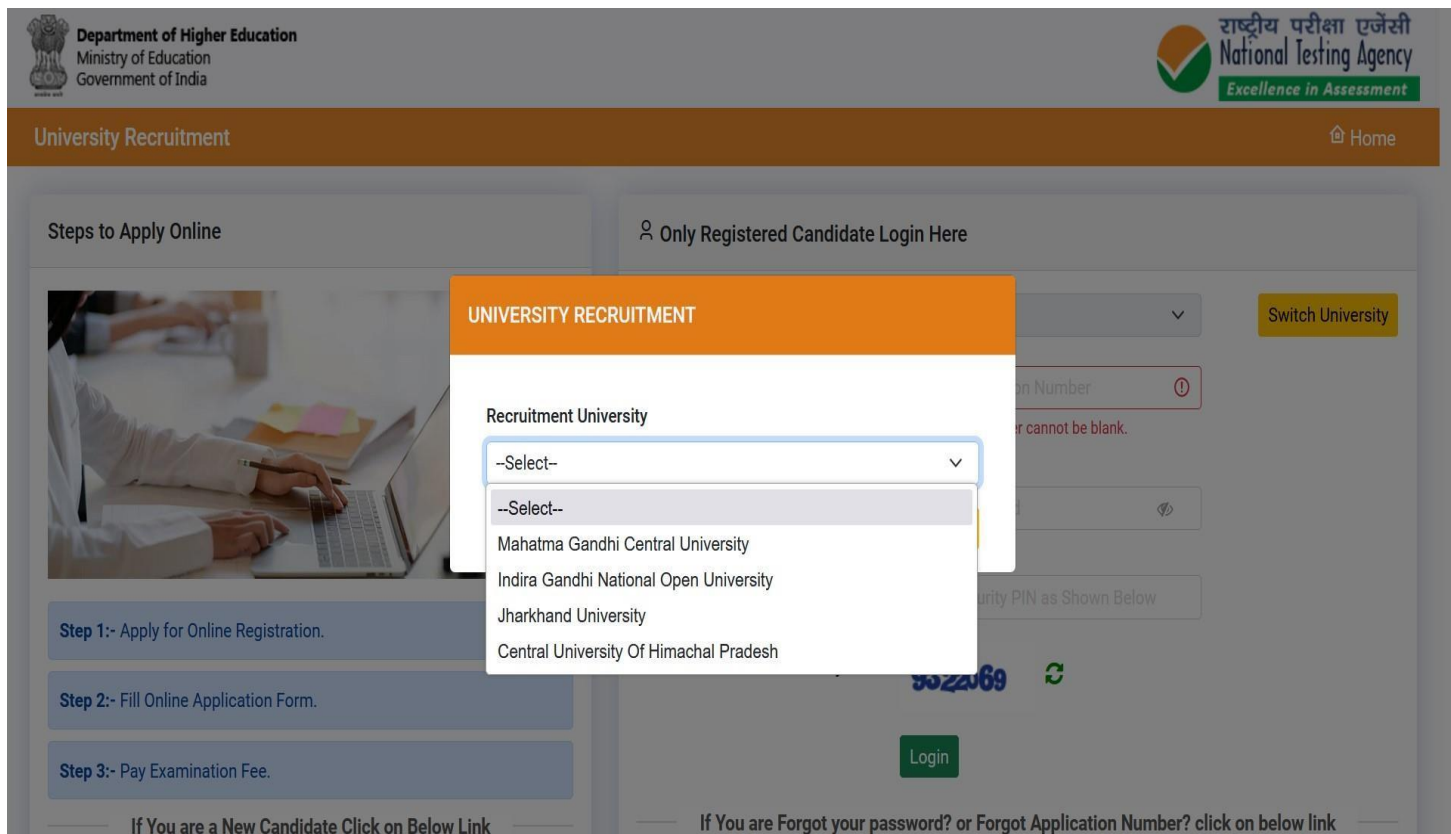
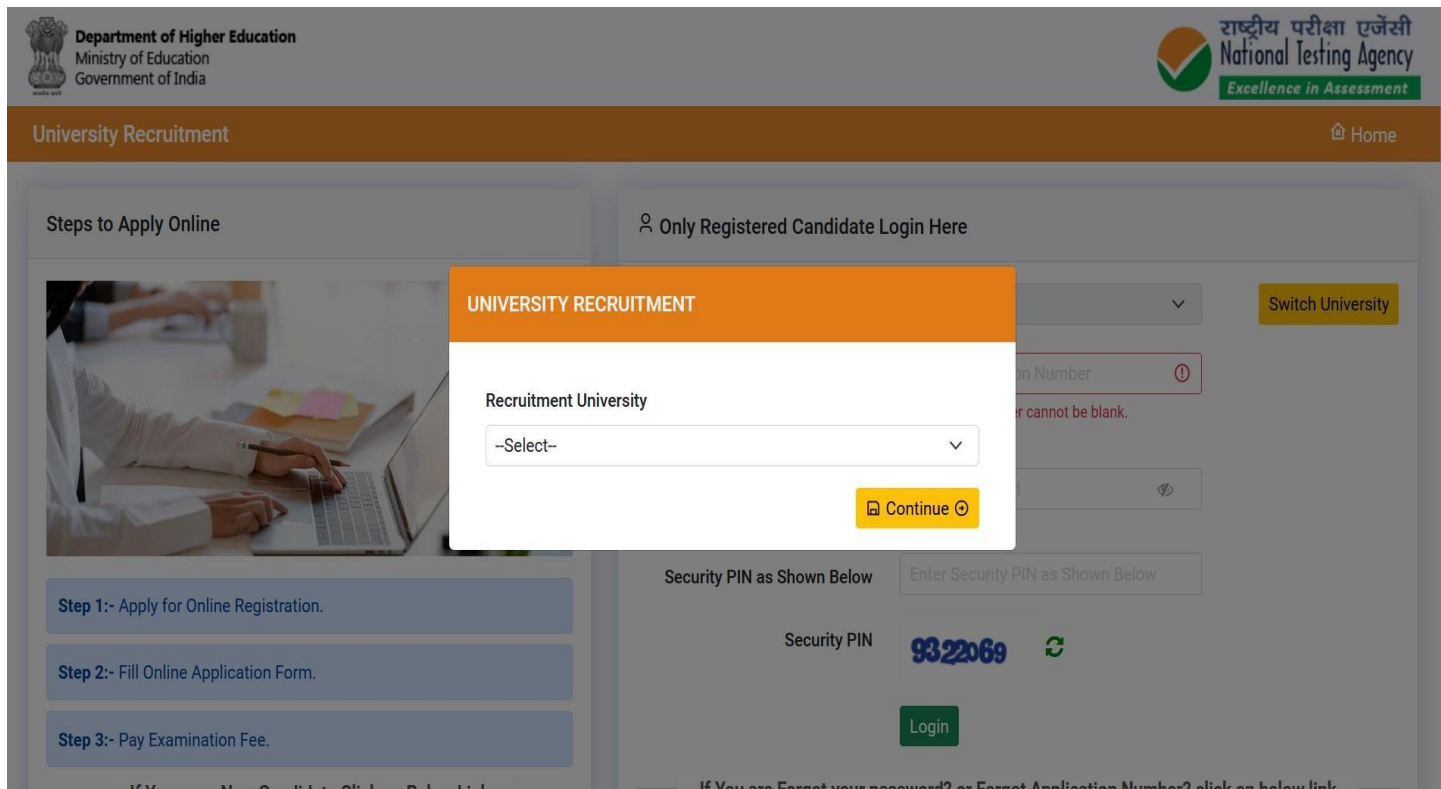
3. **Procedure to raise payment related Grievance:**

- a. After (successful completion of **Step - 4**, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**
- b. In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate

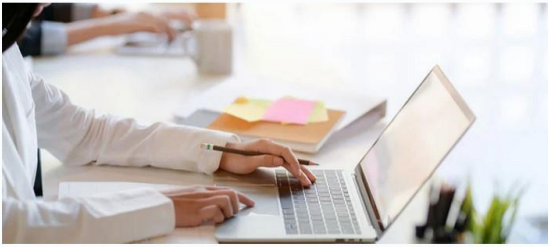
should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Annexure-8** of the Information Brochure), for ensuring the successful payment.

- c. In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
 - d. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.
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).

REPLICA OF ONLINE APPLICATION FORM



Steps to Apply Online



Step 1:- Apply for Online Registration.

Step 2:- Fill Online Application Form.

Step 3:- Pay Examination Fee.

If You are a New Candidate Click on Below Link

[New Candidate Register Here](#)

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

Only Registered Candidate Login Here

Application For Mahatma Gandhi Central University

[Switch University](#)

Application Number

Password

Security PIN as Shown Below

Security PIN

358501

Login

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

[Forgot your password?](#)

[Forgot Application Number?](#)

[If you are not getting OTP please click here to verify your email](#)

Instructions and Procedure for online submission of Application Form

[Download Information Bulletin](#)

1. Please read the Instructions, procedure and Information Bulletin carefully before you start filling the Application Form.
2. Candidate can apply OnLine only through the official website [https://www.mgc.ac.in](#).
3. Please ensure your eligibility as per the criteria laid down for Mahatma Gandhi Central University.

Examination Fee

COURSE	Exam Fee (₹2750/-)		
	Group A	Group B	Group C
General (Unreserved) OBC/SC/ST	₹4,100.00	₹4,100.00	₹4,100.00
SC/ST (Unreserved) PwD (Minimum 40% or above)	₹4,100.00	₹4,100.00	₹4,100.00
Processing charges and Costs & Service Taxes (GST) are to be paid by the candidate, as applicable.			

5. The fee may be submitted through Net Banking/Debit Card/Credit Card/ID

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

Upload Scanned Images of Candidate's Photograph, Signature, Category Certificate (wherever applicable), PWD Certificate (wherever applicable) and Recent Awarding Certificate (wherever applicable)

1. The recent photograph should be colour or black/white (but with clear contrast).
2. Scanned photograph and signature should be in .JPG format.
3. Size of the scanned photograph should be between 100 kb to 200 kb.
4. Size of the scanned signature should be between 4 kb to 25 kb.
5. Size of the scanned copy of the certificate should be between 10 kb to 200 kb.

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

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

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

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

THESE STEPS CAN BE DONE TOGETHER OR SEPARATELY ALSO.

Important instruction about PASSWORD

1. During online form filling, the candidate will be required to choose PASSWORD and Security Question and its Answer. Candidate is advised to record/remember their password for all future login.
2. For subsequent login, candidate will be able to login directly with their respective system generated Application Number and the chosen Password.
3. Candidate is advised not to disclose or share their password with anybody. Neither MCA will be responsible for the violation or misuse of the password of a candidate.
4. Candidate can change his/her passwords after login, if desired.

5. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.

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

1. Password must be 8 to 15 characters long.
2. Password must have at least one Upper case alphabet.
3. Password must have at least one Lower case alphabet.
4. Password must have at least one numeric value.
5. Password must have at least one special character like @/!/#/

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

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

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

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

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

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

[Click here to Print](#)

certificate

Candidate Name*

Father Name*

Mother Name*

Date of Birth*

Email Address*

Confirm Email Address*

Gender*

Mobile Number*

Confirm Mobile Number*

Alternate Mobile Number

Identity Type*

Identification Number*

Same as present address

Premises No./Name*

Sub-Locality(Optional)

Locality*

Country*

State/UT*

District*

Pin Code*

Choose Password

Password*

Confirm Password*

Security Question*

Security Answer*

Security Pin

Enter Security Pin(Case Sensitive)*

561905

Personal Details

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

Present Address

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

Permanent Address

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

Security Details

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

Particulars checklist to be verified

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

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

Declaration

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

I Agree

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

Confirm !!


Do you wish to submit Registration Form and Get OTP?

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

Email OTP* ⌵
Email Otp is required

Captcha* **8648 743** [Resend OTP](#)

[Verify](#)



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

[Ok](#)

Verify OTP

Email OTP* ✓

Captcha*  ✓

[Resend OTP](#)



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

stration. Security PIN as shown below

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

Captcha* 

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

आधार विवरण (Aadhaar Detail)

Registration Application Payment

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

--Select--

Captcha *

661299



Enter verification code

I AGREE

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

Back

Save & Next

Exam Center And Details

Registration Application Payment

Question Paper Medium*:

--Select--

1st Choice For Exam City*:

--Select State--

--Select City--

2nd Choice For Exam City*:

--Select State--

--Select City--

3rd Choice For Exam City*:

--Select State--

--Select City--

Captcha *

74566



Enter verification code

I AGREE

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

Back

Save & Next

Qualification Details

Registration Application Payment

Education Details (10th or equivalent Marks Details)

Pass Status*:

--Select--

Year of Passing*:

--Select--

Course/Stream Name*:

--Select--

Medium of Study*:

--Select--

Board/University Name*:

--Select--

School Name And Address*:

ENTER SCHOOL NAME AND ADDRESS

Result Mode*:

--Select--

Education Details (12th or equivalent Marks Details)

12th Student?*

--Select--

Captcha *

561507



Enter verification code

I AGREE

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

Additional Details



Additional Qualification details

Additional Qualification ?* Yes ✓ v

Pass Status * Passed ✓ v

Year of Passing * 2006 ✓ v

Course/Stream Name* B TECH ✓ v

Medium of Study* English ✓ v

Institute/University Name * --Select-- v

Result Mode * --Select-- v

Any Other Course Details

Any Other Course?* --Select-- v

Security Pin

Captcha * 6289004 Enter verification code

Employment Details



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

Captcha * 271391 Enter verification code

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

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

Document upload



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

[Back](#)

Please review the following information before 'FINAL SUBMIT'

If you would like to changes any information, Please use the links provided on the [Left Menu Bar](#)

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

Personal Details

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

Contact Details

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

Aadhaar Details

Mobile Verify

Mobile Number * 8398888888

Captcha *

0678318



Enter verification code

SEND OTP