CADRE RECRUITMENT RULE – 2021
[AMENDED ON 2023]
झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND

CADRE RECRUITMENT RULES
(FOR NON-TEACHING AND OTHER ACADEMIC POSTS)

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 (up to 23:50 hrs)**
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://curect.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 the Examination	As indicated on Admit Card
Display of Recorded Responses and Answer Keys	To be announced later on the Website
Website	https://exams.nta.ac.in/ and https://curect.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 'A' Posts	**Group 'B' Posts**	**Group 'C' Posts**	
General (Unreserved)/OBC/EWS	**Rs.1,500.00**	**Rs.1,000.00**	**Rs.1000.00**	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 *[minimum disability 40% or above]*	**Rs.1,000.00**	**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.**]*

1. Candidates can apply **through "Online" mode only** for **the post(s) as per the advertisement/ vacancy circular**.

2. Submission of Online Application Form may be done by accessing National Testing Agency (hereinafter referred to as 'NTA') website: https://exams.nta.ac.in/ and https://curect.ntaonline.in/. **The Application Form in any other mode will not be accepted.**

3. **Only one application is to be submitted by a candidate for one of the posts for which (s)he 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 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://curect.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 this/future examination. 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.

   (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 kbto 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 to300 kb); (iv) employment certificate (wherever applicable) (file size: 50 kb to 300kb); (v) category certificate (SC/ST/OBC-NCL/EWS, wherever applicable) (file size: 50 kb to 300 kb); and (vi) PwBD Certificate (wherever applicable) (filesize: 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 safelyfor 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://curect.ntaonline.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.**

DETAILS OF NON-TEACHING POSTS

Sl. No.	Name of Post	Group	No. of Posts	Reserved for Category	Pay Matrix As per 7th 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-2 19900-63200/-
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 and 01- for Girls]	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.

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

1	Name of Post	**Section Officer (02-UR)**
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications	**Essential:** i) A Bachelor's Degree in any discipline from any recognised 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 positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting. Note: Computer proficiency test shall be conducted
4	Period of probation	2 Years

1	Name of Post	**Private Secretary (02-UR)**
2	Age Limit	35 Years
3	Educational and other qualifications	**Essential:** 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi) **Desirable:** Proficiency in English & good communication skills.
4	Period of probation	2 Years

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

1	Name of Post	**Junior Engineer (Electrical) (01-UR)**
2	Age Limit	35 Years
3	Educational and other qualifications	**Essential:** Bachelor's Degree of Engineering/Technology in Electrical or relevant field from recognised Institute/ University with one year relevant experience **OR** 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
4	Period of probation	2 Years

1	Name of Post	**Hindi Translator (01-UR, PwBD)**
2	Age Limit	35 Years
3	Educational and other qualifications	**Essential**: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR** Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other asa compulsory or elective subject at the degree level. **AND** 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. **Desirable:** Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board. **Note:** Computer proficiency test shall be conducted
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	**Essential**: i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute. **OR** Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute. 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. **Note:** Skill test will be conducted
4	Period of probation	2 Years

1	Name of Post	**Technical Assistant (01-UR)**
2	Age Limit	32 years
3	Educational and other qualifications	**Essential**: **Computer Stream:** Bachelor degree in Computer Science/ Computer Application with 55% marks and three years experience in Network Administration/Database Management/ Software Development etc. **Desirable:** Working knowledge of Computer **Note:** Skill/Trade test shall be conducted
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	**Essential**: 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. **AND** Holding a valid Driving License (LMV / Motor cycle). **Note:** Computer proficiency test shall be conducted
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	**Essential**: 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 @ 30 wpm 4. Proficiency in Computer Operations.
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 year 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. **Desirable:** Working knowledge of Computer **Note:** Skill/Trade test shall be conducted.
4	Period of probation	2 Years	

1	Name of Post	**Library Assistant (01-UR)**
2	Age Limit	32 Years
3	Educational and other qualifications	**Essential**: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words 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	27 years
3	Educational and other qualifications	**Essential** : (i) 10+2 from a recognized Board. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm 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	30 Years
3	Educational and other qualifications	**Essential**: (i) 10th Pass from any recognised 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 3 years. **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	30 Years
3	Educational and other qualifications	**Essential**: 10+2 with Science stream from any recognized Central/ State Board **OR** 10th Pass from any recognized Central/ State Board with Science as one of the subjects and two years' experience in Laboratory of recognised University / Institution / College. **Note:** Skill test shall be conducted
4	Period of probation	2 Years

1	Name of Post	**Library Attendant (01-OBC, 01-EWS)**
2	Age Limit	30 Years
3	Educational and other qualifications	**Essential**: 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
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	**Essential**:
		 (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.

4	Period of probation	2 Years

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)
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 (NC) & EWS and 30% for others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The minimum qualifying marks in Paper – II shall be 50% forUR, 45% for OBC (NC) & EWS and 35% for other category.
IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
V. PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
VII. Medium – English and Hindi (Except English Paper).
VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
   a) By referring to the marks in Section B of the descriptive type written test.
   b) By referring to the marks in Section C of the descriptive type written test.
   c) By referring to the marks in Section A of the descriptive type written test.
   d) Date of birth i.e. the candidate older in age gets preference.
   e) By referring to the alphabetical order of the names taking first name into consideration

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	20
	Section – 2	Reasoning and General Intelligence	20
	Section – 3	Mathematical Abilities	20
	Section – 4	Computer Knowledge	20
	Section – 5	Hindi or English Language	20
Total			**100 Question =100 Marks**
			Duration 120 Minutes
Stage 2	**Section**	**Subject**	**Marks**
Descriptive Test	Section – 1	EASSAY Writing (300 Words)	20
	Section – 2	Letter writing	20
	Section – 3	Comprehension	20
	Section – 4	English to Hindi (100 -150 Words Each)	20
	Section – 5	Drafting	20
Total			**05 Question =100 Marks**
			Duration 120 Minutes
Tire-II		Skill Test/Trade test	Qualifying in nature

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

A. Indicative Syllabus of Paper – I (Objective Type Test): 100 Marks

i. **Section A – Proficiency in Computer Operation (30 Marks)**
Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.

ii. **Section B – General English (20 Marks)**
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.

iii. **Section C – General Knowledge (20 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.

iv. **Section D – General Intelligence & Reasoning (15 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.

v. **Section E – Quantitative Aptitude (15 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.

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 (i. Typing & ii. Computer Proficiency Test)
   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 (NC) & EWS and 30% for others. The answer scripts of the candidates for the Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure minimum qualifying marks in Paper – II (i.e. 50% for UR, 45% for OBC (NC) & EWS and 35% for other category) shall be called for theSkill test.
   IV. 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 and Computer Proficiency Test). The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
   V. PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
   VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
   VII. Medium – English and Hindi (Except English Paper).
   VIII. In case of Tie where more than one candidate secures the equal aggregate marks, the tie will be resolved by applying the following methods one after another:-
      a) By referring to the marks in Section B of the descriptive type written test.
      b) By referring to the marks in Section C of the descriptive type written test.
      c) By referring to the marks in Section A of the descriptive type written test.
      d) Date of birth i.e. the candidate older in age gets preference.
      e) By referring to the alphabetical order of the names taking first name into consideration

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 C posts.			
Stage 1	Section	Subject	Marks
MCQ Type	Section – 1	General Awareness	20
	Section – 2	Reasoning and General Intelligence	20
	Section – 3	Mathematical Abilities	20
	Section – 4	Computer Knowledge	20
	Section – 5	Hindi or English Language	20
Total			100 Question =100 Marks
			Duration 120 Minutes
Stage 2	Skill Test / Trade Test *(Wherever applicable)*		Qualifying in nature

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

A.   Indicative Syllabus of Paper – I (Objective Type Test): 100 Marks

i.   **Section A – Subject Knowledge (30 Marks)**

Office Procedure, Service Rules, Financial Regulations, University Administration and Financial Administration including book-keeping.

ii.   **Section B – General English (20 Marks)**

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.

iii.   **Section C – General Knowledge (20 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.

iv.   **Section D – General Intelligence & Reasoning (15 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.

v.   **Section E – Quantitative Aptitude (15 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.

AGE RELAXATION

a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (Central List), Persons with Disabilities (PwBD), Ex-servicemen and other specified categories of persons in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/Public Sector Undertakings.

   "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the Competent Authority.

c. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of Written Examination/Interview (if applicable) also even if the same has been submitted earlier.

d. The above provisions are summarized in the table given below:

Sl.	Category	Age Relaxation permissible beyond the Upper Age Limit *(prescribed in the section for qualifications)*
1.	SC/ST	5 years
2.	Other Backward Class (Non-Creamy Layer) [OBC (NCL)]	3 years
3.	PwBD	10 years
4.	PwBD + OBC (NCL)	13 years
5.	PwBD + SC/ST	15 years
6.	Ex-Servicemen and Commissioned Officers including ECO/ SSCOs.	Period of Military Service plus 5 years
7.	Disabled Defence Services Personnel.	3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.
8.	Widows/Divorced Women/ Women Judicially separated and who are not remarried.	Up to the age of 35 years (up to 40 years for members of Scheduled Castes and Scheduled Tribes) but no relaxation of educational qualification or method of recruitment.
9.	Permanent Employee in Government Departments / Statutory or Autonomous Bodies / Universities / affiliated or constituent colleges under the University / Public Sector Undertakings.	5 years or the number of years *(in completed years)* whichever is less provided they have rendered at least three years regular service in the Government Departments/Statutory or Autonomous Bodies/ Universities/affiliated or constituent colleges under the University/ Public Sector Undertakings.

Note: *The age relaxation shall be subject to the condition that maximum age of the applicant on the last date of submission of online application shall not exceed 56 years.*

2. There would be a further relaxation of 5% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC, ST, OBC and PwBD category.

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

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 his full and effective participation insociety 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-DDIII dated August 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.

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

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

II. The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution.

III. The medical authority for the purpose of certification as mentioned in point (II) above should be a multi-member authority comprising the following:

   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.

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...

<div align="right">

Signature...
**Designation..

(With Seal of Office)
State/Union Territory*

</div>

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. 88 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 / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist 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.

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 asapplicable)

(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 to Sh./Smt./Ms. _____ for applying for the post of _____ in Mahatma Gandhi Central University.

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).

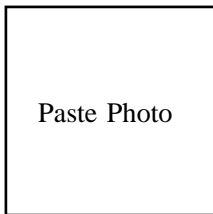*Authorised Signatory with Stamp*

Place:Date:

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.*

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.

Paste Photo

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.

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.No	Mode of Payment	HDFC BANK			IDBI Bank	
1	**Net Banking**	HDFC	NIL Charge		MSF for processing through Inet banking:	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 for processing any Debit cards:	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 for processing any Credit cards:	1.28% of transaction value.
		International	Nil Charge		MSF for processing any prepaid card/ Gift Card/ Wallets	3.00% of transaction value.
4	**Unified Payment Interface (UPI)**	Nil Charge			UPI Transaction charges	Nil Per transaction

2. *Helplines:*

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

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

Email : cu.support@nta.ac.in

Phone No. 011-40759000

2. *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.

3. Information to be provided by the Candidate while raising any payment related query/grievance through QRS/Email/Helplines:
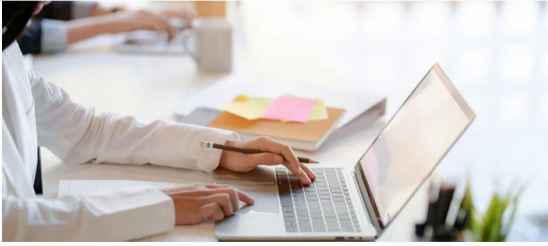   a) Name of the Bank and /or payment Gateway.
   b) Date and Time of the Transaction
   c) Transaction Number
   d) Bank Reference Number
   e) Proof of Transaction
   f) Screenshot from the payment portal (in case of payment failure).

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 ⌄
Application Number	Enter Application Number
Password	Enter Password 👁
Security PIN as Shown Below	Enter Security PIN as Shown Below
Security PIN	358501 ⟳

Login

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

⚷ Forgot your password?   ⚷ Forgot Application Number?

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

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Instructions and Procedure for online submission of Application Form

Download Information Bulletin ⬇

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

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

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

   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 this/her Answer After successful submission of the personal details, an Application number will be generated and it will be used to complete the remaining Steps of the Application Form and will also be required for all future reference/correspondence. For subsequent logins, the candidate will be able to login directly with the respective system generated Application Number and created Password.
   - Step 2 (APPLICATION FORM): The Candidates can log in with the system generated Application Number and pre-created Password for completing the Application form including Application filling up of personal details, applying for the Paper, providing the details of Educational Qualifications, and uploading the Images and documents Form.

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

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

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

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

   - Step 3: Pay Examination Fee by Net Banking/Debit Card/Credit Card/UPI:
   The candidate has to select the Net banking/Debit card/Credit card/UPI option to pay the application fee and follow the online instruction to complete the payment of fee. After the successful payment, candidate will be able to print the Confirmation Page. In case the Confirmation Page is not generated after the payment of fee then the transaction is cancelled and the candidates have 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 his/her Answer. Candidate is advised to record/remember their password for all future logins.
   2. For subsequent logins, candidate will be able to login directly with their respective system generated Applications Number and the chosen Password.
   3. Candidate is advised not to disclose or share their password with anybody. Neither NTA will be responsible for the violation or misuse of the password of a candidate.
   4. Candidate can change his/her passwords after login, if desired.
   5. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.

6. The Password must be as per the following Password policy.
   1. Password must be 8 to 13 characters long
   2. Password must have at least one Upper case alphabet.
   3. Password must have at least one Lower case alphabet.
   4. Password must have at least one numeric value.
   5. Password must have at least one special characters(@#$%&*

7. How to reset your Password: The following options are available to reset Password
   1. Using Security Question & its Answer you chose during Form filling-
   2. Using a verification code sent via text message (SMS) to your Registered Mobile No.
   3. Using a reset link sent via Email to your Registered Email address.

8. The Application Number printed on the computer generated Confirmation Page must be mentioned in all such correspondences. It is therefore essential to note down the application number printed on the Confirmation Page.
9. Only one application is to be submitted by a candidate. More than one application i.e. Multiple application forms submitted by a candidate will be rejected.
10. Applicants applying under reservation should ensure having valid certification and would require to provide them when asked for.

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

Click here to Proceed

certificate

Candidate Name*

Father Name*

Mother Name*

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

Email Address*

Confirm Email Address*

Gender*   --Select--

Mobile Number*

Confirm Mobile Number*

Alternate Mobile Number

Identity Type*   --Select--

Identification Number*   IDENTIFICATION NUMBER

☐ Same as present address

Premises No./Name*

Sub-Locality(Optional)

Locality*

Country*   --Select--

State/UT*   --Select--

District*   --Select--

Pin Code*

☑ Choose Password

Password❶*

Confirm Password*

Security Question*   --Select--

Security Answer*

☑ Security Pin

Enter Security Pin(Case Sensitive)*   564905   ↻

🖫 Submit

Personal Details

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

Present Address

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

Permanent Address

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

Security Details

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

Particulars checklist to be verified

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

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

Declaration

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

☑ I Agree

[EDIT Registration Form]   [Submit and Send OTP]

Confirm !!

Do you wish to submit Registration Form and Get OTP?

[Yes]   [No]

Email OTP*	Enter Email OTP
	Email Otp is required
Captcha *	8648143 Enter verification code

[Verify]   Resend OTP

✓

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

[Ok]

✎ Verify OTP

Email OTP*   5644   ✓

Captcha *   9083496   9083496   ✓

🔄

Verify   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

Ok

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

Captcha *   3242883   🔄   Enter verification code

☐ I AGREE

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

🖫 Save & Next ⊕

आधार विवरण (Aadhaar Detail)

Registration —————————— Application —————————— Payment

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

Captcha *   **6612299**   ⟳   [Enter verification code]

☐ I AGREE

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[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 *   **747566**   ⟳   [Enter verification code]

☐ I AGREE

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[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 *   **556507**   ⟳   [Enter verification code]

☐ I AGREE

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Additional Details

Additional Qualification details

Field	Value
Additional Qualification ?*	Yes ✔ ∨

Pass Status *		Year of Passing *	
Passed	✔ ∨	2006	✔ ∨

Course/Stream Name*		Medium of Study*	
B TECH	✔ ∨	English	✔ ∨

Institute/University Name *		Result Mode *	
--Select--	∨	--Select--	∨

Any Other Course Details

Any Other Course?*	--Select-- ∨

Security Pin

Captcha *	6289004 ⟳	Enter verification code

Employment Details

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

Captcha *	271394 ⟳	Enter verification code

☑ I AGREE

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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 ⊙