



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency

Excellence in Assessment

75
आज़ादी का
अमृत महोत्सव

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

VACANCY NOTIFICATION

Advertisement No.: E-15326

Date: 2nd September 2026

National Testing Agency (NTA) invites applications from the applicants on contract basis who are interested/eligible/suitable for the post. The engagement period is initially for a period of five (5) years, extendable based on performance and organizational requirement for the following posts:

1. Position Details

Sl. No.	Name of posts	Number of vacancies
1	Bilingual Typist & Operations Assistant	12 (Twelve)
2	Language-wise vacancy	1 each: Assamese, Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu & Urdu (Total 12)

For Eligibility Criteria / Qualification / Experience, Process of Application and Selection, etc., please see the detailed advertisement attached with this Vacancy Notification.

Eligible candidates may submit their applications in the format provided at Annexure-I along with all required document as mentioned in the detailed advertisement which should reached by email to: dir-admin@nta.gov.in by 16/09/2026.

02/09/2026

(Akash Jain)

Director (Admin)

National Testing Agency (NTA)



5वीं मंज़िल, गवर्नमेंट ऑफ़ इंडिया प्रेस बिल्डिंग, मिंटो रोड, नई दिल्ली - 110002
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Terms and Condition for Engagement of Bilingual Typists & Operations Assistants

1. About NTA

The National Testing Agency (NTA) under the Department of Higher Education, Ministry of Education, Government of India, conducts entrance and fellowship examinations for admission to higher educational institutions across the country. These include several major national-level examinations, including JEE (Main), NEET-UG, Common University Entrance Test (CUET) at the undergraduate and postgraduate levels, and UGC-NET.

In this context, NTA proposes to engage Bilingual Typists & Operations Assistants to provide specialised typing, document-processing, language support and administrative assistance.

2. Purpose of the Engagement

The proposed engagement is intended to strengthen the operations of NTA by providing dedicated personnel for bilingual typing, document processing, language support, administrative work and other operational requirements of NTA.

The Bilingual Typists & Operations Assistants will work in close coordination with domain experts and NTA officers

3. Position Details

Particular	Details
Name of Post	Bilingual Typist & Operations Assistant
Number of Positions	12
Language-wise Vacancy	One position each for Assamese, Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu
13 Specified Languages	English, Hindi, Assamese, Bengali, Gujarati, Kannada, Marathi, Malayalam, Odia, Punjabi, Tamil, Telugu and Urdu
Language Requirement	Candidates must possess proficiency in two of the 13 specified languages, with the language against which the candidate is applying designated as the primary language and the second language selected from the remaining 12 languages. Both languages shall include demonstrated proficiency in reading, writing and typing. Candidates not possessing English typing proficiency at the time of joining shall be required to acquire it within six months of joining.
Nature of Engagement	Contractual engagement



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Duration	Five (5) years, extendable based on satisfactory performance and continuing organisational requirement
Consolidated Remuneration	₹75,000 per month, fixed, composite and all-inclusive
Age Limit	Minimum 21 and Maximum 62 years as on the date of application
Place of Work	NTA premises
Reporting To	Joint Director or any other competent authority as designated
Working Arrangement	Full-time engagement; extended hours, including weekends/holidays, may be required

5. Eligibility / Qualifications

5.1 Essential Eligibility

1. Educational Qualification: 12th Standard (Higher Secondary) or equivalent examination from a recognised Board or University
2. Language and Typing Proficiency: Candidates must possess proficiency in two of the 13 specified languages, with one language designated as the primary language, against which the candidate will be considered for the corresponding language-specific vacancy, and the second language selected from the remaining 12 specified languages. Proficiency in both languages shall include reading, writing and typing. Candidates shall provide valid documentary proof/evidence from any credible source demonstrating a typing speed of 40 WPM or more with more than 90% accuracy in both languages. The claimed typing proficiency shall also be subject to verification through the prescribed practical skill test.

5.2 Desirable Qualifications / Experience

1. Working knowledge of MS Word, MS Excel and MS PowerPoint.
2. Basic proficiency in PDF handling, scanning, document conversion and file-format management.
3. Relevant experience in typing, data entry or document processing.
4. Experience in proofreading, editing or language-quality checking, particularly of translated or multilingual content.
5. Experience in DTP, document composition, pagination or structured document formatting.



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6. Experience in MIS, data compilation, reporting and administrative support.

5.3 Post-Joining Skill Development

The selected candidates shall be expected to acquire, within six months of joining, functional English typing proficiency (where not already possessed) and working knowledge of MathType and InDesign, as may be required for their assigned duties.

6. Terms of Engagement

Sl. No.	Item	Terms
1	Nature of Engagement	Direct contractual engagement for a defined period. The engagement shall not confer any right to regularisation, permanent absorption or appointment to any regular post.
2	Duration	Five (5) years, extendable based on satisfactory performance and continuing organisational requirement.
3	Consolidated Remuneration	₹75,000 per month, fixed, composite and all-inclusive. Applicable statutory deductions, if any, shall apply.
4	Place of Work	NTA premises as determined by operational requirements and prescribed security protocols.
5	Leave	Eight days of leave per year on a pro-rata basis. Public holidays as observed by NTA. No entitlement to any other form of leave, allowance or benefit, unless otherwise specified under applicable organisational norms.
6	Working Hours	Full-time engagement during normal office hours. Extended hours or work on weekends/holidays may be required.
7	Termination	Either side may terminate the engagement by giving one month's written notice. NTA may terminate the engagement without notice for unsatisfactory performance, misconduct, breach of confidentiality/security requirements or violation of the terms of engagement.
8	Other Conditions	The selected personnel shall comply with all applicable organisational rules, procedures, security protocols and instructions issued from time to time.

7. Reporting and Supervision

1. The Bilingual Typist & Operations Assistant shall report to the Joint Director or any other competent authority designated by NTA.



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2. The designated officer shall assign work, priorities and responsibilities based on the operational requirements of NTA.
3. The selected personnel shall work under the guidance and supervision of the designated officer and comply with instructions relating to, security, workflow and quality standards.
4. The work and performance of the personnel may be reviewed periodically, including assessment of typing accuracy and productivity, quality of document processing, administrative and reporting work, adherence to timelines and compliance with security protocols.
5. Continued engagement and extension of the contract shall be subject to satisfactory performance and continuing organisational requirement.
6. The selected personnel may be assigned to different activities within NTA from time to time, depending upon operational requirements.

8. Confidentiality, Security and Conflict of Interest

1. Non-Disclosure Agreement: The selected candidate shall execute the prescribed Non-Disclosure Agreement (NDA) before joining/commencing the engagement. They may additionally be subject to completion of applicable security verification, clearance and other prescribed formalities.
2. Nature of Work: All documents, records, data, information, discussions, processes and other material accessed or generated during the engagement shall be treated as strictly confidential.
3. Restricted Working Environment: The selected personnel shall be required to work in a controlled and restricted environment and comply with prescribed security arrangements.
4. Non-Disclosure and Non-Use: Confidential information, material or content shall not be disclosed, shared, copied, retained, transmitted or used for any purpose other than the assigned work.
5. Continuing Obligation: The obligation of confidentiality shall continue after the end of the engagement.
6. Security Compliance: The selected personnel shall strictly follow all prescribed access-control, identity verification, document-handling, monitoring and other security protocols and immediately report any suspected security breach, loss, discrepancy or unauthorised access to the designated officer.
7. Consequences of Breach: Any unauthorised disclosure, copying, retention, transmission or sharing of any information shall constitute a serious breach of the terms of engagement and may result in termination of engagement, recovery of applicable financial penalties/damages as deemed appropriate and initiation of civil and/or criminal legal action, as applicable.



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8. **Conflict of Interest:** The selected personnel shall disclose any actual or potential conflict of interest arising from the engagement and shall not undertake any outside activity that may conflict with the confidentiality, integrity or interests of NTA.
9. **Unauthorised Communication:** The selected personnel shall not communicate or provide any information to any person outside the authorised chain of communication in relation to assigned work.

9. Selection Process

1. Candidates to send their applications on email id mentioned in vacancy notification duly mentioning primary language in subject.
2. NTA shall scrutinise applications against the prescribed eligibility criteria and relevant experience.
3. Shortlisted candidates may have to undergo a test / practical skill assessment and/or interview at the designated premises.
4. The practical assessment may assess the following attributes:
 - Typing speed and accuracy in the two languages claimed by the candidate.
 - Reading, writing and language proficiency in the applicable languages.
 - Proofreading and identification of typographical, grammatical and formatting errors.
 - Typing, transcription and document-formatting ability.
 - Working knowledge of MS Word, Excel and PowerPoint.
 - Basic PDF handling, document conversion and file-format management.
 - Ability to compile data and prepare MIS/reports.
 - Familiarity with MathType and InDesign, where applicable.
 - Attention to detail and ability to follow instructions and prescribed workflows.
5. NTA may prescribe additional practical tests, assessments or interviews as considered appropriate for determining the candidate's suitability.
6. The final selection shall be at the discretion of the competent authority, and mere fulfilment of the eligibility criteria shall not confer any right to be shortlisted or selected.

10. General Conditions

1. The scope of work specified in this document is indicative and may be modified or supplemented based on the operational requirements of NTA.
2. NTA reserves the right to increase or decrease the number of positions, modify the language-wise deployment requirement, or not fill any position, as per its requirements.



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3. Mere fulfilment of the prescribed eligibility criteria shall not create any right to shortlisting or selection.
4. The selected personnel shall comply with all office procedures, security protocols, confidentiality requirements and instructions issued by the competent authority from time to time.
5. The selected personnel may be required to work beyond normal working hours, on weekends or holidays, as per operational requirement.
6. The selected personnel shall be required to work as per by the applicable security protocols.
7. The selected personnel shall complete all prescribed documentation, security verification, NDA and other joining formalities before being permitted access to work.
8. The selected personnel shall not remove, retain, reproduce or transmit any material from NTA without specific authorisation.
9. NTA reserves the right to accept or reject any application without assigning any reason.
10. The decision of the competent authority regarding selection, assignment of work, deployment and continuation of engagement shall be final, subject to applicable rules.
11. Any matter not specifically covered in these terms shall be governed by the applicable rules, policies and instructions of NTA.



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NATIONAL TESTING AGENCY
(Ministry of Education, Government of India)

APPLICATION FORM

Engagement of Bilingual Typists & Operations Assistants

Advertisement / Vacancy Notification No.: E-15326 Post Applied For: Bilingual Typist & Operations Assistant	Affix recent passport-size photograph
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1. Primary Language Applied For

(Tick one — the vacancy is language-specific; select the single language against which you are applying)

☐ Hindi	☐ Assamese	☐ Bengali	☐ Gujarati
☐ Kannada	☐ Marathi	☐ Malayalam	☐ Odia
☐ Punjabi	☐ Tamil	☐ Telugu	☐ Urdu

2. Personal Details

Full Name (as per ID proof)	
Father's / Husband's Name	
Date of Birth (DD/MM/YYYY)	
Age as on date of application	
Gender	
Category (Gen/OBC/SC/ST/EWS/PwBD)	
Nationality	
Mobile Number	
Alternate Mobile Number	
Email ID	

Aadhaar Number	
Permanent Address	
Present / Correspondence Address	

3. Language & Typing Proficiency

Candidates must indicate proficiency in two of the 13 specified languages: English, Hindi, Assamese, Bengali, Gujarati, Kannada, Marathi, Malayalam, Odia, Punjabi, Tamil, Telugu and Urdu.

	Language	Typing Speed (WPM)	Accuracy (%)
Primary Language			
Second Language			

English typing proficiency currently possessed: ☐ Yes ☐ No (if No, willing to acquire within 6 months of joining: ☐ Yes)

4. Educational Qualification

Examination	Board / University	Year of Passing	% Marks / Grade
10th Standard			
12th Standard / Equivalent			
Graduation (if any)			
Other Qualification			

5. Desirable Skills / Experience (tick as applicable)

☐ MS Word	☐ MS Excel	☐ MS PowerPoint
☐ PDF handling / conversion	☐ DTP / document composition	☐ MIS / data compilation
☐ Proofreading / language QC	☐ Math Type	☐ InDesign

6. Work Experience (if any)

Organisation	Designation / Role	From	To	Nature of Work
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7. Documents Enclosed (self-attested copies) — tick as applicable

☐ Photo ID proof (Aadhaar/PAN/Passport)	☐ Date of birth proof
☐ Educational certificates & mark sheets	☐ Category certificate (if applicable)
☐ Typing speed/accuracy proof (both languages)	☐ Experience certificates
☐ Resume / CV	☐ Passport-size photograph

8. Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that this engagement is purely contractual in nature and confers no right to regularisation or permanent absorption. I further undertake to abide by the confidentiality, security and other terms of engagement prescribed by the National Testing Agency, and I am aware that any false information or suppression of material fact may lead to rejection of my candidature or termination of engagement at any stage, without notice.

Place: _____

Signature of Candidate

Date: _____

Name: _____

For Office Use Only

Application No.:	Date Received:	Eligibility: ☐ Eligible ☐ Rejected
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