



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency  
Excellence in Assessment



ignou  
THE PEOPLE'S  
UNIVERSITY



**Indira Gandhi National Open University Maidan Garhi,  
New Delhi-110068**

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

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

# NATIONAL TESTING AGENCY

## **Vision**

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

## **Mission**

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

## **Core Values**

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

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

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

# INDEX

| S. No.                  | Particulars   | Page No. |
|-------------------------|---|----------|
| 1                       | Information at A Glance   | 4        |
| 2                       | 1. About National Testing Agency (NTA)  | 8        |
| 3                       | 2. About Indira Gandhi National Open University (IGNOU)   | 8        |
| 4                       | 3. Recruitment of non-teaching staff  | 8        |
| 5                       | 4. Details of Post & Eligibility Requirements   | 8        |
| 6                       | 5. Nationality/Citizenship  | 9        |
| 7                       | 6. Age Relaxation   | 9        |
| 8                       | 7. Caste/Category Certificates  | 10       |
| 9                       | 8. Scheme Of Examination  | 13       |
| 10                      | 9. Syllabus for The Examination   | 13       |
| 11                      | 10. List of sports which qualify for appointment of meritorious sports persons  | 14       |
| 12                      | 11. List of authorities competent to award certificates on eligibility for recruitment of sportspersons   | 14       |
| 13                      | 12. Order of preference   | 16       |
| <b><u>Annexures</u></b> |   |          |
| 14                      | Annexure 1 Cities for Exam Centres for IGNOU Recruitment Test (Jr. Assistant-cum-Typist)-2023   | 17       |
| 15                      | Annexure 2 Payment Of Exam Fee And Helplines  | 18       |
| 16                      | Annexure 3 Certificate of Disability  | 20       |
| 17                      | Annexure 4 Letter Of Undertaking For Using Own Scribe   | 21       |
| 18                      | Annexure 5 certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India | 22       |
| 19                      | Annexure 6 Income & Assest Certificate To Be Produced By Economically Weaker Sections   | 23       |
| 20                      | Annexure 7 Form Of Certificate To Be Produced By Other Backward Classes Applying For Appointment To Posts Under The Government Of India                   | 24       |
| 21                      | Annexure 8 Replica of Online Application Form   | 25       |

**SECTION – A**  
**Information at A Glance**

**Fee Details and Important Dates:**

|   |  |
|---|--|
| Online Submission of Application Form   | <b>22 March 2023 (From 10:00 A.M)</b>  |
| Last Date of Successful Transaction of Fee through Credit/Debit Card/Net-Banking up to 11:59 pm | <b>20/04/2023 (upto 23:50 hrs.)</b>    |
| Operationalization of Help Line/Call Centre   | <b>011-69227700 &amp; 011-40759000</b> |

**Fee Payable by Candidate:**

| Category  | Application Fee (Rs.) | Remarks  |
|---|-----------------------|--|
| Unreserved (UR), OBC (NCL) & EWS  | Rs.1000/-             | <i>Processing charges &amp; Goods and Service Tax (GST) are to be paid by the candidate to the concerned Bank/Payment Gateway Integrator, as applicable.</i> |
| SC, ST, FEMALE etc.   | Rs.600/-              |  |
| PwBD  | NIL                   |  |
| Correction in Particulars of Application Form on website only   |                       | <b>21/04/2023 to 22/04/2023 (upto 23:50 hrs)</b>   |
| Downloading of Admit Cards from NTA website by the Candidates who have submitted Applications with successful payment of prescribed fee online through from the Portal ( <a href="http://recruitment.nta.nic.in/">http://recruitment.nta.nic.in/</a> )/Issue of Hall Ticket/Admit Card. |                       | <b>To be announced later through the Website</b>   |
| Date of Examination   |                       | <b>To be announced later through the Website</b>   |
| Duration of Examination   |                       | <b>As mentioned in the “Scheme of Examination”</b>   |
| Timing of Examination   |                       | <b>As indicated on Admit Card</b>  |
| Centre, Date and Shift of the Examination   |                       | <b>As indicated on the Admit Card</b>  |
| Display of Recorded Responses and Answer Keys   |                       | <b>To be announced later through the Website</b>   |
| Website   |                       | <a href="https://recruitment.nta.nic.in">https://recruitment.nta.nic.in</a>  |
| Declaration of Result on NTA website  |                       | <b>To be announced later through the Website</b>   |

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

**Registration and Application Process**

1. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE mode**. The On-line applications can be filled through the website <https://ignourecruitment.nta.nic.in/> from **22-03-2023 to 20-04-2023**. No documents including the Registration Slip of on-line application form are required to be sent in Physical form. However, all the applicants are advised to keep a copy of registration slip with them, along with proof of payment for their record.
2. The candidature of such applicants who fail to complete the online application by the stipulated date, will not be considered and be rejected. No correspondence in this regard will be entertained.
3. Those applying in response to this advertisement, should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of online submission of applications, failing which their application will be summarily rejected.
4. The candidate must ensure that images of the photo, signature and thumb impression should be as per the Guidelines mentioned in the '**Upload Image Instructions**' and are clearly visible in preview at the time of filling of application in online mode.
5. Before filling and submitting the online form, candidates should download the Information Brochure, advertisement and read them carefully.

## The candidates are advised to ensure the following points before filling the Online Application Forms

- i. The Candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are of their own (which cannot be changed later) as communication may be sent by NTA through e-mail or SMS.
- ii. Online submission of application may be done by accessing the NTA official website:  
<https://recruitment.nta.nic.in/>.
- iii. Online Application Form cannot be withdrawn once it is submitted successfully.
- iv. A candidate is allowed to submit only one Application Form. If a candidate submits more than one Application Form, his/her candidature will be cancelled.

### **Steps to Complete the Application Process:**

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

|          |  |
|----------|--|
| Step I   | <b>Registration for online application.</b>  |
| Step II  | Filling of Online Application Form.  |
| Step III | Choice of Examination Centre.  |
| Step IV  | Uploading scanned images of Candidate's Photograph and Candidate's Signature in JPG/JPEG format. |
| Step V   | Payment of fee using suitable mode of payment as per details given in this section.              |

#### **Note:**

1. The final submission of Online Application Form will remain incomplete if Step-IV and Step-V are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.
2. No request for refund of fee once remitted/paid by the candidate, will be entertained by NTA/IGNOU under any circumstances.
3. There is no provision to upload any certificate/marks sheet etc., with the application.
4. Please keep the following safely with you till the examination process is completed:
  - The printouts of the Confirmation Page of Online Application Form.
  - Print Proof of fee paid.
  - Photographs (same as uploaded on the Online Application Form).
  - Copy of the Admit Card.

#### **Before beginning the process of filling the Online Application Form, please keep the following information ready with you:**

- Govt. Identity Details like Aadhaar Number (last 4 digits)/Election Card (EPIC No.)/Passport Number/Ration Card Number/PAN Number/Other valid Government identity proofs.
- Address for communication, Mobile Number, email id etc.
- Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/JPEG format only.
- Scanned image of Signature (size of 4 kb to 30 kb) in JPG/JPEG format only.
- Scanned images of all other documents (size of 50kb to 300kb) in JPG/JPEG format only.
- Bank details for payment of Fee, for uploading as part of submission of online application.
- Copy of Board/University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth.

## Step I: Registration for Online Application:

- ❖ **Fill in the basic information and note down the system generated Application Number.**
- ❖ **Candidate's Name/Mother's Name/Father's Name:** Provide Candidate's Name, Mother's Name, Father's Name as given in the 10<sup>th</sup>/Matric/Secondary School Examination or equivalent Board/University Certificate.
- ❖ **Date of Birth:** Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/University certificate in 'dd/mm/yyyy' format.
- ❖ **Mobile Number and e-mail Address:** Candidates must provide own Mobile Number and e-mail address.
- ❖ *(Please note only one e-mail address and one Mobile Number are valid for one application)*

## Step II: Filling the Online Application Form:

- ❖ Other Backward Classes (OBC) – Non-Creamy Layer as per the Central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website ([www.ncbc.nic.in](http://www.ncbc.nic.in)). Thus, the candidates falling in this list only may mention OBC in the Category Column. State list of OBC Candidates who are not in OBC-NCL (Central List) must choose 'Unreserved'.
- ❖ Provide complete postal address with PIN Code (Mailing Address as well as Permanent Address).

## Step III: Choice of Examination Centre

- The City for examination will be chosen by the applicants after submission of examination fees on first come – first serve basis. However, before submitting the fee, candidate can check the availability of the seat. It may be noted that if the last few seats are available in a city; these may get filled by the time of completing the payment formalities. The applicants can choose any available city which will be immediately allotted to the applicant. Please note that this will be active only after payment of fees.
- There will be a drop down list of States, then choose the city where the applicant wishes to give the examination in online computer based test mode.
- *The city of examination once chosen and allotted, cannot be changed and request in this regard will not be entertained.*
- *NTA will allocate the examination centre in the chosen city, which will be displayed in the admit card.*
- *NTA may change the chosen city and/or the allocated centre for logistic and administrative reasons.*

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

### a. Uploading the Candidate's Photograph:

- Passport size photograph is to be used for uploading on Online Application Form and also required for pasting on Attendance Sheet at the time of examination centre.
- The candidate should scan his/her passport size photograph for uploading. **File size must be between 10 kb to 200 kb.**
- The photograph must be latest indicating clearly the name of candidate along with the date of taking the photograph. Photograph should not be with cap or goggles.
- Spectacles are allowed if being used regularly.
- Polaroid and Computer generated photos are not acceptable.
- Applications not complying with these instructions or with unclear photographs are liable to be rejected.
- Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.
- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take passport size colour photographs with white background.

### b. Uploading Candidate's Signature:

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

### c. Uploading all other documents

- The candidates are required to upload all other documents after scanning them with a file size between 50kb to 300 kb in JPG/JPEG format.

## Step V: Payment of Application Fee

| Application Fee Payable by Candidate  |           |
|---|-----------|
| UNRESERVED, OBC & EWS   | Rs.1000/- |
| SC, ST, FEMALE etc.   | Rs.600/-  |
| PwBD  | NIL       |
| <b>Method of Fee Payment</b><br>After completing Step 3 of online Application Form, candidates may remit the examination fee (Step 4) by choosing the following options: <ol style="list-style-type: none"><li>1. Through Debit/Credit card – Candidates need to check the validity of the Debit/Credit Card, while logging on to website for submitting Application Form. Candidate should enter the information asked for and make the required payment through Debit/Credit Card.</li><li>2. Through Net Banking - Keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of net banking and make payment through Net Banking.</li></ol> <b>Note:</b> In case, the fee payment status is not 'OK', the candidates are advised as following: <ul style="list-style-type: none"><li>• If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled. Therefore, such candidates have to pay the fee once again and ensure the OK fee status.</li><li>• For cancelled transactions, the amount will automatically be refunded to concerned Credit/Debit card within 15 days of last date of submission of Application Form.</li></ul> |           |

## SECTION – B

### INTRODUCTION

#### 1. About National Testing Agency (NTA):

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

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

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

Indira Gandhi National Open University (IGNOU), the world's largest University, was established by an Act of Parliament in 1985. 'To advance and disseminate learning and knowledge by a diversity of means, including the use of information and communication technology, to provide opportunities for higher education to a larger segment of the population and to promote the educational wellbeing of the community generally, to encourage the Open University and Distance Education Systems in the educational pattern of the country and to coordinate and determine standards in such system.

#### 3. Recruitment of non-teaching staff:

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

#### 4. Details of Post & Eligibility Requirements:

| Sl. No. | Name of the post                    | Pay Matrix                                       | Age Limit (in years) | Vacancy Category-wise |    |    |     |     | Total No. of Posts | Horizontal Reservation |                |                           | Essential Qualifications  |
|---------|-------------------------------------|--|----------------------|-----------------------|----|----|-----|-----|--------------------|------------------------|----------------|---------------------------|---|
|         |                                     |  |                      | UR                    | SC | ST | OBC | EWS |                    | PwBD                   | Ex-Service man | Meritorious Sports person |   |
| .       | Junior Assistant - cum-Typist (JAT) | (19900-63200)<br>Level 02 of 7 <sup>th</sup> CPC | 18-27                | 83                    | 29 | 12 | 55  | 21  | 200                | 09                     | 20             | 10                        | 10+2 With a Typing speed of 40 w.p.m. in English and 35 w.p.m. in Hindi on Computer |



## SECTION - C

### 5. Nationality/Citizenship:

- i. A candidate must be either:
  - a) a citizen of India or
  - b) a subject of Nepal or
  - c) a subject of Bhutan or
  - d) a Tibetan refugee who came over to India, before the 1<sup>st</sup> January, 1962 with the intention of permanently settling in India **Or**
  - e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
- ii. Provided that a candidate belonging to categories (b), (c), (d) and (e) above, shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- iii. A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination, but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

### 6. Age Relaxation:

- a. **Cut-off date to determine eligibility in terms of age of candidates will be 31-03-2023.**
- b. SC/ST/OBC(NCL)/PWBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut-off marks which are otherwise allowed to those belonging to these categories. Further, reserved category candidates (SC/ST/OBC(NCL)/PWBD) who become eligible by virtue of age relaxation applicable in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
- c. **Age relaxation permissible to various applicants is as under: -**

| S.No.  | Category  | Age Relaxation permissible beyond the upper age limit (Beyond 27 years) |
|--------|---|---|
| 1.     | SC/ST   | 5 years   |
| 2.     | OBC(NCL)  | 3 years   |
| 3. (i) | PWBD  | 10 years  |
| (ii)   | PWBD + OBC(NCL)   | 13 years  |
| (iii)  | PWBD + SC/ST  | 15 years  |
| 4.     | Ex-Servicemen and commissioned Officers including ECO/SSCOs                         | Period of Military service plus 03 years                                |
| 5. (i) | Disabled Defence Services personnel   | Up to 45 years of age   |
| (ii)   | Disabled Defence Services personnel (SC/ST)   | Up to 50 years of age   |
| 6. (i) | Widows/Divorced Women/Women judicially separated and who are not remarried.         | Up to 35 years of age   |
| (ii)   | Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST). | Up to 40 years of age   |
| 7. (i) | Meritorious Sportspersons   | 5 years   |
| (ii)   | Meritorious Sportspersons (SC/ST)   | 10 years  |

## **7. Caste/Category Certificates**

- a. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite SC/ST/OBC/EWS/PwBD category certificate from the Competent Authority in the prescribed format. The formats of the certificates for SC/ST/OBC/EWS/PwBD categories are annexed with the notice of this examination. Certificates in any other format are liable to be rejected.
- b. Crucial date for claim of SC/ST/OBC(NCL)/EWS/PwBD status or any other benefit viz. fee concession, reservation, age relaxation etc., where not specified otherwise will be the closing date for receipt of online application i.e. **31-03-2023**.
- c. Candidates must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the Competent Authority when such certificates are sought at the time of document verification, failing which their candidature will be cancelled.
- d. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India and their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered.
- e. EWS candidate must ensure that they have a valid EWS certificate as prescribed on the crucial date of submission of application.
- f. Candidate may also note that in respect of above, their candidature will remain provisional till the verification of concerned document. Candidates are cautioned that they will be debarred from the examination in case they fraudulently claim SC/ST/OBC/EWS/PwBD etc. status or avail any other benefit.
- g. Those who are in employment with Central/State Govt./PSU must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
- h. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Based on the declaration made by the candidate in their online application form, they will be provisionally declared eligible to appear for Online Recruitment Examination (Computer Based Test). However, a preliminary scrutiny will be made based on information provided in the application form before declaration of results. Qualified/Selected candidates are subject to multi stage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
- i. Canvassing in any form will be a disqualification.
- j. After selection on any advertised posts, place of posting will be at IGNOU Headquarters or any of the Regional Centre/Regional Evaluation Centre spread across the Country.
- k. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Courts at Delhi only.

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

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

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

**Facilities for PwD candidates to appear in the exam.**

As per the guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan) under the Ministry of Social Justice and Empowerment issued from time to time on 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-DD-III dated August 29, 2018), the PwD candidates who are visually impaired OR have a disability in the upper limbs OR have lost fingers/hands thereby preventing them from properly operating the Computer Based Test platform may avail the services of a scribe (amanuensis).*

*The scribe will help the Candidate in reading the questions and/or keying in the answers as per the directions of the Candidate. A scribe will NEITHER explain the questions NOR suggest any solutions.*

*PwD candidates who desire to avail the services of a scribe need to opt for this during the online registration.*

*If it is found at any stage that a candidate has availed the services of a scribe and/or availed the compensatory time, but does not possess the extent of disability that warrants the use of a scribe and/or grant of compensatory time, the candidate will be excluded from the process of evaluation, 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 (PwD status) after the submission of the Online Application Form, and in any case, no change will be entertained by NTA*

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

**Note:**

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

**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: -
  - i. Chief Medical officer/Civil Surgeon/Chief District Medical Officer .....Chairperson
  - ii. Orthopaedic/PMR specialist
  - iii. Neurologist, if available\*
  - iv. Clinical Psychologist/Rehabilitation Psychologist/ Psychiatrist/Special Educator
  - v. Occupational therapist, if available\*
  - vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson. (\* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the district)"
- IV. Compensatory time not less than 20 minutes per hour of the examination should be 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.

## SECTION - D

### 8. Scheme Of Examination

There will be Computer Based Test (CBT) to be conducted in bilingual (Hindi/English) form by NTA. On the basis of CBT, the merit list will be prepared keeping the number of candidates to be qualified as ten times the number of vacancies.

| (MCQ Type)   | Test Components                          | Duration: 2 hours |            |
|--------------|--|-------------------|------------|
|              |  | No. of Questions  | Marks      |
| (i)          | General Awareness                        | 30                | 30         |
| (ii)         | Reasoning and General Intelligence       | 30                | 30         |
| (iii)        | Mathematical Abilities                   | 30                | 30         |
| (iv)         | Hindi/English Language and Comprehension | 30                | 30         |
| (v)          | Computer Knowledge Module                | 30                | 30         |
| <b>Total</b> |  | <b>150</b>        | <b>150</b> |

**Note\*- Extra time will be given to PwBD candidates as per GoI norms**

#### Tier II

The candidates qualified in the CBT of Tier I, will have to undergo skill (Typing) test which will be of Hindi or English language and will be qualifying in nature subject to minimum qualifying speed as mentioned in the advertisement.

The detailed examination process and syllabus mentioned are given below:

|                |                               |  |
|----------------|-------------------------------|--|
| <b>Tier-II</b> | <b>Skill Test/Typing Test</b> | <b>Qualifying in nature subject to minimum qualifying speed.</b> |
|----------------|-------------------------------|--|

### 9. Syllabus for The Examination

#### ➤ **Mathematical Abilities**

**Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental Arithmetical Operations:** Percentages, Ratio and Proportion, Square Roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and Distance, Time and Work.

**Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

**Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin 2\theta + \cos 2\theta = 1$  etc.

**Statistics and Probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

## ➤ Reasoning and General Intelligence

Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing Inferences, Figural Classification, Punched hole/Pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other subtopics, if any.

## ➤ हिंदी भाषा एवं बोधगम्यता

शब्दावली, व्याकरण, वाक्य संरचना, पर्यायवाची, विलोमार्थक शब्द एवं इनका सही प्रयोग; त्रुटि का पता लगाएं, रिक्त स्थानों की पूर्ति कीजिए, पर्यायवाची/भिन्नार्थक शब्द, विलोमार्थक शब्द, वर्तनी/गलत वर्तनी वाले शब्दों का पता लगाना, मुहावरे और लोकोक्तियाँ, एकार्थी शब्द, वाक्यों में सुधार, क्रियाओं के कर्तृवाच्य/कर्मवाच्य, प्रत्यक्ष/अप्रत्यक्ष कथन में रूपांतरण, वाक्य को पढ़िए और इसके सभी भागों को सही क्रम में कीजिए। किसी पाठांश के वाक्यों को सही क्रम में कीजिए। किसी पाठांश में अर्थग्रहण की दृष्टि से रिक्त स्थानों में उपयुक्त शब्द भरना अपठित पाठांश, उपर्युक्त पाठांश का अर्थग्रहण कीजिए। अर्थग्रहण की दृष्टि से आपकी क्षमता का पता लगाने के लिए आपको दो या अधिक अनुच्छेद दिए जाएंगे और इन पर आधारित प्रश्नों के उत्तर, आपको देने हैं। दिए गए अनुच्छेदों में से एक, मूल रूप से पुस्तक या कहानी पर आधारित होना चाहिए, जबकि दूसरा अनुच्छेद किसी सामयिक विषय के संपादकीय विश्लेषण या किसी रिपोर्ट पर आधारित होना चाहिए।

## ➤ English Language and Comprehension

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

## ➤ General Awareness

Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Policy and Scientific Research.

## ➤ Computer Knowledge Module

**Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/output devices, computer memory, memory organization, back-up devices, PORTs, Windows Explorer, Keyboard shortcuts.

**Software:** Windows Operating System including basics of Microsoft Office like MS Word, MS Excel and Power Point etc.

**Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

**Basics of networking and cyber security:** Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

## SECTION - E

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

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

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

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

## **12. Order of preference**

- a) First preference to those candidates who have represented the country in an International Competition with the clearance of the Department of Youth Affairs and Sports.
- b) Next preference may be given to those who have represented a State/U.T. in the Senior or Junior level national Championships organized by the National Sports Federations recognized by Department of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions upto 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.
- c) Next preference may be given to those, who have represented a University in an Inter- University competition conducted by Association of Indian Universities/Inter University Sports Board and have won medals or positions upto 3rd place in finals.
- d) Next preference may be given to those who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or positions upto 3rd place.
- e) Next preference may be given to those, who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
- f) Next preference may be given to those who represented a State/Union Territory/University/State Schools Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the same order of preference.

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

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

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

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



**Annexure-1****Cities for Exam Centres for IGNOU Recruitment Test (Jr. Assistant-cum-Typist)-2023**

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

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

**Payment Of Exam Fee And Helplines**

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

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

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

After completing Step 2 of the Online Application Form, the candidate may remit the examination fee (Step 3) in the following manner:

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

**3. Helplines**

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

| Level | Name          | Email ID   | Contact Number |
|-------|---------------|--|----------------|
| 1     | Helpdesk      | <a href="mailto:dgmcs.cc@sbi.co.in">dgmcs.cc@sbi.co.in</a>                     | 18004253800    |
| 2     | Helpdesk3     | <a href="mailto:sbi.05222@sbi.co.in">sbi.05222@sbi.co.in</a>                   | 08026599990    |
| 3     | Customer Care | <a href="mailto:agmcustomer.lhodel@sbi.co.in">agmcustomer.lhodel@sbi.co.in</a> | 1800112211     |
| 4     | Through SMS   | <a href="tel:8008202020">UNHAPPY (add text)</a>                                | 8008202020     |

**(b) If Paying through ICICI Bank:**

| Level | Name          | Email ID   | Contact Number |
|-------|---------------|--|----------------|
| 1     | Vikas Dwivedi | <a href="mailto:support.nta@ingenico.com">support.nta@ingenico.com</a> | 9599533577     |
| 2     | Nitin Sharma  | <a href="mailto:nitin.sh@icicibank.com">nitin.sh@icicibank.com</a>     | 9870101521     |

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

**Email:** [ignou.jat@nta.ac.in](mailto:ignou.jat@nta.ac.in)

**Phone No.:** 011-69227700, 011-40759000

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

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

**Form-V**

**Certificate of Disability**

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

[See rule 18(1)]

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

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

Certificate No. \_\_\_\_\_ Date: / /

This is to certify that I have carefully examined Shri/Smt/Kum\_\_\_\_\_ son/  
wife/ daughter of Shri\_\_\_\_\_ Date of Birth  
(DD/MM/YY) Age\_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No  
permanent resident of House No Ward/ Village/ Street \_\_\_\_\_ Post Office  
District \_\_\_\_\_ State

whose photograph is affixed above, and am satisfied that:

A. He/she is a case of :

- locomotor disability
  - dwarfism
  - blindness
- (Please tick as applicable)

B. The diagnosis in his/her case is \_\_\_\_\_.

C. He/ She has \_\_\_\_\_% (in figure)\_\_\_\_\_ percent (in  
words) permanent LocomotorDisability/dwarfism/blindness in relation to his/her \_\_\_\_\_(part  
of body) as per guidelines (\_\_\_\_\_number and date of issue of the guidelines to be specified)

2. The applicant has submitted the following document as proof of residence: -

| Nature of Document | Date of Issue | Details of authorityissuing certificate |
|--------------------|---------------|---|
|                    |               |   |

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

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

**Annexure-4**

**Letter Of Undertaking For Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_ Name of the State). My qualification is \_\_\_\_\_.

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

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

**(Signature of the candidate with Disability)**

|  |
|--|
| <p><b>Photograph of Scribe</b></p> <p>(Self-Attested Photograph)</p> |
|--|

|  |
|--|
| <p><b>Photograph of Candidate same as uploaded in online application</b></p> |
|--|

**Place:**

**Date:**

| <b>Name of Scribe</b> | <b>ID of the Scribe</b> | <b>ID NO.</b> |
|-----------------------|-------------------------|---------------|
|                       |                         |               |

## PRESCRIBED PROFORMAE

## Performa-I

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

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

@ The Constitution (Scheduled Castes) Order, 1950

@ The constitution (Scheduled Tribes) Order, 1950

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

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

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@ The Constitution (SC) Order (Amendment) Act, 1990

@ The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/ town\*..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the caste/tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the..... dated .....

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

Signature.....

\*\*Designation.....

(With Seal of Office)  
State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

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

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

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

**Government of \_\_\_\_\_.**

**(Name & Address of the authority issuing the certificate)**

**Income & Assest Certificate To Be Produced ByEconomically Weaker Sections**

Certificate No.....

Date:.....

VALID FOR THE YEAR .....

1. This is to certify that Shri/Smt./ Kumari .....son/daughter/wife of ..... permanent resident of, .....Village/Street. ....Post Office,..... District ..... in the State/Union Territory .....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own or possess any of the following assets\*\*\* :
- i. 5 acres of agricultural land and above;
  - ii. Residential flat of 1000 sq. ft. and above;
  - iii. Residential plot of 100 sq. yards and above in notified municipalities;
  - iv. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. 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.

**Form Of Certificate To Be Produced By Other Backward Classes Applying For Appointment To Posts Under The Government Of India**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_. \* Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Dated:

Seal

---

\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.


\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.




# Replica of Online Application Form



Ministry of Education  
Government of India

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Recruitment 2023 for the post of Jr. Assistant-cum-Typist



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency  
Excellence in Assessment

[Home](#)

### Steps to apply online

- ✓ Apply for Online Registration
- ✓ Fill Online Application Form
- ✓ Pay Examination Fee

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

New Registration


**Only Registered Candidates Sign In**

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

Application No:

Password:


Security Pin as shown below *(Case Sensitive)*

Security Pin: K70315 

Sign In

[Forgot Password ?](#)      [Forgot Application No ?](#)

**Disclaimer:**  
This site is designed, developed and hosted by CNR Division, NIC and the contents are provided by NTA. For any further information, please contact NTA. (Ver 1.0.136.2.0)



Registration

Application Form

Fee Payment

### Instructions and Procedure for online submission of Application Form

[Download Information Bulletin](#)

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

#### 3. Examination Fees

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

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

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

**Step 1: Registration Form:** Register for the Online Application Form and note down the system-generated Application Number. The candidate should supply the required details while filling the Online Application Form and is also required to create PASSWORD and choose Security Question and enter his/her Answer. After successful submission of the personal details, an Application number will be generated and it will be used to complete the remaining Steps of the Application Form and will also be required for all future reference/correspondence. For subsequent logins, the candidate will be able to login directly with the respective system generated **Application Number** and created **Password**

**Step 2: Application Form:** The Candidates can log in with the system-generated Application Number and pre-created Password for completing the Application Form including filling up of personal details, applying for the Paper, providing the details of Employment, providing the details of Educational Qualifications, and uploading the images and documents (if any).

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

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

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

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

**Step 3: Fee Payment:** After completing Step 1 and Step 2, the candidates have to pay the requisite examination fee. The fee can be submitted only online through Net Banking, Credit Card, Debit Card etc. Processing charges and GST as applicable are chargeable to the candidate (in addition to the examination fee) by the concerned Bank/Payment Gateway Integrator.

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

#### 5. Important Instruction about PASSWORD

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

The Password must be as per the following Password policy.

- Password must be **8 to 13 characters long.**
- Password must have at least **one Upper** case alphabet.
- Password must have at least **one Lower** case alphabet.
- Password must have at least **one numeric value.**
- Password must have at least **one special character** eg. !@#%&\*~.

#### 6. How to reset your Password:

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

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

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

[Click here to Proceed](#)



Home

Personal Details

Candidate's Name

Father's Name

Mother's Name

Date of Birth

Gender

Identity Type

Identification Number

Contact Details

Premises No/Name

Sub-Locality(Optional)

Locality

Country

State /UT

District

Pin Code

Email Address

Confirm Email Address

Mobile Number

Confirm Mobile Number

Alternate Contact No. (Optional)

Permanent Address

Same As Present Address

Premises No/Name

Sub-Locality(Optional):

Locality

Country

State /UT

District

Pin Code

Choose Password

Password

Confirm Password

Security Question

Security Answer

Security Pin

Enter security pin (case sensitive)

Security Pin

Submit

### Permanent Address

|                   |     |                 |
|-------------------|-----|-----------------|
| Premises No/Name: | NTA | SIC             |
| Locality:         | OKI | dia             |
| State /UT:        | DEL | ORTH WEST DELHI |
| Pin Code:         | 110 |                 |

Review Page !!

Close

Please review the following informations carefully.  
If you would like to change any information entered, you may do so by pressing 'EDIT REGISTRATION FORM' button or press 'Submit and Send OTP' button.

### Account Details

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

### Particulars checklist to be verified

Kindly verify all the particulars listed below carefully and ensure you have filled correct information. No Change will be permitted once Registration Form is Submitted or at any later stage of the examination.

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

### Declaration

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

I Agree

EDIT Registration Form

Submit and Send OTP

### Permanent Address

|                   |     |                  |
|-------------------|-----|------------------|
| Premises No/Name: | NTA | NSIC             |
| Locality:         | OKI | India            |
| State /UT:        | DEL | NORTH WEST DELHI |
| Pin Code:         | 110 |                  |

Confirm !!

Do you wish to submit Registration Form and Get OTP ?

Yes

No

### Account Details

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

### Particulars checklist to be verified

Kindly verify all the particulars listed below carefully and ensure you have filled correct information. No Change will be permitted once Registration Form is Submitted or at any later stage of the examination.

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

### Declaration

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

I Agree

EDIT Registration Form

Submit and Send OTP



Home

Review Page - Online Registration Form

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

Personal Details

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

Contact Details

|                   |                |                                  |                    |
|-------------------|----------------|----------------------------------|--------------------|
| Premises No/Name: | NTA            | Sub-Locality(Optional):          | NSIC               |
| Locality:         | OKHLA          | Country:                         | India              |
| State /UT:        | DELHI          | District:                        | NORTH WEST DELHI   |
| Pin Code:         | 110020         | Email Address:                   | ishanika@nta.ac.in |
| Mobile Number :   | 91 -8377087789 | Alternate Contact No.(Optional): | --                 |

Permanent Address

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

Account Details

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

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

Enter One Time Password(OTP) ( Sent on Given Mobile No. - 8377087789 )

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

Submit-Registration Form

Activities

- Registration Form
- Application Form
- Fee Payment

Verify Mobile No. & Email Id

- Mobile No.-Verified
- Verify Email Id

Current Status

|                   |            |
|-------------------|------------|
| Registration Form | Completed  |
| Application Form  | Incomplete |
| Fee Payment       | Incomplete |

Your registration for INDIRA GANDHI NATIONAL OPEN UNIVERSITY Recruitment 2023 for the post of Jr. Assistant-cum-Typist is complete. Your application form will remain incomplete till you fill all the fields of application form and pay the fee. Please note down the Application No. for future references.

Application Number : 235010000027

Kindly fill application form by clicking on the button below.

[Complete Application Form](#)

Application Form Steps

- Contact Details
- Personal Details
- Aadhaar Details
- Apply For Details
- Qualification Details
- Additional Details
- Document Upload
- Final Submit

Application Status

|                       |            |
|-----------------------|------------|
| Contact Details       | Completed  |
| Personal Details      | Incomplete |
| Aadhaar Details       | Incomplete |
| Apply For Details     | Incomplete |
| Qualification Details | Incomplete |
| Additional Details    | Incomplete |
| Document Upload       | Incomplete |
| Final Submit          | Incomplete |

Application Number : 235010000027

Click on button below to proceed further and complete your application form.

[Personal Details](#)

Application Form Steps

Contact Details

Personal Details

Aadhaar Details

Apply For Details

Qualification Details

Additional Details

Document Upload

Final Submit

Personal Details

Candidate's Name N/AIE TEST

Date of Birth 05 Mar 1998

Gender Female

Father's Name FATHER TEST

Mother's Name MOTHER TEST

Nationality / Citizenship -Select-

Category -Select-

Are you a PwD candidate as per the provisions of the RPwD Act 2016? -Select-

Are You Diabetic? -Select-

Are You Ex-Servicemen (E.S.M.)? -Select-

Are / were you serving as -Select-

Serving year in numbers should be completed years of service

Marital Status -Select-

Security Pin

Enter security pin (case sensitive)

Security Pin F84589

Save & Next

Category Unreserved

Are you a PwD candidate as per the provisions of the RPwD Act 2016 ? No

Confirm !!

Are you sure you want to submit this section ?

Yes No

Marital Status Single

Security Pin

Enter security pin (case sensitive) NTA022

Security Pin F84589

Save & Next

Application Form Steps

- Contact Details
- Personal Details
- Aadhaar Details
- Apply For Details
- Qualification Details
- Additional Details
- Document Upload
- Final Submit

आधार विवरण (Aadhaar Details)

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

No

Submit

Application Form Steps

- Contact Details
- Personal Details
- Aadhaar Details
- Apply For Details
- Qualification Details
- Additional Details
- Document Upload
- Final Submit

Apply For

Name of the Post Jr. Assistant-cum-Typist(JAT)

1st Choice for Exam City ANDAMAN AND NICOBAR ISLANDS

PORT BLAIR

2nd Choice for Exam City ASSAM

DARRANG (MANGALDOO)

3rd Choice for Exam City ARUNACHAL PRADESH

BASAR

English / Hindi Typing speed (In wpm)

Security Pin

Enter security pin (case sensitive)

Security Pin B83436

Save & Next

3rd Choice for Exam City ARUNACHAL PRADESH BASAR

English / Hindi Typing speed (In wpm) 30

Security Pin

Enter security pin (case sensitive) NTA022

Security Pin B83436

Save & Next

Confirm !!

Are you sure you want to submit this section ?

Yes No

by NTA. For any further information, please contact NTA. (Ve



- Application Form Steps
- Contact Details
  - Personal Details
  - Aadhaar Details
  - Apply For Details
  - Qualification Details**
  - Additional Details
  - Document Upload
  - Final Submit

Qualification Details

10th or equivalent Qualification Details

Pass Status:  Year of Passing:

Course / Stream Name:  Board / University Name:

Result Mode:

Roll No.:  Institute Name & Address:

Institute Pincode:

12th or equivalent Qualification Details

Pass Status:  Year of Passing:

Course / Stream Name:  Board / University Name:

Result Mode:

Roll No.:  Institute Name & Address:

Institute Pincode:

Any Other Qualification Details

Pass Status:  Year of Passing:

Course / Stream Name:  Board / University Name:

Result Mode:

Roll No.:  Institute Name & Address:

Institute Pincode:

Security Pin

Enter security pin (case sensitive)

Security Pin: 2Y3X07

| Total Marks | Obtained Marks | Marks(%) |
|-------------|----------------|----------|
| 500         | 250            | 50.00    |

Roll No.: 1499836 Institute Name & Address: XYZ

Institute Pincode: 110025

Any Other Qualification Details

Pass Status: Not Applicable Year of Passing:

Course / Stream Name:  Board / University Name:

- Application Form Steps
- Contact Details
  - Personal Details
  - Aadhaar Details
  - Apply For Details
  - Qualification Details
  - Additional Details**
  - Document Upload
  - Final Submit

Criminal Proceeding

Whether any Vigilance case / disciplinary proceedings are pending / contemplated?

If any FIR / Criminal proceedings / court case pending / lodged?

Security Pin

Enter security pin (case sensitive)

Security Pin: 9/4A63

If any FIR / Criminal proceedings / court case pending / lodged ?

Security Pin

Enter security pin (case sensitive)

**Confirm !!**

Are you sure you want to submit this section ?

**Ministry of Education**  
Government of India

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Recruitment 2023 for the post of Jr. Assistant-cum-Typist

राष्ट्रीय परीक्षा एजेंसी  
**National Testing Agency**  
एजेंसी परीक्षा

Home | Change Password | Logout
Name: NAME TEST | Application No: 235010000027

**Application Form Steps**

- Contact Details
- Personal Details
- Aadhaar Details
- Apply For Details
- Qualification Details
- Additional Details
- Document Upload**
- Final Submit

**Document Upload**

| S.No. | Required Document | Document Specifications   | Upload  | Action | View                              |
|-------|-------------------|---|---|--------|-----------------------------------|
| 1     | Photograph        | Document Format: JPG<br>Min Size (KB): 10<br>Max Size (KB): 200 | <input type="button" value="Choose File"/> No file chosen |        | <a href="#">Uploaded Document</a> |
| 2     | Signature         | Document Format: JPG<br>Min Size (KB): 4<br>Max Size (KB): 30   | <input type="button" value="Choose File"/> No file chosen |        | <a href="#">Uploaded Document</a> |

**Security Pin**

Enter Security Pin (case sensitive)

Security Pin

2 | **Signature**

Document Format: JPG  
Min Size (KB): 4  
Max Size (KB): 30

No file chosen

**Security Pin**

Enter Security Pin (case sensitive)

Security Pin

**Confirm !!**

Do you wish to submit Document Form finally ?

2 | **Signature**

**Particulars checklist to be verified**

Kindly verify all the particulars given below and tick the appropriate box.

- My Name
- Date of Birth
- Person with Disability
- Employment Details

**Declaration**

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

I Agree

**Review Page !!** Close X

Please review the following information before 'FINAL SUBMIT'

If you would like to change any information, please use the links provided on the 'Left menu bar'

- Application Form Steps
- Contact Details
  - Personal Details
  - Author Details
  - Apply For Details
  - Qualification Details
  - Additional Details
  - Document Upload
  - Final Submit**

Review Page - Online Application Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by using [Edit](#) button or your [FINAL SUBMISSION OF APPLICATION](#) button for final submission.

**Personal Details**

|   |                  |
|---|------------------|
| Candidate's Name  | NINE TEST        |
| Date of Birth   | 15.03.1998       |
| Gender  | Female           |
| Father's Name   | NINE TEST        |
| Mother's Name   | NINE TEST        |
| Category  | UNRESERVED       |
| Are you a PwD candidate as per the provisions of the RPwD Act 2016? | No               |
| Are You Disabled?   | No               |
| Are You In Government (B, C, D, E)?                                 | No               |
| Nationality / Citizenship   | CITIZEN OF INDIA |
| Are there you serving as?   | Not Applicable   |
| Marital Status  | Single           |
| Asst/Asst   | Not Available    |
| Asst/Asst Number  | -                |

**Apply For**

|                                       |   |
|---------------------------------------|---|
| Name of the Post                      | Jr. Assistant cum Typist(OT)                    |
| 1st Choice for Exam City              | PORT BLAIR (ANDAMAN AND NICOBAR ISLANDS)        |
| 2nd Choice for Exam City              | CHANDIGARH (CHANDIGARH AND PUNJAB)              |
| 3rd Choice for Exam City              | COCHIN (KERALA AND ANDAMAN AND NICOBAR ISLANDS) |
| English / Hindi Typing speed (in wpm) | 10  |

**10th or equivalent Qualification Details**

|                           |                    |                          |            |
|---------------------------|--------------------|--------------------------|------------|
| Pass Status               | Passed             | Year of Passing          | 2013       |
| Course / Stream Name      | 10th or Equivalent | Board / University Name  | CTHSE, J&K |
| Result Marks / Percentage |                    | Obtained Marks /         | 400        |
| Total Marks               | 500                | Marks %                  | 80.00      |
| Roll No.                  | 140096             | Institute Name & Address | J&K        |
| Institute Period          | 1999-2003          |                          |            |

**12th or equivalent Qualification Details**

|                           |                          |                          |                                      |
|---------------------------|--------------------------|--------------------------|--------------------------------------|
| Pass Status               | Passed                   | Year of Passing          | 2015                                 |
| Course / Stream Name      | Class 12th or equivalent | Board / University Name  | CENTRAL BOARD OF SECONDARY EDUCATION |
| Result Marks / Percentage |                          | Obtained Marks /         | 220                                  |
| Total Marks               | 300                      | Marks %                  | 73.33                                |
| Roll No.                  | 140095                   | Institute Name & Address | J&K                                  |
| Institute Period          | 1999-2003                |                          |                                      |

**Any Other Qualification Details**

|                           |                |                         |   |
|---------------------------|----------------|-------------------------|---|
| Pass Status               | Not Applicable | Year of Passing         | 0 |
| Course / Stream Name      |                | Board / University Name |   |
| Result Marks / Percentage |                |                         |   |
| Total Marks               |                |                         |   |
| Roll No.                  |                |                         |   |
| Institute Name & Address  |                |                         |   |
| Institute Period          |                |                         |   |

**Criminal Proceeding**

Whether any Vigilance case / disciplinary proceedings are pending / contemplated? No

If any FIR / Criminal proceedings / court case pending / lodged? No

**Contact Details**

|                                  |                    |
|----------------------------------|--------------------|
| Premises No/Name                 | NTA                |
| Sub-Locality                     | NSIC               |
| Locality                         | OKHLA              |
| Country                          | India              |
| State /UT                        | DELHI              |
| District                         | SOUTH DELHI        |
| Pin Code                         | 110020             |
| Email Address                    | vg8*****@nsa.ac.in |
| Mobile Number                    | 91-827****709      |
| Alternate Contact No. (Optional) | NA                 |

**Permanent Address**

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

**Upload Scanned Files**

| Sr.No | Document   | Display |
|-------|------------|---------|
| 1     | Photograph |         |
| 2     | Signature  |         |

**Particulars checklist to be verified**

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

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

**Declaration**

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

Agree

[Final Submission of Application](#)

2 Signature

**Confirm !!**

Are you sure you want to submit the application form ?

Yes

No

**Particulars checklist to be verified**

Kindly verify all the particulars listed below carefully

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

**Declaration**

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin (Advertisement) and fully understanding the provisions/ procedures mentioned therein. I further in this application are true to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled, In case it is found at any point of time that the information furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin (Advertisement), Public Notices and Advisories issued regarding this recruitment.

I Agree

Final Submission of Application

**Activities**

- Registration Form
  - View Application Form
  - Fee Payment
- Verify Mobile No. & Email Id**
- Mobile No. - Verified
  - Verify Email Id

**Current Status**

|                   |            |
|-------------------|------------|
| Registration Form | Completed  |
| Application Form  | Completed  |
| Fee Payment       | Incomplete |

You have submitted application form for INDIRA GANDHI NATIONAL OPEN UNIVERSITY Recruitment 2023 for the post of Jr. Assistant-cum-Typist. Your application will be considered complete only after successful payment of application fee.  
**After payment of fee, you will not be able to edit the filled application details and documents uploaded.**  
 You are required to pay the fee Rs. 600/- .  
 Application Number : 2350100000027

[Edit Application Form](#) [Your Email Id yet to be verified. Click here to verify your Email Id first.](#)

**Verify your Registered Email Id**

Registered Email Id

Enter Security Pin

Security Pin

[Change Email Id](#) [Submit](#)

[Click here to Go Home](#)

[Click here to Go Home](#)

**Message**

Your Email Id is verified successfully.

Mode of Payment

Activity : Examination Fee Payment

Select Mode of Payment

Online Payment

Proceed for payment

Note: Fee can be deposited through Debit/Credit Card/Net Banking/UPI/Paytm Services

Recruitment for IGNOU 2023

Application Form for the post of Jr. Assistant-cum-Typist

This Payment Request will be expired within : 10:39 minute

User Details

|                    |              |             |                   |
|--------------------|--------------|-------------|-------------------|
| Candidate Name     | NAME TEST    | Fee Amount  | 600/-             |
| Application Number | 235010000027 | Customer Id | 23501000002701901 |
| Date of Birth      | 05-03-1998   |             |                   |

Examination Fee Payment

SBI MOPS (Debit Card/Credit Card/UPI/Net Banking of any bank)

Select Payment Provider :  ICICI Bank Payment Gateway (Debit Card/Credit Card/UPI/Net Banking of any bank)

Proceed for payment

Click here to [Cancel](#) this Transaction.

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

To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA/IGNOU will not be responsible for network problems or any other problem of this nature in submission of online application during the last day



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

**Address for Correspondence:**

First Floor, NSIC-MDBP Building,  
Okhla Industrial Estate, New Delhi – 110020.

Help Line : For Technical support, contact following during  
working days between 9.00 a.m. to 6.00 p.m.



**011-69227700, 011-40759000**



**[ignou.jat@nta.ac.in](mailto:ignou.jat@nta.ac.in)**