

(Manual – i) (I)Particulars of Organization, Functions and Duties:

The National Testing Agency (NTA) is set up by the Ministry of Education (which was earlier known as MHRD) as a premier, specialist, autonomous and self-sustained testing organization to conduct entrance examinations for admission/fellowship in Higher Educational Institutions (HEIs) in the country, in pursuance of the approval of the Cabinet dated 10.11.2017. NTA was registered as a Society on 15.05.2018 under the Societies Registration Act (1860).

1. Vision The right candidates joining best institutions will give India her demographic dividend.
2. Mission To improve equity and quality in education by administering research based valid, reliable, efficient, transparent, fair and international level assessments. The best subject matter experts, psychometricians and IT delivery and security professional will ensure that the current gaps in existing systems are properly identified and bridged.
3. Core Values NTA will create a system which will promote teaching and assessments. NTA strongly believes in quality, efficiency, effectiveness, equity and security of assessments. To practice these values, NTA will constantly engage with its stakeholders, viz. students, parents, teachers, experts and partner institutions.

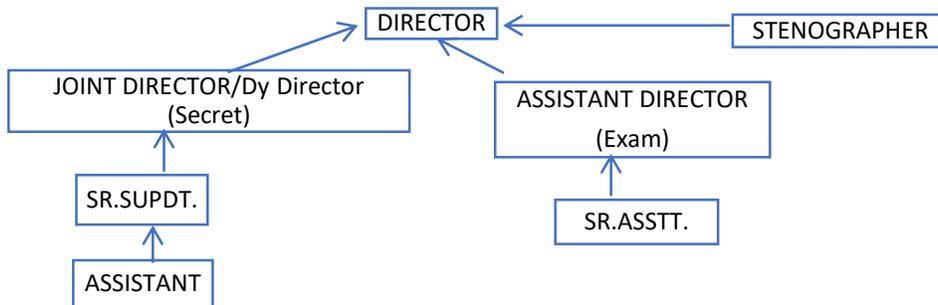
4. **Organizational Structure:**

Based on the mandate of NTA, vis-a-vis number of students expected, frequency of examinations & complexity, the following nine (09) verticals/ departments were approved:

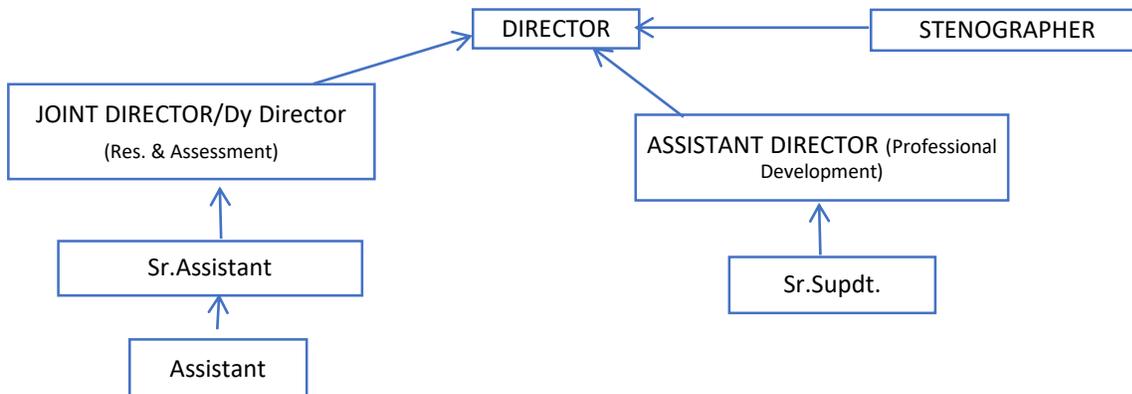
- Engineering
- Medical
- Misc. Examinations (Management, Recruitment etc.)
- UGC-NET
- Research & Academic
- IT, Storage & Scanning
- Administration
- Finance and Audit

5. Organizational Chart: Each Director shall report to Director General.

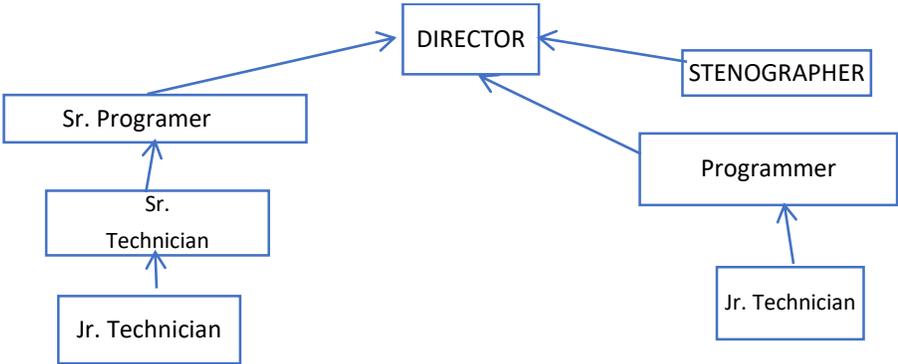
i. Departments of Engineering/ Medical/ UGC-NET/ CSIR-NET/JNUEE/ ICAR/ AIAPGET/ IGNOU/ IIFT/ DUET/ NCHM/ CMAT/ GPAT/ SWAYAM etc.



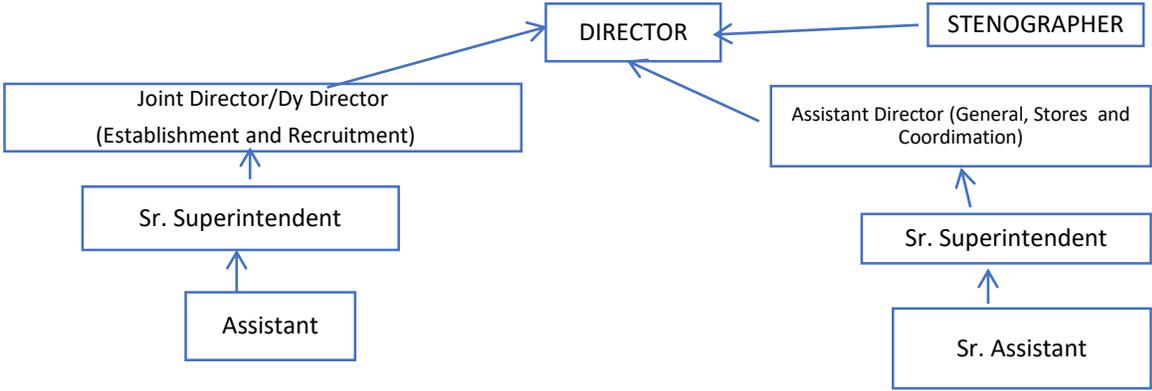
ii. Research & Academic



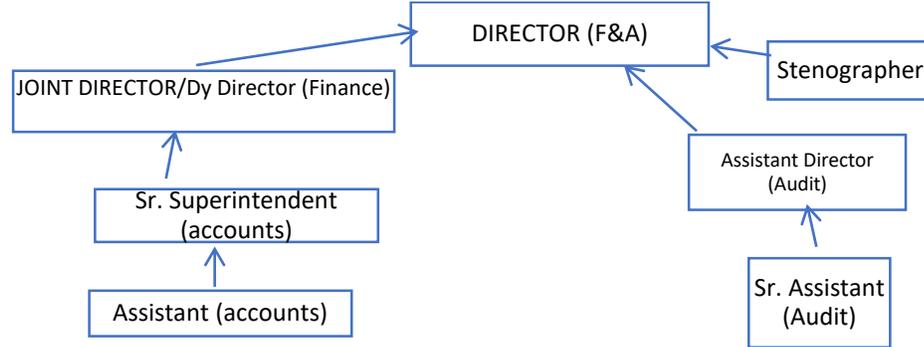
iii. Information Technology, Storage & Scanning



iv. Administration



v. Finance & Audit



6. Citizen interaction:

NTA is not a public dealing Department and there is no scope for citizen interaction in a routine manner on a day-to-day basis. NTA provides information about various examinations to the students including general public through publications as well as through website of the Department (namely, www.nta.ac.in & <https://nta.nic.in>)

7. Address of the Main Office of the Public Authority for correspondence:

**National Testing Agency
(Department of Higher Education, Ministry of Education, GOI)
1st Floor, NSIC-MDBP Building, Okhla Industrial Estate
Phase III, New Delhi-110020**

8. Google Map of NTA Office location:

(<https://goo.gl/maps/aBvyZvH1k3Y84H4e7>)

9. Working Hours for Office and Public:

The working hours are from 9.30 AM to 6.00 PM, Monday to Friday with a lunch break of 1.30 PM to 2.00 PM. Since there is no public dealing on a day- to- day basis, there is no separate timing for the public. The Department provides information during the working hours.

10. Public Interaction, if any:

There is no scope for public interface on day- to- day basis in a routine manner, considering the confidentiality to be maintained by this Authority as an Examination Conducting Body dealing with sensitive matter. However, queries from the aspiring Candidates and general public are swiftly responded by this Public Authority through email and Helpline (011-69227700 011-40759000).

11. Grievance Redressal Mechanism:

Centralized Public Grievance Redress and Monitoring System (CPGRAMS) is an online web-enabled system on NICNET developed by NIC, in association with Directorate of Public Grievances (DPG) and Department of Administrative Reforms and Public Grievances (DARPG), CPGRAMS is the platform based on web technology which primarily aims to enable submission of grievances by the aggrieved citizens from anywhere and anytime (24x7) basis to Ministries/Departments/Organizations who scrutinize and take action for speedy and favorable redress of these grievances. Tracking grievances is also facilitated on this portal through the system generated unique registration number. This Public Authority utilizes the platform of CPGRAMS for redressing the grievances related to it.

(ii) Functions and Duties:

The Ministry of Education, Government of India, has established National Testing Agency (hereinafter referred to as “NTA”), as an independent autonomous and self-sustained premier testing organization under the Societies Registration Act, 1860, for conducting efficient, transparent and international standard tests in order to assess the competency of candidates for admissions to premier higher education institutions. The goals and objectives of the NTA are reproduced as under:-

- a) To conduct efficient, transparent and international standards tests in order to assess the competency of candidates for admission, and recruitment purposes.
- b) To undertake research on educational, professional and testing systems to identify gaps in the knowledge systems and take steps for bridging them.
- c) To identify experts and institutions in setting examination questions.
- d) To produce and disseminate information and research on education and professional development standards.

- e) To identify partner institutions with adequate infrastructure from the existing schools and Higher Education Institutions which would facilitate conduct of Online Examinations without adversely impacting their academic routine.
- f) To create a question bank for all subjects using the modern techniques.
- g) To establish a strong R&D culture as well as a pool of exporters in different aspects of testing.
- h) To help individual colleges and universities in the field of testing and to provide training and advisory services to the institutions in India. To provide quality testing services to the academic institutions in India.
- i) To develop a state-of-the-art culture of testing in India by using domestic and international expertise. To collaborate with international organizations like ETS to achieve the same.
- j) To undertake any other examination that is entrusted to it by the Ministries/Departments of Government of India/State Governments.
- k) To undertake the reforms and training of school Agencies as well as other bodies where the testing standards should be comparable with the entrance examinations.