



Instruction Manual to Execute MoU Process for TPC

National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained testing organization to conduct entrance examinations for admission/fellowship in higher educational institutions. To assess competence of candidates for admissions and recruitment has always been a challenge in terms of matching with research based international standards, efficiency, transparency and error free delivery.

Steps to execute the process

Step-01 Visit NTA website (www.nta.ac.in) and Login



Test Practice Centre Login

Nodal Email *

xxxx@xxxx.com

← Email

Password *

.....

← Password

Captcha *



Refresh

79tVsC

↴ Login

Login

User can login through default user name (**email id of nodal officer**) and password (**mobile no**) of the respective Test practice Centre.

User can Login through provided credentials and access their profile page.



Step-02 Password Change

On the Successful Login, User will be redirected to **Change Password** page to change their password. It will be done only on first login.

The screenshot shows the 'Change Password' page for the National Testing Agency. At the top left is the agency logo. Below it are three input fields: 'Old Password' with a red arrow pointing to 'One-time Password', 'New Password' with a red arrow pointing to 'New Password', and 'Confirm Password' with a red arrow pointing to 'Confirm new Password'. Below these is a captcha image showing the characters 'KJAZKJ' with a 'Refresh' button to its right. Underneath the captcha is an 'Enter Captcha' input field. At the bottom, there is a blue button labeled 'Change Password' with a red arrow pointing to it.

- User need to change password to new one as default password provided is for one time use only
- User need to re-login with updated password after successful password change to access TPC – profile.



Step-3 MoU & TPC Profile

After login user will access their dashboard with following links:

01. Letter from NTA to all TPCs
02. Download MoU
03. Upload MoU (Duly signed by the TPC)
04. Profile of TPC

Download MEMORANDUM OF UNDERSTANDING / AGREEMENT:

1) Letter from NTA to TPC		
2) Download MoU	Download here: MEMORANDUM OF UNDERSTANDING / AGREEMENT	
Upload MoU(Signed Copy) * <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	
Test Practice Centre Profile		
Type of the Institution / School <input type="text"/>	Name of the Institution / School <input type="text"/>	
Postal address <input type="text"/>		
Head of the Institution / School		
Name <input type="text"/>	Email <input type="text"/>	Mobile number <input type="text"/>
Working hours / timing of the Institute / School 8 am till <input type="text"/>	Week day off Sunday <input type="text"/>	
Nodal Officer of Test Practice Centre		

- TPC need to fill in **required information** given in MoU and scan it on a good scanner as PDF for its clarity and **upload the Scanned PDF copy of MoU** on corresponding space in the NTA Website.



- Upload Signed **MEMORANDUM OF UNDERSTANDING / AGREEMENT**:

1) Letter from NTA to TPC

2) Download MoU

Upload MoU(Signed Copy) *

No file chosen

Choose File To Upload

Click here to upload file



Test Practice Centre Profile

Type of the Institution / School ||

Name of the Institution / School ||

Postal address ||

Head of the Institution / School

Name ||

Email ||

Mobile number ||

Working hours / timing of the Institute / School || 8 am till

Week day off || Sunday

Nodal Officer of Test Practice Centre

- TPC can download their uploaded **MEMORANDUM OF UNDERSTANDING / AGREEMENT** on TPC profile:

1) Letter from NTA to TPC

2) Download MoU

Download Uploaded File here

Upload MoU(Signed Copy) *

No file chosen



Test Practice Centre Profile

Type of the Institution / School ||

Name of the Institution / School ||

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Week day off || Sunday

Nodal Officer of Test Practice Centre



NATIONAL TESTING AGENCY

Excellence in Assessment

Support

For any further help please contact helpline.

General helpline: 0120-3946611

Technical helpline: 0792-3268247

Email: ntnationaltestingagency@gmail.com