

INVITATION OF APPLICATIONS ON CONTRACTUAL BASIS POST

National Testing Agency, Delhi invites applications for the following posts in Mumbai / Delhi office on lumpsum pay package in contract basis. They will be engaged initially for a period of 01 (one) year which is extendable based on their performance and approval of the Competent Authority of NTA.

POSITION & NUMBER OF VAC	MAX AGE	QUALIFICATION & EXPERIENCE
Operation Manager (Equivalent to Senior Consultant)- (01)	45 Years	<p>Essential Qualifications:</p> <p>The candidate should have civil qualification of B.Tech (Computer Applications) or MCA and have demonstrated experience in conducting various types of examinations, including Computer-Based/Online and Hybrid Mode. A strong command of computer applications is essential, with the following proficiencies:-</p> <ul style="list-style-type: none"> * Team management. * Expertise in Computer Applications. * Knowledge of Financial Management. * Experience of infrastructure set up for establishment of exam centres * Cloud management skills. <p>Desirable Qualifications:</p> <p>Minimum five years of relevant experience in management of examination centres or similar institutions, supervision of conduct of examinations in multiple centres, preferably for a Government/State Government department, Central Public Sector Enterprise (CPSE), Autonomous Body, University, or Research Institution.</p> <p>Note: The selected candidate will be required to discharge duties from Mumbai / Delhi, based on the operational requirements of the organization.</p>
Office Assistant (01)	30 Years	<p>Essential</p> <p>The candidate should have Graduate from a recognized university, with knowledge of English and well versed with Computer applications, MS office and expertise in MS Excel.</p> <p>Desirable</p> <p>Two years post qualification work experience preferably in Govt./ State Govt./ CPSE/ Autonomous Body/ University/ Research Institution.</p> <p>Note</p> <p>The selected candidate will be required to discharge duties from Mumbai..</p>

Roles & Responsibilities

Position	Work Description
Operation Manager	Supervision of examination, set up of infrastructure for examinations centres, associated activities related to conduct of examinations, financial accounting and HR related activities.
Office Assistant	Data management and Office related activities.

Terms & Conditions

- The detailed job description will be mentioned in the offer letter for selected candidates.
- Applicants are required to apply within five (05) days of publication of advertisement.
- Interested candidates for the post are advised to send applications as per format available on NTA website along with detailed CV, passport size photographs, attested copies of educational documents, character certificate and relevant testimonials on address given below earlier, but not later than the deadline.
- Incomplete applications will be rejected. Only shortlisted candidates shall be called for test/ interview.
- Applicants will bring original documents at the time of test/ interview. Candidates already in service should furnish NOC alongwith the CV.
- Salary package will be as per NTA Norms. No other allowances are admissible.
- The Competent Authority reserves the right to review or cancel the recruitment process at any stage.
- No TA/DA shall be admissible for the test/ interview which may be in physical / virtual mode.
- The selected individuals may have to undergo training in New Delhi for two weeks after engagement (no separate allowance will be paid).

Sd/-
Director (Exam)

Kindly click the following link to proceed with the Application Form:-

[Application Form](#)