



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency

Excellence In Assessment



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

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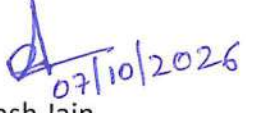
Dated: 07 October 2026

VACANCY NOTIFICATION

National Testing Agency invites applications for two (02) posts of **Librarian – Administration** from interested/eligible/ suitable candidates on contract basis initially for a period of two (02) years, extendable based on performance and organizational requirement.

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

Eligible candidates may submit their applications in the format provided at **Annexure-I** alongwith all required documents as mentioned in the detailed advertisement which should reached by email to: **recruitment@nta.ac.in.** within 15 days from the date of publication of this advertisement.


07/10/2026
Akash Jain
Director (Estt. & Admin.)



पाँचवीं मंजिल, भारत सरकार प्रेस भवन, मिनटो रोड, नई दिल्ली – 110002
Fifth Floor, Government of India Press Building, Minto Road, New Delhi – 110002



फ़ोन/Telephone: 011-69095-250 वेबसाइट/Website: www.nta.ac.in



सत्यमेव जयते



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आज़ादी का
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Advertisement for Engagement of Librarian - Administration on Contract Basis

1. About the National Testing Agency

The National Testing Agency (NTA) has been established as a premier, specialist, autonomous and self-sustained testing organization under the Ministry of Education, Government of India, to conduct entrance examinations for admission and fellowship in higher educational institutions. NTA conducts some of the country's largest and most high-stakes examinations - including JEE (Main), NEET (UG), UGC-NET, CUET (UG & PG), CMAT, GPAT and several others - collectively serving crores of candidates every year, across 500-plus cities in India and at select international centres.

NTA invites applications for engagement of Librarian - Administration on a contractual basis from candidates with the requisite qualifications and experience.

2. Position Details

Name of Post	Librarian – Administration
Number of Positions	02 (Two)
Nature of Engagement	Contract, initially for a period of two (2) years, extendable based on performance and organizational requirement.
Age Limit	i. Not more than 50 years. ii. For Retired Govt. Officials, age limit would be 62 years. iii. The cut-off date for determining age eligibility shall be the date of publication of advertisement.
Remuneration	Consolidated monthly remuneration, commensurate with qualifications, experience and industry benchmarks, to be decided by the competent authority.
Job Location	National Testing Agency, Head Office, New Delhi.

3. Role Overview

To manage, organize and provide access to physical and digital information resources while overseeing everyday library operations.

Key Responsibilities:

- Set up, organise and manage the NTA library and its reference collection.
- Catalogue, organize, classify and maintain print and digital materials.



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- iii. Maintain inventories of books, periodicals & digital databases and ensuring the inventory stays relevant and up-to-date.
- iv. Support users research topics and locate materials
- v. Help navigate electronic or physical reference systems
- vi. Maintain the Library Digital Archives
- vii. Research and implement new information system techniques
- viii. Publish and update content and communicate to the Staff on book summaries, reviews, blog, etc.
- ix. Oversee the Library to ensure cleanliness, order and protection of the library's resources
- x. Maintenance of stock registers, issue/return records and annual physical verification of library stock
- xi. Providing reference and information services to officers and staff of NTA.
- xii. Any other work assigned by the competent authority from time to time.

4. Qualifications and Experience

Essential Qualification & Experience	Candidates from open market: i. Bachelor's Degree in Library Science / Library and Information Science from a recognized University or Institute. ii. Experience of 5 years in Library Management Retired Government officials: i. Retired officials of Central/State Government, PSUs or autonomous bodies who have served as Librarian, Deputy Librarian, Assistant Librarian or Library & Information Officer, or in an equivalent post. ii. Minimum 5 years of experience in library management.
Skills and Competencies	i. Proficiency in Library Management Software ii. Experience in managing Digital Databases and computer systems iii. Well versed with automated cataloging systems iv. Excellent Organizational Skills v. Should be used to Multitasking



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vi. Working knowledge of English & Hindi

5. Selection Process

Shortlisting will be done on the basis of qualifications, experience and suitability of the candidate for the position. Shortlisted candidates will be invited for a personal interview before a Selection Committee constituted by the competent authority. NTA reserves the right to fix suitable criteria for shortlisting and to limit the number of candidates called for interview. The decision of the Selection Committee will be final and binding.

6. How to Apply

- Eligible candidates may submit their applications in the format provided at Annexure-I, along with a detailed CV, and self-attested copies of certificates in support of qualifications and experience.
- Applications may be submitted by e-mail to recruitment@nta.ac.in with the subject line "Application for the Post of Librarian, NTA".
- Applications must reach NTA within 15 days from the date of publication of this advertisement on the NTA website. Applications received after the last date or in any form other than prescribed shall not be entertained.
- Retired officers may apply directly with appropriate documentation of release / retirement.
- Mere fulfilment of the minimum qualifications and experience does not entitle a candidate to be called for interview. NTA reserves the right not to fill this post or to cancel the recruitment process at any stage without assigning any reason.

7. General Conditions

- The engagement will be purely on contractual basis and will not confer any right for regular appointment or absorption in NTA.
- Canvassing in any form will lead to disqualification.



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- iii. All information accessed in the course of work is confidential. Breach of confidentiality is grounds for immediate termination.
- iv. Incomplete applications, or applications not accompanied by the required supporting documents, are liable to be summarily rejected.
- v. In case of any dispute, the decision of the Director General, NTA shall be final.



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ANNEXURE - I

APPLICATION FORM

Engagement of Librarian at National Testing Agency

To,

The Director General

National Testing Agency

(Ministry of Education, Government of India)

New Delhi

Subject: Application for the Post of Librarian, NTA.

Reference: Advertisement dated _____

Sir/Madam,

With reference to the above-mentioned advertisement, I wish to apply for the post of Librarian, National Testing Agency. My details are furnished below for kind consideration:

A. Personal Details

1. Full Name (in block letters)	
2. Father's / Husband's Name	
3. Date of Birth (DD/MM/YYYY)	
4. Age (as on last date of application)	
5. Gender	
6. Nationality	
7. Aadhaar Number	
8. PAN Number	
9. Mobile Number	
10. Alternate Contact Number	
11. E-mail Address	
12. Present / Correspondence Address	



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13. Permanent Address

B. Educational Qualifications

(Starting from the highest qualification. Attach self-attested copies of certificates.)

S. No.	Qualification / Degree	University / Institution	Year of Passing	% / CGPA	Division / Class
1.					
2.					
3.					
4.					
5.					

C. Employment History / Work Experience

(In chronological order, starting with the most recent. Attach additional sheet in the same format, if required.)

S. No.	Organization / Employer	Designation	Period (From - To)	Last Pay Drawn / CTC	Brief Description of Role & Responsibilities
1.					
2.					
3.					
4.					
5.					
6.					

D. Languages Known

(Tick all that apply. Indicate proficiency level - Native / Fluent / Working / Basic.)

S. No.	Language	Read	Write	Speak
1.				



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S. No.	Language	Read	Write	Speak
2.				
3.				
4.				

E. References

(Two professional references, preferably from senior positions, who can be contacted.)

Name and Designation	Organization and Address	Contact Number and E-mail

F. Additional Information

1. Current Employer and Designation	
2. Current Gross Remuneration / CTC (per annum)	
3. Expected Remuneration (per annum)	
4. Notice Period / Earliest Date of Joining	
5. Whether any criminal case / departmental enquiry is pending against you? (Yes / No - if yes, give details)	

H. List of Enclosures

- Detailed Curriculum Vitae (CV / Resume).
- Self-attested copies of certificates of educational qualifications.
- Self-attested copies of experience certificates / appointment letters.
- Copies of professional certifications and training (if any).
- Copy of latest salary slip / Form 16 (for verification of CTC).
- Copy of a Government-issued photo identity (Aadhaar / PAN / Passport).
- No Objection Certificate (NOC), if employed in Government / PSU / Autonomous Body.



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viii. Any other document in support of the candidature (please specify):

Declaration

I hereby solemnly declare that all the statements made and information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incorrect or incomplete, or ineligibility being detected before or after the selection / appointment, my candidature / appointment is liable to be cancelled / terminated without any notice or compensation, and appropriate action may be initiated against me. I further declare that I have no objection to any verification of the particulars furnished by me.

Place: _____

Date: _____

(Signature of the Applicant)

Name: _____



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