



(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)

**STRICTLY CONFIDENTIAL**

F.No.5/41/1/2/2/2025-TA

Date: 11-03-2025

Name: Dr Yubraj Sharma

Test Admin ID: NTA-TA-O-56634

Organization: Physics, Don Bosco College, Tura,  
Sampal, TURA, MEGHALAYA

**Subject: Appointment as Observer for the conduct of CUET (PG) 2025.**

Dear Observer,

- The National Testing Agency (NTA) is conducting the CUET (PG) 2025 examination scheduled to be held between 13th March 2025 to 01st April 2025.
- I am pleased to inform you that you have been appointed as **Observer** by NTA for the conduct of the below-given Examination(s) and the details of the duties are as follows:



Examination	Date of Duty*
CUET (PG) 2025	13-03-2025, 15-03-2025, 18-03-2025, 19-03-2025, 21-03-2025, 22-03-2025, 23-03-2025, 25-03-2025, 26-03-2025, 27-03-2025

**\* Payment will be made only for duty days.**

# 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.

Compensatory time of one hour for examination of three hours duration, whether such candidate uses the facility of Scribe or not

\*\* The details of examination centre, shift, candidates count, Centre contact details, City Coordinator, is available on Test Admin dashboard.

- Observers are NTA representatives entrusted with the responsibility to monitor all aspects of the conduct of examination and ensure that the examinations are conducted in a punctual fair and transparent manner at the examination Centre, thus enhancing the general credibility of the NTA examination system.
- In order to perform their duties effectively, Observers are requested to download and read carefully Guidelines on NTA Test Admin Dashboard <https://www.nta.ac.in/Testadmin/Landing>.

**5. Pre-Exam:**

- To establish communication with the City Coordinator and share the consent.
- Date and time of the mock drill is available on your dashboard, coordinate with the concerned persons at Centre for the same. In case of any confusion or non-cooperation, kindly inform the concerned City Coordinator immediately.

**It is mandatory to attend the Orientation/Training/Briefing Session whenever it is organized by the NTA.**





राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency

Excellence in Assessment



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## 6. On Examination Day:

- Observers must report at the Centre by 06:45 AM. for Shift 1.
- They need to participate in the briefing convened by Centre Head for Invigilators, security persons/volunteers and all concerned staff about the important instructions, do's and don'ts of the conduct of the Examination, including
  - Candidates' entry and frisking with HHMD
  - Prohibited items.
  - Invigilation norms
  - Registration processes
  - De-mapping and Re-mapping of students, etc.
- While the examination is in process, Observers would inspect the Examination Centre and halls/rooms and verify that
  - Female candidates are frisked at the entry point inside enclosure, with sensitivity and care.
  - Note: Frisking staff should be oriented about the gender/religious/socio-cultural sensitivity issues associated with frisking and must be instructed to respect diversity and not hurt sentiments but strictly follow security norms.
  - No candidate or any person at the Centre is engaged in any kind of Unfair Means or Malpractice related to the examination.
  - The details of examination centre, shift, candidates count, centre contact details.
- Observers must ensure adherence to the time schedule, especially the Timing of Gate closure in close coordination with the Centre Head/VCO
- In case of any major risk and exceptions, they must inform NTA Control Room, as applicable on given contact numbers.

## 7. Post Examination:

- Submit report /online feedback (Annexure 1 (day-wise), Annexure 1b (shift-wise), and Annexure 2 (day-wise) on the Test Admin Dashboard (for each Duty/Examination Day).
- To observe, verify and validate the following documents compiled by the Centre Head/VCO after each Shift.
  - Proforma 1- Details of Persons/Invigilators on Examination Duty
  - Proforma 2- No Relation Certificate
  - Proforma 3 - Sample Attendance Sheet
  - Proforma 4 - Consolidated Attendance-Cum-Absentee Statement
  - Proforma 5- De-Mapping and Re-Mapping of Candidate from Allotted Seat to another seat
  - Proforma 6- Certificate of Conduct of Examination
  - Proforma 7- Declaration from Candidate: Unfair means (Undertaking)
  - Proforma 8: Declaration form for discrepancy in admit card/ ID proof of candidate.
  - Proforma 9: Declaration Form for Noncompliance of ID proof
  - Proforma 10: Letter of undertaking for using own Scribe.
  - Proforma 11: Certificate regarding physical limitation in an examination to write.



पहली मंजिल, एनएसआईसी-एमडीबीपी बिल्डिंग, ओखला इंडस्ट्रियल एस्टेट, नई दिल्ली -110020  
First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi -110020





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8. Observers are requested to coordinate with the City Coordinator before the examination, reach the Centre allocated as per the schedule. Please do not forget to carry your **duty letter, a valid Govt Id proof, and 2 photographs.**
9. Details of remuneration/ honorarium and other expenses payable are as under:
  - Honorarium @ ₹ 2000/- (subject to TDS) per day for Mock Drill and Fixed Local Conveyance @ Rs 1000/-.
  - Honorarium @ ₹ 4000/- (subject to TDS) per day for each day of examination duty\* mentioned in Point
  - Fixed Local Conveyance @ Rs 1000/- per day for each day of duty.
  - If there is more than one Examination scheduled for the day the Observer will be entitled for Remuneration of one Examination only, whichever is higher.

**Note: Your Remuneration / Honorarium would be disbursed through NTA. Original receipt to be sent to Finance Department of NTA online through the Billing portal URL using the link (URL Link will be shared separately).**

10. Please update your details on <https://www.nta.ac.in/Testadmin/Landing> using your login credentials. In case of any technical difficulty, SMS @ 7827980289, or Email: [testadmin@nta.ac.in](mailto:testadmin@nta.ac.in) and your issue will be resolved at the earliest.

You may send any finance-related queries to [finance@nta.ac.in](mailto:finance@nta.ac.in), for clarification.

You may send any other Queries/ Report on the official email only i.e., [testadmin@nta.ac.in](mailto:testadmin@nta.ac.in).

The NTA has reposed its faith in you for the conduct of these prestigious and high-stake examinations. We expect that you would be very alert and careful throughout the conduct of the examination. I am sure that together we can change society by ensuring fair conduct of examinations.

Regards

Director Exam