



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency

Excellence in Assessment



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

F.No.9213/JEE Main/2025

STRICTLY CONFIDENTIAL

Date: 20.01.2025

Name: Dr Yubraj Sharma


Test Admin ID: NTA-TA-O-56634

Organization:

Subject: Provisional appointment as Observer for the conduct of JEE (Main)- 2025 Session 1 Examination.

Dear Observer,

1. The National Testing Agency (NTA) is conducting the **JEE (Main)- 2025 Session 1 Examination** in Computer Based Test (CBT) mode in 289 cities across the country and overseas.
2. 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 and Shift(s) of Duty*
	JEE (Main)- 2025 Session 1 Examination	24-01-2025,

* Duty 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, and Observer

is available on Test Admin dashboard.

3. 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.
4. 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. **Responsibilities of Observers are given below.**

Pre-Exam:

1. To establish communication with the City Coordinator and share the consent.
2. 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.
6. **It is mandatory to attend the Orientation/Training/Briefing Session whenever it is organized by the NTA.**



प्रथम तल, एनएसआईसी-एमडीबीपी बबलिंग, ओखला इंडियल एस्टेट, नई दिल्ली -110020
First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi -110020





On Examination Day:

- I. Observers must report at the Centre by 06:00 A.M. for Shift 1 (and the corresponding time as per Shifts 2).
- II. 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 plan (both for male and female).
 - Admit Card verification through bar code reader and Identity proof verification.
 - Prohibited items.
 - Invigilation norms
 - Registration processes (Only photograph, No thumb impression)
 - De-mapping and Re-mapping of students, etc.
- III. While the examination is in process, Observers would inspect the Examination Centre and halls/rooms following social distancing norms and safety measures, observe and verify that –
 - a) The seating arrangement is as per social distancing norms, comfortable for candidates, and rules out the possibility of any malpractice.
 - b) Thermal scanning, Contact-less Frisking through HHMD, and identity verification of candidates are being done as per the NTA norms (refer guidelines). Please ensure those 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.

 - c) No candidate or any person at the Centre is engaged in any kind of Unfair Means or Malpractice related to the examination.
 - d) Candidates are guided appropriately to drop Admit Card, undertaking and Rough Sheets in the designated boxes.
 - e) The details of examination centre, shift, candidates count, centre contact details, City Coordinator is available on Test Admin dashboard.
- IV. Besides observing server connectivity and setting (s) in Control/ Server Room Observers need to observe/certify that Server Activation and Question paper downloading is done with due diligence and as per confidentiality norms.
- V. Observers must ensure adherence to the time schedule, especially the Timing of Gate closure in close coordination with the Centre Head.
- VI. In case of any major risk and exceptions, they must inform NTA Control Room.



Post Examination:

- Submit report /online for each Duty/Examination Day.
 - To observe, verify and validate the following documents compiled by the Centre Head/TCA 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 Other seat.**
 - Proforma 6: Certificate of Conduct of Examination**
 - Proforma 7: Declaration from Candidate (Undertaking)**
 - Proforma 8: Declaration from Non-Aadhaar Candidate**
 - Proforma 9: Certificate regarding physical limitation in an examinee to write.**
 - Proforma 10: Letter of Undertaking for Using Own Scribe**
 - Proforma 11: Certificate from PwD candidate**
- 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.**
 - Details of remuneration/ honorarium and other expenses payable are as under:
 - 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.**
 - Submission of Mock Drill Report online by day end by Observers will be essential to process the payment related to the mock drill, including Travel Allowances.**
 - 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:

- Their details would be available on the NTA Test Admin dashboard <https://www.nta.ac.in/Testadmin/Landing>).
 - You may also send any finance-related queries to finance@nta.ac.in, bs@nta.ac.in for clarification.
- 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 and your issue will be resolved at the earliest.



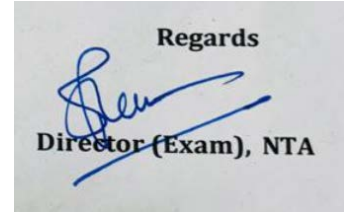
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- You may send any other Queries/Report on the official email only i.e., testadmin@nta.ac.in.

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.



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