



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency

(MHRD, Department of Higher Education, Government of India)

Information Bulletin

for

**University Grants Commission
National Eligibility Test**



2018
DECEMBER

**IMPORTANT INFORMATION AND DATES AT A GLANCE**

(Please refer Information Bulletin for details)

1. SCHEDULE FOR SUBMISSION OF APPLICATION FORM, FEE DETAILS AND IMPORTANT DATES:

EVENTS		DATES
On-line submission of Application Form (Upto 11.50 pm)		01.09.2018 to 30.09.2018
Date for successful final transaction of fee (Upto 11.50 pm)		01.09.2018 to 01.10.2018
Through Credit/Debit Card/Net-Banking upto 11.50 pm Through e-challan upto bank hours		upto 1.10.2018
Fee Payable by candidates	General	₹ 800/-
	Other Backward Classes (OBC)-(NCL)*	₹ 400/-
	SC/ST/PwD/ Transgender	₹ 200/-
	GST/Processing charges & GST are to be paid by the candidate, as applicable.	
Correction in particulars of Application Form on website only		08.10.2018 to 14.10.2018
Printing of Admit Cards from NTA's website		From 19.11.2018
Dates of Examination (Exact date and shift of examination shall be made available by 21 st October, 2018 on NTA's website)		Between 09.12.2018 (Sunday) to 23.12.2018 (Sunday)
Timing of Examination		First Shift : 9.30 am to 01.00 pm Second Shift : 2.00 pm to 05.30 pm
Centre, Date, Shift and UGC-NET (Subject) Examination		As indicated on Admit Card
Display of recorded responses and Answer Keys for inviting challenges on NTA's website: nta.ac.in, ntanet.nic.in		Date shall be displayed on the NTA's website
Declaration of Result on NTA's website		By 10 th January, 2019.

* Other Backward Classes (OBC)-Non Creamy Layer as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC- Government of India website www.ncbc.nic.in).

Thus, the candidates falling in this list may mention OBC in the Category Column.

State list OBC Candidates who are not in OBC-NCL (Central List) **must** choose **General**.

2. Candidates can apply for **UGC-NET December, 2018 "Online" ONLY**.

3. **The Application Form other than online mode will not be accepted, in any case. Only one application is to be submitted by a candidate.**

4. Submission of Online Application Form may be done by accessing NTA website www.ntanet.nic.in only.

5. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA's website. Candidates not complying with the instructions shall be summarily disqualified.

6. Candidates must ensure that e-mail address and Mobile Number provided in the Online Application Form are their own as all information/ communication will be sent by NTA through e-mail on e-mail address or SMS on given Mobile Number only.

7. **Instructions for filling Online Application Form :**

- Download Information Bulletin and Replica of Application Form. Read these carefully to ensure your eligibility.

- Follow the 4 steps given below to Apply Online:**

Step-1: Fill in the Online Application Form and note down the system generated Application No. / (Please see Annexure - VIII)

Step-2: Upload scanned images of Candidate's Photograph (between 10 kb - 200 kb) and Candidate's Signature (between 4 kb - 30 kb) in JPG/JPEG format.

Step-3: Make payment of fee using **SBI_MOPS** and keep proof of fee paid.

Step-4: Print at least **four printouts of Confirmation Page** after successful remittance of fee.

- All the 4 Steps can be done together or at separate times.

Note:

1. The final submission of Online Application Form will remain incomplete if step-2 and step-3 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.

2. No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances.

3. The entire application process of **UGC-NET December, 2018** is online, including uploading of scanned images, Payment of Fees, and Printing of Confirmation Page. **Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/ By Hand.**

4. **Candidates are advised to keep visiting the NTA's website regularly for latest updates and to check their e-mails.**

Candidates are **NOT** allowed to carry Instrument/ Geometry/ Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables and Water (loose or packed), Mobile Phone/ Ear Phone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices in the Examination Hall/Room.

Diabetic students will be allowed to carry eatables like sugar tablets/fruits (like banana/apple/ orange) and transparent water bottle to the Examination Hall. However, they will not be allowed to carry packed foods like chocolates/candy/sandwich etc.

Usage of Data and Information:

NTA can use the data provided by End User (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s).



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NATIONAL TESTING AGENCY

Vision

The right candidates joining best institutions will give India her demographic dividend.

Mission

To improve equity and quality in education by administering research based valid, reliable, efficient, transparent, fair and international level assessments. The best subject matter experts, psychometricians and IT delivery and security professionals will ensure that the current gaps in existing assessment systems are properly identified and bridged.

Core Values

NTA will create a system which will promote teaching (by teachers), learning (by students) and assessment (by parents and institutions). NTA strongly believes in quality, efficiency, effectiveness, equity and security of assessments. To practice these values, NTA will constantly engage with its stakeholders, viz. students, parents, teachers, experts and partner institutions.



INFORMATION BULLETIN

University Grants Commission–National Eligibility Test

December, 2018

1. Introduction

The Ministry of Human Resource Development (MHRD), Government of India (GOI), has established **National Testing Agency (NTA)** as an independent, autonomous and self sustained premier organisation under the Societies Registration Act, 1860, registered as a self-reliant and self-sustained premier testing organisation.

Some of the objectives, interalia, include:

- (i) **To conduct efficient, transparent and international standard tests in order to assess the competency of candidates for admission.**
- (ii) **To undertake research on educational, professional and testing system to identify gaps in the knowledge systems and take steps for bridging them.**
- (iii) **To identify experts and institutions in setting examination questions.**
- (iv) **To produce and disseminate information and research on education and professional development standards.**

The University Grants Commission (UGC) has entrusted the responsibility of conducting UGC-NET to the NTA. UGC-NET is a test being conducted to determine the eligibility '**only for Assistant Professor**' and '**for Junior Research Fellowship and Assistant Professor both**' in Indian universities and colleges.

UGC-NET December, 2018 shall be conducted by the NTA in December, 2018 in subjects given at **Annexure-III** at selected Cities of Examination centers spread across the country given at **Annexure-I**.

2. UGC-NET December, 2018

- (i) **Mode of Examination:** The Examination shall only be conducted as **Computer Based Test (CBT)**. Wherever Online Examination has been used elsewhere in this booklet, NTA's UGC-NET application form, it means CBT only.
- (ii) **Pattern:** The Test will consist of **two** papers. Both the papers will consist of only objective type questions and will be attempted with a break of 30 minutes between them.



Paper	Marks	Number of Questions	Pattern	Duration
I	100	50	The questions will be generic in nature, intending to assess the teaching/research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking and general awareness of the candidate.	1 hour First shift : (9.30 am to 10.30 am) Second shift: (2.00 pm to 3.00 pm)
II	200	100	This will be based on the subject selected by the candidate . All the questions of Paper-II will be compulsory.	2 hours First Shift: (11.00 am to 1.00 pm) Second Shift: (3.30 pm to 5.30 pm)

Note:

- (a) For each correct response the candidate will get 2 marks. There are no negative marks for incorrect response. No marks will be given for unanswered/marked for review questions.
- (b) If a question for any reason is found to be incorrect, the benefit of marks will be given to only those candidates who attempted the question.

(iii) Centres (Cities):

The Centres (Cities) where the Test shall be conducted are given at **Annexure-I**.

The candidates have to select any **four** cities of their choice for examination of UGC-NET December, 2018. **It is mandatory to select four cities**. The efforts will be made to allot city of examination to the candidates in order of the choice opted by them in their application form. **However, due to administrative reasons, a different city of nearby area may be allotted.**

(iv) States/Union Territories:

The List of States/Union Territories and their codes are given at **Annexure-II**.

(v) Subject and Syllabus of Test:

The List of NET subjects and their Codes are given at **Annexure-III**.

Syllabi for all NET subjects can be downloaded from the UGC website: www.ugc.ac.in/net/syllabus.aspx and are also available in the libraries of all Indian Universities.

National Testing Agency will not provide the syllabus to individual candidates.

(vi) Subjects at Post Graduation:

The list of Subjects at Post Graduation level and their Codes is given at **Annexure-IV**.

(vii) Post Graduation Courses:

The list of Post Graduation Courses and their Codes is given at **Annexure-V**.

**(viii) Universities in India:**

The list of Universities in India is given at website:

www.ugc.ac.in/oldpdf/consolidated%20list%20of%20All%20universities.pdf

The candidates have to select option **Other** in the drop down list and fill the name of the University, if they have passed/appearing in their Post Graduation Examination from a University which is not mentioned in the list.

(ix) Schedule of Examination:

Dates of Examination (Exact dates of examination/shifts will be made available on the NTA's website)	Between 09.12.2018 to 23.12.2018	
	First Shift	Second Shift
Timing of Examination	9.30 am– 10.30 am 11.00 am – 1.00 pm	2.00 pm – 3.00 pm 3.30 pm – 5.30 pm
Duration of Examination	1 hour for Paper I and 2 hours for Paper II	
Entry in the Examination Centre*	7.30 am – 8.30 am	12.00 pm – 1.00 pm
Entry in the Examination Hall/Room	8.45 am – 9.00 am	1.15 pm – 1.30 pm
Checking of Admit Cards by the Invigilator	9.00 am – 9.15 am	1.30 pm – 1.45 pm
Sitting on the seat in the Examination Hall	9.15 am	1.45 pm
Instructions by the Invigilators	9.15 am – 9.25 am	1.45 pm – 1.55 pm
Test Commences	9.30 am	2.00 pm
To attempt Paper-I i.e. Questions 001 to 050	9.30 am – 10.30 am	2.00 pm – 3.00 pm
Break (Candidates are not allowed to leave the premises, under any circumstances)	10.30 am – 11.00 am	3.00 pm – 3.30 pm
To attempt Paper-II i.e. Questions 001 to 100	11.00 am – 1.00 pm	3.30 pm – 5.30 pm
Test Concludes	1.00 pm	5.30 pm

**Candidates are advised to report at the Examination Center well in time, at least 2 hours before commencement of the examination. Candidates will not be permitted to enter in the Examination Center after 8.30 am in First Shift and after 1.00 pm in Second Shift.*

In case any candidate furnishes false information, appears in more than one shifts/dates of the Computer Based Examination, the candidature is likely to be cancelled and the result in such a case will not be declared.

Note: Candidate shall appear at their own cost at the Centre on Date and Shift as indicated in their Admit Card issued by the NTA. Under no circumstances the choice of Cities for Centre, Date, Shift and NET Subject provided in the Admit Card shall be changed.

3. Important Instructions

- (i) The eligibility only **'for Assistant Professor'** or for **'both Junior Research Fellowship and Assistant Professor'** will depend on the performance of the candidate in both the papers of UGC-NET in aggregate. However, the candidates qualifying **exclusively for Assistant Professor will not be considered for award of JRF**. Candidates appearing in UGC-NET should clearly specify in the prescribed Application Form whether they are applying for 'only Assistant Professor' or 'for both Junior Research Fellowship (JRF) and Assistant Professor'. Candidates who qualify the Test for eligibility for Assistant Professor will be governed by the rules and regulations for recruitment of Assistant Professor of the concerned universities/colleges/state governments, as the case may be.



- (ii) The candidates who qualify for the award of **JRF** are eligible to pursue research in the subject of their post-graduation or in a related subject and are also eligible for Assistant Professor. The universities, institutions, IITs and other national organizations may select the JRF awardees for whole time research work in accordance with the procedure prescribed by them.
- (iii) Candidates falling under Scheduled Caste(SC)/Scheduled Tribe(ST)/Persons with Disability (PwD)/Transgender/Other Backward Classes(OBC)(Non Creamy Layer), as per the central list of Other Backward Classes available on National Commission for Backward Classes (www.ncbc.nic.in), will be given special concessions as may be decided by the UGC.
- (iv) **Junior Research Fellowship:**Candidates qualifying for the award of **JRF** will be eligible to receive fellowship of UGC under various schemes, subject to their finding placement in universities/IITs/Institutions. The validity period of the offer will be **three years** w.e.f. the date of issue of JRF Award Letter. However, for those candidates who have joined M. Phil. / Ph.D., the date of commencement of Fellowship shall be from the date of declaration of NET result or date of their joining, whichever is later.

4. Eligibility

- (i) Candidates who have secured **at least 55% marks** (without rounding off) in Master's Degree **or** equivalent examination from universities/institutions recognised by UGC (on the website: www.ugc.ac.in/oldpdf/consolidated%20list%20of%20All%20universities.pdf) in Humanities (including languages) and Social Science, Computer Science and Applications, Electronic Science etc. (**list of subjects at Post Graduation level attached as Annexure-IV**) are eligible for this Test. The Other Backward Classes (OBC) belonging to non-creamy layer/Scheduled Caste (SC)/Scheduled Tribe (ST)/persons with disability (PwD) category candidates who have secured **at least 50% marks** (without rounding off) in Master's degree or equivalent examination are eligible for this Test.
- (ii) Candidates who are pursuing their Master's degree or equivalent course or candidates who have appeared for their qualifying Master's degree (final year) examination and whose result is still awaited or candidates whose qualifying examinations have been delayed may also apply for this test. However, such candidates will be admitted provisionally and shall be considered eligible for award of JRF/eligibility for Assistant Professor only after **they have passed their Master's Degree OR equivalent examination with at least 55% marks (50% marks in case of OBC falling in Non Creamy layer/SC/ST/PwD category candidates)**. Such candidates must complete their Masters degree or equivalent examination within two years from the date of NET result with required percentage of marks, failing which they shall be treated as disqualified.
- (iii) Candidates belonging to the **transgender** category would be eligible to draw the same relaxation in fee, age and qualifying criteria for NET (i.e. JRF and Assistant Professor) as are available to SC/ST/PwD categories. The subject wise cut-offs for this category should be the lowest among those for SC/ST/PwD/OBC–NCL categories in the corresponding subject.



- (iv) The Ph.D.degree holders whose Master's level examination have been completed by **19th September 1991** (irrespective of date of declaration of result) shall be eligible for **a relaxation of 5% in aggregate marks (i.e.from 55% to 50%) for appearing in NET.**
- (v) Candidates are advised to appear in the subject of their Post Graduation only. The candidates, whose Post Graduation subject is not covered in the list of NET subjects attached as Annexure-III, may appear in a related subject.
- (vi) Candidates **are neither required to send any certificates/documents in support of their eligibility nor printout of their Application Form (Confirmation Page) to NTA.** However the candidates, in their own interest, must satisfy themselves about their eligibility for the Test. In the event of any ineligibility being detected by the UGC/NTA at any stage, their candidature will be cancelled and they shall be liable for legal action.
- (vii) Candidates having post-graduate diploma/certificate awarded by Indian University/ Institute or foreign degree/diploma/certificate awarded by the foreign University/ institute should in their own interest, ascertain the equivalence of their diploma/degree/ certificate with Master's degree of recognized Indian universities from Association of Indian Universities (AIU), NewDelhi (www.aiu.ac.in)

5. Age Limit and Relaxation

- (i) **JRF:** Not more than **30 years as on 01.12.2018.** A relaxation **upto 5 years** is provided to the candidates belonging to OBC (Non-creamy layer, as per the Central list of OBC available on website: www.ncbc.nic.in) SC/ST/PwD/Transgender categories and to women applicants. Relaxation will also be provided to the candidates having research experience, limited to the **period spent on research** in the relevant/related subject of post-graduation degree, subject to a maximum of 5 years, on production of a certificate from appropriate authority. **Three years relaxation** in age will be permissible to the candidates possessing L.L.M. Degree. A relaxation of **upto 5 years is provided to the candidates who have served in the armed forces subject to the length of service** in the armed forces upto the first day of the month in which the concerned UGC-NET is to be held. Total **age relaxation on the above ground(s) shall not exceed five years under any circumstances.**
- (ii) **Assistant Professor:** There is no upper age limit for applying for Assistant Professor.

6. Exemption (Eligibility for Assistant Professor)

- (i) NET/SET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities/Colleges/ Institutions. In this regard, exemption from NET/SET/SLET will be governed by UGC regulations and amendments notified in the Gazette of India from time to time.
- (ii) The candidates who have passed the UGC/CSIR JRF examination prior to 1989 are also exempted from appearing in NET.
- (iii) **For SET Candidates:** The candidates who have cleared the States Eligibility Test (SET) accredited by UGC for Assistant Professor held prior to 1st June 2002, are exempted from appearing in NET, and are eligible to apply for Assistant Professor anywhere in



India. For SET held **from 1st June 2002 onwards**, the qualified candidates are eligible to apply for the post of Assistant Professor only in the universities/colleges situated in the State from where they have cleared their SET.

7. Schedule for submission of application form, fee details, mode of payment and important dates

EVENTS		DATES
On-line submission of Application Form (Upto 11.50 pm)		01.09.2018 to 30.09.2018
Date for successful final transaction of fee (Upto 11.50 pm)		01.09.2018 to 01.10.2018
Through Credit/Debit Card/Net-Banking upto 11.50 pm through e-challan (upto bank hours)		
Fee Payable by candidates	General	₹ 800/-
	Other Backward Classes (OBC)-(NCL)*	₹ 400/-
	SC/ST/PwD/ Transgender	₹ 200/-
	GST/Processing charges & GST are to be paid by the candidate, as applicable.	
Correction in particulars of Application Form on website only		08.10.2018 to 14.10.2018
Printing of Admit Cards from NTA's website		From 19.11.2018
Dates of Examination (Exact date and shift of examination shall be made available by on NTA's website)		Between 09.12.2018 (Sunday) to 23.12.2018 (Sunday)
Timing of Examination		First Shift : 9.30 am to 01.00 pm Second Shift : 2.00 pm to 05.30 pm
Centre, Date, Shift and UGC-NET subject of Examination		As indicated on Admit Card
Display of recorded responses and Answer Keys for inviting challenges on NTA's website		Date shall be displayed on the NTA's website
Declaration of Result on NTA's website		10th January, 2019

* Other Backward Classes (OBC)-Non Creamy Layer as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website www.ncbc.nic.in. Thus, the candidates falling in this list may mention OBC in the Category Column. State list OBC Candidates who are not in OBC-NCL (Central List) must choose General.

Note: Please refer Annexure-VI for GST/Processing charges & Goods and Service Taxes (GST) and Procedure for Payment of Fee.

(i) Details of how to remit fee are given on page 34-35.

(ii) After completing Step-2 of Online Application Form, candidates may remit the examination fee (Step-3).

(iii) Print the Confirmation Page (Step-4) of Online Application Form after completion of Step-3 of fee payment.



- (iv) Candidates must keep with them as proof of remittance of fee - transaction slip in case of payment through e-challan/Debit/Credit Card and Net Banking.
- (v) No fee will be accepted by NTA in any other mode i.e. Demand Draft /Cheque/Cash/ IPO/Money Order etc.
- (vi) Without completing Step-2 of Online Application Form and further payment of fee details as per Step-3, final submission of Online Application Form will remain incomplete and unsuccessful. Such Online Application Form would stand rejected and no correspondence on this account will be entertained.
- (vii) No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances.
- (viii) The entire application process of **UGC-NET December, 2018** is online, including uploading of scanned images, Payment of Fees, and Printing of Confirmation Page. **Therefore, candidates are NOT REQUIRED TO SEND/SUBMIT any document(s) including Confirmation Page to NTA through Post/ Fax/ By Hand.**

8. How to apply (Application Procedure) (Please see Replica of Application Form - Annexure VIII)

To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA will not be responsible for network problems or any other problem of this nature in submission of online application during last days.

(a) Particulars to be filled in the Online Application Form:

Before beginning the process of filling the form, please keep the following information ready with you:

- ➔ Copy of Board/ University Certificate for Candidate's Name, Mother's Name, Father's Name and Date of Birth
- ➔ Aadhaar Card
- ➔ Type of Identification – Bank A/c Number/ Passport Number/ Ration Card/ Other Govt ID
- ➔ Qualifying Degree Certificate or last semester marks sheet
- ➔ Your Mailing Address as well as Permanent Address with Pin Code (**Refer Annexure-II for State Code**)
- ➔ **Four cities** for Centres of your choice (**Refer Annexure-I for Codes**)
- ➔ Code of NET Subject (**Refer Annexure-III for Code**)
- ➔ Code of subject at Post Graduation level (**Refer Annexure-IV for Code**)
- ➔ Code of Post Graduation Course (**Refer Annexure-V for Code**)
- ➔ Category Certificate
- ➔ Person with Disability (PwD) Certificate
- ➔ **Your own** e-mail address and Mobile Number
- ➔ Scanned images in **JPG/JPEG format only** of:

Candidate's Photograph	File size must be between 10 kb to 200 kb.
Candidate's Signature in running hand	File size must be between 4 kb to 30 kb.

**Part I: Registration Page**

Fill in the basic information and note down the system generated Application No.

(i) Candidate's Name/ Mother's Name/ Father's Name:

Provide Candidate's Name, Mother's Name, Father's Name as given in the Secondary School Examination or equivalent Board/ University Certificate in **capital letters**

(ii) Date of Birth: dd/mm/yyyy

Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/ University certificate.

(ii) Mobile Number and e-mail Address :

Provide your own Mobile Number and e-mail address.

Note: Only one e-mail address and one Mobile Number are valid for one application

PART II: Fill in the complete Application Form

Fill in the complete Application Form

Note:

- (a) **Other Backward Classes (OBC)- Non Creamy Layer as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website (www.ncbc.nic.in).** Thus, the candidates falling in this list may mention OBC in the Category Column. State list OBC Candidates who are not in OBC-NCL (Central List) must choose General.
- (b) Provide your complete postal address with PIN Code (Mailing Address as well as Permanent Address) for further correspondence. PIN code of Correspondence Address should be given in the space provided for this purpose.
- Note: The NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form.*
- (c) **Choice of Cities for Examination Centres:** The candidate should select **any four cities** of their choice for examination of NET December, 2018 given at **Annexure-I**.
- (d) **NET Subject:** The candidate should select the NET subject to appear from the list of NET Subjects given at **Annexure-III**.
- (e) **Subject at Post Graduation level:** The candidate should select the Subject at **Post Graduation level** given at **Annexure-IV**.
- (f) **Post Graduation Course:** The candidate should select the Post Graduation Course given at **Annexure-V**.
- (g) **Under no circumstances the choice of cities for Centre and NET subject filled in the application form shall be changed by the NTA.**

**PART III: Uploading of scanned images****(i) Candidate's Photograph: to be uploaded**

The photograph must be taken on or after **01.09.2018** indicating clearly the name of candidate along with the date of taking the photograph. Photograph should not be with cap or goggles. Spectacles are allowed if being used regularly. **Polaroid and Computer generated photos are not acceptable. Applications not complying with these instructions or with unclear photographs are liable to be rejected. Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfairmeans and the candidate would be dealt with accordingly.**

Application without photograph shall be rejected. The photograph **need not** be attested.

Candidates are advised to take 6 to 8 passport size coloured photographs with white background.

Note: Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the examination centre.

The candidate should scan his/her passport size photograph for uploading. File size must be between 10 kb to 200 kb.

(ii) Candidate's Signature : to be uploaded

The candidates are required to upload the full signature in **running hand** writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form would be rejected. Further, unsigned online application forms will also be rejected.

The candidate should put his full signature on white paper with Black Ink pen and scan for uploading. File size must be between 4 kb to 30 kb.

Note: Candidate must ensure that the uploaded images are clear and proper.

(b) Check List for filling the Online Application Form:

The candidates are advised to ensure the following points before filling the Online Application forms:

- (i) Whether they fulfill the eligibility conditions for the Test as prescribed under the heading '**Conditions of Eligibility 'and' Age Limit'**.
- (ii) That they have filled their **category** viz General/OBC (Non-Creamy Layer)/SC/ST/PwD/Transgender, in the relevant column correctly.
- (iii) That they have filled their **Subject and City of examination and code** in the relevant column correctly.
- (iv) That the Person with Disability (PwD) candidate has filled the relevant column in the online application form. Only PwD candidates have to fill this column and the others have to leave it blank.
- (v) Whether they have kept a Printout of application form (confirmation page) for their own record.

**(c) Important Points to Note:**

- (i) The candidates, before submitting the Online Application Form, shall satisfy their eligibility to appear in the test.
- (ii) The Candidates should fill their complete postal address with PIN Code for further correspondence. **The NTA shall not be held responsible for any loss due to incorrect address given by the applicant in the Online Application Form.**
- (iii) The Candidate must ensure that e-mail address and Mobile Number provided **in the Online Application Form are their own (which cannot be changed later)** as communication may be sent by NTA through **e-mail or SMS.**
- (iv) The Candidate should not give the postal address, Mobile Number or e-mail ID of Coaching Centre in the Online Application Form.
In order to appear in UGC-NET December, 2018, the candidates are required to apply **'online'. The Application Form other than online mode shall not be accepted. No change will be accepted through offline mode i.e. through fax/application including e-mail etc.**
- (v) Online submission of application may be done by **accessing the NTA's official website: www.ntanet.nic.in.**
- (vi) **Online Application Form cannot be withdrawn once it is submitted successfully.**
- (vii) Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- (viii) A candidate is allowed to **submit only one Application Form. If a candidate submits more than one Application Form, the candidature is liable to be cancelled.**
- (ix) **Request for change in any particular in the Application Form shall not be entertained under any circumstances.**

Note: However, a chance may be given to the candidates to correct/modify some of the particular(s) of the application form online only, with valid reason(s) for one week after last date of submission of application form. The candidates are advised to visit the website regularly to know the exact date when the correction(s)/modification(s) will be allowed. No modifications will be communicated through email / fax / mobile.

- (x) The Centres (Cities) indicated for the entrance examination by a candidate is only an option. The actual Centre and shift shall be allotted by NTA and it shall be final. No correspondence in this regard shall be entertained. **It is mandatory for candidates to fill all four choices as options.**
- (xi) Selection of a candidate in the entrance examination is provisional subject to being found otherwise eligible for admission/appointment.
- (xii) In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate shall face penal action as per the law.
- (xiii) The Candidates are not required to send/ submit the confirmation page of Online Application Form to the NTA. However he/she is advised to retain the following documents with them as reference for future correspondence:
 - At least **four printouts** of the Confirmation Page of Online Application Form.
 - Proof of fee paid
 - Photographs (**same as uploaded on the Online Application Form**) –6 to 8 passport size photographs need to be kept aside.

**(d) Provision of Aadhaar:**

- (i) The provisions of the Aadhaar Act and Regulations under the Act have come into effect from 14th September 2016 and notifications to this effect have been published in the Official Gazette. Section 57 of the Aadhaar Act 2016 permits the use of Aadhaar number for establishing the identity of an individual for any purpose pursuant to any law or any contract to this effect.
- (ii) The use of Aadhaar for the candidates of UGC-NET December, 2018 will enhance the accuracy of the candidates' details. This will also help in ascertaining identities of the candidates at the Examination Centres. Aadhaar obviates the need for producing multiple documents to prove one's identity.
- (iii) Accordingly, NTA has decided to use Aadhaar for the candidates of UGC NET December, 2018, and hereby notifies the following:
 - ➔ Candidates, who are in possession of Aadhaar, may enter Aadhaar number, name, date of birth, gender in online application for UGC NET December, 2018 for the purpose of establishing identity and authentication thereof.
 - ➔ Candidates not yet enrolled for Aadhaar, may make application for Aadhaar enrolment as per section 3 of Aadhaar Act. Such applicant may visit any Aadhaar enrolment centre (list available at www.uidai.gov.in) to get enrolled for Aadhaar.
 - ➔ The candidates who have enrolled for Aadhaar and have not received Aadhaar may enter 14 digits Aadhaar Enrolment ID (Including slash) printed on the Aadhaar enrolment slip at the time of filling online application form for UGC NET December, 2018.

Note: The candidates can also enter the passport number, ration card number, bank account number or any other valid Government identity number.

(e) Instructions for filling Online Application Form:

- ➔ Log on to NTA's website www.ntanet.nic.in and click on the "Apply Online" button under UGC-NET December 2018.
- ➔ Download information Bulletin and Replica of Application Form. Read these carefully to ensure your eligibility and acquaint yourself with the requirements for submission of Online Application Form.

Step-1: Fill in the Registration Page and **note down the system generated Application No.**

Step-2: Upload scanned images of Candidate's Photograph and Candidate's Signature in JPG/JPEG format.

Step-3: Make payment of fee through SBI_MOPS (Debit/Credit Card or Net Banking e-challan) and keep proof of fee paid.

Step-4: Print at least **four printouts of Confirmation Page** after successful remittance of fee.
- ➔ For submission of Online Application Form, Steps 1 to 4 must be completed. All Steps are mandatory.



- ➔ The final submission of Online Application Form will remain incomplete if step 2 and step 3 are not followed through. Such Online Application Forms would stand rejected and no correspondence on this account will be entertained.
- ➔ Candidate will get Application Number and One Time Password (OTP) message through e-mail and SMS for submission of Online Application Form. (Future Login will be allowed only with the Application Number and Password, so these must be preserved)
- ➔ Print at least four copies of the Confirmation Page for your record and future reference.

Note:

1. Please see **Replica of Application Form at Annexure- VIII**
2. The application particulars entered can be **edited before final submission** of the Application Form. **The particulars cannot be changed/edited once it is finally submitted. No communication in this regard will be entertained.**
3. **All the links for submission of Online Application Form, Uploading of Candidate's photograph, Candidate's signature, Payment of fee and Printing of Confirmation Page can also be done separately.**
4. Facility of submission of online application form, uploading of photograph, signatures, payment of fee and printing of the Confirmation Page will be deactivated as per schedule for submission of Application Form. Hence, candidates are required to complete the process within the prescribed schedule.
5. Candidates are not required to send/ submit hard copy of Confirmation page to NTA office. However, the candidates are advised to retain the hard copy of the Confirmation Page, and a proof of fee submitted for future need.
6. Registration will be treated as complete only if the fee has been transacted successfully, else the form will be cancelled.

(f) **Status of receipt of Online Application Form with Fee:**

Information regarding the applications of candidates received with fees will be put on the NTA's website on **19.11.2018 along with their Roll Nos, Centres, Date and Shift (Timing of examination)**. The candidature of the candidate, whose fees has not been received upto **the prescribed last date**, will not be considered for the examination.

In case the particulars of the candidate are not shown in the final list of candidates on the NTA's website on **19.11.2018** and the candidate has paid the fee, the candidate should approach the **Help Line** between 10:00 A.M. to 5:00 P.M. from **19.11.2018 to 25.11.2018** with the following documents for considering his/her candidature for the examination:

- (i) Proof of fee paid (Photocopy of transaction slip of fees paid through e-challan/Debit/Credit Card and Net Banking). **In case, the fee has not been remitted within the prescribed last date, the application would be treated as incomplete/unsuccessful and it shall not be considered.**
- (ii) Print out of the Confirmation Page.
- (iii) **No request regarding non-receipt of Online Application Form would be entertained by the NTA after 25.11.2018.**
- (iv) **Candidates are advised to keep visiting the NTA's website regularly for latest updates.**
- (v) **Candidates should check their e-mails on the given e-mail address and SMS in their Mobile Number for latest updates and information.**



9. Admit Card for UGC-NET December, 2018

The Admit Card is issued provisionally to the candidates, subject to their satisfying the eligibility conditions.

The candidate has to download the Admit Card from the NTA's website w.e.f. 19.11.2018 onwards and appear for the Examination at the given Centre on Date and Shift (Timing) as indicated in their Admit Card.

No candidate will be allowed to appear at the examination center, on Date and Timings other than that allotted to them in their Admit card.

In case candidates are unable to download Admit Cards from the website, the candidate should approach the Help Line between 10:00 A.M. to 5:00 P.M. from 19.11.2018 to 25.11.2018.

The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.

In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between 10:00 A.M. to 5:00 P.M. between 19.11.2018 to 25.11.2018. In such cases, candidates would appear in the examination with the already downloaded Admit Card. However, NTA will take necessary action to make correction in the record later.**

Note:

- (a) Candidate may please note that admit cards will not be sent by post.
- (b) In no case, the duplicate Admit Card for UGC-NET December, 2018 would be issued at the Examination Centres.
- (c) Candidate must not mutilate the Admit Card or change any entry made therein.
- (d) Candidates are advised to preserve their Admit Cards in good condition for future reference.
- (e) No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
- (f) Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of admission process.

10. Provisions for Persons with Disability

The candidates with disability should fill in the type and percentages of disability correctly in the online application form. The visually challenged candidates who have 40% or more disability will be provided scribe/ reader on the request of the candidate.

Such candidate will have to submit the request to the NTA for the same at the time of applying online.

In case of any mishap at the last minute, they may place a request in writing with the Centre-Superintendent.

The Centre Superintendent will identify the scribe, only in case a request is received from the candidate, he/she would be allowed to meet the scribe a day before the examination to verify the suitability of the scribe.

Twenty minutes for Paper I and 40 minutes for Paper II will be given as compensatory (extra time) for candidates with 40% or more disability irrespective of the fact that the candidate(s) is/are availing the facility of scribe/reader.

Candidates suffering from diabetes are allowed to carry into the examination hall the eatables like sugar tablets / fruits (like banana/apple/orange) and transparent water bottle. However, they will not be allowed to carry packed foods like chocolate/candy/sandwich etc.



11. Procedure for conduct of Examination

(Candidates are advised to go through following carefully before going for the Examination)

(a) Procedure to be followed during conduct of examination

- (i) Candidates MUST bring the following documents on the day of examination at the Test Centre else they will be disqualified. Candidates who will not bring these will not be allowed to sit in the examination.
 - ➔ Print copy of **Admit Card** downloaded from NTA's website.
 - ➔ **One passport size photograph** (same as uploaded on the Online Application Form) should be taken for pasting on the specific space in the Attendance Sheet at Centre during the Examination.
 - ➔ Any one of the **authorized photo IDs** (must be original, valid and non-expired) – PAN card/ Driving License/ Voter ID/ Passport/ Aadhaar Card (With photograph)/ Aadhaar Enrolment No/ Ration Card.
 - ➔ **PwD certificate** issued by the Competent Authority, if claiming the relaxation under PwD category.

- (ii) **The candidates shall report at the Examination Centre two hours before the commencement of the examination** so as to complete the frisking and registration formalities well before time. Registration desk will be closed 30 minutes prior to the examination.

Candidates shall not be permitted to enter in the Examination Center after 8.30 am in First Shift and after 1.00 pm in Second Shift.

Candidates are also advised to report at the Examination Hall/Room in the Examination Centre by 8.45 am in the First Shift and by 1.15 pm in the Second Shift.

The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.

Candidates should take their seat immediately after opening of the Examination Hall. If the candidates do not report in time due to any reason i.e. traffic jam, train/bus delay etc, they are likely to miss some of the general instructions to be announced in the Examination Rooms/Halls. The NTA shall not be responsible for any delay.

- (iii) The candidate must show, on demand, the Admit Card downloaded/printed from the NTA's website for admission in the examination room/hall. A candidate who does not possess the valid Admit Card shall not be permitted for the examination under any circumstances by the Centre Superintendent.
- (iv) A seat indicating Roll Number will be allotted to each candidate. Candidates should find and sit on their allocated seat only. Any candidate found to have changed room/hall or the seat on his/her own other than allotted, his/her candidature shall be cancelled and no plea would be accepted for it.



(v) The candidate should ensure that the question paper available on the computer is as per his/her opted subject indicated in the Admit Card. In case, the subject of question paper is other than his/her opted subject, the same may be brought to the notice of the Invigilator concerned.

(vi) Candidates are not allowed to carry any baggage inside the Examination Centre. NTA will not be responsible for any belongings stolen or lost at the premises.

Candidates are not allowed to carry any textual material, Calculators, Docu Pen, Slide Rules, Log Tables and Electronic Watches with facilities of calculator, printed or written material, bits of papers, mobile phone, Blue-tooth devices, pager or any other electronic gadget/ device etc.

The candidates are prohibited to bring any kind of electronic gadgets/device in the examination room/hall. If any candidate is in possession of any of the above item, his/her candidature will be treated as unfair means and lead to cancellation of the current examination and also debar the candidate for future examination(s) and the material will be seized.

(vii) No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave their seat or Examination Room/Hall until the full duration of the paper is over. Candidates must follow the instructions strictly as instructed by the Centre Superintendent/Invigilators. Candidates should not leave the room/hall without handing over their rough sheets to the invigilator on duty in the Room/Hall.

(viii) Smoking, chewing gutka, spitting etc. in the Examination Room/Hall is strictly prohibited.

Tea, coffee, cold drinks, snacks or eatable things are not allowed to be taken inside the examination room/hall during examination hours.

Candidates suffering from diabetes are allowed to carry into the examination hall the eatables like sugar tablets / fruits (like banana/apple/ orange) and transparent water bottle. However, they will not be allowed to carry packed foods like chocolate/ candy/sandwich etc.

(ix) Candidate may approach the Centre Superintendent/Invigilator in the room for any technical assistance, first aid emergency or any other information during the course of examination.

For any queries or issues regarding Computer Based Test, the candidates may contact on Mobile Numbers available on UGC NET website.

(x) For those who are unable to appear on the scheduled date of test for any reason, re-test shall not be held by the NTA under any circumstances.

(b) Important Instructions for Computer Based Test (CBT)

(i) A sample/mock test will be available on UGC NET website: www.ntanet.nic.in in November, 2018 for practice purpose and to give the candidate the look and feel of the Computer Based Test (CBT).



- (ii) The important instructions to be followed for Computer Based Test (CBT) will be available on UGC NET website: www.ntanet.nic.in.
- (iii) All calculations/writing work are to be done only in the rough sheet provided at the Centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.
- (iv) During the examination time, the invigilator will check Admit Card of the candidate to satisfy himself/herself about the identity of each candidate.
- (v) The candidates are governed by all Rules and Regulations of the NTA with regard to their conduct in the Examination Hall. All cases of unfair means will be dealt with as per rules.
- (vi) The candidates must sign and paste the photograph on the Attendance Sheet at the appropriate place.

(c) Unfairmeans

- (i) If Candidates are in possession of any of the following item, their candidature will be treated as unfairmeans and lead to cancellation of the current examination and also debar the candidate for future examination(s) and the material will be seized. Any textual material, Calculators, Docu Pen, Slide Rules, Log Tables and Electronic Watches with facilities of calculator, printed or written material, bits of papers, mobile phone, Blue-tooth devices, pager or any other electronic gadget/device etc.
- (ii) Candidates shall maintain perfect silence and attend to their Question Paper only. Any conversation or gesticulation or disturbance in the Examination Room/Hall shall be deemed as misbehavior.
- (iii) Candidates must not obtain or give or attempt to obtain or to give irregular assistance of any kind during the examination. This will entail expulsion and cancellation of candidature for the examination.
- (iv) If a candidate is found using unfairmeans or impersonating, his/her candidature shall be cancelled and he/she will be liable to be debarred for taking examination either permanently or for a specified period according to the nature of offence.

(d) Rough Work

All calculations/writing work are to be done only in the rough sheet provided at the centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.

12.1 Display of Answer Key for Challenges

The NTA will display Answer Key of the questions on the NTA's website www.ntanet.nic.in to provide an opportunity to the candidates to challenge the Answer Key. The Answer Keys are likely to be displayed for three to five days.

The Candidates will be given an opportunity to make a challenge online against the Answer Key on payment of ₹ 1000/- per question challenged as processing charges.



The NTA's decision on the challenges shall be final and the result will be declared on the basis of final answer keys. No grievance with regard to answer key(s) after declaration of result of UGC NET December, 2018 will be entertained.

12.2 Display of Recorded Responses

The NTA will display the recorded responses of all the candidates on the NTA's website www.ntanet.nic.in prior to declaration of result. The recorded responses are likely to be displayed for three to five days.

12.3 Re-Evaluation/Re-Checking of result

There shall be no re-evaluation/re-checking of result. No correspondence in this regard shall be entertained.

13. Procedure and Criteria for declaration of result

Following steps will be followed:

Step I: The number of candidates to be qualified (total slots or Eligibility for Assistant Professor) shall be equal to 6% of the candidates appeared in both the papers of NET.

Step II: The total slots shall be allocated to different categories as per the reservation policy of Government of India.

Step III: In order to be considered for '**both JRF and Eligibility for Assistant Professor**' and for '**Assistant Professor Only**', the candidate must have appeared in both the papers and secured atleast 40% aggregate marks in both the papers taken together for General (Unreserved) category candidates and at least 35% aggregate marks in both the papers taken together for all candidates belonging to the reserved categories (viz., SC, ST, OBC (belonging to Non-Creamy Layer, PwD and Transgender).

Step IV: The number of candidates to be declared qualified in any subject for a particular category is derived as per the methodology illustrated below:

Example: Number of candidates to be declared qualified for Eligibility for Assistant Professor in the subject 'Economics' for the Scheduled Caste (SC) category	Number of candidates belonging to SC category who secure atleast 35% aggregate marks in both the papers taken together for SC category for 'Economics' (x) Total slots derived for SC category as per Step II (\div) Total number of candidates belonging to SC category over all subjects who secure at least 35% aggregate marks in both the papers taken together.
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The aggregate percentage of the two papers corresponding to the number of slots arrived at, shall determine the qualifying cut-off for Eligibility for Assistant Professor 'in 'Economics' for the SC category.

Similar yardstick shall be employed for deriving the subject-wise qualifying cut-offs for all categories.

Step V: All candidates who had applied for 'Eligibility for JRF & Eligibility for Assistant Professor



Both' out of the total number of qualified candidates derived as per Step IV, shall constitute the consideration zone for JRF.

Step VI: The total number slots available for awarding JRF is allocated among different categories as per the reservation policy of Government of India. The procedure for subject-wise cum category-wise allocation of JRF slots is illustrated below:

<p>Example:</p> <p>Number of candidates to be declared qualified for JRF & Eligibility for Assistant Professor Both in the subject 'Economics' for the Scheduled Tribe (ST) category</p>	<p>Number of candidates belonging to ST category who have opted for JRF and have qualified for Eligibility for Assistant Professor Both in the subject 'Economics'</p> <p>(x) Total JRF slots available for ST category (÷) Total number of candidates belonging to ST category over all subjects who have opted for JRF and have qualified for Eligibility for Assistant Professor.</p>
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The aggregate percentage of the two paper scores corresponding to the number of JRF slots arrived at, shall determine the qualifying cut-off for JRF in 'Economics' for the ST category.

Similaral location procedure is used for all subjects and categories.

It may be noted that the above qualifying criteria decided by UGC is final and binding.

Result of the examination shall be hosted on NTA's website www.ntanet.nic.in and will be declared by 10th January, 2019. The candidates will not be individually intimated about their result.

14. Test Practice Centres (TPCs) (Annexure - X)

The Ministry of Human Resource Development has mandated the NTA to set up, establish and create a network of Test Practice Centres for candidates, especially in remote and rural areas to enable them to practice and be comfortable in taking a Computer Based Test (CBT). This facility will be completely free of cost. Candidates can register online (on NTA website) where they will be provided a convenient TPC near their location to practice on a given computer node. This will facilitate and ease the process of being able to take a Computer Based Test (CBT). The entire experience of using a computer will be close to the actual experience of taking a CBT. All efforts will also be made to provide practice tests and questions so that candidates can familiarize themselves with logging into the system, go through the detailed instructions regarding the test, use the mouse or numeric keyboard on screen (virtual) for attempting each question, scroll down to the next question, navigate between questions, review and edit their options and submit answers.

15. Procedure for appearing in Computer Based Test (CBT)*

(Sample/mock test will be available on UGC NET website: www.ntanet.nic.in in November, 2018 for hands on practice) *Subject to variation depending on the final format chosen.

- A computer terminal (node) indicating roll number will be allocated to each candidate. Candidates should find and sit on their allocated computers only. Any candidate found to have changed room/hall or the computer on their own rather than the one allotted would



- be liable to cancellation of candidature and no plea in this regard would be entertained.
- (b) The computer terminal allotted to the candidate will display Welcome login screen, Candidate's photograph and NET subject opted by the candidate. For login, the candidate will have to enter **login-ID and password**.
- (c) After logging in, the candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions and Marking Scheme. At the designated time of start of the examination, the candidates will be able to proceed and see the questions on the computer screen. The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination. Depending on the type of question, the answers to questions can either be entered by clicking on the virtual on-screen keyboard (numeric or otherwise) using the computer mouse or by clicking the chosen option(s) using the computer mouse. **Candidates will have the option to change/modify answers already entered anytime during the entire duration of the examination.**
- In case the computer/mouse allotted to any candidate malfunctions anytime during the test, the candidate will be immediately allotted another computer system and the time lost due to this will be adjusted in the server so as to give the candidate the full allotted time.
- (d) The on-screen computer clock counter of every candidate will be set at the server. The countdown timer in the top right side of computer screen will display the time remaining (in minutes) available for the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. Candidate will not be required to end or submit the examination.
- (e) The Question Palette displayed on the right side of screen will show the status of each question using one of the following text/color codes/symbols.

- 1 You have not visited the question yet.
- 2 You have not answered the question.
- 3 You have answered the question.
- 4 You have NOT answered the question, but have marked the question for review.
- 5 The question(s) "answered and marked for Review" will be considered for evaluation.

The question(s) "Answered and Marked for Review" status for a question indicates that candidate would like to have a relook at that question again. A candidate has the option of answering a question and simultaneously place it under "Marked for Review", these answers will be considered for evaluation. However, if a candidate has simply put "Marked for Review" for a question without answering it, the corresponding question 'Marked for Review' without an answer will not be considered for evaluation. It may be noted that a candidate can return to any "Marked for Review" question any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section.



- (f) Candidate can click on an arrow/symbol which appears to the left of question palette to collapse the question palette thereby maximizing the question viewing window. To view the question palette again, candidate can click on arrow/symbol which appears on the right side of question window.
- (g) Candidate can click on to navigate to the bottom and to navigate to the top of the question area, without scrolling. Using the computer mouse the candidate can scroll up and down the question viewing area for viewing the entire question.
- (h) The full paper can be viewed by clicking the “Question Paper” icon on the top right corner of the screen.
- (i) Blank Sheets for doing rough work/calculations shall be provided to the candidates. The Blanks Sheets would have a Header page for the candidates to write down his/her Name and Roll Number. All calculations/writing work are to be done only in the Blank Sheets provided at the Centre in the Examination Room/Hall and on completion of the test, candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.

(j) **Navigating to a Question**

To navigate between questions within a Paper, candidate needs to do the following:

- (a) Click on the question number in the Question Palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the answer to the currently displayed question.
- (b) Click on “Save & Next” to save the answer of any question. Clicking on “Save & Next” will save the answer for the current question and the next question will be displayed on the candidate’s computer screen.
- (c) Click on “Mark for Review & Next” to mark a question for review (without answering it) and proceed to the next question.

(k) **Answering a Question**

To navigate between questions within a Paper, candidate needs to do the following:

- (i) Procedure for answering a multiple choice type question:
 - (a) To select the option(s), click on the corresponding button(s) of the option(s).
 - (b) To deselect the chosen answer, click on the button of the chosen option again or click on the “Clear Response” button.
 - (c) To save the answer, the candidate MUST click on the “Save & Next” button.
 - (d) To mark the question for review (without answering it), click on the “Mark for Review & Next” button.

(l) **Navigating through sections:**

- (a) Sections in the question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section in which candidate is currently viewing will be highlighted.
- (b) After clicking the “Save & Next” button on the last question for a section, candidate will automatically be taken to the first question of the next section.
- (c) Candidate can shuffle between sections and questions within sections any time



during the examination as per the convenience only during the time stipulated.

- (d) Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.
- (m) **Procedure for answering questions that require inputs from on-screen virtual key board (numeric or otherwise):**
 - (a) Candidate will have to use the on-screen virtual keyboard (that would be displayed just below the question statement of these type of questions) and the attached computer mouse to enter his/her answer in the space provided for answer.
 - (b) The answer can be changed, if required, anytime during the test. To save the answer, the candidate MUST click on the “Save & Next” button.
 - (c) To mark the question for review (without answering it), click on the “Mark for Review & Next” button.

Candidate will have the option to change previously saved answer of any question, anytime during the entire duration of the test. To change the answer to a question that has already been answered, first select the corresponding question from the Question Palette, then click on “Clear Response” to clear the previously entered answer and subsequently follow the procedure for answering that type of question.

(n) **Rough Work:**

All calculations/writing work are to be done only in the rough sheet provided at the centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.

16. Common Services Centres/Facilitation Centres

Candidates who are not well conversant to submit the online application due to various constraints, can use the services of Common Services Centre, Ministry of Electronics and Information Technology, Government of India under the Digital India initiatives of Hon'ble Prime Minister. The Common Services Centre (CSC) scheme is a part of the ambitious national e-Governance Plan (NeGP) of Government of India and is managed at each village panchayat level by a Village level Entrepreneur (VLE).

There are more than 1.5 lakhs Common Services Centres (CSC) across the country which will provide the desired support to candidates from urban as well as rural areas in online submission of application form and payment of fee through e-wallet. The list of the Common Services Centre is available on website: www.csc.gov.in.

17. Legal Jurisdiction

All disputes pertaining to the conduct of UGC-NET Examination including Results shall fall within the jurisdiction of Delhi only. Further, any legal question arising out of the Examination shall be entertained only when raised within 30 days from the declaration of result.

The Director (Admn) of the NTA shall be the official by whose designation the NTA may sue or be sued.



ANNEXURE-I

List of Cities for Centres of UGC-NET December, 2018

Examination will be held at the following cities, provided there are sufficient numbers of candidates in the city and may vary.*

STATE	CITY	CODE			
ANDAMAN & NICOBAR ISLANDS	PORT BLAIR	AN01	CHANDIGARH (UT)	CHANDIGARH	CH01
ANDHRA PRADESH	ANANTAPUR	AP01	CHHATTISGARH	BILASPUR	CG01
	BAPATLA	AP02		DURG/BHILAI	CG02
	BHEEMAVARAM	AP03		RAIPUR	CG03
	CHIRALA	AP04	DADRA & NAGAR HAVELI	DADRA & NAGAR HAVELI	DN01
	CHITTOOR	AP05	DAMAN & DIU (UT)	DAMAN	DD01
	ELURU	AP06	DELHI/NEW DELHI	DELHI	DL01
	GUNTUR	AP07	GOA	PANAJI/MADGAON	GO01
	KADAPA	AP08	GUJARAT	AHMEDABAD	GJ01
	KAKINADA	AP09		ANAND	GJ02
	KURNOOL	AP10		BHAVNAGAR	GJ03
	NELLORE	AP11		GANDHINAGAR	GJ04
	ONGOLE	AP12		GODHRA	GJ05
	RAJAHMUNDRY	AP13		JAMNAGAR	GJ06
	SRIKAKULAM	AP14		JUNAGADH	GJ07
	TADEPALLIGUDEM	AP15		MEHSANA	GJ08
	TIRUPATI	AP16		PATAN	GJ09
	VIJAYAWADA	AP17		RAJKOT	GJ10
	VISAKHAPATNAM	AP18		SURAT	GJ11
	VIZIANAGARAM	AP19		VADODARA	GJ12
ARUNACHAL PRADESH	ITANAGAR	AL01		VALSAD	GJ13
	NAHARLAGUN	AL02	HARYANA	AMBALA	HR01
ASSAM	DIBRUGARH	AM01		BAHADURGARH	HR02
	GUWAHATI	AM02		FARIDABAD	HR03
	JORHAT	AM03		GURUGRAM	HR04
	SILCHAR(ASSAM)	AM04		HISSAR	HR05
	TEZPUR	AM05		KARNAL	HR06
BIHAR	AURANGABAD (BIHAR)	BR01		KURUKSHETRA	HR07
	BHAGALPUR	BR02		MURTHAL/SONEPAT	HR08
	BIHAR SHARIF	BR03		PANIPAT	HR09
	DARBHANGA	BR04	HIMACHAL PRADESH	BILASPUR	HP01
	GAYA	BR05		DHARAMSHALA	HP02
	MUZAFFARPUR	BR06			
	PATNA	BR07			
	PURNIA (PURNEA)	BR08			

*It is mandatory for candidate to fill in all four Choices



	HAMIRPUR (HIMACHAL PRADESH)	HP03
	KANGRA	HP04
	PALAMPUR	HP05
	SHIMLA	HP06
	SOLAN	HP07
JAMMU & KASHMIR	BARAMULLA	JK01
	JAMMU	JK02
	SAMBA	JK03
	SRINAGAR (J & K)	JK04
JHARKHAND	BOKARO	JH01
	DHANBAD	JH02
	HAZARIBAGH	JH05
	JAMSHEDPUR	JH03
	RANCHI	JH04
KARNATAKA	BAGALKOT	KK01
	BELGAUM	KK02
	BELLARY	KK03
	BENGALURU	KK04
	BIDAR	KK05
	DAVANGERE	KK06
	DHARWAD	KK07
	GULBARGA	KK08
	HASSAN	KK09
	HUBLI	KK10
	KOLAR	KK11
	MANGALURU	KK12
	MANIPAL	KK13
	MYSURU	KK14
	SHIVAMOGGA	KK15
	TUMAKURU	KK16
	UDUPI	KK17
KERALA	ALAPPUZHA	KL01
	ANGAMALY	KL02
	CHENGANUR	KL03
	ERNAKULAM/KOCHI	KL04
	IDUKKI	KL05
	KANJIRAPPALLY	KL06
	KANNUR	KL07
	KASARAGOD	KL08
	KOLLAM	KL09
	KOTHAMANGALAM	KL10
	KOTTAYAM	KL11
	KOZHIKODE	KL12
	MALAPPURAM	KL13

	MOOVATTUPUZHA	KL14
	PALAKKAD	KL15
	PATHANAMTHITTA	KL16
	THIRUVANANTHAPURAM	KL17
	THRISSUR	KL18
LAKSHADWEEP	KAVARATTI	LD01
MADHYA PRADESH	BALAGHAT	MP01
	BETUL	MP02
	BHOPAL	MP03
	CHHATARPUR	MP04
	CHHINDWARA	MP05
	GWALIOR	MP06
	INDORE	MP07
	JABALPUR	MP08
	KHARGONE	MP09
	MANDSAUR	MP10
	REWA	MP11
	SAGAR	MP12
	SATNA	MP13
	SHAHDOL	MP14
	UJJAIN	MP15
	VIDISHA	MP16
MAHARASHTRA	AHMEDNAGAR	MR01
	AKOLA	MR02
	AMRAVATI	MR03
	AURANGABAD (MAHARASHTRA)	MR04
	BEED	MR05
	BHANDARA	MR06
	BHUSAWAL	MR07
	BULDHANA	MR08
	CHANDRAPUR	MR09
	DHULE	MR10
	GADCHIROLI	MR11
	GONDIA	MR12
	JALGAON	MR13
	KOLHAPUR	MR14
	LATUR	MR15
	MUMBAI/MUMBAI SUBURBAN	MR16
	NAGPUR	MR17
	NANDED	MR18
	NASIK	MR19
	NAVI MUMBAI	MR20
	PARBHANI	MR21



	PUNE	MR22
	RAIGAD	MR23
	RATNAGIRI	MR24
	SANGLI	MR25
	SATARA	MR26
	SOLAPUR	MR27
	THANE	MR28
	WARDHA	MR29
	WASHIM	MR30
	YAVATMAL	MR31
MANIPUR	IMPHAL	MN01
MEGHALAYA	SHILLONG	MG01
MIZORAM	AIZAWL	MZ01
NAGALAND	DIMAPUR	NL01
	KOHIMA	NL02
ODISHA	ANGUL	OR01
	BALASORE	OR02
	BEHRAMPUR(GANJAM)	OR03
	BHUBANESHWAR	OR04
	CUTTACK	OR05
	DHENKANAL	OR06
	JEYPORE	OR07
	ROURKELA	OR08
	SAMBALPUR	OR09
PUDUCHERRY	PUDUCHERRY	PO01
PUNJAB	AMRITSAR	PB01
	BHATINDA	PB02
	FATEHGARH SAHIB	PB03
	FIROZPUR	PB04
	JALANDHAR	PB05
	LUDHIANA	PB06
	MOHALI	PB07
	PATHANKOT	PB08
	PATIALA	PB09
	PHAGWARA	PB10
	ROPAR	PB11
	SANGRUR	PB12
RAJASTHAN	AJMER	RJ01
	ALWAR	RJ02
	BHARATPUR	RJ03
	BHILWARA	RJ04
	BIKANER	RJ05
	JAIPUR	RJ06
JODHPUR	RJ07	
KOTA	RJ08	

	SIKAR	RJ09	
	SRIGANGANAGAR	RJ10	
	UDAIPUR	RJ11	
SIKKIM	GANGTOK	SM01	
TAMIL NADU	CHENNAI	TN01	
	COIMBATORE	TN02	
	CUDDALORE	TN03	
	DINDIGUL	TN04	
	KANCHIPURAM	TN05	
	KANYAKUMARI	TN06	
	KARUR	TN07	
	MADURAI	TN08	
	NAGARCOIL	TN09	
	NAMAKKAL	TN10	
	SALEM	TN11	
	THANJAVUR	TN12	
	THOOTHUKUDI	TN13	
	TIRUCHIRAPPALLI	TN14	
	TIRUNELVELI	TN15	
	TIRUVALLUR	TN16	
	TIRUVANNAMALAI	TN17	
	VELLORE	TN18	
	VILUPPURAM	TN19	
	VIRUDHUNAGAR	TN20	
TELANGANA	HYDERABAD	TL01	
	KARIMNAGAR	TL02	
	KHAMMAM	TL03	
	MAHBUBNAGAR	TL04	
	NALGONDA	TL05	
	RANGA REDDY	TL06	
	WARANGAL	TL07	
TRIPURA	AGARTALA	TA01	
UTTAR PRADESH	AGRA	UP01	
	ALIGARH	UP02	
	ALLAHABAD	UP03	
	BAREILLY	UP04	
	BULANDSHAHR	UP05	
	FAIZABAD	UP06	
	GHAZIABAD	UP07	
	GORAKHPUR	UP08	
	GREATER NOIDA/NOIDA	UP09	
	JHANSI	UP10	
	KANPUR	UP11	
		LUCKNOW	UP12
		MATHURA	UP13



	MEERUT	UP14
	MORADABAD	UP15
	MUZAFFARNAGAR	UP16
	SITAPUR	UP17
	VARANASI	UP18
UTTARAKHAND	DEHRADUN	UK01
	HALDWANI	UK02
	HARIDWAR	UK03
	NAINITAL	UK04
	PANTNAGAR	UK05
	ROORKEE	UK06

WEST BENGAL	ASANSOL	WB01
	BURDWAN	WB02
	DARJEELING	WB03
	DURGAPUR	WB04
	HALDIA	WB05
	HOOGHLY	WB06
	HOWRAH	WB07
	KALYANI	WB08
	KHARAGPUR	WB09
	KOLKATA	WB10
	SILIGURI	WB12



ANNEXURE-II

List of STATES/ UNION TERRITORIES and their Codes

Name of State/UT (In Alphabetical order)	Code
ANDAMAN & NICOBAR ISLANDS	01
ANDHRA PRADESH	02
ARUNACHAL PRADESH	03
ASSAM	04
BIHAR	05
CHANDIGARH	06
CHHATTISGARH	07
DADRA & NAGAR HAVELI	08
DAMAN & DIU	09
DELHI/NEW DELHI	10
GOA	11
GUJARAT	12
HARYANA	13
HIMACHAL PRADESH	14
JAMMU & KASHMIR	15
JHARKHAND	16
KARNATAKA	17
KERALA	18
LAKSHADWEEP	19
MADHYA PRADESH	20
MAHARASHTRA	21
MANIPUR	22
MEGHALAYA	23
MIZORAM	24
NAGALAND	25
ODISHA	26



PUDUCHERRY	27
PUNJAB	28
RAJASTHAN	29
SIKKIM	30
TAMIL NADU	31
TELANGANA	32
TRIPURA	33
UTTAR PRADESH	34
UTTARAKHAND	35
WEST BENGAL	36



ANNEXURE-III

List of NET subjects and their Codes

Note: Syllabi for all NET subjects can be downloaded from the UGC website: www.ugc.ac.in/net/syllabus.aspx and are also available in the libraries of all Indian Universities. **National Testing Agency will not send the syllabus to individual candidates.**

NET Subject	Code
Economics	01
Political Science	02
Philosophy	03
Psychology	04
Sociology	05
History	06
Anthropology	07
Commerce	08
Education	09
Social Work	10
Defense and Strategic Studies	11
Home Science	12
Public Administration	14
Population Studies*	15
Hindustani Music (Vocal/Instrumental)	16
Management	17
Maithili	18
Bengali	19
Hindi	20
Kannada	21
Malayalam	22
Odia	23
Punjabi	24
Sanskrit	25
Tamil	26
Telugu	27
Urdu	28
Arabic	29
English	30
Linguistics	31



Chinese	32
Dogri	33
Nepali	34
Manipuri	35
Assamese	36
Gujarati	37
Marathi	38
French	39
Spanish	40
Russian	41
Persian	42
Rajasthani	43
German	44
Japanese	45
Adult Education/ Continuing Education/ Andragogy / Non Formal Education	46
Physical Education	47
Arab Culture and Islamic Studies	49

NET Subject	Code
Indian Culture	50
Labour Welfare/ Personnel Management/ Industrial Relations/ Labour and Social Welfare/ Human Resource Management	55
Law	58
Library and Information Science	59
Buddhist, Jaina, Gandhian and Peace Studies	60
Comparative Study of Religions	62
Mass Communication and Journalism	63
Dance	65
Museology & Conservation	66
Archaeology	67
Criminology	68
Tribal and Regional Language/ Literature	70
Folk Literature	71
Comparative Literature	72
Sanskrit Traditional Subjects (including Jyotisha/ SidhantaJyotisha/Navya Vyakarna/ Vyakarna/ Mimamsa/ NavyaNyaya/ Sankhya Yoga/ TulanatmakaDarsana/ Shukla Yojurveda/ Madhv Vedanta/ Dharma Sastra/ Sahitya/ Puranaitihasa/ Agama/Advaita Vedanta)	73



Women Studies**	74
Visual Art (including Drawing & Painting/ Sculpture/ History of Art/ Applied Art/ Graphics)	79
Geography	80
Social Medicine & Community Health	81
Forensic Science	82
Pali	83
Kashmiri	84
Konkani	85
Computer Science and Applications	87
Electronic Science	88
Environmental Sciences	89
International and Area Studies	90
Prakrit	91
Human Rights and Duties	92
Tourism Administration and Management	93
Bodo	94
Santali	95
Karnatik Music (Vocal Instrument, Percussion)	96
RabindraSangeet	97
Percussion Instruments	98
Drama/Theatre	99
Yoga	100
Sindhi	101

** The candidates with Master's Degree in Geography (with specialization in Population Studies) or Mathematics/ Statistics are also eligible to appear in the subject "Population Studies" (Code 015).

*** The candidates with Master's Degree in Humanities (including languages) and Social Sciences are eligible to appear in subject "Women Studies" (Code 074).



ANNEXURE-IV

List of subjects at Post Graduation Level and their Codes

Subjects of Post Graduation	Code
Economics	801
Political Science	802
Philosophy	803
Psychology	804
Sociology	805
History	806
Anthropology	807
Commerce	808
Education	809
Social Work	810
Defence and Strategic Studies	811
Home Science	812
Public Administration	813
Population Studies	814
Music	815
Management	816
Maithili	817
Bengali	818
Hindi	819
Kannada	820
Malayalam	821
Oriya	822
Sculpture	823
Sanskrit	824
Tamil	825
Telugu	826
Urdu	827
Arabic	828
English	829
Linguistics	830
Chinese	831
Dogri	832
Nepali	833
Manipuri	834
Assamese	835
Gujarati	836
Marathi	837

Subjects of Post Graduation	Code
Law	851
Library and Information Science	852
Buddhist	853
Comparative Study of Religions	854
Mass Communication and Journalism	855
Performing Arts – Dance/ Drama/ Theatre	856
Museology & Conservation	857
Archaeology	858
Criminology	859
Tribal and Regional Language/ Literature	860
Folk Literature	861
Comparative Literature	862
Sanskrit Traditional Subjects	863
Jyotisha	864
SidhantaJyotisha	865
NavyaVyakarna	866
Vyakarna	867
Mimamsa	868
NavyaNyaya	869
Sankhya Yoga	870
TulanatmakaDarsana	871
Shukla Yojurveda	872
Madhv Vedanta	873
Dharma Sastra	874
Sahitya	875
Puranaitihasa	876
Agama	877
Women Studies	878
Visual Art	879
Drawing & Painting	880
Computer Science and Applications	881
Konkani	882
Kashmiri	883
Pali	884
Forensic Science	885
Social Medicine & Community Health	886
Geography	887



French	838
Spanish	839
Russian	840
Persian	841
Rajasthani	842
German	843
Japanese	844
Adult Education/ Continuing Education	845
Andragogy / Non Formal Education	846
Physical Education	847
Arab Culture and Islamic Studies	848
Indian Culture	849
Labour Welfare/ Personnel Management/ Industrial Relations/ Labour and Social Welfare/ Human Resource Management	850

History of Art	888
Applied Art	889
Graphics	890
Electronic Science	891
Environmental Sciences	892
International and Area Studies	893
Prakrit	894
Human Rights and Duties	895
Tourism Administration and Management	896
Punjabi	897
Advaita Vedanta	898
Bodo	899
Santali	900



ANNEXURE-V

List of Post Graduation Courses and their Codes

Post Graduation Courses	Code
Master of Ayurvedacharya (Ayurvedacharya)	01
Master of Acharya (Acharya)	02
Master of Law (LLM)	03
Master of Architecture (M. Arch.)	04
Master of Commerce (M.Com)	05
Master of Dance (M. Dance)	06
Master of Education (M.Ed.)	07
Master of Library Science (M. Lib. Sc.)	08
Master of Literature (M.Litt.)	09
Master of Music (M. Mus)	10
Master of Pharmacy (M. Pharm.)	11
Master of Business Administration (MBA)	12
Master of Computer Applications (MCA)	13
Master of Film Management (M.F.M.)	14
Master of Human Resource Development (M.H.R.D.)	15
Master of International Business (M.I.B)	16
Master of Marketing Management (M. Mkt. M.)	17
Master of Optometry (M. Optom.)	18
Master of Hospital Administration (MHA)	19
Master of Journalism and Mass Communication (MJMC)	20
Master of Mass Communication (MMC)	21
Master of Occupational Therapy (MOT)	22
Master of Public Health (MPH)	23
Master of Social Work (MSW)	24
Master of Planning (M. Plan)	25
Master of Science (M.Sc.)	26
Master of Statistics (M. Stat.)	27
Master of Technology (M.Tech.)	28
Master of Veterinary Science (M.V.Sc.)	29
Master of Arts (MA)	30
Master of Foreign Trade (M.F.T.)	31
Master of Physical Education (M.P.Ed.)	32
Master of Tourism Management (MTM)	33
Master of Physical Education and Sports Sciences (MPES)	34
Others	35



ANNEXURE-VI

GST/Processing charges & Goods and Service Taxes (GST) and Procedure for Payment of Fee

After completing Step-2 of Online Application Form, candidates may remit the examination fee (Step-3) by choosing the following options:

(a) Payment using SBI_MOPS (Multiple Option Payment System)-SB Collect payment Gateway of State Bank of India:

(i) Online Mode i.e. Debit/ Credit card and Net Banking:

- Check the validity of the Debit/ Credit Card and keep it ready with you while logging on to website for submitting application form. Candidate should enter the information asked for and make payment through Debit/ Credit Card.
- Through Net Banking, check the balance in your account and keep all credentials ready with you while logging on to website for submitting application form. Candidate should Login with his/her credentials of net banking and make payment through Net Banking.

(ii) Cash Deposit through e-challan at State Bank of India Branches only:

- Print E-Slip on A 4 size paper-Landscape format from NTA's website and follow instructions given on E-Slip and make payment through e-challan at State Bank of India branches only.

1. Service/Processing charges & Goods and Service Taxes (GST) to be paid by the candidate are as follows:

S. No.	Mode of Payment	Bank	Amount (in Rs.)	Service/Processing Charges per transaction (GST applicable @ 18 %)
1	Net Banking	SBI	All amount	Rs 5.00
		Others Domestic Banks		Rs 5.00+GST
2	Debit Card	SBI or others Domestic Banks	If upto Rs 2000	Nil
			If above Rs 2000	
3	Credit Card	Domestic Credit Cards	All amount	0.80% of Fee+GST (Minimum Rs 11/-)
		International Credit Cards		3.50% of Fee+GST
4	Cash Deposit through e-challan	at SBI Branches only	If upto Rs 2000	Rs 5.00+GST
			If above Rs 2000	
5	UPI		If upto Rs 2000	Nil
			If above Rs 2000	



2. Procedure to be followed for Payment:

Open the link <https://www.onlinesbi.com/prelogin/icollecthome.htm> (This will direct you to State Bank of India website)

Read the disclaimer clause "I have read and accepted the terms and conditions stated above. (Click Check Box to proceed for payment.)

- ➔ Click on **"Proceed"** button given at bottom of the page
- ➔ In "State of Corporate/Institution" select **"All India"**
- ➔ In "Type of Corporate/Institution" select **"Educational Institutions"** and click **"Go"** button
- ➔ In "Educational Institutions Name" select **"NATIONAL TESTING AGENCY EXAMINATION FUND"** and click on **"Submit"** button.
- ➔ In "Select Payment Category" select **"UGC-NET December 2018"** and enter your eleven digit **Application/ Registration no.** and click **"Submit"** button
- ➔ Enter Your Name, Date of Birth & Mobile Number and Enter the text as shown in the image and press **"Submit"** button.
- ➔ Verify details and confirm, the transaction shall be displayed. Press **"Confirm"** button

Choose Option for payment from State Bank Multi-options Payment System.

- ➔ Click on Options in **"CARD PAYMENTS"** for payment through Credit/Debit Card.
- ➔ Click on Options in **"NET BANKING"** for payment through Net Banking.
- ➔ Click on **"SBI BRANCH"** link for payment through e-challan. (If Cash Deposit through e-challan then follow below Steps)
 - "Click here to save the Pre-Acknowledgement Form in PDF". e-challan slip shall be generated.
(Note: Please take printout of e-challan slip on A4 size paper-Landscape format only)
 - Go to any of the CBS branch of State Bank of India and make cash payment.
 - Collect copy of e-challan (candidate's copy) from the Bank and must keep it with you as proof of remittance of fee through e-challan.

Note: Print Confirmation Page of Online Application Form from NTA's website www.ntanet.nic.in after payment of fee.

For any transaction related queries/ inquiry, please contact at:

Level	Name	e-mail ID	Contact Number
1	Helpdesk	support@citruspay.com	+91-87677 09900
2	Soumitra Bhattacharya	soumitra.bhattacharya@citruspay.com	+91-97681 99217



ANNEXURE-VII

COMMON SERVICES CENTRES/FACILITATION CENTRES

Candidates who are not well conversant to submit the online application due to various constraints, can use the services of Common Services Centre, Ministry of Electronics and Information Technology, Government of India under the Digital India initiatives of Hon'ble Prime Minister. The Common Services Centre (CSC) scheme is a part of the ambitious national e-Governance Plan (NeGP) of Government of India and is managed at each village panchayat level by a Village level Entrepreneur (VLE)

There are more than 1.5 lakhs Common Services Centres (CSC) across the country which will provide the desired support to candidates from urban as well as rural areas in online submission of application form and payment of fee through e-wallet. The list of the Common Services Centre is available on website: www.csc.gov.in.

The Common Services Centre will be providing following services on the rates indicated against each:

S.No.	Services	Service Charges per transaction (GST applicable @ 18%)
1	Preparing e-mail, Submission of Application form & Printout till Fee Payment (Including uploading of Scanned Images)	Rs 25/-+GST
2	Uploading of Scanned Images only	Rs 10/-+GST
3	On line payment of Fee	Rs 0.5% of Fee +GST
4	Downloading of Admit Card/ OMR Answer Sheet/ Answer Key	Rs 10+GST
5	Online claim for Responses/ Answer Key	Rs 25+GST
6	Printout per page	Rs 5+GST

Note : To know nearest Common Services Centre, please open link - <http://gis.csc.gov.in/locator/csc.aspx>



SUMMARY OF EXAMINATION AND RESULT PATTERN (Please refer Information Bulletin for details)					
01	Mode of Examination	Computer Based Test (CBT)			
02	Dates of Examination (Exact date and shift of examination shall be made available by 15th October, 2018 on NTA's website)	Between to 09.12.2018 (Sunday) to 23.12.2018 (Sunday)			
03	Number of Shifts	02 (Two) per day First Shift : 09.30 am to 01.00 pm Second Shift : 02.00 pm to 05.30 pm			
04	Allocation of Date and shift	Random			
05	Centre Cities where Test shall be conducted	Refer ANNEXURE-I. Candidates have to select any four cities of their choice for Test.			
06	Syllabus of Test	Refer ANNEXURE-III.			
07	Type of Examination	Objective Type- Multiple Choice Questions (MCQs)			
08	Paper wise Distribution of Questions, Total Number of Questions and Timing of Examination	Paper	No of Questions	To be attempted during	
				First Shift	Second Shift
		Paper-1	050	09.30 am to 10.30 am	02.00 pm to 03.00 pm
		Break		10.30 am to 11.00 am	3.00 pm to 3.30 pm
		Paper-1I	100	11.00 am to 01.00 pm	03.30 pm to 05.30 pm
	Total	150	09.30 am to 01.00 pm	02.00 pm to 05.30 pm	
09	Marking Scheme	Correct Answer			Two mark (+2)
		Incorrect Answer/ Unanswered / Marked for Review			No mark (0)
10	Procedure & Criteria for declaration of result.	Refer Point-13 of Information Bulletin			

**1. Schedule of Examination:**

Centre, Date, Shift and UGC-NET subject of Examination	As indicated on Admit Card	
	First Shift	Second Shift
Timing of Examination	9.30 am– 10.30 am 11.00 am – 1.00 pm	2.00 pm – 3.00 pm 3.30 pm – 5.30 pm
Duration of Examination	1 hour for paper I and 2 hours for paper II	
Entry in the Examination Centre*	7.30 am – 8.30 am	12.00 pm – 1.00 pm
Entry in the Examination Hall/Room	8.35 am –8.45 am	1.05 pm – 1.15 pm
Checking of Admit Cards by the Invigilator	8.45 am –8.55 am	1.15 pm – 1.25 pm
Sitting on the seat in the Examination Hall	9.15 am	1.45 pm
Instructions by the Invigilators	9.15 am – 9.25 am	1.45 pm – 1.55 pm
Test Commences	9.30 am	2.00 pm
To attempt Paper-1 i.e. Questions 001 to 050	9.30 am – 10.30 am	2.00 pm – 3.00 pm
Break	10.30 am – 11.00 am	3.00 pm – 3.30 pm
To attempt Paper-II i.e. Questions 001 to 100	11.00 am – 1.00 pm	3.30 pm – 5.30 pm
Test Concludes	1.00 pm	5.30 pm

“**” Candidates are advised to report at the Examination Center well in time i.e. before 2 hour of commencement of the examination. Candidates will not be permitted to enter in the Examination Center after 8.30 am in First Shift and after 1.00pm in Second Shift.
Candidates are also advised to report at the Examination Hall/Room in the Examination Centre by 8.45am in the First Shift and by 1.15pm in the Second Shift.

Note: Under no circumstances the choice of cities for centre, Date, Shift and NET Subject provided in the Admit Card shall be changed.

2. Following material MUST be brought on the day of examination at the Test Centre:

- ➔ Print copy of Admit Card downloaded from NTA’s website.
- ➔ One passport size photograph (same as uploaded on the Online Application Form) for pasting on the specific space in the attendance sheet at Centre during UGC-NET Examination.
- ➔ Any one of the authorized photo IDs (must be original, valid and non-expired) – PAN card/ Driving License/ Voter ID/ Passport/ Aadhaar Card (With photograph)/ Aadhaar Enrolment No/ Ration Card.
- ➔ PwD certificate issued by the Competent Authority, if claiming the relaxation under PwD category

Candidates who will not bring these will not be allowed to sit in the examination and shall lead to his/her disqualification.


3. Rough Work:

All calculations/writing work are to be done only in the rough sheet provided at the centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.



ANNEXURE-VIII

Replica of Application Form



NATIONAL TESTING AGENCY
Excellence in Assessment

UGC - NET DECEMBER 2018

[Home](#)

New Candidate Registration

3 Simple Steps to apply online

Step 1 Fill the Application Form

Step 2 Upload Scanned Photo & Signature

Step 3 Pay the Examination Fee

Apply for UGC-NET December -2018

Only Registered Candidates Sign In

Application Number :

Password :

Security Pin :

Security Pin : GH4236

LOGIN

[I can't access my account ?](#)

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Instructions and Procedure for submission of Online Application Form of UGC-NET

Download Information Bulletin

1. Please read the Information Bulletin carefully before you start filling the Online Application Form.
2. Candidates should apply 'ON-LINE' only through website www.ntanet.nic.in
3. **Examination Fees**

Category	Fee Amount
General	Rs. 1000 /- (One Thousand)
OBC	Rs. 500 /- (Five Hundred)
SC / ST / Person with Disabilities(PwD)	Rs. 250 /- (Two Hundred Fifty)

Service Charges & Service Taxes (as applicable) will be charged extra by the Bank
The prescribed fees can be deposited in NTANET Account with SBIMOPS.

4. **Application Procedure: 3 Simple Steps to be followed to apply online**

Step 1: **Fill in the Online Application Form** and note down system generated **Application Number**. The candidate should supply all the details while filling the Online Application Form and is also required to create **PASSWORD** and choose Security Question and enter his/her Answer. After successful submission of the data, Application number will be generated and it will be used to complete the remaining Steps of the Application Form which is also required for all future correspondence. For subsequent logins, candidate will be able to login directly with the respective system generated **Application Number** and created **Password**.

Step 2: **Upload Scanned Images of Photograph and Signature:**
The scanned images of Photograph and Signature should be in **jpg/jpeg** format only.
Size of the photo image must be between 10 kb and 100 kb.
Size of the signature image must be between 4 kb and 30 kb.
Upload the correct Photograph and Signature as the facility for correction will not be given.

Step 3: **Pay Examination Fee by SBI MOPS (Net Banking/Debit/Credit Card/e-Challan) :**
Payment by Debit/Credit Card/Net Banking/e-Challan: The candidate has to select Debit/Credit Card/Net Banking option to pay the application fee and follow the online instruction to complete the payment of fee. After successful payment, candidate will be able to print the Confirmation Page. In case the Confirmation Page is not generated after payment of fee then the transaction is cancelled and amount will be refunded to the candidate's account. However the candidate has to make another transaction, in case the Confirmation Page is not generated.

I have downloaded Information Bulletin, read and understood all the instructions.

PROCEED TO APPLY ONLINE >>



UGC - NET DECEMBER 2018

Home

Authentication Form

State of Residence : DELHI/NEW DELHI

Identification Type : Ration Card

Identification Number : 88552266

Candidate's Name : Dheeraj Kapoor

Date of Birth : 01 January 2000

Gender : Male

Enter security pin (case sensitive) : 2W136V

Security Pin : 2W136V

SUBMIT

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UGC - NET DECEMBER 2018

Home

Personal Information

Marked Block are Optional

State of Residence : DELHI/NEW DELHI

Identification Type : Ration Card

Identification Number : 88552266

Name : Dheeraj Kapoor

Date of Birth : 01 January 2000

Gender : Male

Category : General

Father's Name : Gobind Kumar

Mother's Name : Nisha Rani

Person with Disability(PwD) : No

Nationality : India

Are You Diabetic? : No

Examination Related Details

Applied for : JRF & ASSISTANT PROFESSOR

Subject Opted for NET : Computer Science and Applications

Subject Code is : 87

1st Choice for Exam City : AGARTALA

2nd Choice for Exam City : AGRA

3rd Choice for Exam City : AHMEDABAD

4th Choice for Exam City : AIZAWL



Candidate Contact Details

Address : P 48 Uttam Nagar
 City/Town/Village : Delhi
 State : DELHI/NEW DELHI
 Mobile No. : 9582016999
 Telephone No(with STD Code) :

Locality : Uttam nagar
 Pincode : 110058
 District : CENTRAL DELHI
 Email Address : loveleenarora9@gmail.com

Details of Post Graduation Qualification

Passing Status of PG Examination : Passed
 Name of the PG Examination : Master of Computer Applications (MCA)
 Subject of PG Examination : Computer Science and Applications
 PG Examination From : India
 Name of the State where University located : DELHI/NEW DELHI
 Name of University : Indraprastha Institute of Information Technology, Near Govindpuri Metro Station, Okhla Industrial Estate.
 Specialization, If any :
 PG Examination Year of Passing/Appearing : 2012
 Result Mode : Marks

Total Marks	Marks Obtained	% of Marks Obtained
500	400	80.00

Whether you Posses Research Experience in the subject of PG Degree : No
 Whether M.Phil Passed/Appearing : Appearing
 Whether Ph.D. Passed/Appearing : Under Process
 Whether you are an Ex-Serviceman ? No

Password generation

Choose your Password : ?
 Confirm Password :
 Security Question : WHICH IS THE WEBSITE YOU RARELY VISIT ? ?
 Security Answer :

Security Pin

Enter security pin (case sensitive) : 7NV453
 Security Pin :

RESET NEXT>>

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[Home](#)

Application Form Review

APPLICATION FORM

Review Page

Review the following informations carefully. If you would like to change any information entered, you may do so by pressing 'Back' button or press 'Submit' button for final submission.

Personal Information ▶

State of Residence : DELHI/NEW DELHI
Identification Type : Ration Card
Identification Number : 88552266
Name : DHEERAJ KAPOOR
Date of Birth : 01/01/2000
Gender : MALE
Category : GENERAL
Father's Name : GOBIND KUMAR
Mother's Name : NISHA RANI
Person with Disability (PwD) : NO
Nationality : India
Are you Diabetic? No

Examination Related Details ▶

Applied For : JRF & ASSISTANT PROFESSOR
Subject Opted for NET : COMPUTER SCIENCE AND APPLICATIONS (87)
1st Choice for Exam City : AGARTALA
2nd Choice for Exam City : AGRA
3rd Choice for Exam City : AHMEDABAD
4th Choice for Exam City : AIZAWL

Candidate Contact Details ▶

Address : P 48 UTTAM NAGAR
City/Town/Village : DELHI
State : DELHI/NEW DELHI
Mobile No. : 9582016999
Telephone No : NA
Locality : UTTAM NAGAR
Pincode : 110058
District : CENTRAL DELHI
Email Address : LOVELEENARORA9@GMAIL.COM



Details of Educational Qualification

Passing status of PG Examination : **PASSED**
 Name of the PG Examination: **MASTER OF COMPUTER APPLICATIONS (MCA)**
 Subject of PG Examination: **COMPUTER SCIENCE AND APPLICATIONS**
 PG Examination From : **INDIA**
 Name of the State where University located : **DELHI/NEW DELHI**
 Name of University : **INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY, NEAR GOVINDPURI METRO STATION, OKHLA INDUSTRIAL ESTATE, PHASE -III, NEW DELHI-110020. (STATE UNIVERSITY)**
 Specialization, If any : **NA**
 PG Examination Year of Passing/Appearing : **2012**
 Result Mode : **MARKS**

Total Marks :	Marks Obtained :	% of Marks Obtained :
500	400	80.00

Whether you Posses Research Experience in the subject of PG Degree : **NO**

Whether M.phill Passed/Appearing ? : **APPEARING**
 Whether Ph.D Passed/Appearing ? : **UNDER PROCESS**
 Whether you are an Ex-Serviceman? : **No**

BACK **SUBMIT**

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- Home
- Change Password
- Logout

Application Form
Upload Images
Fee Payment

Application Number: 180520000023
Name : DHEERAJ KAPOOR

Application Form Progress

- Step1 View Application Form
- Step2 Upload Images
- Step3 Pay Examination Fee

Contact Us

National Testing Agency
 IITK Outreach Centre,
 C-20 1A/8, Sector 62
 NODA-201309

Telephone No. :

Email :
 ntnationaltestingagency[at]gmail[dot]com

Upload scanned images (Step 2)

You have successfully Completed Step 1. Please Upload scanned images of Photograph and Signature.

Application Number : 180520000023

The scanned images of photograph and Signature should be in **jpg/jpeg** format only.
 Size of the photo image must be between **10 kb to 100 kb**.
 Size of the signature image must be between **4 kb to 30 kb**.

Upload Scanned Images

Disclaimer: This site is designed and hosted by NIC and the contents are provided by NTA. For any further information, please contact NTA.





Application Form Upload Images Fee Payment

Application Number: 18052000023 Name : DHEERAJ KAPOOR

Telephone No. :
Email : ntnationaltestingagency[at]gmail[dot]com

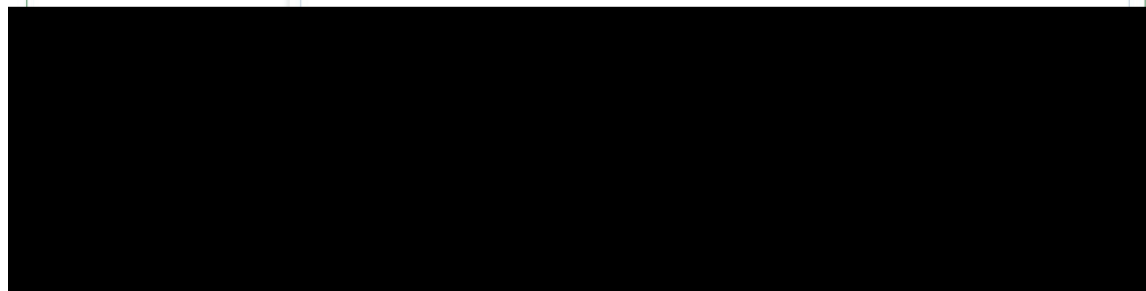
Signature : No file chosen



Use 'BROWSE' button to select your scanned images files.
Click 'PREVIEW' button to verify your images before uploading, In case you want to change the image again click 'BROWSE' button.

Enter security pin (case sensitive) :
Security Pin : 905K33

Click here if Photograph and Signature, are Ok



Application Form Upload Images Fee Payment

Application Number: 18052000023 Name : DHEERAJ KAPOOR

Application Form Progress

- Step 1 View Application Form
- Step 2 View Scanned Images
- Step 3 Pay Examination Fee


Contact Us

National Testing Agency
IITK Outreach Centre,
C-20 1A/B, Sector 62
NOIDA-201309


Telephone No. :
Email : ntnationaltestingagency[at]gmail[dot]com

Uploaded Images

Photograph



Signature



Pay Examination Fee (Step 3)

You have successfully completed Step 1 & Step 2.

You are required to pay an amount of Rs. 1/- towards Examination Fee.



UGC - NET DECEMBER 2018

Home | Change Password | Logout

Application Form → Upload Images → Fee Payment

Application Number: 180520000023 Name: DHEERAJ KAPOOR

Application Form Progress

Pay Application Fee ▶

Step1 View Application Form
Step2 Upload Images
Step3 Pay Examination Fee

Contact Us

National Testing Agency
IITK Outreach Centre,
C-20 1A/8, Sector 62
NOIDA-201309

Telephone No. :

Email :
ntanationaltestingagency[at]gmail[dot]com

You are required to pay an amount of Rs. 1 /- .
Select mode of payment : SBI MOPS

PAY FEE



UGC - NET DECEMBER 2018

Home | Change Password | Logout

Application Form → Upload Images → Fee Payment

Application Number: 180520000023 Name: DHEERAJ KAPOOR

Application Form Progress

Step1 View Application Form
Step2 Upload Images
Step3 View Payment Details

Contact Us

National Testing Agency
IITK Outreach Centre,
C-20 1A/8, Sector 62
NOIDA-201309

Telephone No. :

Email :
ntanationaltestingagency[at]gmail[dot]com

Candidate Profile

Application No. : 180520000023 Candidate Name : DHEERAJ KAPOOR
Father Name : GOBIND KUMAR Date of Birth : 01/01/2000
Gender : Male

STATUS : NET Application Successfully submitted.


Print Confirmation Page

The Candidate should take print of Confirmation Page and keep it for future reference. The Confirmation Page should not be sent to NTA.



UGC NET DECEMBER 2018 (Demo)
NATIONAL TESTING AGENCY
CONFIRMATION PAGE



Application No.	180520000023	
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DO NOT SEND THIS PAGE TO NTA.

CANDIDATES ARE REQUESTED TO RETAIN THE PRINTOUT OF CONFIRMATION PAGE FOR FUTURE REFERENCE.

Personal Details

Name:	DHEERAJ KAPOOR	Date of Birth:	01/01/2000
Mother's Name:	NISHA RANI	Category:	General
Father's Name:	GOBIND KUMAR	Person with Disability(PwD):	No
Gender:	Male	Type of Disability:	--
Are you Diabetic :	NO	Nationality:	India
State of Residence:	DELHI/NEW DELHI		

Examination Details

Applying For:	JRF & ASSISTANT PROFESSOR		
Subject Opted for NET:	Computer Science and Applications (87)		
1st Choice for Exam Centre:	AGARTALA	2nd Choice for Exam Centre:	AGRA
3rd Choice for Exam Centre:	AHMEDABAD	4th Choice for Exam Centre:	AIZAWL

Details of Post Graduation Qualification

Passing Status of PG Examination:	Passed	Name of the PG Examination:	Master of Computer Applications (MCA)
Subject of PG Examination:	Computer Science and Applications	PG Examination From:	India
Name of the State where University located:	DELHI/NEW DELHI	Name of University:	Indraprastha Institute of Information Technology, Near Govindpuri Metro Station, Okhla Industrial Estate, Phase -III, New Delhi-110020. (State University)
Specialization, if any:	--	PG Examination Year of Passing/Appearing:	2012
Result Mode:	Marks	Total:	500
Obtained:	400	% equivalent:	80
Whether you Posses Research Experience in the subject of PG Degree:	No	Research Experience in Years:	--
Whether M.Phil Passed/Appearing:	Appearing	Whether Ph.D. Passed/Appearing:	Under Process
Whether(Master) 's level examination had been completed by 20th September,1991 (irrespective of date of declaration of result):			
Whether you are an Ex-Serviceman ?:	No	Number of years served in Armed forces:	--


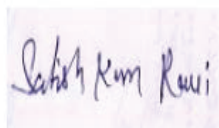
Candidate Contact Details

Address:	P 48 Uttam Nagar	Locality:	Uttam nagar
City/Town/Village:	Delhi	Pin Code:	110058
State:	DELHI/NEW DELHI	District:	CENTRAL DELHI
Mobile Number:	958****999	Email Address:	lov*****@gmail.com
Telephone Number:	--		

DECLARATION

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. I have read and understood the NTA UGC NET December 2018 procedures. I shall abide by the terms and conditions thereon.

Images Uploaded by Candidate

Candidate Photograph 	Candidate Signature 
--	--



ANNEXURE-IX

Computer Based Test (CBT)

The major examinations being conducted by NTA will be Computer Based Test (CBT). A CBT requires candidates to sit in front of a computer terminal (node) allocated to them against their Roll number and Admit card. After logging the candidate will get detailed instructions for the examinations. At the designated time of start of examination, the candidates will be able to proceed and see the questions on the computer screen using the computer mouse. Candidates will have the option to change / modify/ edit / answers already entered any time during the examination.

Procedure for appearing in Computer Based Test (CBT):

(Sample/mock test will be available on UGC NET website: www.ntanet.nic.in in November, 2018 for hands on practice)

- (a) A computer terminal (node) indicating roll number will be allocated to each candidate. Candidates should find and sit on their allocated computers only. Any candidate found to have changed room/hall or the computer on their own other than the one allotted would lead to cancellation of candidature and no plea in this regard would be entertained.
- (b) For login, the candidate will have to enter **login-ID and password**. The computer terminal allotted to the candidate will display WELCOME login screen, Candidate's photograph and NET subject opted by the candidate.

Candidate Login Page

The screenshot shows the 'Student Login' page of the National Testing Agency. At the top left is the NTA logo with the text 'NATIONAL TESTING AGENCY' and 'Excellence in Assessment'. To the right of the logo is the text 'Student Login'. Below this is a blue-bordered box containing a login form. The form has two input fields: 'Username' and 'Password'. Below the password field is an orange 'Login' button.

Candidate Welcome Screen

The screenshot shows the 'Candidate Welcome Screen' of the National Testing Agency. At the top left is the NTA logo with the text 'NATIONAL TESTING AGENCY' and 'Excellence in Assessment'. Below the logo is a large, light-colored silhouette of a person's head and shoulders. Below the silhouette is the text 'Welcome, Atul Singh'. At the bottom of the screen is a blue 'Proceed' button.



- (c) After login, the candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions and marking scheme. At the designated time of start of the examination, the candidates will be able to proceed and see the questions on the computer screen.

General Instruction Page



View in : English ▼

Please read the instructions carefully

General Instructions:

1. Total duration of examination is 60 minutes.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:
 - 1 You have not visited the question yet.
 - 2 You have not answered the question.
 - 3 You have answered the question.
 - 4 You have NOT answered the question, but have marked the question for review.
 - 5 The question(s) "Answered and Marked for Review" will be considered for evaluation.

The Marked for Review status for a question simply indicates that you would like to look at that question again.

4. You can click on the ">" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on "<" which appears on the right side of question window.
5. You can click on your "Profile" image on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile image you will get a drop-down to change the question content to the desired language.
6. You can click on  to navigate to the bottom and  to navigate to the top of the question area, without scrolling.

Navigating to a Question:

7. To answer a question, do the following:
 - a. Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
 - b. Click on **Save & Next** to save your answer for the current question and then go to the next question.
 - c. Click on **Mark for Review & Next** to save your answer for the current question, mark it for review, and then go to the next question.

Answering a Question :

8. Procedure for answering a multiple choice type question:
 - a. To select your answer, click on the button of one of the options
 - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button
 - c. To change your chosen answer, click on the button of another option
 - d. To save your answer, you MUST click on the **Save & Next** button
 - e. To mark the question for review, click on the **Mark for Review & Next** button.
9. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.

Navigating through sections:

10. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.
11. After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.
12. You can shuffle between sections and questions anytime during the examination as per your convenience only during the time stipulated.
13. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette

The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination. Depending on the type of question, the answers to questions can either be entered by clicking on the virtual on-screen keyboard (numeric or otherwise) using the computer mouse or by clicking the chosen option(s) using the computer mouse. Candidates will have the option to change/modify answers already entered anytime during the entire duration of the examination.

In case the computer/mouse allotted to any candidate malfunctions anytime during the test, he/she will be immediately allotted another computer system and the time lost due to this will be adjusted in the server so as to give the candidate the full allotted time.



Dates of Examination@	Between 09.12.2018 (Sunday) to 23.12.2018 (Sunday)	
	First Shift	Second Shift
Timing of Examination	9.30 am – 10.30 am 11.00 am – 1.00 pm	2.00 pm – 3.00 pm 3.30 pm – 5.30 pm
Duration of Examination	1 hour for paper I and 2 hours for paper II	
• Entry in the Examination Centre*	7.30 am – 8.30 am	12.00 pm – 1.00 pm
• Entry in the Examination Hall/Room	8.35 am – 8.45 am	1.05 pm – 1.15 pm
• Checking of Admit Cards by the Invigilator	8.45 am – 8.55 am	1.15 pm – 1.25 pm
• Sitting on the seat in the Examination Hall	9.15 am	1.45 pm
• Instructions by the Invigilators	9.15 am – 9.25 am	1.45 pm – 1.55 pm
• Test Commences	9.30 am	2.00 pm
• To attempt Paper-1 i.e. Questions 001 to 050	9.30 am – 10.30 am	2.00 pm – 3.00 pm
Break	10.30 am – 11.00 am	3.00 pm – 3.30 pm
• To attempt Paper-II i.e. Questions 001 to 100	11.00 am – 1.00 pm	3.30 pm – 5.30 pm
• Test Concludes	1.00 pm	5.30 pm

(d) The Candidate has to attempt Paper-I i.e. Questions 001 to 050 during between 09.30 AM to 10.30 AM and Paper-II i.e. Questions 001 to 100 during between 11.00 AM to 1.00 PM.

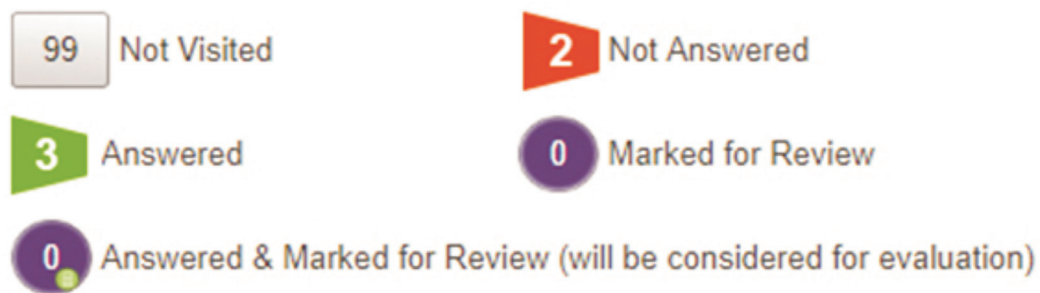
The on-screen computer clock counter of every candidate will be set at the server. The countdown timer in the top right side of computer screen will display the time remaining (in minutes) available for the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. Candidate will not be required to end or submit the examination.

The screenshot shows the examination interface with the following elements:

- Header:** NATIONAL TESTING AGENCY logo and "Question Paper" text.
- User Info:** [Amit Parmar]
- Countdown Timer:** A red arrow points to "Remaining Time: 00:29:46".
- Question:** "1. Which one of the following is the main objective of teaching?"
- Options:**
 - To give information related to the syllabus.
 - To develop thinking power of the students.
 - To dictate notes to students.
 - To prepare students to pass the examination.
- Navigation Buttons:** Save & Next, Save & Mark For Review, Clear Response, Mark For Review & Next, << Back, Next >>, Submit.
- Question Grid:** A grid of question numbers from 01 to 50. Legend: 99 Not Visited, 2 Not Answered, 3 Answered, 0 Marked for Review, 0 Answered & Marked for Review (will be considered for evaluation).



- (e) The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:



The question(s) “Answered and Marked for Review” status for a question indicates that candidate would like to have a relook at that question again. A candidate has the option of answering a question and simultaneously “Marked for Review”, these answers will be considered for evaluation. However, if a candidate has simply put “Marked for Review” for a question without answering it, the corresponding question marked for review without an answer will not be considered for evaluation. It may be noted that a candidate can return to any “Marked for Review” question any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section.

- (f) Candidate can click on the “>” arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question viewing window. To view the question palette again, candidate can click on “<” which appears on the right side of question window.
- (g) Candidate can click on to navigate to the bottom and to navigate to the top of the question area, without scrolling. Using the computer mouse the candidate can scroll up and down the question viewing area for viewing the entire question.
- (h) The full paper can be viewed by clicking the “Question Paper” icon on the top right corner of the screen.
- (i) Blank Sheets for doing rough work/calculations shall be provided to the candidates. The Blanks Sheets would have a Header page for the candidates to write down his/her Name and Roll Number. All calculations/writing work are to be done only in the Blank Sheets provided at the centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.
- (j) Navigating to a Question
- To navigate between questions within a Paper, candidate needs to do the following:
- (a) Click on the question number in the Question Palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the answer to the currently displayed question.
- (b) Click on “Save & Next” to save the answer of any question. Clicking on “Save & Next” will save the answer for the current question and the next question will be displayed on the candidate’s computer screen.



- (c) Click on “Mark for Review & Next” to mark a question for review (without answering it) and proceed to the next question.



(k) Answering a Question

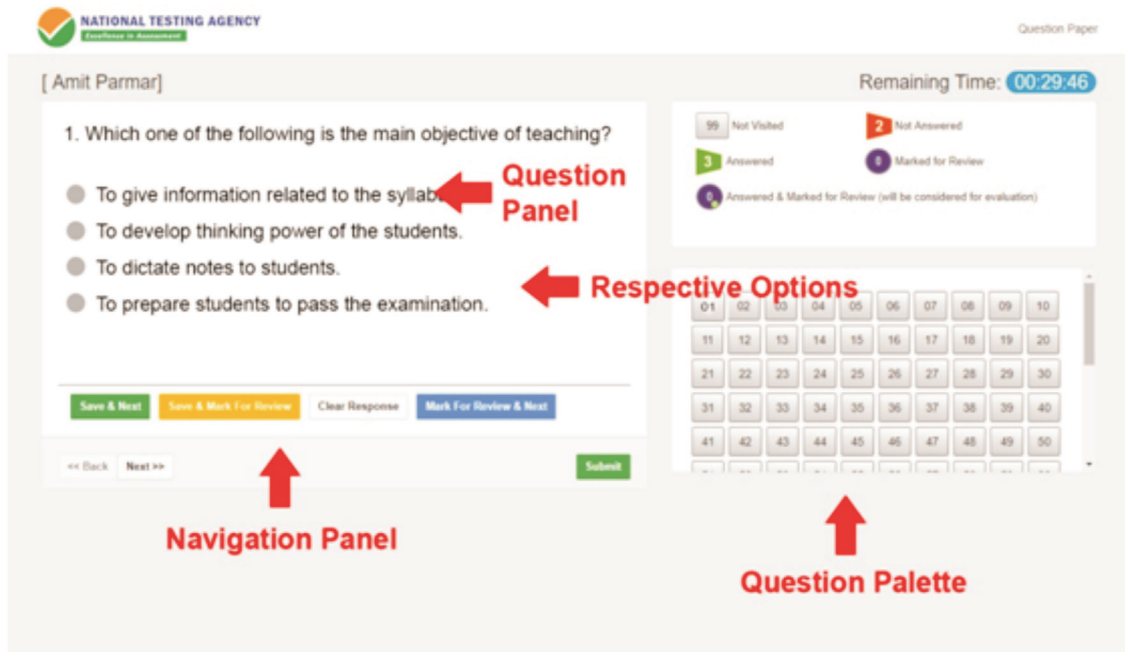
To navigate between questions within a Paper, candidate needs to do the following:

- (i) Procedure for answering a multiple choice type question:
- To select the option(s), click on the corresponding button(s) of the option(s).
 - To deselect the chosen answer, click on the button of the chosen option again or click on the “Clear Response” button.
 - To save the answer, the candidate MUST click on the “Save & Next” button.
 - To mark the question for review (without answering it), click on the “Mark for Review & Next” button.



(l) Navigating through sections:

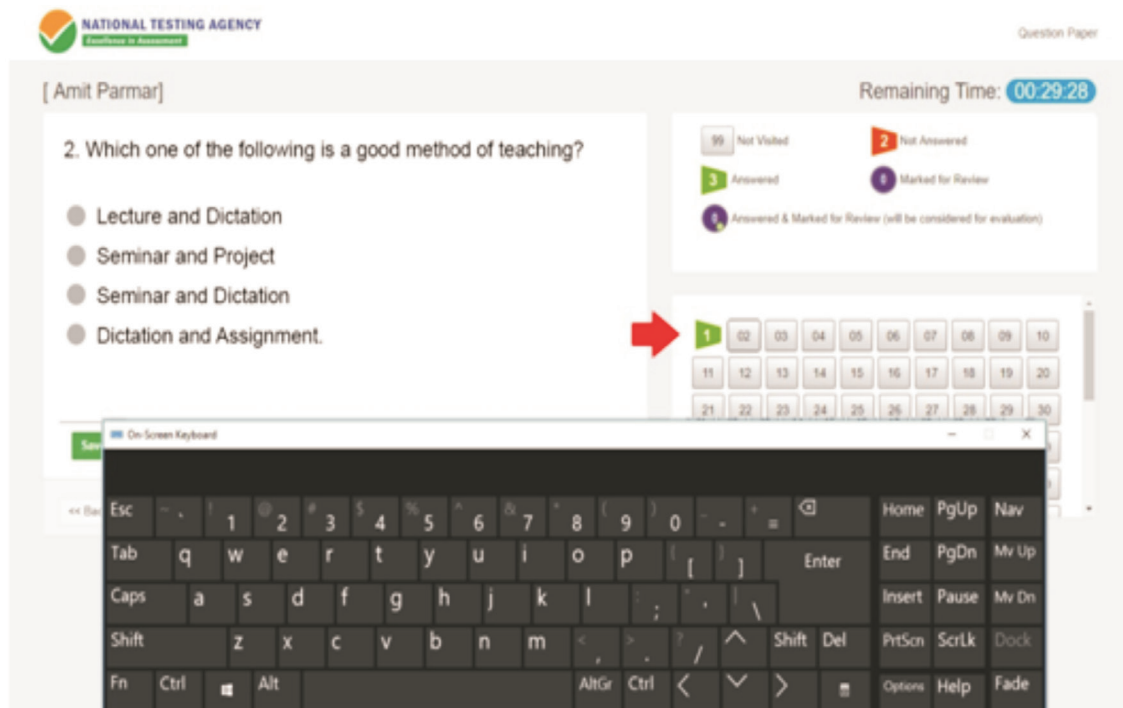
- Sections in the question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section in which candidate is currently viewing will be highlighted.
- After clicking the “Save & Next” button on the last question for a section, candidate will automatically be taken to the first question of the next section.
- Candidate can shuffle between sections and questions within sections anytime during the examination as per the convenience only during the time stipulated.
- Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.



(m) Procedure for answering questions that require inputs from on-screen virtual key board (numeric or otherwise):

- (a) Candidate will have to use the on-screen virtual keyboard (that would be displayed just below the question statement of these types of questions) and the attached computer mouse to enter his/her answer in the space provided for answer.

On Screen Virtual Keyboard





- (b) The answer can be changed, if required, anytime during the test. To save the answer, the candidate MUST click on the “Save & Next” button.
- (c) To mark the question for review (without answering it), click on the “Mark for Review & Next” button.

Candidate will have the option to change previously saved answer of any question, anytime during the entire duration of the test. To change the answer to a question that has already been answered, first select the corresponding question from the Question Palette, then click on “Clear Response” to clear the previously entered answer and subsequently follow the procedure for answering that type of question.

- (n) ROUGH WORK:

All calculations/writing work are to be done only in the rough sheet provided at the centre in the examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.

**ANNEXURE-X****NTA: Test Practice Centres (TPCs)**

The NTA as part of its objectives, will, inter-alia conduct efficient, transparent and international standard tests to assess the competency of candidates for admission, and recruitment purposes, undertake research on educational, professional and testing systems to identify gaps in the knowledge systems and take steps for bridging them, identify experts and institutions in setting examination questions and produce and disseminate information and research on education and professional development standards.

The major examinations being conducted by NTA will be Computer Based Test (CBT). A CBT requires candidates to sit in front of a computer terminal (node) allocated to them against their Roll number and Admit Card. After logging the candidate will get detailed instructions for the examinations. At the designated time of start of examination, the candidates will be able to proceed and see the questions on the computer screen using the computer mouse. Candidates will have the option to change / modify/ edit / answers already entered any time during the examination.

What is a Test Practice Centre (TPCs) ?

The Ministry of Human Resource Development has mandated the NTA to set up, establish and create a network of Tests Practice Centres for candidates, especially in remote and rural areas to enable them to practice and be comfortable in taking a Computer Based Test (CBT). This facility will be completely free of cost. Candidates can register online (on NTA website) where they will be provided a convenient TPC near to their location to practice on a given computer node. This will facilitate and ease the process of being able to take a Computer Based Test (CBT). The entire experience of using a computer will be as close to the actual experience of taking a CBT. All efforts will also be made to provide practice tests and questions so that candidates can familiarize themselves with logging into the system, go through the detailed instructions regarding the test, use the mouse or numeric keyboard on screen (virtual) for attempting each question, scroll down to the next question, navigate between questions, review and edit their options and submit questions.

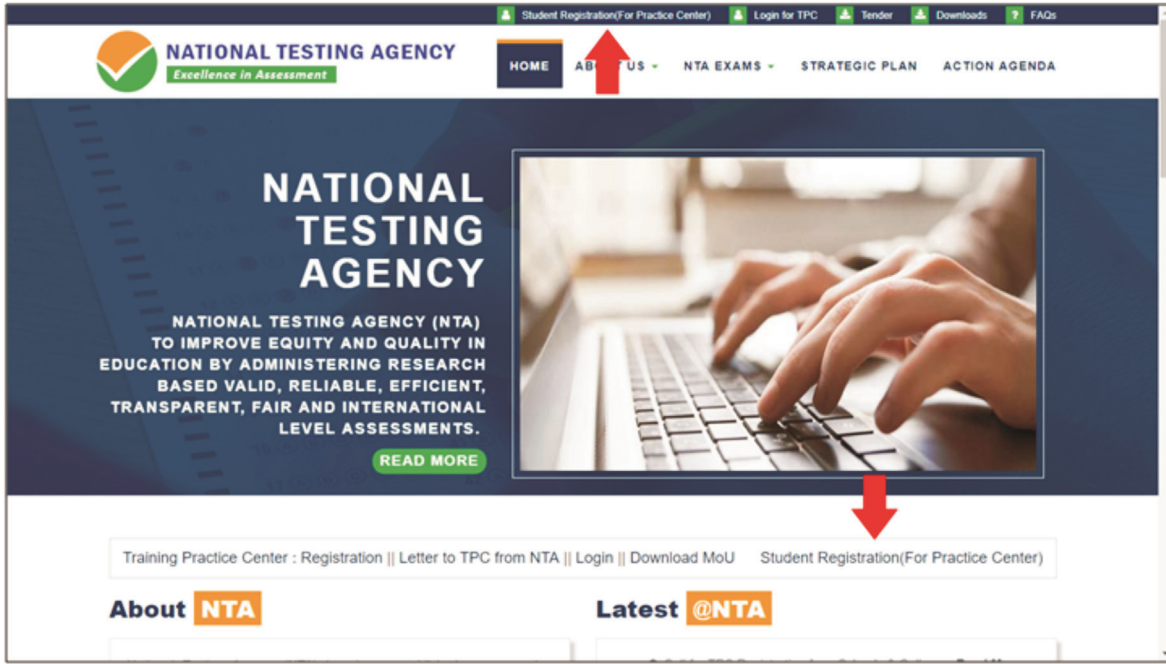
The objective of TPCs will primarily be to organize test practice for the upcoming NTA examinations.

An NTA APP has also been developed which will enable the students to choose the nearest TPCs (July 2018).

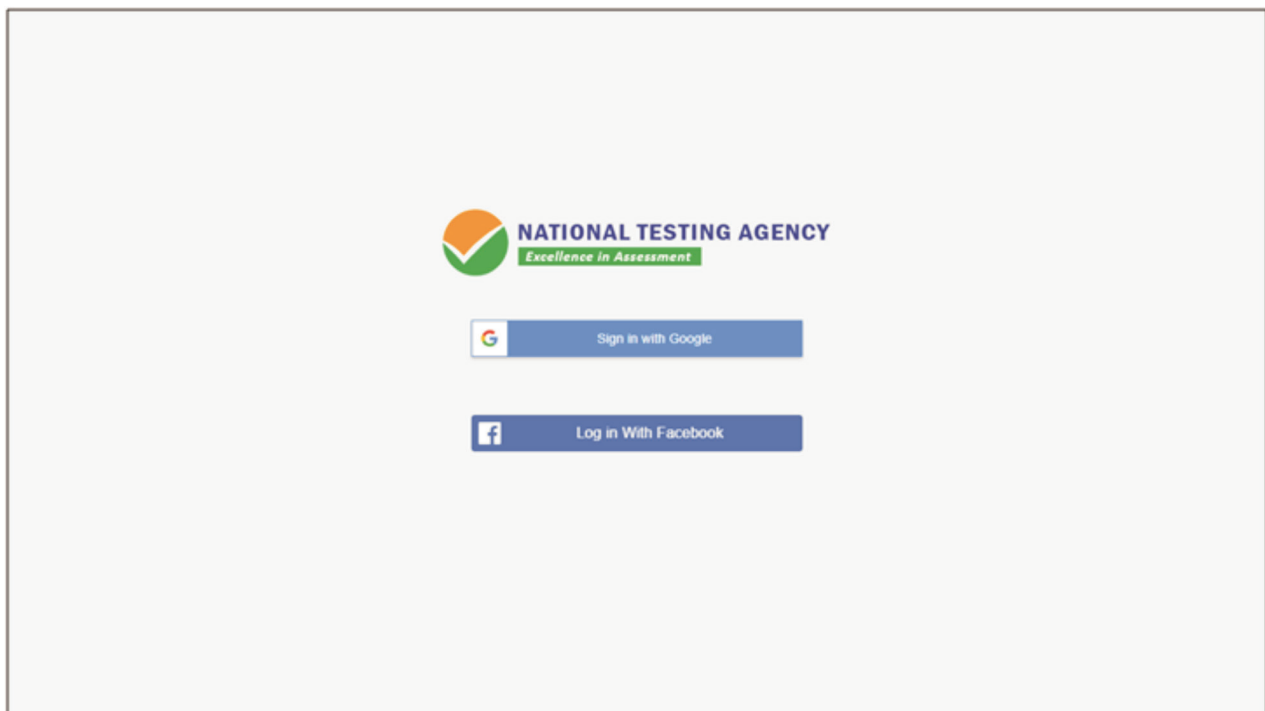


Set of Instructions on How to Register for a TPCs

Step 1: Visit NTA official website for Registration as a candidate for the Test Practice Centre.(TPC)
 Visit Website URL: <https://nta.ac.in/> and click on the link “**Student Registration (For Practice Center)**”



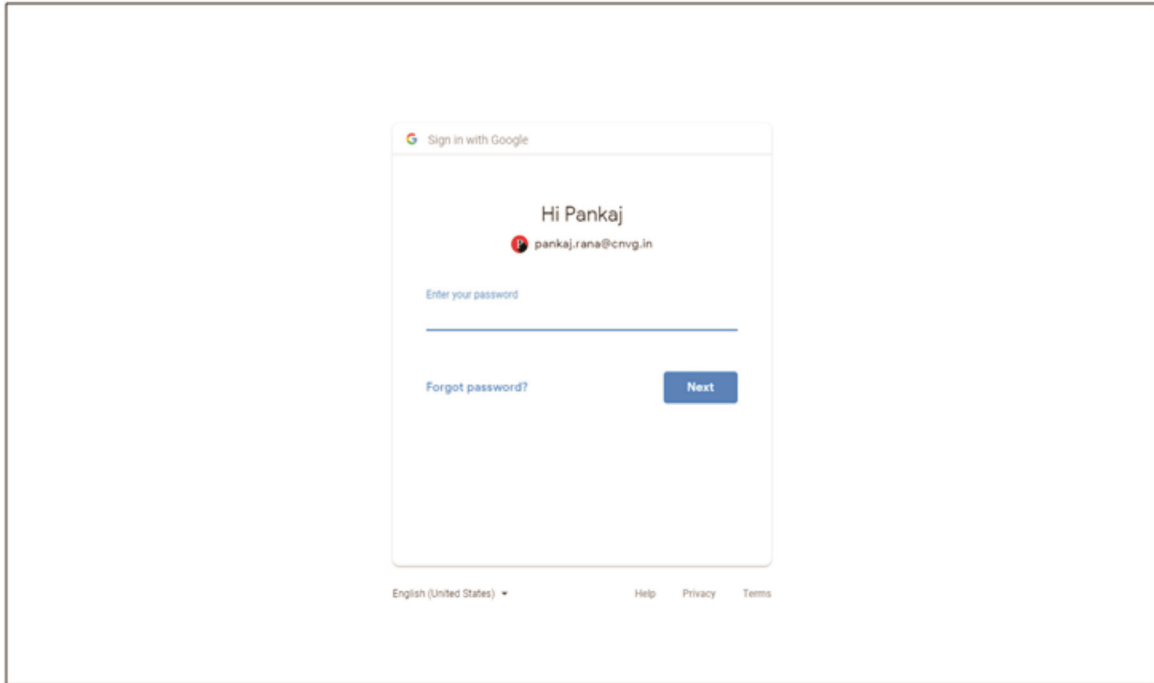
Step 2: Selecting Gmail or Facebook Login
 Select login method:Gmail or Facebook





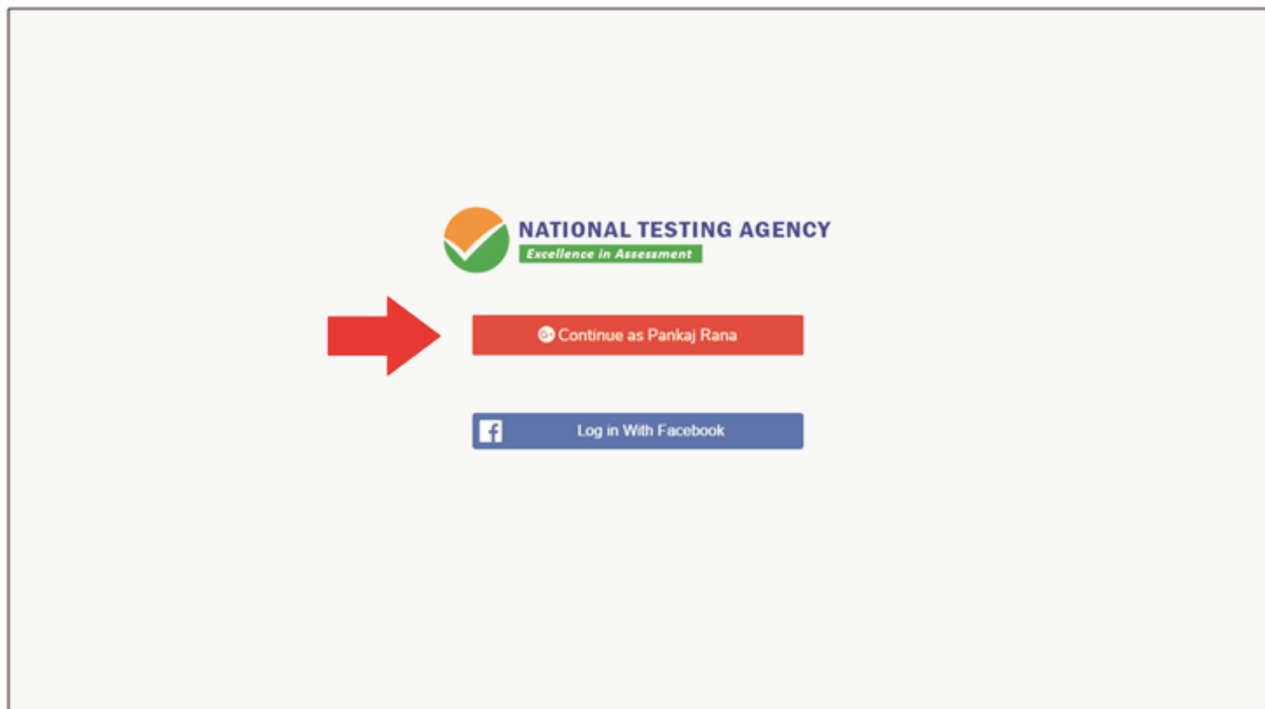
Step 3: Entering Gmail Username & Password

For gmail login candidate must enter email id & password



Step 4: Selecting Gmail Account

After authentication candidate has to click on selected Gmail Id.





Step 5: Enter Personal Information

After login confirmation student will be redirected to registration

Step 6: Enter Contact Information

Candidate needs to enter contact information



Step 7: Enter Academic Information

Candidate needs to enter academic information.

The screenshot shows the 'Enter Academic Information' step of the registration process. At the top, the National Testing Agency logo and 'Excellence in Assessment' tagline are on the left, and a user profile 'Hello, Pankaj Rana' is on the right. A progress bar below the header has four steps: 1. Personal Detail, 2. Contact Detail, 3. Academic / Exam Detail (highlighted), and 4. Exam Detail. The main form area contains two input fields: 'School or Institute - Attending / Last Attended : *' and 'Enrollment Number Optional'. At the bottom right of the form are 'Previous' and 'Next' buttons. A URL 'https://ntatpc.in/registration/reg_form-1-2' is visible at the bottom left.

Step 8: Enter Exam Information

Candidate needs to enter exam information.

The screenshot shows the 'Enter Exam Information' step of the registration process. The layout is similar to Step 7, with the National Testing Agency logo and 'Excellence in Assessment' tagline on the left, and the user profile 'Hello, Pankaj Rana' on the right. The progress bar highlights step 3, 'Academic / Exam Detail'. The main form area contains two input fields: 'Select Interested Exam Type : *' with a dropdown menu labeled 'Select Exam Type', and 'Number of attempts already taken'. At the bottom right of the form are 'Previous' and 'Submit' buttons.



Step 9: Center Selection Dashboard

List of available center location sorted on the basis of Candidate's current geo location.

The screenshot shows a user interface for selecting exam centers. The user is Pankaj Rana (PANKAJ.RANA@CNVG.IN). The dashboard displays a table titled "List of all exam center" with the instruction "Select Five Center Preference Wise". The table lists five centers sorted by distance from the user's location. Each row includes a serial number, center details (name and address), state, district, preference level, and a select button.

Sr	Center Detail	State	District	Preference	Select
1	Jss academy of technical education Address : Jss academy of technical education c-20/1 sector -62, noida Distance : 1 Km	Uttar Pradesh	Gautam Buddha Nagar		<input type="checkbox"/>
2	lms noida Address : A- 8b lms noida sector-62 near ericsson building Distance : 2 Km	Uttar Pradesh	Gautam Buddha Nagar		<input type="checkbox"/>
3	Indirapuram public school Address : Indirapuram public school 6, nyaya khand-i, indirapuram ghaziabad, up Distance : 2 Km	Uttar Pradesh	Ghaziabad		<input type="checkbox"/>
4	East point school Address : Fc-26, dallupura, vasundhara enclave, delhi Distance : 3 Km	Delhi	East Delhi		<input type="checkbox"/>
5	Manav rachna international school Address : D-196 sector-51 Distance : 3 Km	Uttar Pradesh	Gautam Buddha Nagar		<input type="checkbox"/>

Step 10: Five Center Selection

Candidate needs to select any 5 Centers in the order of preference.

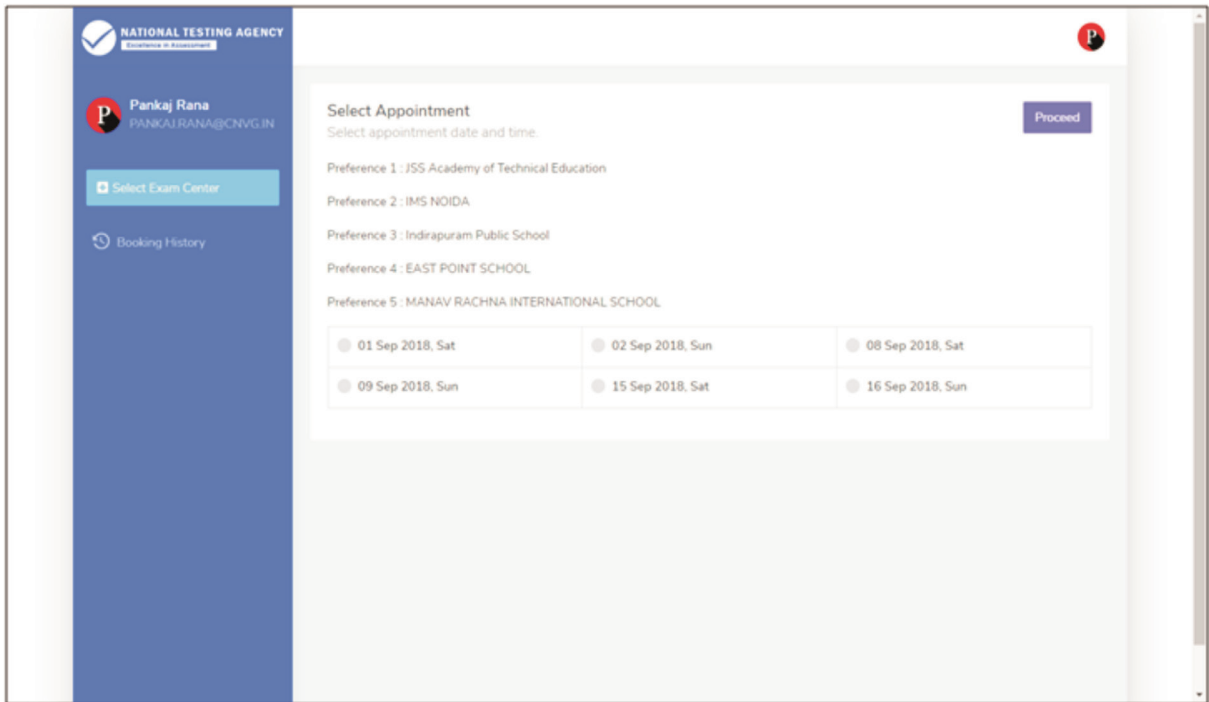
This screenshot shows the same dashboard as Step 9, but with the "Select" column updated. Each of the five rows now has a dropdown menu in the "Preference" column and a checked checkbox in the "Select" column. The dropdown menus are set to 1, 2, 3, 4, and 5 respectively, indicating the candidate's preference order for the centers.

Sr	Center Detail	State	District	Preference	Select
1	Jss academy of technical education Address : Jss academy of technical education c-20/1 sector -62, noida Distance : 1 Km	Uttar Pradesh	Gautam Buddha Nagar	1	<input checked="" type="checkbox"/>
2	lms noida Address : A- 8b lms noida sector-62 near ericsson building Distance : 2 Km	Uttar Pradesh	Gautam Buddha Nagar	2	<input checked="" type="checkbox"/>
3	Indirapuram public school Address : Indirapuram public school 6, nyaya khand-i, indirapuram ghaziabad, up Distance : 2 Km	Uttar Pradesh	Ghaziabad	Select	<input checked="" type="checkbox"/>
4	East point school Address : Fc-26, dallupura, vasundhara enclave, delhi Distance : 3 Km	Delhi	East Delhi	3	<input checked="" type="checkbox"/>
5	Manav rachna international school Address : D-196 sector-51 Distance : 3 Km	Uttar Pradesh	Gautam Buddha Nagar	Select	<input checked="" type="checkbox"/>



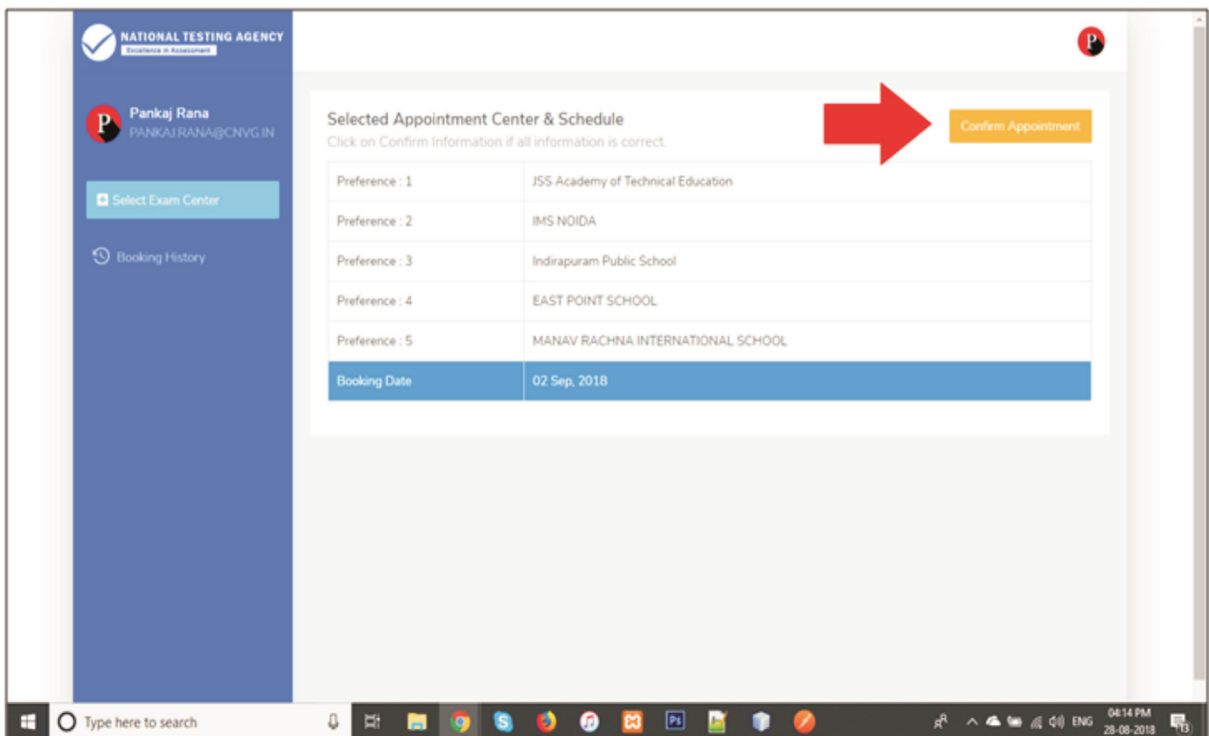
Step 11: Schedule Selection

Candidate needs to select anyone sessions from the 6 sessions given



Step 12: Review the Center Selection & Schedule Selection

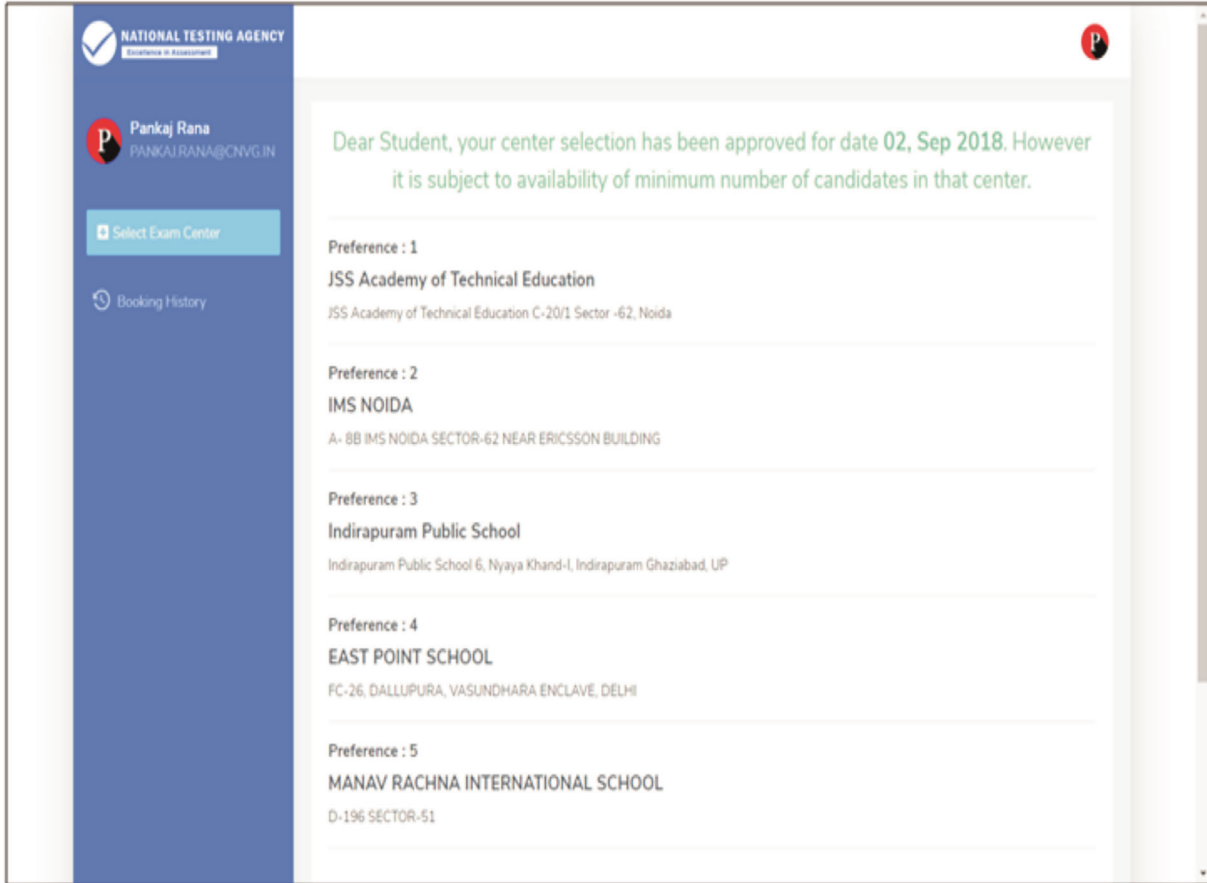
Candidate needs to review the selection and after reviewing click on “Confirm Appointment”





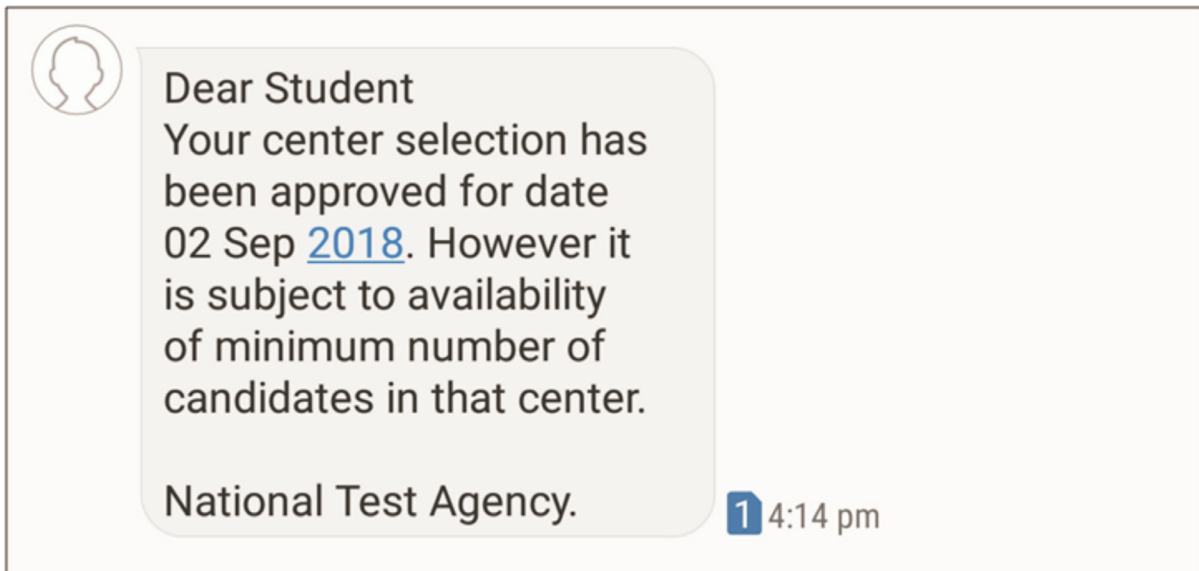
Step 13: Center Selection Confirmation

Candidate can see that the data entered has been submitted



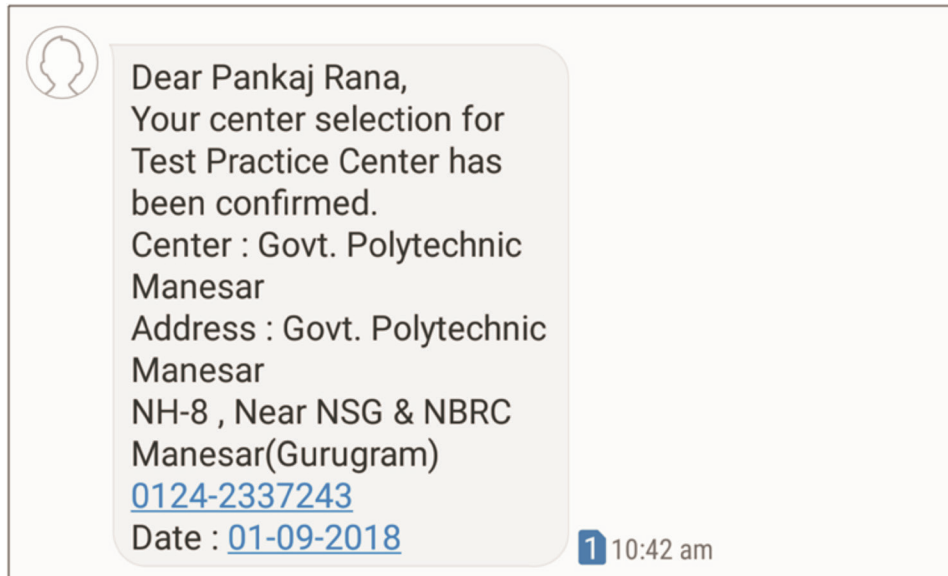
Step 14: Text of approval on Candidate’s registered mobile number.

Candidate gets the approval as SMS in the registered mobile number.

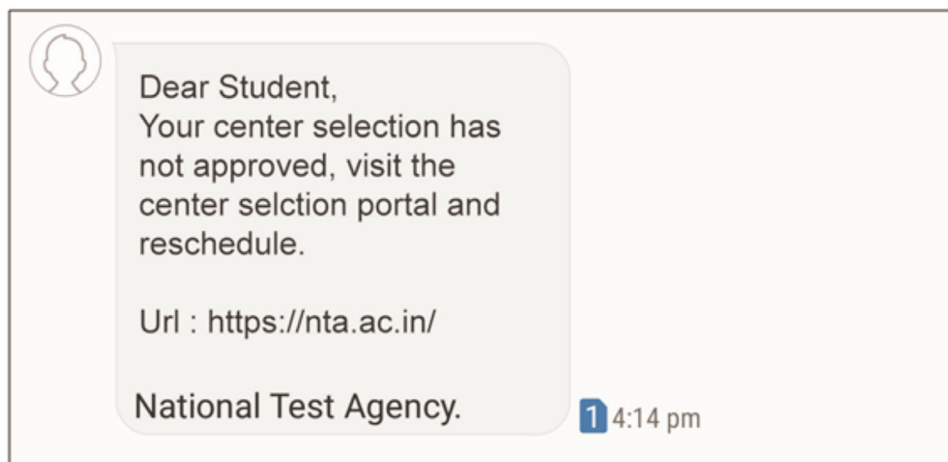


**Step 15: Confirmation SMS on student's registered mobile number.**

Candidate will get the confirmation SMS on the registered mobile number. This SMS will be used for entry at the Centre. The SMS will be sent two days in advance along with an e-mail at the registered e-mail Id

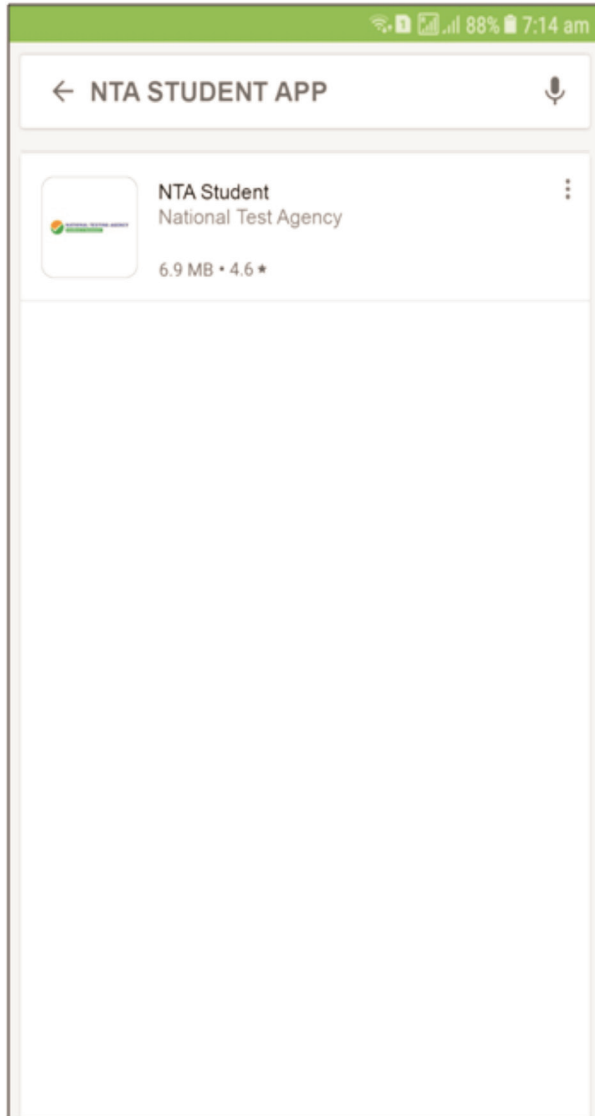


Step 16: In case the Candidate's center has not been confirmed an SMS of rescheduling the booking will be received by the Candidate.

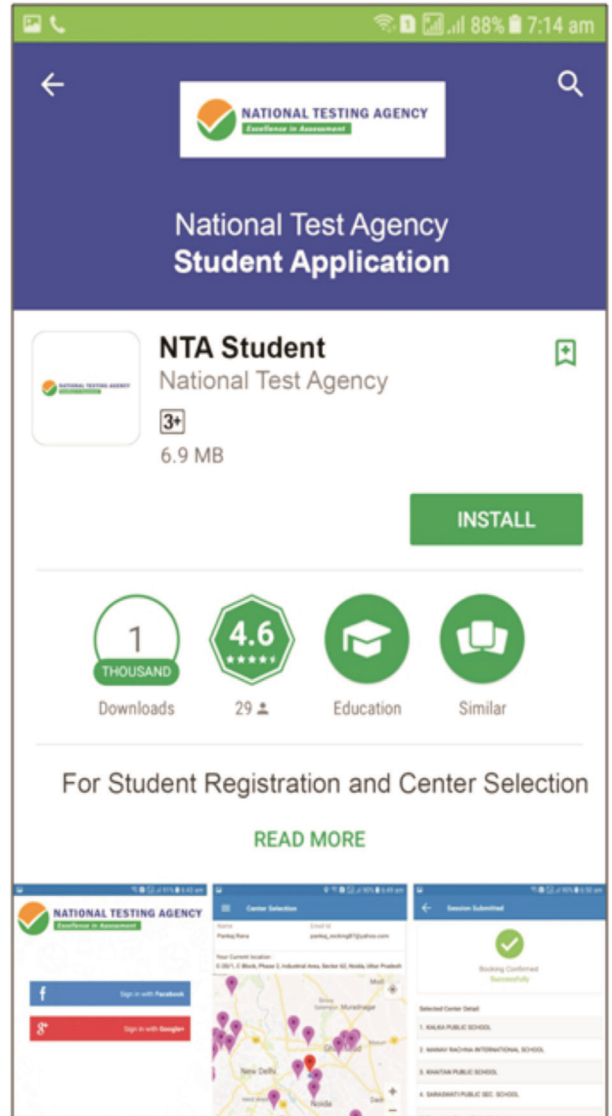




Step 1: Search on Play Store for “NTA STUDENT APP”, click on the search result of NTA Student.



Step 2: After clicking on search result click on “INSTALL”

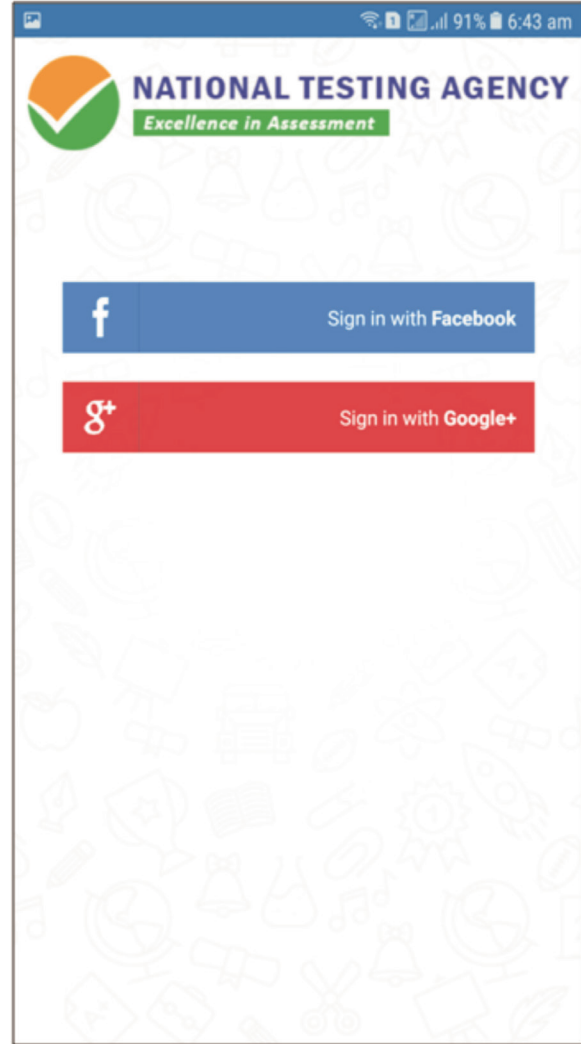




Step 3: Splash Screen: After Installation is completed, when we click on launcher icon on mobile.



Step 4: Selecting Gmail or Facebook Login





Step 5: Personal Detail - Page 1/2:
Candidate needs to enter personal information.

Step 6: Personal Detail - Page 2/2:
Candidate needs to enter personal information.



Step 7: Contact Detail - Page 1/2:
Candidate needs to enter Contact information.

The screenshot shows a mobile application interface titled "Submit Detail". At the top, there is a progress indicator with three steps: "Personal Details" (completed, marked with a green checkmark), "Contact Details" (current step, marked with a grey circle), and "Academic / Exam Details" (pending, marked with a grey circle). Below the progress bar, there are several input fields for contact information: "Email Id", "Contact Number", "Residential Address", "State" (with "Andaman and Nicobar" selected), "District" (with "Nicobar" selected), "City", and "Pincode".

Step 8: Contact Detail - Page 2/2:
Candidate needs to enter Contact information.

The screenshot shows the continuation of the "Submit Detail" form. It features the same progress bar as Step 7. The input fields include "Contact Number", "Residential Address", "State" (with "Andaman and Nicobar" selected), "District" (with "Nicobar" selected), "City", and "Pincode". At the bottom of the form, there is a "Submit Detail" button with a right-pointing arrow.



Step 9: Academic and Examination

Detail: Candidate needs to enter Academic and Examination Information.

The screenshot shows a mobile application interface for 'Submit Detail'. At the top, there is a progress bar with three steps: 'Personal Details' (checked), 'Contact Details' (checked), and 'Academic / Exam Details' (active). Below the progress bar, there are two main sections: 'Academic Detail' and 'Exam Details'.
 Under 'Academic Detail', there is a text input field for 'School/Institution Name' and another for 'Enrollment Number(Optional)'.
 Under 'Exam Details', there is a dropdown menu for 'Intrested for Exam Type' with 'JOINT ENTRANCE EXAMINATION' selected. Below it is another text input field for 'Number of attempts the student made in this particular Entrance examination till date'.
 At the bottom of the form is a 'Submit Detail' button with a right-pointing arrow.

Step 10: Select the nearest Center:

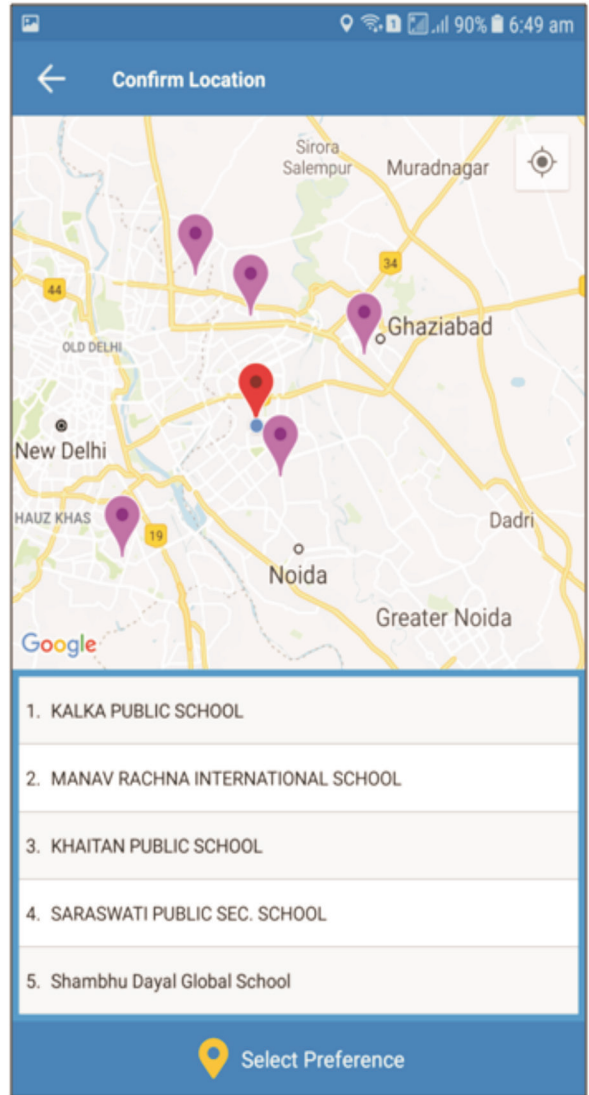
Candidate needs to tap on the nearest pointer (any five).

The screenshot shows a mobile application interface for 'Center Selection'. At the top, it displays the user's name 'Pankaj Rana' and email 'pankaj_rocking87@yahoo.com'. Below this, it shows the 'Your Current location' as 'C-20/1, C Block, Phase 2, Industrial Area, Sector 62, Noida, Uttar Pradesh'.
 The main part of the screen is a map of the Noida area with several purple location pins. A red pin indicates the current location. Below the map is a table with the following columns: 'Sr.', 'Center Name(Preference as a Serial Number)', and 'Selected'.
 At the bottom of the screen is a blue bar with a location pin icon and the text 'Confirm Location'.



Step 11: Select the nearest Center: After selecting the nearest five centers.

Step 12: Reviewing the selected center: Candidate needs to review the selected center.





Step 13: Select Schedule: Candidate needs to select any one from the 6 coming session.

Step 14: Select Schedule: After selecting the schedule click on “Confirm Schedule”.

Selected Center

- Preference 1 :KALKA PUBLIC SCHOOL
- Preference 2 :MANAV RACHNA INTERNATIONAL SCHOOL
- Preference 3 :KHAITAN PUBLIC SCHOOL
- Preference 4 :SARASWATI PUBLIC SEC. SCHOOL
- Preference 5 :Shambhu Dayal Global School

Available Schedule

- 01 Sep 2018, Sat
- 02 Sep 2018, Sun
- 08 Sep 2018, Sat
- 09 Sep 2018, Sun
- 15 Sep 2018, Sat
- 16 Sep 2018, Sun

Confirm Session

Selected Center

- Preference 1 :KALKA PUBLIC SCHOOL
- Preference 2 :MANAV RACHNA INTERNATIONAL SCHOOL
- Preference 3 :KHAITAN PUBLIC SCHOOL
- Preference 4 :SARASWATI PUBLIC SEC. SCHOOL
- Preference 5 :Shambhu Dayal Global School

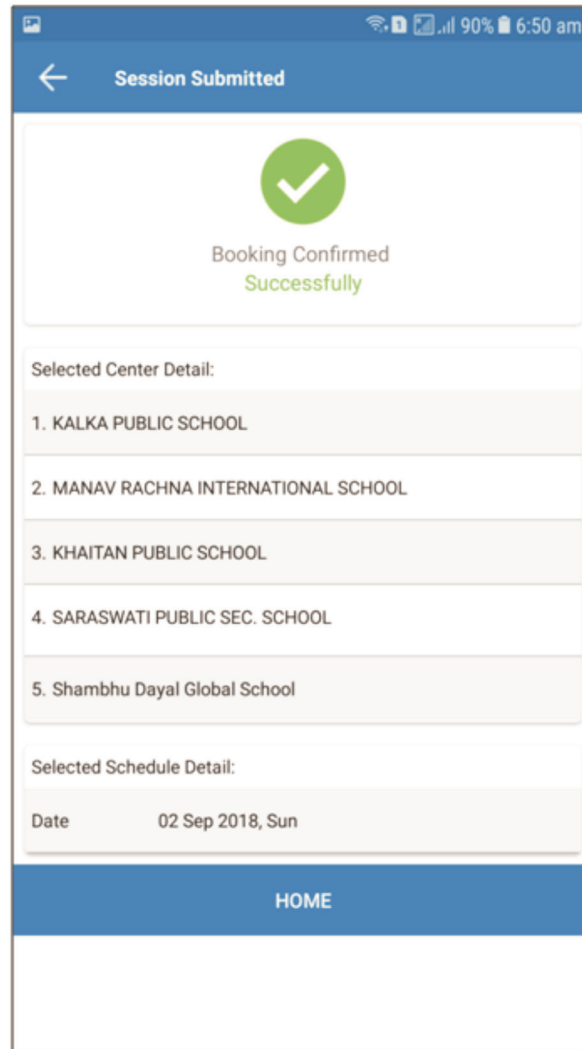
Available Schedule

- 01 Sep 2018, Sat
- 02 Sep 2018, Sun
- 08 Sep 2018, Sat
- 09 Sep 2018, Sun
- 15 Sep 2018, Sat
- 16 Sep 2018, Sun

Confirm Session



Step 15: Thank You Screen: If candidate taps on “Confirm Session”, the booking will be successfully confirmed.





NATIONAL TESTING AGENCY

Vision

The right candidates joining best institutions will give India her demographic dividend.

Mission

To improve equity and quality in education by administering research based valid, reliable, efficient, transparent, fair and international level assessments. The best subject matter experts, psychometricians and IT delivery and security professionals will ensure that the current gaps in existing assessment systems are properly identified and bridged.

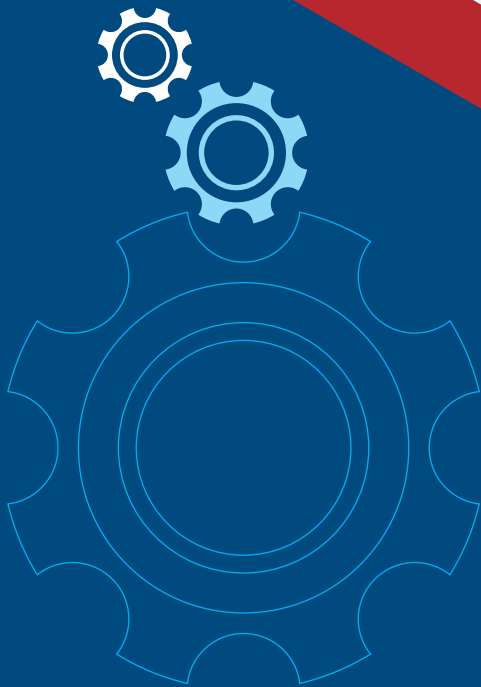
Core Values

NTA will create a system which will promote teaching (by teachers), learning (by students) and assessment (by parents and institutions). NTA strongly believes in quality, efficiency, effectiveness, equity and security of assessments. To practice these values, NTA will constantly engage with its stakeholders, viz. students, parents, teachers, experts and partner institutions.



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