



NATIONAL PENSION SYSTEM TRUST (NPS TRUST)

B-302, Tower-B, 3rd Floor, World Trade Center, Nauroji Nagar, New Delhi-110029

Website: www.npstrust.org.in

Advertisement No.: 5/2025

Date: 16.01.2025

DIRECT RECRUITMENT TO THE POSTS OF OFFICER GRADE B (MANAGER) AND OFFICER GRADE A (ASSISTANT MANAGER) IN NPS TRUST

I - IMPORTANT DATES TO REMEMBER

OFFICER GRADE B (MANAGER) and GRADE A (ASSITANT MANAGER)

Activity	Important Dates
On-Line Application and Payment of fee Link on www.npstrust.org.in	From 16.01.2025 Upto 05.02.2025
Availability of Call Letters on NPS Trust website (for On-Line Examination)	Will be intimated by E-mail/SMS.
On-Line Examination (Phase I and Phase II)	25.02.2025
Interview (Phase III)	Information about this will be intimated (only for successful candidates in Phase II) by Email/Post and will be hosted on the website of NPS Trust at www.npstrust.org.in

NPS Trust reserves the right to make change in dates. Any change in the dates will be uploaded only on the website of NPS Trust at www.npstrust.org.in

The National Pension System Trust (NPS Trust/Trust) has been established by the Pension Fund Regulatory and Development Authority (PFRDA/Authority) as per the provisions of the Indian Trusts Act, 1882, for taking care of the assets and funds under the National Pension System (NPS) and other schemes as authorised by PFRDA in the interests of the subscribers. The powers, functions and duties of NPS Trust are laid down under the PFRDA (National Pension System Trust) Regulations, 2015 and its subsequent amendments, besides the provisions of the Trust deed dated 27.02.2008. NPS Trust is responsible for monitoring the activities of NPS intermediaries' viz. Pension Funds, Trustee Bank, Custodian, Central Recordkeeping Agencies with respect to grievances and exit and withdrawals, as authorised and directed by PFRDA for protecting the interest of subscribers.

The NPS Trust has its office in New Delhi. NPS Trust may open its offices in other parts of the country as per future requirements.

NPS Trust invites applications from eligible Indian citizens for filling up the posts of **Officer Grade B (Manager) and Officer Grade A (Assistant Manager)** across different streams on **direct recruitment basis**. NPS Trust at its sole discretion reserves the right to increase or decrease, fill or not to fill up the posts or modify in full or in part or terminate the recruitment process at any stage and accordingly, the applicants shall have no right to participate further in the selection process or make any claim in this regard.

II - DETAILS OF VACANCIES

Grade	Stream	NUMBER OF POSTS						OF WHICH PwBD	PAY SCALE
		UR/GEN	OBC	SC	ST	EWS	Total		
Grade A (Assistant Manager)	General	4	4	3	0	1	12	-	44500 - 2500 (4) - 54500 - 2850 (7) -74450 - EB - 2850 (4) - 85850 - 3300(1)-89150 (17 years)
	Risk Management	1	0	0	0	0	1	-	44500 - 2500 (4) - 54500 - 2850 (7) -74450 - EB - 2850 (4) - 85850 - 3300(1)-89150 (17 years)
TOTAL NUMBER OF VACANCIES							13	-	
Grade B (Manager)	General	1	1	1	0	1	4	-	55200 - 2850 (9) - 80850 - EB - 2850(2) - 86550 - 3300 (4) - 99750 (16 years)
	Human Resource	1	0	0	0	0	1	-	55200 - 2850 (9) - 80850 - EB - 2850(2) - 86550 - 3300 (4) - 99750 (16 years)
	Risk Management	1	0	0	0	0	1	-	55200 - 2850 (9) - 80850 - EB - 2850(2) - 86550 - 3300 (4) - 99750 (16 years)
TOTAL NUMBER OF VACANCIES							6		

Abbreviations: SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Sections UR/GEN: Unreserved/General. PwBD: Persons with Benchmark Disabilities.

III - ELIGIBILITY CRITERIA

S. No.	Streams	Age	Qualification	Experience
Grade – B (Manager)				
1.	General	25 to 33 years	Full time Post-Graduation in any discipline / CA/ CFA/ CS/ FRM (or equivalent)/ CMA/ MBA / PGDBA /PGPM/ PGDM/ from an Indian University/ Institute recognized by AICTE/UGC/Government.	Minimum 4 years of post-qualification experience in officer cadre in areas relating to pension / financial sector/ special knowledge/ experience in law, finance, economics, accountancy, statistics, Administration or any other discipline considered useful to the Trust
2.	Human Resource	25 to 33 years	Full time MBA /Master's degree/ Post Graduate degree/ Diploma (at least for 02 years full time) in Personnel Management & Industrial Relations or Human Resource Management and equivalent. The educational qualifications shall be from Institutes recognized by AICTE/UGC/Government.	Candidates should possess minimum 4 years post qualification experience in officer cadre in handling various activities and functions of HR, preferably in Government/ Public Sector.
3.	Risk Management	25 to 33 years	Full time Post Graduate Degree in Finance / Commerce / Economics / Statistics /Econometrics / Mathematics / Mathematical Statistics / CA/ CFA/ FRM (or equivalent)/ CMA/ MBA / PGDBA /PGPM / PGDM/ from an Indian University/ Institute recognized by AICTE/UGC/Government. <u>Desirable:</u> Diploma in Data Science, Data Analytics or Data Statistics, Business Analytics.	Minimum 4 years of post-qualification experience in officer cadre in areas relating to pension/ financial sector, special knowledge/experience in Investment Management /Treasury Management /Risk Management.
Grade – A (Assistant Manager)				
1.	General	21 to 30 years	Full time Graduation/ Post-Graduation in any discipline / CA/ CFA/ CS/ FRM (or equivalent)/ CMA/ MBA / PGDBA	NIL

S. No.	Streams	Age	Qualification	Experience
			/PGPM / PGDM/ from an Indian University/ Institute recognized by AICTE/UGC/Government.	
2.	Risk Management	21 to 30 years	<p>Full time Post Graduate Degree in Finance / Commerce / Economics / Statistics /Econometrics / Mathematics / Mathematical Statistics / CA/ CFA/ FRM (or equivalent)/ CMA/ MBA / PGDBA/ PGPM / PGDM/ from an Indian University/ Institute recognized by AICTE/UGC/Government.</p> <p><u>Desirable:</u></p> <p>Diploma in Data Science, Data Analytics or Data Statistics, Business Analytics.</p>	Minimum 2 years of post-qualification experience in areas relating to pension/ financial sector, special knowledge/experience in Investment Management /Treasury Management /Risk Management.

*Candidates may refer to Point number 5 of IV - Important Notes for further clarification on qualifications.

IV - IMPORTANT NOTES

1. Candidates are expected to be computer literate and conversant with MS–Office (Word and Excel) applications.
2. Candidates can apply for only one post (i.e. either Assistant Manager or Manager) and one stream only.
3. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other earlier registration(s) will stand forfeited.
4. The recruited officers may be posted to various departments of NPS Trust, irrespective of their streams as per need and requirement of the NPS Trust.
5. The candidate must hold a degree of any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification from a Foreign University recognized by the Association of Indian Universities. FRM from GRAP and CFA from CFA institute and will also be considered.
6. The date of passing exam should be the date appearing on the mark sheet or provisional certificate issued by the University/Institute. In case the result of a particular examination is posted on the website of the University/Institute, a certificate issued by the appropriate authority of the University/Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
7. A candidate must not have exceeded the age limit prescribed for the respective post as on 31.12.2024. However, the upper age-limit prescribed will be relaxable as under:
 - a. Relaxation up to a maximum of 5 (five) years for candidates belonging to a Scheduled Caste or a Scheduled Tribe in case the posts are reserved for them;
 - b. Relaxation up to a maximum of 3 (three) years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates if the posts are reserved for them;
 - c. Relaxation of 10 (ten) years is applicable for Persons with Benchmark Disability (PwBD) candidates will be applicable whether the post is reserved or not. Relaxation of 13 (thirteen) years for PwBD (OBC) candidates is applicable where vacancies are reserved for OBC candidates. Relaxation of 15 (fifteen) years for PwBD (SC/ST) candidates is applicable where vacancies are reserved for SC/ST candidates;
 - d. Relaxation of 5 (five) years is applicable for Ex-servicemen. Ex-servicemen include Emergency Commissioned Officers/Short Service Commissioned Officers, who have rendered at least five years continuous Military Service and have been released a) on completion of assignment (including those whose assignment is due to be completed within one year from 31.12.2024 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or b) on account of physical disability attributable to Military Service or c) on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment;
 - e. Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under the category of PwBD and Ex-servicemen will be eligible for grant of cumulative age-relaxation;
 - f. In case any of the detail submitted by candidate is found to be incorrect, at any stage, their candidature is liable to be cancelled and suitable action may be taken against them in this regard.

8. The OBC candidates coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'. The OBC candidates claiming reservation under the said category must produce OBC (Non-Creamy Layer) certificate based on the income for the Financial Year (FY) 2023-2024, 2022-2023 and 2021-2022 and issued on/ after April 01, 2024 (after the completion of FY 2023-24) but not later than the closing date of applications for the posts. The candidate should be in possession of requisite OBC certificate in the prescribed format in support of his/her claim for availing reservation on / before the closing date of applications for the posts.
9. Where there is no vacancy reserved for SC/ST/OBC category candidates, such candidates can still apply. However, they will not be eligible for any relaxations as mentioned in para 7.
10. SC/ST/PwBD candidates are exempted from payment of application fee even where there is no vacancy reserved for them.
11. SC/ST/OBC/PwBD/EWS candidates should possess a latest certificate to this effect issued by the Competent Authority in the Format prescribed by Government of India (*formats are available on the NPS Trust website*).
12. Reservation for Economically Weaker Sections (EWSs) in recruitment is governed by Office Memorandum No.36039/1/2019-Estt. (Res) dated January 31, 2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India.
Disclaimer: "EWS vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. The appointment is provisional and is subject to the Income & Asset certificate being verified through proper channels". Benefits of reservation under EWS category can be availed upon production of an "Income and Asset Certificate" issued by a Competent Authority in the format prescribed by Government of India for the Financial Year 2023-24 and Valid for the Year 2024-25. The candidate should be in possession of requisite Income and Asset certificate in the prescribed format in support of his/her claim for availing reservation on / before the closing date of applications for the posts.
13. Persons with Benchmark Disabilities (PwBD):
 - a. The specified disabilities are:
 - i. Blindness and Low Vision
 - ii. Deaf and Hard of Hearing
 - iii. Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim and Muscular Dystrophy,
 - iv. Autism, Intellectual Disability, Specific Learning Disability and Mental Illness,
 - v. Multiple Disabilities and
 - vi. Other Disabilities (as per Rights of Persons with Disabilities Act, 2016)
 - b. PwBD candidates may belong to any category (i.e. GEN/SC/ST/OBC/EWS) and they will be eligible for age relaxations. Reservation for PwBD is horizontal and within the overall vacancies for the posts.
 - c. PwBD means a person with not less than forty per cent of a specified benchmark disability where specified disability has not been defined in measurable terms and are eligible to apply in the GEN/SC/ ST/OBC/EWS category. They will be eligible for concession in applicable fee.
 - d. Reservation to PwBD, if any, shall be as per Section 34 of "Rights of Persons with Disabilities Act, 2016".

V - MODE OF SELECTION

1. OFFICER GRADE B (MANAGER) and OFFICER GRADE A (ASSISTANT MANAGER):

Mode of selection shall be a three-stage process, i.e., Phase I (on-line examination consisting of one paper of 120 marks), Phase II (on-line examination consisting of two papers of 100 marks each) and Phase III (Interview). The details of each of the three stages are as indicated below:

A. Phase I (On-Line Examination):

An on-line examination consisting of one paper of 120 marks will be conducted. The coverage of topics/ subjects for this paper is as follows:

Paper	Stream	Subjects	Max. Marks	Duration (in minutes)
Paper 1	General Stream	Multiple choice questions on the following subjects viz. General Awareness (including some questions related to Financial Sector related topics of easy to moderate difficulty level), English Language, Quantitative Aptitude, Reasoning & Analytical Skills, Commerce, Accountancy, Management, Finance, Data Analytics, Statistics, Companies Act 2013 and Indian Trusts Act, Economics and Pension Sector	120	90
Paper 1	Risk Management, Human Resource	Multiple choice questions on the subjects viz. General Awareness (including some questions related to Financial Sector of easy to moderate difficulty level), English Language, Quantitative Aptitude, Reasoning & Analytical Skills, Questions on specialized subject related to the stream	120	90

The composition of the paper (on-line examination) is as under:

Stream	Section	No. of questions	Max. Marks	Duration (in minutes)
General Stream	English Language	25	25	90
	Test of Reasoning & Analytical Skills	25	25	
	Commerce, Accountancy, Management, Finance, Data Analytics, Statistics, Companies Act, Indian Trusts Act, Economics and Pension Sector	25	25	
	Quantitative Aptitude	25	25	
	General Awareness (including some questions related to Financial Sector)	20	20	
	Overall Total	120	120	

Stream	Section	No. of questions	Max. Marks	Duration (in minutes)
Risk Management, Human Resource	English Language	25	25	90
	Test of Reasoning & Analytical Skills	25	25	
	Specialised subject related to the stream	25	25	
	Quantitative Aptitude	25	25	
	General Awareness (including some questions related to Financial Sector)	20	20	
	Overall Total	120	120	

- Phase I On-Line examination will be conducted in a single shift. The test will be bilingual (Hindi & English) except the test for English Language which shall be in English only.
- Phase I and Phase II examinations shall be conducted on the same day.
- Candidates would need to secure separate cut-off in each Section as well as aggregate cut-off marks (as decided by NPS Trust) in Phase I exam in order for their Phase II paper to be evaluated.
- There shall be negative marking (1/4th of marks assigned to the relevant question) for marking incorrect answers in Phase I.

Phase II (On-Line Examination):

An on-line examination consisting of two papers of 100 marks each will be conducted. The papers shall be as follows:

Stream	Paper	Subject	Max. Marks	Duration
All Streams	Paper 1	English & General Studies (Descriptive Test)	100	60 minutes
Risk Management, Human Resource	Paper 2	Multiple choice questions on Specialized subject related to stream.	100	40 minutes
General Stream	Paper 2	Multiple choice questions on subjects Commerce, Accountancy, Management, Finance, Data Analytics, Statistics, Companies Act, Indian Trusts Act, Economics and Pension Sector	100	40 minutes

Important Notes:

- There shall be negative marking (1/4th of marks assigned to the question) for marking incorrect answers in Paper 2 of Phase II;
- There shall be a minimum cut-off for Paper 1 and Paper 2 of Phase II. Candidates would need to secure separate cut-off in each paper as well as aggregate cut-off marks in Phase II exam to be shortlisted for Phase III (as decided by NPS Trust). The cut off marks for different streams for shortlisting candidates for Phase III (Interview) shall be in relation to the number of vacancies (as decided by NPS Trust);
- Subject to the criteria mentioned above, candidates will be shortlisted in relation to the number of vacancies, in order of merit, for Phase III, i.e., the interview. The list of candidates shortlisted for interview will be made available on NPS Trust website.
- All question papers (in both the Phases, except the test of English & General Studies) will be set bilingually in Hindi and English.

B. Phase III (Interview):

Only the shortlisted candidates will be called for interview. Candidate may opt for interview either in Hindi or English.

Candidates shall score minimum cut-off score in Phase III (Interview) to be considered for the Post. The cut-off in this regard will be decided by NPS Trust at its sole discretion.

Important Notes:

- The following weightage will be applied while preparing the final merit list for selection. (All Streams)

Particulars	Weightage (in %)
Marks obtained in Phase II on-line examination	50%
Marks obtained in Interview	50%

- Application fee shall not be refunded to any of the candidates under any circumstances.
- Candidates can apply for only one post (i.e., either Assistant Manager or Manager) and one stream only.
- NPS Trust reserves the right to modify the selection procedure, either whole or in part, if deemed fit.

- d. Candidates should bring their relevant Experience Certificates, Certificates related to Educational Qualification, Reservation/Disability certificates, in case already in service of Govt./ Quasi-Govt. Organizations and Public Sector Banks/ Undertakings etc.; a 'No Objection certificate (NOC) from their employer, in original and self-attested copies of the same, at the time of Interview (As per Annexure II) .

VI - PAY AND ALLOWANCES

GRADE	PAY AND ALLOWANCES
Grade B (Manager)	<p>a. PAY: The pay scale of Officers in Grade B is Rs. 55200 - 2850 (9) - 80850 - EB - 2850(2) - 86550 - 3300 (4) - 99750 (16 years). Presently, the gross emolument includes NPS Trust's contribution towards National Pension System (NPS), Grade Allowance, Special Allowance, Dearness Allowance, Local Allowance, Housing Allowance, Learning Allowance and Special Grade Allowance.</p> <p>b. BENEFITS: Other benefits include viz., Leave Fare Concession, Medical Expenses (Hospitalisation and Non-Hospitalisation), Personal Accident Insurance, Eye Refraction/ Cost of Spectacles, Education Allowance, Knowledge upgradation allowance, Briefcase, Conveyance Expenses, House Cleaning Allowance, Staff Furnishing Scheme, Scheme for Purchasing Computers and all other benefits as are admissible to an Officer Grade B in NPS Trust.</p> <p>c. CTC: Total CTC consisting of Pay and Benefits for the post of Officer Grade B at the beginning of scale of pay would be approx. Rs. 35 Lakh Per annum.</p>
Grade A (Assistant Manager)	<p>a. PAY: The pay scale of Officers in Grade A is Rs. 44500 - 2500 (4) - 54500 - 2850 (7) - 74450 - EB - 2850 (4) - 85850-3300(1)-89150 (17 years). Presently, the gross emolument includes NPS Trust's contribution towards National Pension System (NPS), Grade Allowance, Special Allowance, Dearness Allowance, Local Allowance, Housing Allowance, Learning Allowance and Special Grade Allowance.</p> <p>b. BENEFITS: Other benefits include viz., Leave Fare Concession, Medical Expenses (Hospitalisation and Non-Hospitalisation), Personal Accident Insurance, Eye Refraction/ Cost of Spectacles, Education Allowance, Knowledge upgradation allowance, Briefcase, Conveyance Expenses, House Cleaning Allowance, Staff Furnishing Scheme, Scheme for Purchasing Computers and all other benefits as are admissible to an Officer Grade A in NPS Trust.</p> <p>c. CTC: Total CTC consisting of Pay and Benefits for the post of Officer Grade A at the beginning of scale of pay would be approx. Rs. 30 Lakh Per annum.</p>

VII - SERVICE CONDITIONS

- a. **PROBATION:** The successful candidates recruited for the post of Officer Grade B (Manager) and Officer Grade A (Assistant Manager) shall undergo probation as prescribed under extant NPS Trust Service Rules from the date of joining. The probation period may be extended for unsatisfactory performance at the discretion of the competent authority. The candidates shall be considered for confirmation in the services of NPS Trust subject to satisfactory performance, verification of credentials and antecedents; satisfactory reports from previous employers with regard to experience, verification of caste/tribe/class/disability (for reserved category candidates only), etc., and at the discretion of the Competent Authority at NPS Trust.

The candidature of candidate shall remain provisional until his/her services are confirmed in NPS Trust. The services of recruited candidate will be governed by NPS Trust Employees' Service Rules and its amendments thereto from time to time.

- b. **POSTING:** The Posting shall be in New Delhi. However, the officer may subsequently be transferred to any location in India where NPS Trust may open its Offices in future and may also be posted to any department in NPS Trust, irrespective of stream.
- c. The services of recruited candidates will be governed by NPS Trust employee's service rules and its amendments from time to time.

VIII - EXAMINATION CENTRES

- a. The On-line examination will be held at the following centers:

East/ North East Zone	West Zone	North Zone	South Zone	Central Zone
Kolkata	Mumbai/ Navi Mumbai/Tha ne/MMR	Mohali	Chennai	Bhopal
Patna	Ahmedabad/ Gandhi Nagar	Delhi/Nation al Capital Region	Bengaluru	Nagpur
Bhubaneshwar	Jaipur	Lucknow	Hyderabad	Raipur
Ranchi		Jammu	Ernakulam	
Guwahati				

- b. Candidates can provide their preference of up to three centers for the online application. Candidates admitted to the examination will be informed of the time table and place or places of examination. The decision of NPS Trust with regard to assignment of center shall be final and binding on the candidate. No request for change of date/venue/shift/timing etc. by candidate shall be entertained.
- c. Candidates will appear for the examination at an Examination Center at their own risks and expenses. NPS Trust will not make any arrangements for the boarding/lodging of candidates. NPS Trust will not be responsible for any injury or losses etc. of any nature during the course of examination.
- d. Notwithstanding the aforesaid provision, NPS Trust reserves the right to change the centres at its discretion.
- e. The venue for the Interview will be intimated to the candidates who have been declared to be successful in Phase II On-Line examinations by E-mail/post.

IX - APPLICATION FEE / INTIMATION CHARGES (NON-REFUNDABLE)

Category of Applicant	Amount of Fee (Non-Refundable) (in INR)
Unreserved, EWS & OBC	Rs. 1,000/-
SC/ST/PwBD/Women	NIL

1. Candidates can apply for only one post (i.e. either Assistant Manager or Manager) and one stream only. In case of multiple applications, only the last valid (completed) application will be retained and the application fee/ intimation charges paid for the other earlier registration(s) will stand forfeited.

X - GENERAL INSTRUCTIONS

- a. A candidate who is eligible and desires to apply for the above mentioned posts should submit an On-Line application with requisite fee (wherever applicable). No other means/mode of application will be accepted;
- b. Fees sent in any other manner not prescribed in this advertisement and / or the application submitted without depositing the fee would be rejected and no correspondence shall be entertained in this regard.
- c. Candidates should bring all requisite documents satisfying their educational qualification and post-qualification experience (applicable for Grade B and A) at the time of interview.
- d. Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/EWS/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. At the time of the interview, they should also be in possession of all the requisite original certificates in the prescribed format in support of their claim as stipulated for such benefits. NPS Trust reserves the right to call for additional documents from the candidate to validate their claim with regard to eligibility for the post.
- e. Candidates should satisfy themselves about their eligibility for the post/s applied for. Their admission at all the stages of examination for which they are admitted will be purely provisional, subject to their satisfying the prescribed eligibility conditions. Candidates may note that the verification of eligibility conditions of a candidate, with reference to original documents, will be taken up only after the candidate has qualified for the interview.
- f. In case a candidates is not eligible or has knowingly or willfully furnished incorrect or false particulars or suppressed material information, his/ her candidature will be liable to be cancelled at any stage of the selection. In case the candidate qualifies in the selection process and subsequently it is found that he/ she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if appointed, the appointment would be terminated without any notice or compensation;
- g. Outstation candidates called for Interview will be reimbursed single normal AC Three Tier return railway fare for journey by the shortest route from their place of ordinary residence to the place of interview, subject to submission of necessary documentary evidence.
- h. NPS Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date.

- i. In respect of all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination, Interview, in relation to number of vacancies and communication of result, NPS Trust's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. Further, NPS Trust reserves the right to relax any of the requirements for the candidates in deserving cases. NPS Trust also reserves the right to cancel/modify the recruitment process, fully or partly on any grounds;
- j. Canvassing in any form will disqualify the candidate forthwith and no representation shall be entertained in this regard;
- k. Please note that Announcements/ Corrigenda / addenda / notices, etc. (if any), issued in relation to this advertisement, will be published only on NPS Trust's website www.npstrust.org.in;
- l. Any resultant dispute arising out of this advertisement shall be subject to the exclusive jurisdiction of the Courts situated at New Delhi only;
- m. Information pertaining to this recruitment exercise shall be made available under the RTI Act, 2005, and only after the declaration of the final results;
- n. Candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by NPS Trust. The mere fact that an Admit Card has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the NPS Trust or that entries made by the candidate in his/her application for the Phase-I examination have been accepted by the NPS Trust as true and correct. Unless candidature is formally confirmed by the NPS Trust, the same continues to be provisional. The decision of the NPS Trust as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.
- o. In case any dispute arises on account of interpretation in language versions other than English, the English version shall prevail.

XI - NOTE FOR PERSONS WITH BENCHMARK DISABILITIES

Definition of Person with Benchmark Disabilities

Reservation has been provided to Persons with Benchmark Disabilities as per Section 34 of "Rights of Persons with Disabilities Act, 2016". The disabilities specified in the Schedule of Rights of Persons with Disabilities Act, 2016 are as below:

I. Physical Disability:

- A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including:
 - a. "leprosy cured person" means a person who has been cured of leprosy but is suffering from:
 - i. loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - ii. manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

- b. "Cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
 - c. "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
 - d. "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
 - e. "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- B. Visual impairment:
- a. "blindness" means a condition where a person has any of the following conditions, after best correction:
 - i. total absence of sight; or
 - ii. visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
 - iii. limitation of the field of vision subtending an angle of less than 10 degree.
 - b. "low-vision" means a condition where a person has any of the following conditions, namely:
 - i. visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or
 - ii. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
- C. Hearing impairment:
- a. "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;
 - b. "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;
- D. "Speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.
- II. Intellectual disability, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including:
- A. "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
 - B. "Autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
- III. Mental behavior:
- Mental illness means a substantial disorder of thinking, mood, perception,

orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation

which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub-normality of intelligence.

IV. Disability caused due to:

A. chronic neurological conditions, such as:

- a. "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
- b. "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

B. Blood disorder:

- a. "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
- b. "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
- c. "sickle cell disease" means a hemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.

- V. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

XII - GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- a) The candidate will have to arrange his/her own scribe at his/her own cost.
- b) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- c) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- d) The qualification of the scribe should be one step below the qualification of the candidate taking examination. The candidate opting scribe should submit details of the own scribe as per proforma available on NPS Trust website.

- e) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- f) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- g) Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature
- h) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- i) During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(ii) Guidelines for Candidates with locomotor disability and cerebral palsy.

- a) A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates

- a) Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- b) The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

- iv) In addition to the instructions applicable to PwBD candidates (who have disability of 40% or more), following rules will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:

The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma available on NPS Trust website.

XIII - GUIDELINES FOR PERSONS WITH DISABILITIES

- a. A compensatory time of 20 minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) and for Visually Impaired candidates under Low Vision (who suffer from not less than 40% of disability).
- b. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of **20 minutes for every hour** of examination. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.
- c. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No. 16- 110/2003- DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.
The above guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

XIV - PRE-EXAMINATION TRAINING FOR SC/ST/PWBD/OBC/EWS CANDIDATES

NPS Trust will arrange a pre-examination training for SC/ST/PwBD/OBC/EWS candidates depending on the minimum number of applicants as decided by NPST, free of cost at New Delhi. Candidates who desire to avail of the training, may apply separately by email at :

dept-hrd@npstrust.org.in in the following format along with **a scanned copy of the Caste/EWS/PwBD certificate and fee receipt, if applicable**, on or before the last date of submission of online application form.

Sr. No.	Description	Details (Fill in Capital Letters)
1	Name (Including Surname)	
2	Father's/Husband 's Name	
3	Category (SC/ST/PwBD/OBC/EWS)	
4	Caste Name	
5	Designation of Caste/EWS/PwBD Certificate Issuing Authority & Date of Issue	A. Designation: B. Date of Issue:
6	Place of Issue (Village, Tehsil, District and State/Union Territory)	
7	Address for Correspondence of the Candidate with PIN Code	
8	E-mail	
9	Mobile No.	
10	Online Application Registration No.	

11	Date & Transaction No. of e-receipt for payment of application-cum-intimation fee amount (if applicable)	
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- a. While training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc., will have to be borne by the candidate for attending the pre-examination training program at the designated center. Candidates will be required to make their own arrangements for travel, boarding, lodging etc., for the duration of the training.
- b. The pre-examination training may be conducted through on-line mode.
- c. The medium of communication will be English/Hindi.
- d. Candidates will also have to bring an attested copy of their caste certificate and a copy of the registration receipt (application form & fee) on the first day of the training.
- e. The details of the Pre-examination training will be communicated to the candidates only via email.
- f. Depending on the response and the administrative feasibility, the right to cancel the pre-examination training is reserved by NPS Trust. NPS Trust shall not entertain any correspondence in the event of cancellation of the training.
- g. By merely attending the pre-examination training, no candidate acquires any right to be selected in NPS Trust.

XVI - HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only till 05.02.2025 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) **scan their :**
 - **photograph (4.5cm × 3.5cm)**
 - **signature (with black ink)**
 - **left thumb impression (on white paper with black or blue ink)**
 - **a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications.**
- (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (iii) **The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**
- (iv) **The text for the hand written declaration is as follows –**
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”
- (v) **The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)**
- (vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. NPS Trust may send intimation to download**

call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE:

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the **NPS Trust's** website and click on the option "**APPLY ONLINE**" which will open a new screen.
2. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
3. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **COMPLETE REGISTRATION BUTTON**.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
7. Candidates can proceed to fill other details of the Application Form.
8. Click on the Preview Tab to preview and verify the entire application form before '**COMPLETE REGISTRATION**'.
9. Modify details, if required, and click on '**COMPLETE REGISTRATION**' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, **PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE**
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates **PAYMENT FAILURE**. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details . **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

8. To ensure the security of your data, please close the browser window once your transaction is completed.

9. There is facility to print application form containing fee details after payment of fees.

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
 - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).

- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity / quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity / quality.

Note:

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

A. DOWNLOAD OF CALL LETTER

- a. Candidates will have to visit the NPS Trust's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
- b. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

B. CENTRE INSTRUCTIONS:

- a. The examination will be conducted online in venues given in the respective call letters. The addresses of the venue will be mentioned in the call letter. Candidates are required to indicate the preferred test center in the application form. NPS Trust however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, depending upon the response, administrative feasibility, etc.
- b. As far as possible candidates will be allotted to a center of his/her choice. However, NPS Trust, reserves the right to allot the candidate to any center (either within the state or outside the state) other than the one he/she has opted for.
- c. No request for change of center/venue/date/session for Examination shall be entertained.
- d. Choice/s of center/s once exercised by the candidate will be final. If sufficient number of candidates do not opt for a particular center for "Online" examination, NPS Trust reserves the right to allot any other adjacent center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, NPS Trust reserves the right to allot any other center (either within the state or outside the state) to the candidate.
- e. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and NPS Trust will not be responsible for any injury or losses etc., of any nature.

C. IDENTITY VERIFICATION

- a. In the examination hall as well as at the time of group discussion and interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph/ Photo identity proof issued by a People's Representative (MLA/MP) on official letterhead along with photograph/ valid recent Identity Card issued by a recognized College/ University/ Aadhaar card with a photograph/ E-Aadhaar card with a photograph/ Employee ID in original/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification.
- b. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
- c. Ration Card is not a valid ID proof.

Note:

- a. Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Call Letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will NOT be allowed to appear for the on-line examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original. Photo ID should be valid as on the day of the on-line examination.
- b. Candidates reporting late i.e., after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the start time of the test. The candidates may be required to be present at the venue for about 4-5 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.
- c. To complete the identity verification process at the centers, candidates are advised to be at the centers well before the commencement of the examination / interviews.

D. BIOMETRIC DATA – Capturing and Verification

- a. NPS Trust will capture the biometric data (thumb impression) and/or IRIS and the photograph of the candidates on the day of the On-line Examination for the candidates who appear for the examination.
- b. The biometric data and/or IRIS and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
- c. Candidates are requested to take care of the following points in order to ensure a smooth process
 - If fingers are coated (stamped ink/ mehndi/ coloured, etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
 - If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
 - Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
 - If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

E. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- a. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.
- b. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of
 - Using unfair means or Impersonating or procuring impersonation by any person or
 - Misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
 - Resorting to any irregular or improper means in connection with his/her candidature or
 - Obtaining support for his/her candidature by any unfair means or
 - The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - To be disqualified from the examination for which he/she is a candidate.
 - To be debarred, either permanently or for a specified period, from any examination conducted by NPS Trust.
 - For termination of service, if he/she has already joined NPS Trust.

I. GENERAL INFORMATION:

- a. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the NPS Trust in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this examination.
- b. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- c. NPS Trust would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If from the analytical procedure adopted by NPS Trust in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NPS Trust reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- d. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she may not be allowed to appear in any NPS Trust recruitment process in the future. If such instances go undetected during the current

selection process but are detected subsequently, such disqualification will take place with retrospective effect.

- e. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

Notes:

- a. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure that the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. Candidate should not send this printout to the NPS Trust. If the online transaction has been successfully completed, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- b. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc., will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. NPS Trust will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- c. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID.**
- d. **Mobile number specified by them, they may consider that their online application has not been successfully registered.**
- e. An online application which is incomplete **in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.**
- f. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.
- g. NPS Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the NPS Trust.
- h. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- i. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
- j. Helpline: In case of any problem experienced in filling up the form, payment of fees/ intimation charges, queries may be made at : <https://cgrs.ibps.in/>

ANNEXURE I

Syllabus of General Studies - Online Examinations (GRADE A and B)

- Economic and Social Development
- Indian Economy (including Recent Trends, Fiscal and Monetary Policy, Banking, and Infrastructure Development)
- Data and Digital Economy (including Cyber Security and Digital Literacy)
- Innovation in India pertaining to Startups and Entrepreneurship
- Technology (including advancements in AI, Space Technology, and Biotechnology)
- Sustainable Development Goals (SDGs) and Global Initiatives
- Emerging Global Challenges (Energy Security, Water Scarcity, Urbanization, etc.)
- General Issues on Environment, Bio-diversity, and Climate Change
- Ethical Issues in Governance and Public Administration
- International Relations (India's Foreign Policy, Bilateral and Multilateral Relations)
- Social Justice (Welfare Schemes, Inclusive Development, and Rights Movements)

Syllabus of Specialized subjects for Online Examinations (GRADE A and B)

Human Resources Stream

Sl. No.	Topics
1.	Personnel Management: Functions, Job analysis, Job Description, Job Evaluation, Organization Structure, Manpower Planning, Recruitment & Selection, Placement and Induction, Talent Attraction, Selection & Retention;
2.	Principles and Practices of Management
3.	HRM concepts and functions, Performance Management; Career progression, Succession Planning; Strategic HRM, Organisational Behaviour, Leadership, Team Building, Conflict Resolution,
4.	Job Specification, Competency Development, Communication.
5.	Learning & Development, Management Development
6.	Organizational Behavior: Concepts, Importance, Evolution, Group Dynamics, Motivation, Morale, Leadership, Job satisfaction, Organizational Change, Organizational Development, Organizational Climate
7.	Industrial Relations : concept, scope, IR systems, Industrial disputes, Machinery for settlement of industrial disputes, workers participation in management, code of discipline, ILO, Grievance handling and Disciplinary Action.
8.	Labour Legislation: Principles of labour legislation, Implementation machinery, Labour legislation and Indian constitution. Factories Act, 1948, Industrial Disputes Act, 1947, Trade Union Act, 1926, Payment of Gratuity Act, 1972, Contract Labour (Abolition) / Regulation Act, Workmen's Compensations Act, 1923, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Industrial Employment Standing Orders Act, Maternity Benefit Act, 1961, Employees Provident Fund & Misc. Provisions Act, Employees State Insurance Act, NPS.
9.	Right to Information Act, 2005
10.	Sexual Harassment of Women at Work Place (Prevention, Prohibition of Redresses Act.) 2013
11.	The Rights of Persons with Disabilities Act, 2016

Risk Management Stream

- **Economics:** Demand and Supply, Macro Economics, National Income, Public Finance, Determination of output and employment, Investment Function, Multiplier and Accelerator, Demand and Supply for Money, Inflation, Business Cycles, Inflation, Monetary and Fiscal Policy, restrictive v/s accommodating monetary policy, Banking Functions, Tax & Non-Tax Revenue, Direct & Indirect Taxes, Fiscal Balance, Public Debt, Public Budget and Foreign Trade and Balance of Payments, commercial and central banking, process of credit creation, role of central bank in economic development.
- **Financial Institutions and Markets:** Market Model, Market Efficiency, Money/Credit/Capital Markets, Primary Market, Secondary Market, Commodity Markets, Mutual Funds, Derivatives (types, uses and pricing of derivatives), Stock Exchanges, banking and non-banking institutions, Credit Rating Agencies, Pension and Insurance Markets, Foreign Exchange Markets, Role of International Financial Institutions, IMF & World Bank, Role of regulator in financial markets.
- **Statistics and Econometrics:** Measures of Central tendency & dispersions, Correlation, Sampling methods, Sampling Distribution, Hypothesis testing, Regression Analysis, Operation research models, linear programming models in finance/manufacturing, Probability.
- **Commerce & Accountancy:** Accounting as a financial information system, Revenue Recognition, Investments, Cash Flow Statement, Financial statement analysis, Net Asset Value (NAV).
- **Finance:** Ratio analysis, WACC, Capital structure, NPV, IRR, XIRR, CAPM, DCF, Market models, Investment ratios, valuation ratios, market efficiency, sensitivity analysis, scenario analysis
- **Risk Management:** Source and Evaluation of Risks, Risk Management Techniques, Risk Models (VAR, Stress Testing, Scenario Analysis), Credit Risk Management, Enterprise Risk Management, Operational Risk Management, Non- Investment Risk (Reputation, Regulatory, IT, Cyber security, Compliance Risk etc.).

General Stream

A. Commerce & Accountancy

- a) Accounting as a financial information system;
- b) Accounting Standards with specific reference to Accounting for Depreciation, Inventories, Revenue Recognition, Fixed Assets, Foreign Exchange Transactions, Investments.
- c) Cash Flow Statement, Fund flow statement, Financial statement analysis; Ratio analysis;
- d) Accounting for Share Capital Transactions including Bonus Shares, Right Shares.
- e) Employees Stock Option and Buy-Back of Securities.
- f) Preparation and Presentation of Company Final Accounts.

B. Management

- a) Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling;
- b) The Role of a Manager in an Organization. Leadership: The Tasks of a Leader;
- c) Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader.
- d) Human Resource Development: Concept of HRD; Goals of HRD;
- e) Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale.
- f) Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.

C. Finance

1) Financial System of India and World.

- a) Role and Functions of Regulatory bodies in Financial Sector.

2) Financial Markets of India and World.

- a) Primary and Secondary Markets (Forex, Money, Bond, Equity, etc.), functions, instruments, recent developments.

3) General Topics

- a) Basics of Derivatives: Forward, Futures and Swap
- b) Recent Developments in the Financial Sector of India and World.
- c) Financial Inclusion- use of technology
- d) Alternate source of finance, private and social cost-benefit, Public-Private Partnership
- e) Direct and Indirect taxes; Non-tax sources of Revenue, GST, Finance Commission, Fiscal Policy, Fiscal Responsibility and Budget Management Act (FRBM),
- f) Inflation: Definition, trends, estimates, consequences, and remedies (control): WPI, CPI - components and trends.

D. Data Analytics, Statistics

1. Measures of Central tendency & dispersions, Correlation, Sampling methods, Sampling Distribution, Statistical Inferences, Hypothesis testing, Regression Analysis.
2. Data Analytics Overview, Importance of Data Analytics, Types of Data Analytics, Descriptive Analytics, Diagnostic Analytics, Predictive Analytics, Prescriptive Analytics, Benefits of Data Analytics, Data Visualization for Decision Making, Data Types, Measure of central tendency, Measures of Dispersion, Graphical Techniques, Skewness & Kurtosis, Box Plot, Descriptive Stats, Sampling Funnel, Sampling Variation, Central Limit Theorem, Confidence interval.

E. Companies Act, Indian Trusts Act,

The Companies Act, 2013 – Specific reference to Chapter III, Chapter IV, Chapter VIII, Chapter X, Chapter XI, Chapter XII and Chapter XXVII.

The Indian Trusts Act.

F. Economics

- a) Demand and Supply, Market Structures, National Income: Concepts and Measurement, Classical & Keynesian Approach Determination of output and employment, Consumption Function, Investment Function, Multiplier and Accelerator, Demand and Supply for Money, IS – LM, Inflation and Phillips Curve, Business Cycles
- b) Balance of Payments, Foreign Exchange Markets, Inflation, Monetary and Fiscal Policy, Non-banking Financial Institutions.

G. Pension Sector of India and World.

- a) Status of pension sector in India
- b) Different types of retirement schemes in India and their features
- c) National Pension System
- d) Atal Pension Yojana
- e) Annuity Plans
- f) Basics of investment decision making & portfolio management

Annexure II

(Certificate to be furnished by the Employer/ Head of Office / Competent Authority on Original Letterhead)

NO OBJECTION CERTIFICATE

This is to certify that Shri/ Ms. _____ son/daughter/wife/widow of _____ is working in this organisation/ institution as _____ since _____ and this organisation/ institution has no objection to his/her applying for the post of Officer Grade 'B' (Manager)/ Officer Grade 'A' (Assistant Manager) in NPS Trust.

Place:

Date:

Signature

Name and Designation:

Tel. No. and Email:

Office Seal

List of Enclosures (If Any):



राष्ट्रीय पेंशन प्रणाली न्यास (एनपीएस न्यास)

बी-302, टावर-बी, तृतीय तल, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110029

वेबसाइट : www.npstrust.org.in

विज्ञापन संख्या: 05/2025

दिनांक : 16.01.2025

एनपीएस न्यास में अधिकारी ग्रेड बी (प्रबंधक) और अधिकारी ग्रेड ए (सहायक प्रबंधक) के पदों पर सीधी भर्ती

I - याद रखने योग्य महत्वपूर्ण तिथियाँ

अधिकारी ग्रेड बी (प्रबंधक) और अधिकारी ग्रेड ए (सहायक प्रबंधक)

गतिविधि	महत्वपूर्ण तिथियाँ
ऑन-लाइन आवेदन और शुल्क का भुगतान www.npstrust.org.in पर लिंक करें	16.01.2025 से 05.02.2025 तक
एनपीएस न्यास वेबसाइट पर कॉल लेटर की उपलब्धता (ऑन-लाइन परीक्षा के लिए)	ई-मेल/एसएमएस द्वारा सूचित किया जाएगा।
ऑन-लाइन परीक्षा (चरण I और चरण II)	25.02.2025
साक्षात्कार (चरण III)	इसके बारे में जानकारी ईमेल/पोस्ट द्वारा सूचित की जाएगी (केवल चरण II में सफल उम्मीदवारों के लिए) और एनपीएस न्यास की वेबसाइट www.npstrust.org.in पर होस्ट की जाएगी।

एनपीएस न्यास तारीखों में बदलाव करने का अधिकार सुरक्षित रखता है। तारीखों में कोई भी बदलाव केवल एनपीएस न्यास की वेबसाइट www.npstrust.org.in पर अपलोड किया जाएगा

राष्ट्रीय पेंशन प्रणाली न्यास (एनपीएस न्यास/न्यास) की स्थापना राष्ट्रीय पेंशन प्रणाली (एनपीएस) के तहत संपत्तियों और निधियों की देखभाल के लिए 1882 के भारतीय न्यास अधिनियम के प्रावधानों के अनुसार पेंशन निधि विनियामक और विकास प्राधिकरण (पीएफआरडीए/प्राधिकरण) द्वारा की गई है और अभिदाताओं के हित में पीएफआरडीए द्वारा अधिकृत अन्य योजनाएं भी शामिल है। एनपीएस न्यास की शक्तियां, कार्य और कर्तव्य दिनांक 27.02.2008 के न्यास विलेख के प्रावधानों के अतिरिक्त, पीएफआरडीए (राष्ट्रीय पेंशन प्रणाली न्यास) विनियम 2015 और उसके बाद के संशोधनों के तहत निर्धारित किए गए हैं। एनपीएस न्यास, एनपीएस मध्यस्थों यथा पेंशन फंड, न्यासी बैंक, कस्टोडियन, केंद्रीय रिकॉर्डकीपिंग एजेंसियां (शिकायतों और निकास व आहरण के संबंध में) की परिचालन और कार्यात्मक गतिविधियों की निगरानी के लिए दायित्वपूर्ण है और अभिदाताओं के हितों की रक्षा के लिए पीएफआरडीए द्वारा अधिकृत और निर्देशित है।

एनपीएस न्यास का मुख्यालय नई दिल्ली में है। एनपीएस न्यास भविष्य में आवश्यकता के अनुसार देश के अन्य हिस्सों में भी अपने कार्यालय खोल सकता है।

एनपीएस न्यास **सीधी भर्ती** के आधार पर विभिन्न शाखाओं में **अधिकारी ग्रेड बी (प्रबंधक) और अधिकारी ग्रेड ए (सहायक प्रबंधक)** के पदों को भरने के लिए पात्र भारतीय नागरिकों से आवेदन आमंत्रित करता है। एनपीएस न्यास अपने विवेक के आधार पर पदों को बढ़ाने या घटाने, भरने या न भरने या पूर्ण या आंशिक रूप से संशोधित करने या किसी भी स्तर पर भर्ती प्रक्रिया को समाप्त करने का अधिकार सुरक्षित रखता है और तदनुसार, आवेदकों को आगे भाग लेने या चयन प्रक्रिया या इस संबंध में कोई दावा का कोई अधिकार नहीं होगा।

II - रिक्तियों का विवरण

ग्रेड	शाखा	पदों की संख्या						इनमें से दिव्यांग जन के लिए	वेतनमान
		सामान्य	ओबीसी	एससी	एसटी	ईडब्ल्यूएस	कुल		
ग्रेड ए (सहायक प्रबंधक)	सामान्य	4	4	3	0	1	12	-	44500 - 2500 (4) - 54500 - 2850 (7) -74450 - ईबी - 2850 (4) - 85850 - 3300(1)-89150 (17 वर्ष)
	जोखिम प्रबंधन	1	0	0	0	0	1	-	44500 - 2500 (4) - 54500 - 2850 (7) -74450 - ईबी - 2850 (4) - 85850 - 3300(1)-89150 (17 वर्ष)
रिक्तियों की कुल संख्या							13	-	
ग्रेड बी (प्रबंधक)	सामान्य	1	1	1	0	1	4		55200 - 2850 (9) - 80850 - EB - 2850(2) - 86550 - 3300 (4) - 99750 (16 वर्ष)
	मानव संसाधन	1	0	0	0	0	1	-	55200 - 2850 (9) - 80850 - EB - 2850(2) - 86550 - 3300 (4) - 99750 (16 वर्ष)
	जोखिम प्रबंधन	1	0	0	0	0	1	-	55200 - 2850 (9) - 80850 - EB - 2850(2) - 86550 - 3300 (4) - 99750 (16 वर्ष)
रिक्तियों की कुल संख्या							6		

संक्षिप्त रूप: एससी: अनुसूचित जाति, एसटी: अनुसूचित जनजाति, ओबीसी: अन्य पिछड़ा वर्ग, ईडब्ल्यूएस: आर्थिक रूप से कमजोर वर्ग यूआर/सामान्य: अनारक्षित/सामान्य, पीडब्ल्यूबीडी: बेंचमार्क विकलांग व्यक्ति।

III - पात्रता मापदंड

क्रमांक	शाखा	उम्र	योग्यता	अनुभव
ग्रेड बी (प्रबंधक)				
1	सामान्य	25 से 33 वर्ष	Full time Post-Graduation in any discipline / CA/ CFA/ CS/ FRM (or equivalent)/ CMA/ MBA / PGDBA /PGPM/ PGDM/ from an Indian University/ Institute recognized by AICTE/UGC/Government.	Minimum 4 years of post-qualification experience in officer cadre in areas relating to pension / financial sector/ special knowledge/ experience in law, finance, economics, accountancy, statistics, Administration or any other discipline considered useful to the Trust
2	मानव संसाधन	25 से 33 वर्ष	Full time MBA /Master's degree/ Post Graduate degree/ Diploma (at least for 02 years full time) in Personnel Management & Industrial Relations or Human Resource Management and equivalent. The educational qualifications shall be from Institutes recognized by AICTE/UGC/Government.	Candidates should possess minimum 4 years post qualification experience in officer cadre in handling various activities and functions of HR, preferably in Government/ Public Sector.
3	जोखिम प्रबंधन	25 से 33 वर्ष	Full time Post Graduate Degree in Finance / Commerce / Economics / Statistics /Econometrics / Mathematics / Mathematical Statistics / CA/ CFA/ FRM (or equivalent)/ CMA/ MBA / PGDBA /PGPM / PGDM/ from an Indian University/ Institute recognized by AICTE/UGC/Government. <u>Desirable:</u> Diploma in Data Science, Data Analytics or Data Statistics, Business Analytics.	Minimum 4 years of post-qualification experience in officer cadre in areas relating to pension/ financial sector, special knowledge/experience in Investment Management /Treasury Management /Risk Management.
ग्रेड ए (सहायक प्रबंधक)				
1.	सामान्य	21 से 30 वर्ष	Full time Graduation/ Post-Graduation in any discipline / CA/ CFA/ CS/	शून्य

क्रमांक	शाखा	उम्र	योग्यता	अनुभव
			FRM (or equivalent)/ CMA/ MBA / PGDBA /PGPM / PGDM/ from an Indian University/ Institute recognized by AICTE/UGC/Government	
2.	जोखिम प्रबंधन	21 से 30 वर्ष	Full time Post Graduate Degree in Finance / Commerce / Economics / Statistics /Econometrics / Mathematics / Mathematical Statistics / CA/ CFA/ FRM (or equivalent)/ CMA/ MBA / PGDBA/ PGPM / PGDM/ from an Indian University/ Institute recognized by AICTE/UGC/Government. <u>Desirable:</u> Diploma in Data Science, Data Analytics or Data Statistics, Business Analytics.	Minimum 2 years of post-qualification experience in areas relating to pension/ financial sector, special knowledge/experience in Investment Management /Treasury Management /Risk Management.

*अभ्यर्थी योग्यताओं पर आगामी स्पष्टीकरण के लिए IV-महत्वपूर्ण नोट्स के बिन्दु संख्या 5 का संदर्भ ले सकते हैं।

III – महत्वपूर्ण लेख

1. उम्मीदवारों से अपेक्षा की जाती है कि वे कंप्यूटर साक्षर हों और एमएस-ऑफिस (वर्ड और एक्सेल) अनुप्रयोगों से परिचित हों।
2. अभ्यर्थी केवल एक पद (अर्थात् सहायक प्रबंधक या प्रबंधक) और केवल एक शाखा के लिए आवेदन कर सकते हैं।
3. एक से अधिक आवेदनों के मामले में, केवल अंतिम वैध (पूर्ण) आवेदन ही रखा जाएगा तथा अन्य पूर्व पंजीकरणों के लिए भुगतान किया गया आवेदन शुल्क/सूचना प्रभार जब्त कर लिया जाएगा।
4. भर्ती किए गए अधिकारियों को एनपीएस न्यास की आवश्यकता के अनुसार एनपीएस न्यास के विभिन्न विभागों में तैनात किया जा सकता है, भले ही उनकी शाखा कुछ भी हो।
5. उम्मीदवार के पास भारत की केंद्रीय या राज्य विधानमंडल के अधिनियम द्वारा निगमित विश्वविद्यालयों या संसद के अधिनियम द्वारा स्थापित अन्य शैक्षणिक संस्थान या विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा -3 के तहत सम विश्वविद्यालय के रूप में घोषित संस्थानों या भारतीय विश्वविद्यालय संघ द्वारा मान्यता प्राप्त किसी एक विदेशी विश्वविद्यालय में समकक्ष की डिग्री होनी चाहिए। जीआरएपी से एफआरएम और सीएफए संस्थान से सीएफए पर भी विचार किया जाएगा।
6. परीक्षा उत्तीर्ण करने की तारीख विश्वविद्यालय/संस्थान द्वारा जारी मार्कशीट या अनंतिम प्रमाण पत्र पर अंकित तारीख होनी चाहिए। यदि किसी विशेष परीक्षा का परिणाम विश्वविद्यालय/संस्थान की वेबसाइट पर पोस्ट किया जाता है, तो विश्वविद्यालय/संस्थान के उपयुक्त प्राधिकारी द्वारा जारी एक प्रमाण पत्र जिसमें उस तारीख को दर्शाया गया हो जिस दिन परिणाम वेबसाइट पर पोस्ट किया गया था, को परीक्षा की तारीख माना जाएगा।
7. उम्मीदवार की आयु 31.12.2024 को संबंधित पद के लिए निर्धारित आयु सीमा से अधिक नहीं होनी चाहिए। हालाँकि, निर्धारित ऊपरी आयु-सीमा में निम्नानुसार छूट दी जाएगी:
 - क) अनुसूचित जाति या अनुसूचित जनजाति के उम्मीदवारों के लिए अधिकतम 5 (पांच) वर्ष तक की छूट, यदि पद उनके लिए आरक्षित हैं;
 - ख) अन्य पिछड़ा वर्ग के उम्मीदवारों के मामले में अधिकतम 3 (तीन) वर्ष तक की छूट, जो ऐसे उम्मीदवारों पर लागू आरक्षण का लाभ उठाने के पात्र हैं यदि पद उनके लिए आरक्षित हैं;
 - ग) बेंचमार्क विकलांगता (पीडब्ल्यूबीडी) वाले उम्मीदवारों के लिए 10 (दस) वर्ष की छूट लागू होगी, चाहे पद आरक्षित हो या नहीं। जहां रिक्तियां ओबीसी उम्मीदवारों के लिए आरक्षित हैं, वहां पीडब्ल्यूबीडी (ओबीसी) उम्मीदवारों के लिए 13 (तेरह) वर्ष की छूट लागू है। पीडब्ल्यूबीडी (एससी /एसटी) उम्मीदवारों के लिए 15 (पंद्रह) वर्ष की छूट जहां रिक्तियां एससी /एसटी उम्मीदवारों के लिए आरक्षित हैं।
 - घ) भूतपूर्व सैनिकों के लिए 5 (पांच) वर्ष की छूट। भूतपूर्व सैनिकों में आपातकालीन आयोग अधिकारी/अल्प-सेवा आयोग अधिकारी शामिल हैं, जिन्होंने कम से कम पांच साल की निरंतर सैन्य सेवा प्रदान की है और उन्हें कार्य-निष्पादन के पूर्ण होने पर रिहा कर दिया गया है (उन लोगों सहित जिनका कार्य-निष्पादन 31.12.2024 से एक वर्ष के भीतर पूरा होने वाला है) क) अन्यथा कदाचार या अकुशलता के कारण बर्खास्तगी या बर्खास्तगी के माध्यम से या ख) सैन्य सेवा के कारण शारीरिक विकलांगता के कारण या ग) अमान्यता पर। आपातकालीन आयोग अधिकारी/ अल्प-सेवा आयोग अधिकारी जिन्होंने सैन्य सेवा के पांच साल के कार्य-निष्पादन की प्रारंभिक अवधि पूरी कर ली है, लेकिन जिनका कार्यभार पांच साल से अधिक बढ़ा दिया गया है और जिनके मामले में रक्षा मंत्रालय प्रमाण पत्र जारी करता है कि उन्हें नियुक्ति का प्रस्ताव प्राप्त होने की तारीख से तीन महीने के भीतर चयन पर रिहा कर दिया जाएगा।
 - ड.) अनुसूचित जाति और अनुसूचित जनजाति और अन्य पिछड़ा वर्ग से संबंधित उम्मीदवार जो पीडब्ल्यूबीडी और पूर्व सैनिकों की श्रेणी में आते हैं, संचयी आयु-छूट के अनुदान के लिए पात्र होंगे।
 - च) यदि किसी भी स्तर पर उम्मीदवार द्वारा प्रस्तुत विवरण गलत पाया जाता है, तो उनकी उम्मीदवारी रद्द की जा सकती है और इस संबंध में उनके खिलाफ उचित कार्रवाई की जा सकती है।

8. 'क्रीमी लेयर' में आने वाले ओबीसी उम्मीदवार ओबीसी आरक्षण के हकदार नहीं हैं। उन्हें अपनी श्रेणी 'सामान्य (GEN)' के रूप में दर्शानी चाहिए। उक्त श्रेणी के तहत आरक्षण का दावा करने वाले ओबीसी उम्मीदवारों को वित्तीय वर्ष (FY) 2023-2024, 2022-2023 और 2021-2022 के लिए आय के आधार पर ओबीसी (गैर-क्रीमी लेयर) प्रमाण पत्र प्रस्तुत करना होगा और 01 अप्रैल, 2024 (वित्त वर्ष 2023-24 के पूरा होने के बाद) को या उसके बाद जारी किया जाना चाहिए, लेकिन पदों के लिए आवेदन की अंतिम तिथि से बाद में नहीं हो। पदों के लिए आवेदन की अंतिम तिथि को या उससे पहले आरक्षण का लाभ उठाने के अपने दावे के समर्थन में उम्मीदवार के पास निर्धारित प्रारूप में अपेक्षित ओबीसी प्रमाण पत्र होना चाहिए।

9. जहां अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग श्रेणी के उम्मीदवारों के लिए कोई रिक्ति आरक्षित नहीं है, ऐसे उम्मीदवार अभी भी आवेदन कर सकते हैं। तथापि, वे पैरा 7 में उल्लिखित किसी भी छूट के लिए पात्र नहीं होंगे।

10. अनुसूचित जाति/अनुसूचित जनजाति/दिव्यांग उम्मीदवारों को आवेदन शुल्क के भुगतान से छूट दी गई है, भले ही उनके लिए कोई रिक्ति आरक्षित न हो।

11. एससी/एसटी/ओबीसी/पीडब्ल्यूबीडी/ईडब्ल्यूएस उम्मीदवारों के पास भारत सरकार द्वारा निर्धारित प्रारूप में सक्षम प्राधिकारी द्वारा जारी नवीनतम प्रमाण पत्र होना चाहिए (प्रारूप एनपीएस न्यास की वेबसाइट पर उपलब्ध है)।

12. भर्ती में आर्थिक रूप से कमजोर वर्गों (ईडब्ल्यूएस) के लिए आरक्षण कार्मिक और प्रशिक्षण विभाग, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, भारत सरकार के 31 जनवरी, 2019 के कार्यालय ज्ञापन संख्या 36039/1/2019-स्था. (आरईएस) द्वारा अधिशासित है।

अस्वीकरण: "ईडब्ल्यूएस की रिक्तियां अनंतिम हैं और भारत सरकार के आगे के निर्देशों और किसी मुकदमे के परिणाम के अधीन हैं। नियुक्ति अनंतिम है और उचित चैनलों के माध्यम से आय और संपत्ति प्रमाण पत्र के सत्यापन के अधीन है"। ईडब्ल्यूएस श्रेणी के तहत आरक्षण का लाभ वित्तीय वर्ष 2023-24 के लिए भारत सरकार द्वारा निर्धारित प्रारूप में सक्षम प्राधिकारी द्वारा जारी "आय और संपत्ति प्रमाण पत्र" के उत्पादन पर लिया जा सकता है और वर्ष 2024-25 के लिए वैध है। पदों के लिए आवेदन की अंतिम तिथि तक अभ्यर्थी के पास आरक्षण का लाभ उठाने के अपने दावे के समर्थन में निर्धारित प्रारूप में अपेक्षित आय और संपत्ति प्रमाण पत्र होना चाहिए।

13) बेंचमार्क विकलांगता वाले व्यक्ति (पीडब्ल्यूबीडी):

क) निर्दिष्ट विकलांगताएँ हैं:

i) अंधापन और कम दृष्टि

ii) बहरा और सुनने में कठिनाई

iii. सेरेब्रल पाल्सी, लेपरोसी क्यूरड, बौनापन, एसिड अटैक पीड़ित और मस्क्युलर डिस्ट्रॉफी सहित लोकोमोटर विकलांगता,

iv. ऑटिज़्म, बौद्धिक विकलांगता, विशिष्ट सीखने की विकलांगता और मानसिक बीमारी,

v. एकाधिक विकलांगताएं और

vi. अन्य विकलांगताएं (अधिनियम, 2016 के विकलांग व्यक्तियों के अधिकार अनुसार)

ख) पीडब्ल्यूबीडी उम्मीदवार किसी भी श्रेणी (यानी सामान्य /एससी/एसटी/ओबीसी/ईडब्ल्यूएस) से संबंधित हो सकते हैं और वे आयु में छूट के पात्र होंगे। पीडब्ल्यूबीडी के लिए आरक्षण क्षैतिज है और पदों की कुल रिक्तियों के भीतर है।

ग) पीडब्ल्यूबीडी का अर्थ है एक निर्दिष्ट बेंचमार्क विकलांगता का चालीस प्रतिशत से कम नहीं वाला व्यक्ति, जहां निर्दिष्ट विकलांगता को मापने योग्य शर्तों में परिभाषित नहीं किया गया है और सामान्य / एससी / एसटी / ओबीसी / ईडब्ल्यूएस श्रेणी में आवेदन करने के लिए पात्र हैं। वे लागू शुल्क में रियायत के पात्र होंगे।

घ) पीडब्ल्यूबीडी के लिए आरक्षण, यदि कोई हो, "विकलांग व्यक्तियों के अधिकार अधिनियम, 2016" की धारा 34 के अनुसार होगा।

V – चयन की प्रक्रिया

1. अधिकारी ग्रेड बी (प्रबंधक) और अधिकारी ग्रेड ए (सहायक प्रबंधक):

चयन की प्रक्रिया तीन चरणों में होगी, अर्थात् चरण I (ऑनलाइन परीक्षा जिसमें 120 अंकों का एक पेपर शामिल होगा), चरण II (ऑन-लाइन परीक्षा जिसमें प्रत्येक 100 अंकों के दो पेपर शामिल होंगे) और चरण III (साक्षात्कार)। तीनों चरणों में से प्रत्येक का विवरण नीचे दिया गया है:

क) चरण I (ऑन-लाइन परीक्षा):

120 अंकों का एक पेपर ऑनलाइन परीक्षा के रूप में आयोजित किया जाएगा। इस पेपर के लिए विषय-वस्तु/विषयों का कवरेज इस प्रकार है:

पेपर	शाखा	विषय	अधिकतम अंक	अवधि (मिनट में)
पेपर 1	सामान्य शाखा	निम्नलिखित विषयों पर बहुविकल्पीय प्रश्न जैसे सामान्य जागरूकता (आसान से मध्यम कठिनाई स्तर के वित्तीय क्षेत्र से संबंधित विषयों से कुछ प्रश्न सहित), अंग्रेजी भाषा, मात्रात्मक योग्यता, तर्क और विश्लेषणात्मक कौशल, वाणिज्य, लेखा, प्रबंधन, वित्त, डेटा विश्लेषण, सांख्यिकी, कंपनी अधिनियम 2013 और भारतीय न्यास अधिनियम, अर्थशास्त्र और पेंशन क्षेत्र	120	90
पेपर 1	जोखिम प्रबंधन, मानव संसाधन	विषयों पर बहुविकल्पीय प्रश्न जैसे सामान्य जागरूकता (आसान से मध्यम कठिनाई स्तर के वित्तीय क्षेत्र से संबंधित कुछ प्रश्न सहित), अंग्रेजी भाषा, मात्रात्मक योग्यता, तर्क और विश्लेषणात्मक कौशल, शाखा से संबंधित विशेष विषय पर प्रश्न	120	90

पेपर की संरचना (ऑन-लाइन परीक्षा) निम्नानुसार है:

शाखा	अनुभाग	प्रश्नों की संख्या	अधिकतम अंक	अवधि (मिनट में)
सामान्य शाखा	अंग्रेजी भाषा	25	25	90
	तर्क और विश्लेषणात्मक कौशल का परीक्षण	25	25	
	वाणिज्य, लेखा, प्रबंधन, वित्त, डेटा विश्लेषण, सांख्यिकी, कंपनी अधिनियम, भारतीय न्यास अधिनियम, अर्थशास्त्र और पेंशन क्षेत्र	25	25	
	मात्रात्मक योग्यता	25	25	
	सामान्य जागरूकता (वित्तीय क्षेत्र से संबंधित कुछ प्रश्न सहित)	20	20	
	कुल योग		120	

शाखा	अनुभाग	प्रश्नों की संख्या	अधिकतम अंक	अवधि (मिनट में)
जोखिम प्रबंधन, मानव संसाधन	अंग्रेजी भाषा	25	25	90
	तर्क और विश्लेषणात्मक कौशल का परीक्षण	25	25	
	शाखा से संबंधित विशेष विषय	25	25	
	मात्रात्मक योग्यता	25	25	
	सामान्य जागरूकता (वित्तीय क्षेत्र से संबंधित कुछ प्रश्न सहित)	20	20	
	कुल योग	120	120	

- क) चरण I ऑनलाइन परीक्षा एक ही शिफ्ट में आयोजित की जाएगी। परीक्षा द्विभाषी (हिंदी और अंग्रेजी) होगी, अंग्रेजी भाषा की परीक्षा को छोड़कर जो केवल अंग्रेजी में होगी।
- ख) चरण I और चरण II की परीक्षाएं एक ही दिन आयोजित की जाएंगी।
- ग) उम्मीदवारों को चरण I परीक्षा में प्रत्येक सेक्शन में अलग-अलग कट-ऑफ और कुल कट-ऑफ अंक (एनपीएस न्यास द्वारा निर्धारित) प्राप्त करने की आवश्यकता होगी ताकि उनके चरण II पेपर का मूल्यांकन किया जा सके।
- घ) चरण I में गलत उत्तरों को चिह्नित करने के लिए नकारात्मक अंकन (प्रश्न को दिए गए अंकों का 1/4) होगा।

चरण II (ऑन-लाइन परीक्षा):

प्रत्येक 100 अंकों के दो पेपर वाली एक ऑनलाइन परीक्षा आयोजित की जाएगी। पेपर इस प्रकार होंगे:

शाखा	पेपर	विषय	अधिकतम अंक	अवधि
सभी शाखा	पेपर 1	अंग्रेजी एवं सामान्य अध्ययन (वर्णनात्मक परीक्षण)	100	60 मिनट
जोखिम प्रबंधन, मानव संसाधन	पेपर 2	शाखा से संबंधित विशेष विषय पर बहुविकल्पीय प्रश्न।	100	40 मिनट
सामान्य शाखा	पेपर 2	वाणिज्य, लेखा, प्रबंधन, वित्त, डेटा विश्लेषण, सांख्यिकी, कंपनी अधिनियम, भारतीय न्यास अधिनियम, अर्थशास्त्र और पेंशन क्षेत्र विषयों पर बहुविकल्पीय प्रश्न	100	40 मिनट

महत्वपूर्ण लेख:

क) चरण II के पेपर 2 में गलत उत्तरों को चिह्नित करने के लिए नकारात्मक अंकन (प्रश्न को दिए गए अंकों का 1/4) होगा।

ख) चरण II के पेपर 1 और पेपर 2 के लिए न्यूनतम कट-ऑफ होगी। उम्मीदवारों को चरण III के लिए शॉर्टलिस्ट होने के लिए प्रत्येक पेपर में अलग-अलग कट-ऑफ के साथ-साथ चरण II परीक्षा में कुल कट-ऑफ अंक प्राप्त करने की आवश्यकता होगी (जैसा कि एनपीएस न्यास द्वारा तय किया गया है)। चरण III (साक्षात्कार) के लिए उम्मीदवारों को शॉर्टलिस्ट करने के लिए विभिन्न शाखा के लिए कट ऑफ अंक रिक्रितियों की संख्या (जैसा कि एनपीएस न्यास द्वारा तय किया गया है) के संबंध में होंगे;

ग) ऊपर बताए गए मानदंडों के अधीन, उम्मीदवारों को चरण III यानी साक्षात्कार के लिए योग्यता के क्रम में रिक्रितियों की संख्या के संबंध में शॉर्टलिस्ट किया जाएगा। साक्षात्कार के लिए शॉर्टलिस्ट किए गए उम्मीदवारों की सूची एनपीएस न्यास की वेबसाइट पर उपलब्ध कराई जाएगी।

घ) सभी प्रश्न पत्र (दोनों चरणों में, अंग्रेजी और सामान्य अध्ययन की परीक्षा को छोड़कर) हिंदी और अंग्रेजी में द्विभाषी रूप में तैयार किए जाएंगे।

ख) चरण III (साक्षात्कार):

केवल शॉर्टलिस्ट किए गए उम्मीदवारों को साक्षात्कार के लिए बुलाया जाएगा। उम्मीदवार हिंदी या अंग्रेजी में साक्षात्कार का विकल्प चुन सकते हैं।

पद के लिए विचार किए जाने हेतु उम्मीदवारों को चरण III (साक्षात्कार) में न्यूनतम कट-ऑफ स्कोर प्राप्त करना होगा। इस संबंध में कट-ऑफ एनपीएस न्यास द्वारा अपने विवेकानुसार तय किया जाएगा।

महत्वपूर्ण लेख:

क) चयन के लिए अंतिम योग्यता सूची तैयार करते समय निम्नलिखित वेटेज लागू किया जाएगा। (सभी शाखा)

विवरण	वेटेज (% में)
चरण II की ऑनलाइन परीक्षा में प्राप्त अंक	50%
साक्षात्कार में प्राप्त अंक	50%

क) किसी भी परिस्थिति में आवेदन शुल्क किसी भी उम्मीदवार को वापस नहीं किया जाएगा।

ख) अभ्यर्थी केवल एक पद (अर्थात् सहायक प्रबंधक या प्रबंधक) और केवल एक शाखा के लिए आवेदन कर सकते हैं।

ग) यदि उचित समझा जाए तो एनपीएस न्यास चयन प्रक्रिया को पूर्ण या आंशिक रूप से संशोधित करने का अधिकार सुरक्षित रखता है।

घ) उम्मीदवारों को अनुभव प्रमाण पत्र, शैक्षिक प्रमाण पत्र, आरक्षण / विकलांगता प्रमाण पत्र, यदि वे पहले से ही सरकारी / अर्ध-सरकारी संगठनों और सार्वजनिक क्षेत्र के बैंकों / उपक्रमों आदि की सेवा में हैं, तो अपने नियोक्ता से अनापत्ति प्रमाण पत्र (एनओसी) साक्षात्कार के समय इसकी स्वप्रमाणित प्रतियां मूल रूप में लाना चाहिए (अनुलग्नक II के अनुसार)।

VI - वेतन और भत्ते

ग्रेड	वेतन और भत्ते
ग्रेड बी (प्रबंधक)	<p>क) वेतन: ग्रेड बी में अधिकारियों का वेतनमान रु 55200 - 2850 (9) - 80850 - ईबी - 2850(2) - 86550 - 3300 (4) - 99750 (16 वर्ष)। वर्तमान में, सकल पारिश्रमिक में राष्ट्रीय पेंशन प्रणाली (एनपीएस), ग्रेड भत्ता, विशेष भत्ता, महंगाई भत्ता, स्थानीय प्रतिपूरक भत्ता, आवास भत्ता, शिक्षण भत्ता और विशेष ग्रेड भत्ता के लिए एनपीएस न्यास का अंशदान शामिल है।</p> <p>ख) लाभ: अन्य लाभों में शामिल: अवकाश किराया रियायत, चिकित्सा व्यय (अस्पताल में भर्ती और बाह्य चिकित्सा परामर्श), व्यक्तिगत दुर्घटना बीमा, नेत्र अपवर्तन/चश्मे की लागत, शिक्षा भत्ता, ज्ञान अद्यतन भत्ता ब्रीफकेस, वाहन व्यय, मकान सफाई भत्ता, स्टाफ फर्निशिंग योजना, कंप्यूटर खरीदने की योजना और अन्य सभी लाभ जो एनपीएस न्यास में अधिकारी ग्रेड बी के लिए स्वीकार्य हैं।</p> <p>ग) सीटीसी: वेतनमान की शुरुआत में अधिकारी ग्रेड बी के पद के लिए वेतन और लाभ सहित कुल सीटीसी लगभग रु. 35 लाख प्रति वर्ष होगी।</p>
ग्रेड ए (सहायक प्रबंधक)	<p>क) वेतन: ग्रेड ए में अधिकारियों का वेतनमान रु 44500 - 2500 (4) - 54500 - 2850 (7) - 74450 - ईबी - 2850 (4) - 85850-3300(1)-89150 (17 वर्ष)। वर्तमान में, सकल पारिश्रमिक में राष्ट्रीय पेंशन प्रणाली (एनपीएस), ग्रेड भत्ता, विशेष भत्ता, महंगाई भत्ता, स्थानीय प्रतिपूरक भत्ता, आवास भत्ता, शिक्षण भत्ता और विशेष ग्रेड भत्ता के लिए एनपीएस न्यास का अंशदान शामिल है।</p> <p>ख) लाभ: अन्य लाभों में शामिल : अवकाश किराया रियायत, चिकित्सा व्यय (अस्पताल में भर्ती और बाह्य चिकित्सा परामर्श), व्यक्तिगत दुर्घटना बीमा, नेत्र अपवर्तन/चश्मे की लागत, शिक्षा भत्ता, ज्ञान अद्यतन भत्ता ब्रीफकेस, वाहन व्यय, मकान सफाई भत्ता, स्टाफ फर्निशिंग योजना, कंप्यूटर खरीदने की योजना और अन्य सभी लाभ जो एनपीएस न्यास में अधिकारी ग्रेड ए के लिए स्वीकार्य हैं।</p> <p>ग) सीटीसी: वेतनमान की शुरुआत में अधिकारी ग्रेड ए के पद के लिए वेतन और लाभ सहित कुल सीटीसी लगभग रु. 30 लाख प्रति वर्ष होगी।</p>

VII सेवा शर्तें:

क) **परिवीक्षा:** अधिकारी ग्रेड बी (प्रबंधक) और अधिकारी ग्रेड ए (सहायक प्रबंधक) के पद के लिए भर्ती किए गए सफल उम्मीदवारों को कार्यभार ग्रहण करने की तिथि में लागू एनपीएस न्यास सेवा नियमों के तहत निर्धारित परिवीक्षा के अनुरूप है। सक्षम प्राधिकारी के विवेक पर असंतोषजनक कार्य-निष्पादन के लिए परिवीक्षा अवधि बढ़ाई जा सकती है। संतोषजनक कार्य-निष्पादन, क्रेडेंशियल्स और पूर्ववृत्त के सत्यापन के अधीन उम्मीदवारों को एनपीएस न्यास की सेवाओं में पुष्टि के लिए विचार किया जाएगा जिसमें अनुभव, जाति/जनजाति/वर्ग/विकलांगता के सत्यापन (केवल आरक्षित श्रेणी के उम्मीदवारों के लिए) आदि के संबंध में पिछले नियोक्ताओं से संतोषजनक रिपोर्ट और एनपीएस न्यास में सक्षम प्राधिकारी के विवेकाधीन इत्यादि शामिल होगा। एनपीएस न्यास में उसकी सेवाओं की पुष्टि होने तक उम्मीदवार की उम्मीदवारी अनंतिम रहेगी। भर्ती किए गए उम्मीदवार की सेवाएं एनपीएस न्यास कर्मचारी सेवा नियम और समय-समय पर किए गए संशोधनों द्वारा शासित होंगी।

- ख) **तैनाती:** तैनाती नई दिल्ली में है। तथापि, भर्ती किए गए अधिकारी को भारत में किसी भी स्थान पर स्थानांतरित किया जा सकता है जहां एनपीएस न्यास भविष्य में अपने कार्यालय खोल सकता है और उसे एनपीएस न्यास में किसी भी विभाग में तैनात किया जा सकता है, चाहे वह किसी भी शाखा से संबंध रखता हो।
- ग) भर्ती किए गए उम्मीदवार की सेवाएं एनपीएस न्यास कर्मचारी सेवा नियमों और समय-समय पर इसके संशोधनों द्वारा शासित होंगी।

VIII - परीक्षा केंद्र

क) चरण I की ऑनलाइन परीक्षा निम्नलिखित केंद्रों पर आयोजित की जाएगी:

पूर्वी क्षेत्र	पश्चिमी क्षेत्र	उत्तरी क्षेत्र	दक्षिणी क्षेत्र	मध्य क्षेत्र
कोलकाता	मुंबई/नवी मुंबई/ठाणे/एमएमआर	मोहाली	चेन्नई	भोपाल
पटना	अहमदाबाद/गांधीनगर	दिल्ली/राष्ट्रीय राजधानी क्षेत्र	बैंगलुरु	नागपुर
भुवनेश्वर	जयपुर	लखनऊ	हैदराबाद	रायपुर
रांची		जम्मू	एरनाकुलम	
गुवाहाटी				

ख) अभ्यर्थी ऑनलाइन आवेदन के लिए अधिकतम तीन केंद्रों की अपनी प्राथमिकता बता सकते हैं। परीक्षा में शामिल होने वाले अभ्यर्थियों को समय सारणी और परीक्षा के स्थान की जानकारी दी जाएगी। केंद्र के आवंटन के संबंध में एनपीएस न्यास का निर्णय अंतिम और उम्मीदवार पर बाध्यकारी होगा। उम्मीदवार द्वारा तिथि/स्थान/शिफ्ट/समय आदि में परिवर्तन के किसी भी अनुरोध पर विचार नहीं किया जाएगा।

ग) उम्मीदवार अपने जोखिम और खर्च पर परीक्षा केंद्र पर परीक्षा के लिए उपस्थित होंगे। एनपीएस न्यास उम्मीदवारों के रहने/भोजन की कोई व्यवस्था नहीं करेगा। एनपीएस न्यास परीक्षा के दौरान किसी भी प्रकार की चोट या हानि आदि के लिए जिम्मेदार नहीं होगा।

ड.) उपरोक्त प्रावधान के बावजूद, एनपीएस न्यास अपने विवेक से केंद्रों को बदलने का अधिकार सुरक्षित रखता है।

च) चरण II ऑनलाइन परीक्षा में सफल घोषित किए गए उम्मीदवारों को साक्षात्कार के स्थान की सूचना ई-मेल/डाक द्वारा दी जाएगी।

IX आवेदन शुल्क/सूचना शुल्क (गैर-प्रतिदेय):

आवेदक की श्रेणी	शुल्क की राशि (गैर-प्रतिदेय) (रुपया में)
अनारक्षित, ईडब्ल्यूएस और ओबीसी	रुपया 1,000/-
एससी/एसटी/पीडब्ल्यूबीडी/महिला	शून्य

1. अभ्यर्थी केवल एक पद (अर्थात् सहायक प्रबंधक या प्रबंधक) और केवल एक शाखा के लिए आवेदन कर सकते हैं। एक से अधिक आवेदनों के मामले में, केवल अंतिम वैध (पूर्ण) आवेदन ही रखा जाएगा और अन्य पहले पंजीकरण के लिए भुगतान किया गया आवेदन शुल्क/सूचना शुल्क जब्त कर लिया जाएगा।

X) - सामान्य निर्देश

क) उम्मीदवार जो पात्र हैं और उपरोक्त पदों के लिए आवेदन करना चाहते हैं, उन्हें अपेक्षित शुल्क (जहां भी लागू हो) के साथ एक ऑन-लाइन आवेदन जमा करना चाहिए। आवेदन का कोई अन्य माध्यम/मोड स्वीकार नहीं किया जाएगा।

ख) इस विज्ञापन में निर्धारित किसी अन्य तरीके से भेजा गया शुल्क और/या शुल्क जमा किए बिना जमा किया गया आवेदन अस्वीकार कर दिया जाएगा और इस संबंध में किसी भी पत्राचार पर विचार नहीं किया जाएगा।

ग) उम्मीदवारों को साक्षात्कार के समय अपनी शैक्षिक योग्यता और योग्यता के बाद के अनुभव (ग्रेड बी और ए के लिए लागू) को संतुष्ट करने वाले सभी आवश्यक दस्तावेज लाने चाहिए।

घ) एससी/एसटी/ओबीसी/ईडब्ल्यूएस/पीडब्ल्यूबीडी/पूर्व सैनिकों के लिए उपलब्ध आरक्षण/छूट लाभ चाहने वाले उम्मीदवारों को यह सुनिश्चित करना होगा कि वे निर्धारित पात्रता के अनुसार ऐसे आरक्षण/छूट के हकदार हैं। साक्षात्कार के समय, उनके पास ऐसे लाभों के लिए निर्धारित अपने दावे के समर्थन में निर्धारित प्रारूप में सभी अपेक्षित मूल प्रमाणपत्र भी होने चाहिए। एनपीएस न्यास पद के लिए पात्रता के संबंध में अपने दावे को मान्य करने के लिए उम्मीदवार से अतिरिक्त दस्तावेज मांगने का अधिकार सुरक्षित रखता है।

ड.) उम्मीदवारों को आवेदित पद/पदों के लिए अपनी पात्रता के बारे में संतुष्ट होना चाहिए। परीक्षा के सभी चरणों में, जिसके लिए उन्हें प्रवेश दिया गया है, उनका प्रवेश पूरी तरह से अनंतिम होगा, बशर्ते कि वे निर्धारित पात्रता शर्तों को पूरा करते हों। उम्मीदवार ध्यान दें कि किसी उम्मीदवार की पात्रता शर्तों का सत्यापन, मूल दस्तावेजों के संदर्भ में, उम्मीदवार द्वारा साक्षात्कार के लिए अर्हता प्राप्त करने के बाद ही किया जाएगा।

च) यदि उम्मीदवार पात्र नहीं हैं या उन्होंने जानबूझकर या जानबूझकर गलत या गलत विवरण या छिपी हुई सामग्री जानकारी प्रस्तुत की है, तो चयन के किसी भी चरण में उनकी उम्मीदवारी रद्द कर दी जाएगी। यदि उम्मीदवार चयन प्रक्रिया में उत्तीर्ण होता है और बाद में यह पाया जाता है कि वह पात्रता मानदंडों को पूरा नहीं करता है, तो उसकी उम्मीदवारी रद्द कर दी जाएगी और यदि नियुक्त किया जाता है, तो नियुक्ति बिना किसी नोटिस या मुआवजे के समाप्त कर दी जाएगी।

छ) साक्षात्कार के लिए बुलाए गए बाहरी उम्मीदवारों को आवश्यक दस्तावेजी साक्ष्य प्रस्तुत करने के अधीन, उनके सामान्य निवास स्थान से साक्षात्कार स्थल तक सबसे छोटे मार्ग से यात्रा के लिए एकल सामान्य एसी थ्री टियर रिटर्न रेलवे किराया की प्रतिपूर्ति की जाएगी।

ज) एनपीएस न्यास अंतिम तिथि के भीतर अपने आवेदन जमा नहीं कर पाने वाले उम्मीदवारों के लिए कोई जिम्मेदारी नहीं लेता है।

झ) पात्रता, परीक्षाओं के संचालन, साक्षात्कार, मूल्यांकन, दोनों परीक्षाओं, साक्षात्कार में न्यूनतम योग्यता मानकों को निर्धारित करने, रिक्तियों की संख्या और परिणाम के संचार के संबंध में सभी मामलों में, एनपीएस न्यास का निर्णय अंतिम और उम्मीदवारों पर बाध्यकारी होगा और इस संबंध में किसी भी पत्राचार पर विचार नहीं किया जाएगा। इसके अलावा, एनपीएस न्यास योग्य मामलों में उम्मीदवारों के लिए किसी भी आवश्यकता में छूट देने का अधिकार सुरक्षित रखता है। एनपीएस न्यास किसी भी आधार पर भर्ती प्रक्रिया को पूरी तरह या आंशिक रूप से रद्द/संशोधित करने का अधिकार भी सुरक्षित रखता है।

ञ) किसी भी रूप में प्रचार करने पर उम्मीदवार को तत्काल अयोग्य घोषित कर दिया जाएगा और इस संबंध में कोई प्रतिनिधित्व स्वीकार नहीं किया जाएगा;

ट) कृपया ध्यान दें कि इस विज्ञापन के संबंध में जारी घोषणाएं/शुद्धिपत्र/परिशिष्ट/नोटिस, यदि कोई हों, केवल एनपीएस न्यास की वेबसाइट www.npstrust.org.in पर प्रकाशित की जाएंगी।

ठ) इस विज्ञापन से उत्पन्न कोई भी परिणामी विवाद केवल नई दिल्ली स्थित न्यायालयों के विशेष क्षेत्राधिकार के अधीन होगा।

ड) इस भर्ती प्रक्रिया से संबंधित जानकारी अंतिम परिणाम की घोषणा के बाद ही आरटीआई अधिनियम, 2005 के तहत उपलब्ध कराई जाएगी।

ढ) उम्मीदवारों को ध्यान देना चाहिए कि आवेदन पत्र में उनके द्वारा दी गई जानकारी के आधार पर परीक्षा में उनका प्रवेश पूरी तरह से अनंतिम होगा। यह एनपीएस न्यास द्वारा सभी पात्रता शर्तों के सत्यापन के अधीन होगा। किसी उम्मीदवार को एडमिट कार्ड जारी कर दिए जाने मात्र से यह नहीं माना जाएगा कि एनपीएस न्यास द्वारा उसकी उम्मीदवारी को अंतिम रूप से मंजूरी दे दी गई है या चरण-1 परीक्षा के लिए उम्मीदवार द्वारा अपने आवेदन में की गई प्रविष्टियों को एनपीएस न्यास द्वारा सही और सत्य के रूप में स्वीकार कर लिया गया है। जब तक एनपीएस न्यास द्वारा उम्मीदवारी की औपचारिक रूप से पुष्टि नहीं की जाती है, तब तक यह अनंतिम बनी रहेगी। परीक्षा में प्रवेश के लिए उम्मीदवार की पात्रता या अन्य किसी विषय से संबंधित एनपीएस न्यास का निर्णय अंतिम होगा।

ण) यदि अंग्रेजी के अलावा अन्य भाषा संस्करणों में व्याख्या के कारण कोई विवाद उत्पन्न होता है, तो अंग्रेजी संस्करण ही मान्य होगा।

XI - बेंचमार्क विकलांगता वाले व्यक्तियों के लिए नोट

बेंचमार्क विकलांगता वाले व्यक्ति की परिभाषा

"विकलांग व्यक्तियों के अधिकार अधिनियम, 2016" की धारा 34 के अनुसार बेंचमार्क विकलांग व्यक्तियों को आरक्षण प्रदान किया गया है। विकलांग व्यक्तियों के अधिकार अधिनियम, 2016 की अनुसूची में निर्दिष्ट विकलांगताएं इस प्रकार हैं:

1) शारीरिक विकलांगता:

क) लोकोमोटर विकलांगता किसी व्यक्ति की मस्कुलोस्केलेटल या तंत्रिका तंत्र या दोनों की पीड़ा के परिणामस्वरूप स्वयं और वस्तुओं की गति से जुड़ी विशिष्ट गतिविधियों को निष्पादित करने में असमर्थता जिसमें शामिल हैं:

ए) "कुष्ठ रोग से ठीक हुआ व्यक्ति" का अर्थ वह व्यक्ति है जो कुष्ठ रोग से ठीक हो गया है लेकिन निम्नलिखित से पीड़ित है:

i) हाथों या पैरों में संवेदना की हानि के साथ-साथ आंख और पलक में संवेदना और पैरेसिस की हानि, लेकिन कोई स्पष्ट विकृति नहीं;

ii) प्रकट विकृति और पक्षाघात लेकिन उनके हाथों और पैरों में पर्याप्त गतिशीलता हो ताकि वे सामान्य आर्थिक गतिविधि में संलग्न हो सकें;

iii) अत्यधिक शारीरिक विकृति के साथ-साथ बढ़ती उम्र जो उसे कोई भी लाभकारी व्यवसाय करने से रोकती है, और अभिव्यक्ति "कुष्ठ ठीक हो गया" का अर्थ तदनुसार लगाया जाएगा;

बी) "सेरेब्रल पाल्सी" का अर्थ है शरीर की गतिविधियों और मांसपेशियों के समन्वय को प्रभावित करने वाली गैर-प्रगतिशील न्यूरोलॉजिकल स्थिति का एक समूह, जो मस्तिष्क के एक या अधिक विशिष्ट क्षेत्रों को नुकसान के कारण होता है, जो आमतौर पर जन्म से पहले, उसके दौरान या उसके तुरंत बाद होता है;

सी) "बौनापन" का अर्थ एक चिकित्सीय या आनुवंशिक स्थिति है जिसके परिणामस्वरूप एक वयस्क की ऊंचाई 4 फीट 10 इंच (147 सेंटीमीटर) या उससे कम होती है;

डी) "मस्कुलर डिस्ट्रॉफी" का अर्थ वंशानुगत आनुवंशिक मांसपेशी रोग का एक समूह है जो मानव शरीर को हिलाने वाली मांसपेशियों को कमजोर करता है और मल्टीपल डिस्ट्रॉफी वाले व्यक्तियों के जीन में गलत और गायब जानकारी होती है, जो उन्हें स्वस्थ मांसपेशियों के लिए आवश्यक प्रोटीन बनाने से रोकती है। यह प्रगतिशील कंकाल की मांसपेशियों की कमजोरी, मांसपेशियों के प्रोटीन में दोष, और मांसपेशियों की कोशिकाओं और ऊतकों की मृत्यु की विशेषता है;

ई) "एसिड अटैक पीड़ित" का अर्थ एसिड या इसी तरह के संक्षारक पदार्थ फेंकने से हुए हिंसक हमलों के कारण विकृत हुआ व्यक्ति शामिल है।

ख) दृश्य बाधित:

ए) "अंधापन" का अर्थ ऐसी स्थिति है जहां सर्वोत्तम सुधार के बाद किसी व्यक्ति में निम्नलिखित में से कोई भी स्थिति हो:

i) दृष्टि की पूर्ण अनुपस्थिति; या

ii) सर्वोत्तम संभव सुधार के साथ बेहतर आंख में दृश्य तीक्ष्णता 3/60 से कम या 10/200 (स्नेलेन) से कम; या

iii) 10 डिग्री से कम का कोण अंतरित करने वाले दृष्टि क्षेत्र की सीमा।

बी) "कम दृष्टि" का अर्थ ऐसी स्थिति है जहां किसी व्यक्ति में निम्नलिखित में से कोई भी स्थिति हो, अर्थात्:

i) दृश्य तीक्ष्णता 6/18 से अधिक नहीं या 20/60 से कम, 3/60 तक या 10/200 (स्नेलेन) तक, बेहतर आँख में सर्वोत्तम संभव सुधार के साथ; या

ii) 40 डिग्री से कम के कोण को 10 डिग्री तक अंतरित करने वाले दृष्टि क्षेत्र की सीमा।

ग) श्रवण हानि:

ए) "बधिर" का अर्थ है दोनों कानों में बोलने की आवृत्ति में 70 डीबी श्रवण हानि वाले व्यक्ति;

बी) "सुनने में कठिनाई" का अर्थ है दोनों कानों में बोलने की आवृत्ति में 60 डीबी से 70 डीबी सुनने की हानि वाला व्यक्ति;

घ) "वाक् और भाषा विकलांगता" का अर्थ है जैविक या न्यूरोलॉजिकल कारणों से भाषण और भाषा के एक या अधिक घटकों को प्रभावित करने वाली लेरिजेक्टॉमी या वाचाघात जैसी स्थितियों से उत्पन्न होने वाली स्थायी विकलांगता।

II) बौद्धिक विकलांगता, एक ऐसी स्थिति जो बौद्धिक कामकाज (तर्क, सीखना, समस्या समाधान) और अनुकूली व्यवहार दोनों में महत्वपूर्ण सीमा की विशेषता है, जिसमें हर दिन, सामाजिक और व्यावहारिक कौशल की एक श्रृंखला शामिल है:

क) "विशिष्ट सीखने की अक्षमताएं" का अर्थ स्थितियों का एक विषम समूह है जिसमें बोली जाने वाली या लिखित भाषा को संसाधित करने में कमी होती है, जो समझने, बोलने, पढ़ने, लिखने, वर्तनी, या गणितीय गणना करने में कठिनाई के रूप में प्रकट हो सकती है और अवधारणात्मक विकलांगता, डिस्लेक्सिया, डिस्ग्राफिया, डिस्केल्कुलिया, डिस्प्रेक्सिया और विकासात्मक वाचाघात जैसी स्थितियाँ शामिल हैं;

ख) "ऑटिज्म स्पेक्ट्रम डिसऑर्डर" का अर्थ है एक न्यूरो-विकासात्मक स्थिति जो आमतौर पर जीवन के पहले तीन वर्षों में दिखाई देती है जो किसी व्यक्ति की संवाद करने, रिश्तों को समझने और दूसरों से संबंधित होने की क्षमता को महत्वपूर्ण रूप से प्रभावित करती है, और अक्सर असामान्य या रूढ़िवादी अनुष्ठानों या व्यवहारों से जुड़ी होती है।

III) मानसिक व्यवहार:

मानसिक बीमारी का अर्थ है सोच, मनोदशा, धारणा, अभिविन्यास या स्मृति का एक बड़ा विकार जो निर्णय, व्यवहार, वास्तविकता को पहचानने की क्षमता या जीवन की सामान्य मांगों को पूरा करने की क्षमता को कम कर देता है, लेकिन इसमें मंदता शामिल नहीं है जो गिरफ्तार या अपूर्णता की स्थिति है किसी व्यक्ति के दिमाग का विकास, विशेष रूप से बुद्धि की उप-सामान्यता की विशेषता।

IV) विकलांगता के कारण:

क) पुरानी न्यूरोलॉजिकल स्थितियां, जैसे:

ए) "मल्टीपल स्केलेरोसिस" का अर्थ एक सूजन, तंत्रिका तंत्र की बीमारी है जिसमें मस्तिष्क और रीढ़ की हड्डी की तंत्रिका कोशिकाओं के अक्षतंतु के चारों ओर माइलिन आवरण क्षतिग्रस्त हो जाते हैं, जिससे मस्तिष्क और रीढ़ की हड्डी में संचार करने के लिए तंत्रिका कोशिकाओं की क्षमता एक दूसरे के साथ प्रभावित होती है।

बी) "पार्किंसंस रोग" का अर्थ है तंत्रिका तंत्र की एक प्रगतिशील बीमारी जो कंपकंपी, मांसपेशियों की कठोरता और धीमी, अनिश्चित गति से चिह्नित होती है, जो मुख्य रूप से मध्यम आयु वर्ग के और बुजुर्ग लोगों को प्रभावित करती है जो मस्तिष्क के बेसल गैंग्लिया के पतन और इसकी न्यूरोट्रांसमीटर डोपामाइन कमी से जुड़ी होती है।

ख) रक्त विकार:

ए) "हीमोफीलिया" का अर्थ एक वंशानुगत बीमारी है, जो आमतौर पर केवल पुरुषों को प्रभावित करती है, लेकिन महिलाओं द्वारा उनके पुरुष बच्चों को प्रेषित होती है, जिसमें रक्त की सामान्य थक्के जमने की क्षमता की हानि या हानि होती है, जिससे मामूली रक्तस्राव के कारण घातक रक्तस्राव हो सकता है;

बी) "थैलेसीमिया" का अर्थ वंशानुगत विकारों का एक समूह है जिसमें हीमोग्लोबिन की मात्रा कम या अनुपस्थित होती है।

सी) "सिकल सेल रोग" का अर्थ है एक हेमोलिटिक विकार जो क्रोनिक एनीमिया, दर्दनाक घटनाओं और संबंधित ऊतक और अंग क्षति के कारण विभिन्न जटिलताओं से होता है; "हेमोलिटिक" लाल रक्त कोशिकाओं की कोशिका झिल्ली के विनाश को संदर्भित करता है जिसके परिणामस्वरूप हीमोग्लोबिन निकलता है।

V) एकाधिक विकलांगताएं (उपरोक्त निर्दिष्ट विकलांगताओं में से एक से अधिक) जिसमें बहरा अंधापन भी शामिल है, जिसका अर्थ है एक ऐसी स्थिति जिसमें किसी व्यक्ति में सुनने और देखने की हानि का संयोजन हो सकता है, जिससे गंभीर संचार, विकासात्मक और शैक्षणिक समस्याएं हो सकती हैं।

XII – स्क्राइब का उपयोग करने वाले विकलांग व्यक्तियों के लिए दिशानिर्देश

दृष्टिबाधित उम्मीदवार और वे उम्मीदवार जिनकी लिखने की गति किसी भी कारण से स्थायी रूप से प्रतिकूल रूप से प्रभावित हुई है, वे ऑनलाइन परीक्षा के दौरान अपने खर्च पर अपने स्क्राइब का उपयोग कर सकते हैं, जो नीचे (ii) और (iii) में दी गई सीमाओं के अधीन है। ऐसे सभी मामलों में जहां एक मुंशी का उपयोग किया जाता है, निम्नलिखित नियम लागू होंगे:

ए) उम्मीदवार को अपने खर्च पर अपने स्क्राइब की व्यवस्था करनी होगी।

बी) उम्मीदवार द्वारा व्यवस्थित किया गया लेखक उसी परीक्षा के लिए उम्मीदवार नहीं होना चाहिए। यदि प्रक्रिया के किसी भी चरण में उपरोक्त का उल्लंघन पाया जाता है, तो उम्मीदवार और लेखक दोनों की उम्मीदवारी रद्द कर दी जाएगी। जो उम्मीदवार इसके लिए पात्र हैं और जो इच्छुक हैं परीक्षा में लेखक की सेवाओं का उपयोग करने के लिए उसे ऑनलाइन आवेदन पत्र में हमेशा सावधानीपूर्वक अंकित करना चाहिए। किसी भी बाद के अनुरोध पर अनुकूल ढंग से विचार नहीं किया जा सकता है।

सी) एक उम्मीदवार के लिए स्क्राइब के रूप में कार्य करने वाला व्यक्ति दूसरे उम्मीदवार के लिए स्क्राइब नहीं हो सकता।

डी) स्क्राइब की योग्यता परीक्षा देने वाले अभ्यर्थी की योग्यता से एक कदम नीचे होनी चाहिए। स्क्राइब चुनने वाले अभ्यर्थी को एनपीएस न्यास की वेबसाइट पर उपलब्ध प्रोफार्मा के अनुसार अपने स्क्राइब का विवरण प्रस्तुत करना चाहिए।

ई) उम्मीदवार और लेखक दोनों को यह पुष्टि करते हुए एक उपयुक्त उपक्रम देना होगा कि लेखक ऊपर उल्लिखित लेखक के लिए सभी निर्धारित पात्रता मानदंडों को पूरा करता है। इसके अलावा यदि बाद में यह पता चलता है कि उसने किसी निर्धारित पात्रता मानदंड को पूरा नहीं किया है या भौतिक तथ्यों को छिपाया है तो आवेदक की उम्मीदवारी रद्द कर दी जाएगी, चाहे ऑनलाइन परीक्षा का परिणाम कुछ भी हो।

एफ) वे उम्मीदवार जो लेखक का उपयोग करते हैं, वे परीक्षा के प्रत्येक घंटे के लिए या अन्यथा सलाह के अनुसार 20 मिनट के प्रतिपूरक समय के लिए पात्र होंगे।

जी) लेखक को स्वयं उत्तर नहीं देना चाहिए। ऐसा कोई भी व्यवहार पाए जाने पर उम्मीदवारी रद्द कर दी जाएगी

एच) केवल प्रतिपूरक समय के लिए पंजीकृत उम्मीदवारों को ही ऐसी रियायतें दी जाएंगी क्योंकि उम्मीदवारों को दिया जाने वाला प्रतिपूरक समय प्रणाली आधारित होगा, यदि वह इसके लिए पंजीकृत नहीं है तो परीक्षण आयोजित करने वाली एजेंसी के लिए ऐसा समय देना संभव नहीं होगा। प्रतिपूरक समय के लिए पंजीकृत नहीं होने वाले अभ्यर्थियों को ऐसी रियायतें नहीं दी जाएंगी।

i) परीक्षा के दौरान, किसी भी स्तर पर, यदि यह पाया जाता है कि लेखक स्वतंत्र रूप से प्रश्नों का उत्तर दे रहा है, तो परीक्षा सत्र समाप्त कर दिया जाएगा और उम्मीदवार की उम्मीदवारी रद्द कर दी जाएगी। लेखक की सेवाओं का उपयोग करने वाले ऐसे उम्मीदवारों की उम्मीदवारी भी रद्द कर दी जाएगी यदि परीक्षण प्रशासक कर्मियों द्वारा परीक्षा के बाद यह बताया जाता है कि लेखक ने स्वतंत्र रूप से प्रश्नों का उत्तर दिया है।

(ii) लोकोमोटर विकलांगता और सेरेब्रल पाल्सी वाले उम्मीदवारों के लिए दिशानिर्देश

क) लोकोमोटर विकलांगता और सेरेब्रल पाल्सी वाले उम्मीदवारों के लिए प्रति घंटे बीस मिनट का प्रतिपूरक समय या अन्यथा सलाह दी जाएगी, जहां प्रमुख (लेखन) अंग कार्य के प्रदर्शन को धीमा करने की सीमा तक प्रभावित होता है (न्यूनतम 40% हानि)।

(iii) दृष्टिबाधित उम्मीदवारों के लिए दिशानिर्देश

क) दृष्टिबाधित उम्मीदवार (जो कम से कम 40% विकलांगता से पीड़ित हैं) परीक्षा की सामग्री को बड़े फ्रॉन्ट में देखने का विकल्प चुन सकते हैं और ऐसे सभी उम्मीदवार प्रत्येक घंटे के लिए 20 मिनट के प्रतिपूरक समय के लिए पात्र होंगे या अन्यथा परीक्षा की सलाह दी जाएगी।

ख) दृष्टिबाधित अभ्यर्थियों के लिए परीक्षा की सामग्री को आवर्धक फ्रॉन्ट में देखने की सुविधा उपलब्ध होगी।

ये दिशानिर्देश समय-समय पर भारत सरकार के दिशानिर्देशों/स्पष्टीकरणों, यदि कोई हों, के अनुसार परिवर्तन के अधीन हैं।

iv) पीडब्ल्यूबीडी उम्मीदवारों (जिनकी विकलांगता 40% या उससे अधिक है) पर लागू निर्देशों के अतिरिक्त, आरपीडब्ल्यूडी अधिनियम, 2016 की धारा 2(एस) की परिभाषा के अंतर्गत आने वाले निर्दिष्ट विकलांगता वाले व्यक्तियों के लिए निम्नलिखित नियम लागू होंगे, लेकिन उक्त अधिनियम की धारा 2(आर) की परिभाषा के अंतर्गत नहीं आते हैं, अर्थात् 40% से कम विकलांगता वाले और लिखने में कठिनाई वाले व्यक्ति:

लेखक और/या प्रतिपूरक समय की सुविधा केवल उन लोगों को दी जाएगी जिन्हें लिखने में कठिनाई होती है, बशर्ते कि वे एनपीएस न्यास की वेबसाइट पर उपलब्ध प्रोफार्मा के अनुसार सरकारी स्वास्थ्य सेवा संस्थान के सक्षम चिकित्सा प्राधिकारी से प्रमाण पत्र प्रस्तुत करें कि संबंधित व्यक्ति को लिखने में कठिनाई है और उसकी ओर से परीक्षा लिखने के लिए लेखक आवश्यक है।

XIII - विकलांग व्यक्तियों के लिए दिशानिर्देश

ए) लोकोमोटर विकलांगता और सेरेब्रल पाल्सी वाले उम्मीदवारों के लिए प्रति घंटे 20 मिनट का प्रतिपूरक समय की अनुमति दी जाएगी, जहां प्रमुख (लेखन) अंग कार्य के प्रदर्शन को धीमा करने की हद तक प्रभावित होता है (न्यूनतम 40% हानि) और दृष्टिबाधित उम्मीदवारों के लिए कम दृष्टि (जो कम से कम 40% विकलांगता से पीड़ित हों)।

बी) दृष्टिबाधित उम्मीदवार(जो कम से कम 40% विकलांगता से पीड़ित हैं) परीक्षा की सामग्री को बड़े फ्रॉन्ट में देखने का विकल्प चुन सकते हैं और ऐसे सभी उम्मीदवार परीक्षा के प्रत्येक घंटे के लिए 20 मिनट के प्रतिपूरक समय के लिए पात्र होंगे। परीक्षा की सामग्री को आवर्धक फ्रॉन्ट में देखने की सुविधा उन दृष्टिबाधित उम्मीदवारों के लिए उपलब्ध नहीं होगी जो परीक्षा के लिए लेखक की सेवाओं का उपयोग करते हैं।

सी) लिपिक को कार्यालय ज्ञापन एफ.सं. द्वारा जारी दिशा-निर्देशों के अनुसार उपयोग करने की अनुमति दी जाएगी। 16- 110/2003-डीडी।।। दिनांक 26 फरवरी, 2013 भारत सरकार, सामाजिक न्याय एवं अधिकारिता मंत्रालय, विकलांगता कार्य विभाग, नई दिल्ली।

उपरोक्त दिशानिर्देश समय-समय पर भारत सरकार के दिशानिर्देशों/स्पष्टीकरणों, यदि कोई हों, के अनुसार परिवर्तन के अधीन हैं।

XIV - एससी/एसटी/पीडब्ल्यूबीडी/ओबीसी/ईडब्ल्यूएस उम्मीदवारों के लिए परीक्षा पूर्व प्रशिक्षण

एनपीएस न्यास नई दिल्ली में एनपीएसटी द्वारा तय आवेदकों की न्यूनतम संख्या के आधार पर एससी/ एसटी/ पीडब्ल्यूबीडी/ ओबीसी/ ईडब्ल्यूएस उम्मीदवारों के लिए निःशुल्क परीक्षा पूर्व प्रशिक्षण की व्यवस्था करेगा। जो उम्मीदवार प्रशिक्षण का लाभ उठाना चाहते हैं, वे **जाति/ईडब्ल्यूएस/पीडब्ल्यूबीडी प्रमाण पत्र और शुल्क रसीद की स्कैन की गई प्रति, यदि लागू हो**, के साथ निम्नलिखित प्रारूप में **dept-hrd@npstrust.org.in** पर ईमेल द्वारा अलग से आवेदन कर सकते हैं। ऑनलाइन आवेदन पत्र जमा करने की अंतिम तिथि से पहले।

क्रमांक	विवरण	विवरण (बड़े अक्षरों में भरें)
1	नाम (उपनाम सहित)	
2	पिता/पति का नाम	
3	श्रेणी (एससी/एसटी/पीडब्ल्यूबीडी/ओबीसी/ईडब्ल्यूएस)	
4	जाति का नाम	
5	जाति/ईडब्ल्यूएस/पीडब्ल्यूबीडी प्रमाणपत्र जारी करने वाले प्राधिकारी का पदनाम और जारी करने की तारीख	क. पदनाम : ख. जारी करने की तारीख :
6	जारी करने का स्थान (ग्राम, तहसील, जिला) और राज्य/केंद्र शासित प्रदेश)	
7	पिन कोड के साथ उम्मीदवार के पत्राचार का पता	
8	ई-मेल	
9	मोबाइल नंबर	
10	ऑनलाइन आवेदन पंजीकरण संख्या	
11	आवेदन-सह-सूचना शुल्क राशि के भुगतान के लिए ई-रसीद की तारीख और लेनदेन संख्या (यदि लागू हो)	

ए) जबकि प्रशिक्षण निःशुल्क दिया जाएगा, नामित केंद्र पर परीक्षा पूर्व प्रशिक्षण कार्यक्रम में भाग लेने के लिए यात्रा, भोजन, आवास

आदि से संबंधित अन्य सभी खर्च उम्मीदवार को वहन करना होगा। अभ्यर्थियों को प्रशिक्षण की अवधि के लिए यात्रा, भोजन, आवास आदि की व्यवस्था स्वयं करनी होगी। असाधारण परिस्थितियों में, परीक्षा पूर्व प्रशिक्षण ऑनलाइन मोड के माध्यम से आयोजित किया जा सकता है।

बी) परीक्षा-पूर्व प्रशिक्षण ऑनलाइन माध्यम से आयोजित किया जा सकता है।

सी) संचार का माध्यम अंग्रेजी/हिंदी होगा।

डी) अभ्यर्थियों को प्रशिक्षण के पहले दिन अपने जाति प्रमाण पत्र की सत्यापित प्रति और पंजीकरण रसीद (आवेदन पत्र और शुल्क) की एक प्रति भी लानी होगी।

ई) परीक्षा-पूर्व प्रशिक्षण का विवरण केवल ईमेल के माध्यम से उम्मीदवारों को सूचित किया जाएगा।

एफ) प्रतिक्रिया और प्रशासनिक व्यवहार्यता के आधार पर, परीक्षा पूर्व प्रशिक्षण को रद्द करने का अधिकार एनपीएस न्यास के पास सुरक्षित है। प्रशिक्षण रद्द होने की स्थिति में एनपीएस न्यास किसी भी पत्राचार पर विचार नहीं करेगा।

जी) केवल परीक्षा पूर्व प्रशिक्षण में भाग लेने से, कोई भी उम्मीदवार एनपीएस न्यास में चयनित होने का कोई अधिकार प्राप्त नहीं करता है।

XVI - HOW TO APPLY

DETAILED GUIDELINES/PROCEDURES FOR

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only till 05.02.2025 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) **scan their :**
 - **photograph (4.5cm × 3.5cm)**
 - **signature (with black ink)**
 - **left thumb impression (on white paper with black or blue ink)**
 - **a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications.**
- (ii) **Signature in CAPITAL LETTERS will NOT be accepted.**
- (iii) **The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)**
- (iv) **The text for the hand written declaration is as follows –**
“I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”

- (v) **The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)**
- (vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. NPS Trust may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE:

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the **NPS Trust's** website and click on the option "**APPLY ONLINE**" which will open a new screen.
2. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
3. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the **COMPLETE REGISTRATION BUTTON**.
4. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
5. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
6. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
7. Candidates can proceed to fill other details of the Application Form.
8. Click on the Preview Tab to preview and verify the entire application form before '**COMPLETE REGISTRATION**'.
9. Modify details, if required, and click on '**COMPLETE REGISTRATION**' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
10. Click on 'Payment' Tab and proceed for payment.
11. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, **PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE**
4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details . **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
- Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- File type: jpg / jpeg
- Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
- File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
- File type: jpg / jpeg
- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity / quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"

- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity / quality.

Note:

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

A. DOWNLOAD OF CALL LETTER

- a. Candidates will have to visit the NPS Trust's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
- b. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

B. CENTRE INSTRUCTIONS:

- a. The examination will be conducted online in venues given in the respective call letters. The addresses of the venue will be mentioned in the call letter. Candidates are required to indicate the preferred test center in the application form. NPS Trust however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, depending upon the response, administrative feasibility, etc.
- b. As far as possible candidates will be allotted to a center of his/her choice. However, NPS Trust, reserves the right to allot the candidate to any center (either within the state or outside the state) other than the one he/she has opted for.
- c. No request for change of center/venue/date/session for Examination shall be entertained.
- d. Choice/s of center/s once exercised by the candidate will be final. If sufficient number of candidates do not opt for a particular center for "Online" examination, NPS Trust reserves the right to allot any other adjacent center to those candidates OR if the number of candidates is more than the capacity available for online exam for a center, NPS Trust reserves the right to allot any other center (either

within the state or outside the state) to the candidate.

- e. Candidate will appear for the examination at an Examination Centre at his/her own risk and expenses and NPS Trust will not be responsible for any injury or losses etc., of any nature.

C. IDENTITY VERIFICATION

- a. In the examination hall as well as at the time of group discussion and interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Driving License/ Voter's Card with photograph/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph/ Photo identity proof issued by a People's Representative (MLA/MP) on official letterhead along with photograph/ valid recent Identity Card issued by a recognized College/ University/ Aadhaar card with a photograph/ E-Aadhaar card with a photograph/ Employee ID in original/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification.
- b. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.
- c. Ration Card is not a valid ID proof.

Note:

- a. Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Call Letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will NOT be allowed to appear for the on-line examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original. Photo ID should be valid as on the day of the on-line examination.
- b. Candidates reporting late i.e., after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the start time of the test. The candidates may be required to be present at the venue for about 4-5 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.
- c. To complete the identity verification process at the centers, candidates are advised to be at the centers well before the commencement of the examination / interviews.

D. BIOMETRIC DATA – Capturing and Verification

- a. NPS Trust will capture the biometric data (thumb impression) and/or IRIS and the photograph of the candidates on the day of the On-line Examination for the candidates who appear for the examination.
- b. The biometric data and/or IRIS and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.
- c. Candidates are requested to take care of the following points in order to ensure a smooth process
 - If fingers are coated (stamped ink/ mehndi/ coloured, etc.), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.

- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

E. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

- Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.
- At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of
 - Using unfair means or Impersonating or procuring impersonation by any person or
 - Misbehaving in the examination/interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
 - Resorting to any irregular or improper means in connection with his/her candidature or
 - Obtaining support for his/her candidature by any unfair means or
 - The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Such a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - To be disqualified from the examination for which he/she is a candidate.
 - To be debarred, either permanently or for a specified period, from any examination conducted by NPS Trust.
 - For termination of service, if he/she has already joined NPS Trust.

I. GENERAL INFORMATION:

- The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the NPS Trust in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this examination.
- If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- NPS Trust would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If from the analytical procedure adopted by NPS Trust in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NPS Trust reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she may not be allowed to appear in any NPS Trust

recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

- e. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

Notes:

- a. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure that the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. Candidate should not send this printout to the NPS Trust. If the online transaction has been successfully completed, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- b. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc., will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. NPS Trust will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- c. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID.**
- d. **Mobile number specified by them, they may consider that their online application has not been successfully registered.**
- e. An online application which is incomplete **in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.**
- f. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.
- g. NPS Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the NPS Trust.
- h. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- i. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
- j. Helpline: In case of any problem experienced in filling up the form, payment of fees/ intimation charges, queries may be made at : <https://cgrs.ibps.in/>

ANNEXURE I

Syllabus of General Studies - Online Examinations (GRADE A and B)

- Economic and Social Development
- Indian Economy (including Recent Trends, Fiscal and Monetary Policy, Banking, and Infrastructure Development)
- Data and Digital Economy (including Cyber Security and Digital Literacy)
- Innovation in India pertaining to Startups and Entrepreneurship
- Technology (including advancements in AI, Space Technology, and Biotechnology)
- Sustainable Development Goals (SDGs) and Global Initiatives
- Emerging Global Challenges (Energy Security, Water Scarcity, Urbanization, etc.)
- General Issues on Environment, Bio-diversity, and Climate Change
- Ethical Issues in Governance and Public Administration
- International Relations (India's Foreign Policy, Bilateral and Multilateral Relations)
- Social Justice (Welfare Schemes, Inclusive Development, and Rights Movements)

Syllabus of Specialized subjects for Online Examinations (GRADE A and B)

Human Resources Stream

Sl. No.	Topics
1.	Personnel Management: Functions, Job analysis, Job Description, Job Evaluation, Organization Structure, Manpower Planning, Recruitment & Selection, Placement and Induction, Talent Attraction, Selection & Retention;
2.	Principles and Practices of Management
3.	HRM concepts and functions, Performance Management; Career progression, Succession Planning; Strategic HRM, Organisational Behaviour, Leadership, Team Building, Conflict Resolution,
4.	Job Specification, Competency Development, Communication.
5.	Learning & Development, Management Development
6.	Organizational Behavior: Concepts, Importance, Evolution, Group Dynamics, Motivation, Morale, Leadership, Job satisfaction, Organizational Change, Organizational Development, Organizational Climate
7.	Industrial Relations : concept, scope, IR systems, Industrial disputes, Machinery for settlement of industrial disputes, workers participation in management, code of discipline, ILO, Grievance handling and Disciplinary Action.
8.	Labour Legislation: Principles of labour legislation, Implementation machinery, Labour legislation and Indian constitution. Factories Act, 1948, Industrial Disputes Act, 1947, Trade Union Act, 1926, Payment of Gratuity Act, 1972, Contract Labour (Abolition) / Regulation Act, Workmen's Compensations Act, 1923, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Industrial Employment Standing Orders Act, Maternity Benefit Act, 1961, Employees Provident Fund & Misc. Provisions Act, Employees State Insurance Act, NPS.
9.	Right to Information Act, 2005
10.	Sexual Harassment of Women at Work Place (Prevention, Prohibition of Redresses Act.) 2013
11.	The Rights of Persons with Disabilities Act, 2016

Risk Management Stream

- **Economics:** Demand and Supply, Macro Economics, National Income, Public Finance, Determination of output and employment, Investment Function, Multiplier and Accelerator, Demand and Supply for Money, Inflation, Business Cycles, Inflation, Monetary and Fiscal Policy, restrictive v/s accommodating monetary policy, Banking Functions, Tax & Non-Tax Revenue, Direct & Indirect Taxes, Fiscal Balance, Public Debt, Public Budget and Foreign Trade and Balance of Payments, commercial and central banking, process of credit creation, role of central bank in economic development.
- **Financial Institutions and Markets:** Market Model, Market Efficiency, Money/Credit/Capital Markets, Primary Market, Secondary Market, Commodity Markets, Mutual Funds, Derivatives (types, uses and pricing of derivatives), Stock Exchanges, banking and non-banking institutions, Credit Rating Agencies, Pension and Insurance Markets, Foreign Exchange Markets, Role of International Financial Institutions, IMF & World Bank, Role of regulator in financial markets.
- **Statistics and Econometrics:** Measures of Central tendency & dispersions, Correlation, Sampling methods, Sampling Distribution, Hypothesis testing, Regression Analysis, Operation research models, linear programming models in finance/manufacturing, Probability.
- **Commerce & Accountancy:** Accounting as a financial information system, Revenue Recognition, Investments, Cash Flow Statement, Financial statement analysis, Net Asset Value (NAV).
- **Finance:** Ratio analysis, WACC, Capital structure, NPV, IRR, XIRR, CAPM, DCF, Market models, Investment ratios, valuation ratios, market efficiency, sensitivity analysis, scenario analysis
- **Risk Management:** Source and Evaluation of Risks, Risk Management Techniques, Risk Models (VAR, Stress Testing, Scenario Analysis), Credit Risk Management, Enterprise Risk Management, Operational Risk Management, Non- Investment Risk (Reputation, Regulatory, IT, Cyber security, Compliance Risk etc.).

General Stream

A. Commerce & Accountancy

- a) Accounting as a financial information system;
- b) Accounting Standards with specific reference to Accounting for Depreciation, Inventories, Revenue Recognition, Fixed Assets, Foreign Exchange Transactions, Investments.
- c) Cash Flow Statement, Fund flow statement, Financial statement analysis; Ratio analysis;
- d) Accounting for Share Capital Transactions including Bonus Shares, Right Shares.
- e) Employees Stock Option and Buy-Back of Securities.
- f) Preparation and Presentation of Company Final Accounts.

B. Management

- a) Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling;
- b) The Role of a Manager in an Organization. Leadership: The Tasks of a Leader;
- c) Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader.
- d) Human Resource Development: Concept of HRD; Goals of HRD;
- e) Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale.
- f) Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.

C. Finance

1) Financial System of India and World.

- a) Role and Functions of Regulatory bodies in Financial Sector.

2) Financial Markets of India and World.

- a) Primary and Secondary Markets (Forex, Money, Bond, Equity, etc.), functions, instruments, recent developments.

3) General Topics

- a) Basics of Derivatives: Forward, Futures and Swap
- b) Recent Developments in the Financial Sector of India and World.
- c) Financial Inclusion- use of technology
- d) Alternate source of finance, private and social cost-benefit, Public-Private Partnership
- e) Direct and Indirect taxes; Non-tax sources of Revenue, GST, Finance Commission, Fiscal Policy, Fiscal Responsibility and Budget Management Act (FRBM),
- f) Inflation: Definition, trends, estimates, consequences, and remedies (control): WPI, CPI - components and trends.

D. Data Analytics, Statistics

1. Measures of Central tendency & dispersions, Correlation, Sampling methods, Sampling Distribution, Statistical Inferences, Hypothesis testing, Regression Analysis.
2. Data Analytics Overview, Importance of Data Analytics, Types of Data Analytics, Descriptive Analytics, Diagnostic Analytics, Predictive Analytics, Prescriptive Analytics, Benefits of Data Analytics, Data Visualization for Decision Making, Data Types, Measure of central tendency, Measures of Dispersion, Graphical Techniques, Skewness & Kurtosis, Box Plot, Descriptive Stats, Sampling Funnel, Sampling Variation, Central Limit Theorem, Confidence interval.

E. Companies Act, Indian Trusts Act,

The Companies Act, 2013 – Specific reference to Chapter III, Chapter IV, Chapter VIII, Chapter X, Chapter XI, Chapter XII and Chapter XXVII.

The Indian Trusts Act.

F. Economics

- a) Demand and Supply, Market Structures, National Income: Concepts and Measurement, Classical & Keynesian Approach Determination of output and employment, Consumption Function, Investment Function, Multiplier and Accelerator, Demand and Supply for Money, IS – LM, Inflation and Phillips Curve, Business Cycles
- b) Balance of Payments, Foreign Exchange Markets, Inflation, Monetary and Fiscal Policy, Non-banking Financial Institutions.

G. Pension Sector of India and World.

- a) Status of pension sector in India
- b) Different types of retirement schemes in India and their features
- c) National Pension System
- d) Atal Pension Yojana
- e) Annuity Plans
- f) Basics of investment decision making & portfolio management

अनुभाग II

(मूल पत्रशीर्ष पर नियोक्ता/कार्यालय प्रमुख/सक्षम प्राधिकारी द्वारा प्रस्तुत किया जाने वाला प्रमाणपत्र)

अनापत्ति प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री/सुश्री.....पुत्र/पुत्री/पत्नी /विधवा..... .. इस संगठन/संस्था मेंके रूप मेंसे कार्यरत है और इस संगठन/संस्था को एनपीएस न्यास में अधिकारी ग्रेड 'बी' (प्रबंधक)/ अधिकारी ग्रेड 'ए' (सहायक प्रबंधक) के पद हेतु आवेदन करने पर कोई आपत्ति नहीं है।

स्थान :

दिनांक :

हस्ताक्षर

नाम व पदनाम :

दूरभाष संख्या और ई-मेल :

कार्यालय मुहर:

संलग्नक की सूची (यदि हो)