



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

NCHM JEE- 2022

**National Council for Hotel Management
Joint Entrance Examination-2022**

Information Bulletin



 www.nta.ac.in

 nchmjee.nta.nic.in

NATIONAL TESTING AGENCY

Vision

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

Mission

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

Core Values

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

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IMPORTANT INFORMATION AND DATES AT A GLANCE

(Please refer to Information Bulletin for details)

Dates, Fee Details and Application Procedure:

Online registration and submission of Application Form (complete in all respects) through NTA Website: https://nchmjee.nta.nic.in	04 February 2022 to 03 May 2022 (upto 05:00 P.M.)
Last date for successful transaction of Examination fee (through Credit / Debit Card/Net Banking, Paytm Payment Modes)	03 May 2022 (11:50 P.M.)

Fee Payable for NCHM JEE – 2022 (through Canara Bank / PAYTM Payment Gateway through the payment modes: Credit Card /Debit Card / Net-Banking/UPI /Wallet)	
General (UR)/ OBC-(NCL) as per Central List	₹ 1000/-
Gen-EWS	₹ 700/-
Scheduled Caste (SC)/Scheduled Tribes (ST)/PwD	₹ 450/-
Third Gender	₹ 450/-
Applicable service/processing charges & GST over and above the Examination Fee, are to be paid by the candidate to the concerned Bank/ Payment Gateway Integrator (For details, Annexure -I may be referred to).	

Correction in the Particulars of Application Form online only	04 – 06 May 2022
Downloading of Admit Card by the Candidate from NTA Website	To be announced on the Website
Mode of exam	Computer Based Test (CBT)
Pattern of Exam	Exam comprises Multiple Choice Questions
Duration of Examination	180 minutes (3.00 hours)
Timing of Examination	10:00 AM to 01:00 PM
Exam Centre	As indicated on the Admit Card
Date of Examination	28 May 2022 (Saturday)
Display of Recorded Responses and Provisional Answer Keys on the Website for inviting challenge(s) from interested candidates.	To be announced later through website.
Declaration of Result on NTA Website	To be announced later through website.
Website	https://nchmjee.nta.nic.in / www.nta.ac.in

1. Candidates must read carefully the Instructions (including how to fill up Application Form online) given in the Information Bulletin available on the NTA Website. Candidates not complying with the Instructions shall be summarily disqualified.
2. Candidate can apply for **NCHM JEE 2022 through “Online” mode only. The Application Form in any other mode will not be accepted.**
3. **Only one application is to be submitted by a candidate. More than one application i.e. multiple Application Forms submitted by a candidate will not be accepted.**
4. **Instructions for filling Online Application Form:**
 - ❖ Download Information Bulletin and Replica of Application Form. Read these carefully to ensure your eligibility.
 - ❖ **Follow the steps given below to Apply Online:**
 - Step-1:** Register for Online Registration using your own Email ID and Mobile No. and note down system generated Application Number.
 - Step-2:** Complete the Online Application Form and note down the system generated Application Number. Upload legible scanned images of: (i) a recent photograph

(in jpg/ jpeg file, size 10Kb – 200Kb) either in colour or black & white with 80% face (without mask) visible including ears against white background; (ii) candidate's signature (file size: 4kb - 30kb); (iii) Category Certificate (file size 50 kb-300 kb), if applicable; (iv) PwD Certificate (file size 50 kb-300 kb), if applicable.

Step-3: Pay fee using the **Payment Gateway(s) integrated to the Online Application through Net Banking Debit Card / Credit Card / UPI / Wallet** and keep proof of fee paid.

All the Steps can be done together or at separate timings.

5. After (successful completion of all the Steps, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate**.

In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in Annexure-I of the Information Bulletin), for ensuring the successful payment.

In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

However, any duplicate payment received from the candidate by NTA in the course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

6. Information such as his/ her name, contact details / address, category, PwD status, educational qualification details, date of birth, choice of exam cities, etc provided by the candidate in the online Application Form will be treated as final. Any request for change in such particulars after the closure of correction period will not be considered by NTA.
7. *NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution while filling up correct details in the Application Form. Corrections sent by the candidate through Post/ Fax/ WhatsApp/Email/by Hand will not be entertained by NTA.*
8. *NTA disclaims any liability that may cause due to incorrect information provided by the candidate in his/her online Application Form.*
9. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are their own, as relevant/important information/ communication will be sent by NTA through e-mail on the registered e-mail address and / or through SMS on registered mobile number only. NTA shall not be responsible for any non-communication / mis-communication with a candidate in the email address or mobile number given by him/her other than his/her own.
10. Candidates are advised to visit the NTA Website and check their e-mails regularly for latest updates.
11. Candidates shall appear in the exam at their own cost at the Examination Centre on the Date / Shift and time indicated on their respective Admit Cards which would be issued by the NTA in due course through its Website.

Note:

- i. The final submission of Online Application Form will remain incomplete if Step-2 and Step-3 are not complete. Such forms will stand rejected and no correspondence on this account will be entertained.
- ii. No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances.
- iii. The entire application process for **NCHM JEE 2022** is online, including uploading of scanned images, payment of fees, and printing of confirmation page, admit card, etc. **Therefore, candidates are not required to send/submit any document(s) including confirmation page to NTA through Post/ Fax/WhatsApp/Email/by Hand.**
- iv. Usage of Data and Information: NTA/Government of India can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

Brief Advisory regarding COVID-19 Pandemic:

Candidates are advised to carry only the following with them into the Examination venue:

- a) Admit Card along with Self Declaration (Undertaking) downloaded from the NTA Website (a clear printout on A4 size paper) duly filled in.
- b) A simple transparent Ball Point Pen.
- c) Additional photograph, to be pasted on Attendance Sheet
- d) Personal hand sanitizer (50 ml).
- e) Personal transparent water bottle.
- f) ID Proof
- g) Sugar tablets/fruits (like banana/apple/orange) in case the candidate is diabetic.

Note:

1. In case it is found at any time in future that the Candidate has used / uploaded the photograph and signature of someone else in his/ her Application Form / Admit Card or he/she has tampered his/her Admit Card / result, these acts of the candidate shall be treated as Unfair Means (UFM) Practices on his/her part and he/she shall be proceeded with the actions as contemplated under the provisions of the Information Bulletin relating to Unfair Means Practices.
2. Candidates are NOT allowed to carry Instruments, Geometry or Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables (loose or packed), Mobile Phone/ Earphone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices in the Examination Hall/Room. Smoking, chewing gutka, spitting etc. in the Examination Room/Hall is strictly prohibited
3. Possession by a candidate of any of the above-mentioned items will be treated as an act of unfair means and may lead to cancellation of his/her candidature in the Examination & may also involve debarring the candidate for future examination(s).

National Council for Hotel Management and Catering Technology (NCHM & CT)

For Academic Session 2022-23

Introduction

1. About National Testing Agency (NTA)

The Ministry of Human Resource Development (MHRD), which is now known as Ministry of Education (MoE), Government of India (GOI) has established the National Testing Agency (NTA) as an independent, autonomous, and self-sustained premier testing organization under the Societies Registration Act (1860) for conducting efficient, transparent and international standards tests in order to assess the competency of candidates for admissions to premier higher education institutions.

The National Testing Agency (NTA) has been entrusted by the National Council for Hotel Management and Catering Technology (NCHMCT), an Autonomous Body of the Ministry of Tourism, Government of India, with the task of conducting the National Council for Hotel Management Joint Entrance Examination (NCHM JEE) w.e.f 2019.

2. About National Council for Hotel Management and Catering Technology (NCHMCT)

National Council for Hotel Management & Catering Technology, was set up in 1982 as an Autonomous Body under the Ministry of Tourism, for coordinated growth and development of hospitality management education in the country.

Initially, the Council was set up in the name of National Board of Studies in Food Management, Catering & Nutrition under the administrative control of Ministry of Agriculture (Deptt. Of Food) and subsequently it was transferred to Ministry of Tourism, Govt. of India in the year 1984 with renaming as National Council for Hotel Management & Catering Technology.

The Council regulates academics in the field of Hospitality Education & training that is imparted at the 21 (twenty one) Central Govt. sponsored Institutes of Hotel Management, 27 (twenty seven) State Govt. sponsored IHMs offering Degree level/Diploma/Craft Certificate level programs, 1 (one) PSU owned Institute, 29 (twenty nine) private Institutes that function in different parts of the country.

Through the Council, these institutes offer 11 (eleven) different professional programs leading to award of Certificate, Diploma, Post Graduate Diploma, Bachelor and Master Degree. (The last two programs are in collaboration with Indira Gandhi National Open University).

The Institutes run/controlled/regulated/affiliated to NCHMCT (Annexure-II) follow standardised course curricula prescribed by it for different professional programs. Quality of education and training provided by the Institutes help students to emerge as professionally qualified personnel for hospitality and other allied service sectors. The Council has till date trained more than one lakh Hospitality Managers, Executives and

other operational personnel. Its alumni from affiliated Institutes occupy key positions in the hospitality industry as well as in allied industry both in India and abroad.

3. National Council for Hotel Management Joint Entrance Examination (NCHM JEE) -2022

- 3.1 The B.Sc. (Hospitality & Hotel Administration) Programme at its affiliated Institutes (Annexure -II), is offered jointly by the National Council for Hotel Management and the Indira Gandhi National Open University (IGNOU).
- 3.2 The Three-Year (Six Semester) course equips students with all the required skills, knowledge and attitude to efficiently discharge supervisory responsibilities in the Hospitality sector.
- 3.3 The program involves in-depth laboratory work for students to acquire required knowledge and skill standards in the operational areas of Food Production, Food & Beverage Service, Front Office Operation and House Keeping. It also provides managerial inputs in Hotel Accountancy, Food Safety & Quality, Human Resource Management, Facility Planning, Financial Management, Strategic Management, Tourism Marketing and Management.
- 3.4 Admission to the above Course is through the NCHM JEE only. The Score of NCHM JEE is accepted by all the affiliated Institutes for admission to the B.Sc. (HHA) Course in their respective Institutes.

4. Details of Examination

4.1 Mode of Examination

Exam will be held in Computer Based Test (CBT) mode.

4.2 Pattern of Examination

The Paper comprises Multiple Choice Questions (MCQs) in the following areas:

Type of questions (MCQ)	No. of questions
Numerical Ability and Analytical Aptitude	30
Reasoning and Logical Deduction	30
General Knowledge & Current Affairs	30
English Language	60
Aptitude for Service Sector	50
Total	200

Each question carries four (04) marks. One (01) mark will be deducted for a wrong answer.

4.3 Medium of Question Paper:

- i) The medium of **Question Paper shall be in English & Hindi only.**
- ii) Option of medium of Question Paper should be carefully chosen by the Candidate, while filling the Application Form online. The option once exercised cannot be changed.
- iii) In case of any ambiguity in translation/construction of a question in the exam, its English version shall be treated as final and the decision of NTA shall be final in this regard.

4.4 Duration of Examination:

Three hours (180 minutes).

5. Eligibility Criteria for NCHM JEE-2022

5.1 Eligibility requirements:

- 5.1.1 A candidate should have passed 10+2 system of Senior Secondary Examination or its equivalent with English as one of the subjects, from a recognized Educational Board. Candidate must have passed English as a subject of study (core/elective/functional) in the qualifying examination.
- 5.1.2 Those appearing in 10+2 or equivalent examination can also appear in NCHM JEE 2022 on provisional basis. Provisional admission will stand cancelled if proof of having passed the qualifying examination (10+2 or its equivalent) is not submitted at the time of counselling or at the time of admission or latest by 30.09.2022
- 5.1.3 The offer of admission is subject to verification of original certificates / documents, including category certificate and PwD certificate (wherever applicable) at the time of admission. If any candidate is found ineligible at a later date even after admission to an Institute, due to the inability to produce genuine certificate in original in support of passing 10+2 or equivalent examination and fulfillment of age criteria and category certificate or PwD certificate (wherever applicable), his/her admission will stand cancelled.

5.2 List of examinations equivalent to 10+2:

- 5.2.1 Plus two level examination in the 10+2 pattern of Senior Secondary education of any recognized Central/State Board, such as Central Board of Secondary Education and Council for Indian School Certificate Examination or State Boards of Secondary Education.
- 5.2.2 Intermediate or two-year Pre-University Examination conducted by a recognized Board/ University.

5.2.3 General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) level.

5.2.4 High School Certificate Examination of the Cambridge University.

5.2.5 Any Public School / Board / University Examination in India or in a foreign country recognized by the Council of Boards of School Education (COBSE) / Association of Indian Universities (AIU) as equivalent to 10+2 pattern of Senior Secondary Education.

5.2.6 Senior Secondary School Examination conducted by National Institute of Open Schooling (NIOS) as well as State Board of Open Schooling with a minimum of five subjects including English as one of the Subjects

5.2.7 H.S.C. Vocational Examination approved by NCVT and SCVT of concerned State/UT.

5.3 Age Limit

For candidates from General, General (EWS) and OBC categories, upper age limit is 25 years as on 01.07.2022. Candidates born on or after July 01, 1997 are eligible.

In the case of Scheduled Caste and Scheduled Tribe candidates and Physically challenged candidates, upper age limit is 28 years as on 01.07.2022. That is SC/ST and Physically challenged candidates born on or after July 01, 1994 are eligible.

Date of birth as recorded in the Secondary Education Board/Pre-University Certificate shall be the authentic proof that will be accepted. At the time of counseling, this certificate must be produced in original as a proof of age, failing which the candidate will not be considered for Counselling/admission.

5.4 Physical Fitness

All qualified candidates will have to submit a physical fitness certificate **of carrying out practical classes as required in the course** at the time of admission from a Registered Medical Practitioner in the prescribed format.

6. Reservations

6.1 In the case of Institutes run by the Central Government, the reservation would be applicable as mentioned below:

- (i) **15%** of the seats Scheduled Castes (SC) candidates
- (ii) **7.5%** seats for Scheduled Tribes (ST) candidates
- (iii) **27%** seats for Other Backward Classes (OBC) Non-Creamy Layer (NCL) candidates as per the Central List*

- (iv) **10%** of the seats for **General Economically Weaker Sections (General - EWS)** candidates
- (v) Reservation for Kashmiri Migrant / Kashmiri Pandits / Hindus (Non Migrants) residing in Kashmir Valley (subject to notification from Ministry of Education for Academic Session 2022-23).

6.2 Each category will have 5% reservations for the candidates with 40% or more disability as defined in Section 2 I and 2(zc) of Persons with Disabilities (RPwD) Act, 2016. However, such candidates should be able to carry out all practicals as prescribed in the course#.

Practical to be carried by a student during the course duration:

- 1) Cutting/ Chopping of all vegetables and other items prior to cooking;
- 2) Cooking of four items in each practical classes in the Basic Training Kitchen and Advance Training kitchen;
- 3) Cooking of Indian menu for lunch at bulk quantity as part of the team;
- 4) All work in bakery and Confectionary section;
- 5) Service of Food and Beverages, flame in the Training Restaurants;
- 6) Flower arrangement, Bed making, cleaning, stain removing, washing (in machine), Ironing and use of calendaring machine, floor mopping, handling of vacuum cleaner, handling of floor cleaning/ polishing machine etc;
- 7) Computer operation, Rooms reservation through dedicated software.

6.3 In the case of the Institutes run/aided/recognized by State Governments, the reservation policy of the respective State Governments shall be applicable.

Notes:

1. The benefit of reservation for admission to Central Educational Institutions (CEIs) shall be given only to those classes/castes/tribes which are in the respective Central List published by the Government of India from time to time.
2. *Other Backward Classes - Non-Creamy Layer (OBC-NCL) are as per the Central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website www.ncbc.nic.in Thus, the candidates falling in this list may mention OBC in the Category Column. State list OBC Candidates who are not in OBC-NCL (Central List) must not choose OBC-NCL.*
3. **Economically Weaker Section (EWS)** - This provision would be regulated as per the OM No. 20013/01/2018-BC-II dated 17 January 2019 issued by the Ministry of Social Justice and Empowerment and the OM No. 12-4/2019-U1 dated 17 January 2019 as well as the Letter No AF 33(2)/2019-20/NC dated 27.03.2019 of NCHMCT regarding implementation of reservation for Economically Weaker Section (EWS) for admission in Central Educational Institutions (CEIs).
4. One seat (supernumerary) in each Central and State Government affiliated IHM is provided for registered Kashmiri Migrants// Kashmiri Pandits / Hindus (Non Migrants) residing in Kashmir Valley. Such Applicants shall have to qualify the NCHM JEE 2022. Candidates registered with different State Govts. should produce proof of registration in original at the time of Counselling and at the time of admission to the Institute(s) concerned.

7. Provisions relating to Persons with Disability (PwD):

7.1 As per Section 2(t) of the RPwD Act, “**Persons with Disability (PwD)**” means a person with long term physical, mental, intellectual, or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

7.2 According to Section 2(r) of the RPwD Act, 2016, “**persons with benchmark disabilities**” means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

7.3 The “**specified disabilities**”, which are included in the Schedule of the RPwD Act, 2016, are as follows:

S. No.	Category	Type of Disability	Specified Disability
1.	Physical Disability	Locomotor Disability	a. Leprosy cured person, b. cerebral palsy, c. dwarfism, d. muscular dystrophy, e. acid attack victims.
		Visual Impairment	a. blindness, b. low vision
		Hearing Impairment	a. deaf, b. hard of hearing
		Speech & Language Disability	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.
2.	Intellectual Disability		a. specific learning disabilities/perceptual disabilities: Dyslexia, Dysgraphia, Dyscalculia, Dyspraxia & Developmental Aphasia) b. autism spectrum disorder
3.	Mental Behaviour		a. mental illness
4.	Disability caused due to	i. Chronic Neurological Conditions	a. multiple sclerosis b. Parkinson's disease
		ii. Blood disorder	a. Haemophilia, b. Thalassemia, c. Sickle cell disease
5.	Multiple Disabilities		More than one of the above specified disabilities including deaf blindness

8. Facilities for PwD candidates to appear in the exam

As per the guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan) under Ministry of Social Justice & Empowerment, following facilities will be made available to Person with Benchmark Disability:

- a. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, holding a disability certificate in the format prescribed in Annexure- III, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In the case of other category of person with benchmark disability the provision of scribe/reader/lab assistant can be allowed on production of certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per Profoma at **Annexure-III**.

NTA will arrange for providing scribe to such candidates based on the requirement indicated in their Application Form.

- b. *Compensatory time* of **one hour** for Examination of **three hours** duration will be extended to the candidates who are eligible for availing the facility of Scribe in terms of the Government Guidelines, whether they use the facility of scribe or not.

The Candidate cannot change the category or sub-category (PwD status) after the submission of the Online Application Form, and in any case, no change will be entertained by NTA after the declaration of NCHM JEE 2022 NTA Scores. Therefore, the candidates are advised to fill the category / sub-category column very carefully.

9. Choice of Cities for Exam Centre

- 9.1 The City of Examination Centres where the Exam shall be conducted are given at Annexure-V. **It is mandatory for candidates to select four cities of their choice while filling Online Application Form for NCHM JEE 2022.** Effort will be made to allot Centre of Examination to the candidate in order of the City Choice opted by them in the Application Form. However, due to logistic & administrative reasons, a different city of nearby area may be allotted.
- 9.2 The City of Examination once chosen and allotted cannot be changed (after the closing of the correction window) and any request in this regard will not be entertained.
- 9.3 NTA will try to allocate the Examination Centre in one of the chosen Cities, which will be mentioned in the Admit Card. However, due to Administrative/Logistic reasons, the Exam Centre may be allotted in another City nearer to the present address of the Candidate.

10. General Instructions

- 10.1 NCHM JEE 2022 is an Examination for Admission to **the B.Sc. Course in Hospitality and Hotel Administration (B.Sc. HHA) across the Country for 2022-23 Academic Session.**
- 10.2 Merely appearing in and passing at NCHM JEE 2022 does not confer any right to the candidate for admission to the affiliated Institutions of NCHMCT.

- 10.3 The selection and admission to the affiliated Institutions is subject to fulfilling the Admission Criteria, Eligibility, Rank in Merit List, Medical Fitness, verification of original documents and such other criteria as may be prescribed by the NCHMCT.
- 10.4 Applications of candidates submitting false and fabricated information will be rejected and such candidates will be further debarred from appearing in examinations conducted by NTA.
- 10.5 NTA reserves the right to withdraw permission granted inadvertently (if any), to any candidate who is not eligible to appear in the NCHM JEE 2022, even though the Admit Card had been issued by the NTA.
- 10.6 In case of any ambiguity in interpretation of any of the instructions/ terms / rules/criteria regarding determination of eligibility / conduct of examination / registration of candidates/information contained therein, the interpretation of the NCHMCT/NTA (as the case may be), shall be final and binding.
- 10.7 **All the correspondence should be addressed by e-mail.** The e-mail query shall be addressed only if it is not anonymous and contains the name, postal address and contact number of the sender. An e-mail containing vague or general queries and other queries as contained in the Information Bulletin shall not be entertained. Queries shall not be entertained from person claiming themselves to be representative, associates or officiates of the applicant candidate.
- 10.8 The following information shall not be revealed over phone or email:
- Internal documentation /status of NTA
 - Internal decision-making process of NTA/NCHMCT, Any claim/counter claim thereof
 - Dates and venue of internal meetings or name of the staff/officers dealing.
 - Any information which in the opinion of NTA/NCHMCT cannot be revealed.
- 10.9 By registering for the NCHM JEE 2022, candidates are covered by Non-Disclosure Agreement (NDA). As per NDA, candidates cannot disclose any question or contents of question paper in part or otherwise with any person or party or website or such other media/publication. Any act in breach of the NDA shall be liable for penal action as per law. Kindly note that this is a punishable offence and shall lead to cancellation of candidature.
- 10.10 Role of NTA is confined to registration of candidates for the exam, admitting them to the exam, conducting the exam in the prescribed mode, display of answer keys and inviting challenges, finalizing the answer keys, processing the results and hosting the score card.

11. Instructions for filling online Application Form

- 11.1 Candidates have to apply for NCHM JEE-2022 “Online” ONLY by accessing the website: <https://nchmjee.nta.nic.in/>. The Application Form other than online mode would not be accepted in any case. Only one application is to be submitted by a candidate. More than one application i.e. multiple Application Forms submitted by a candidate will be rejected.
- 11.2 It is suggested that the candidate should keep the following ready before filling of the online Application Form:
- A computer with proper internet connectivity,
 - The particulars of a valid Government ID proof,
 - The Date of Birth (as mentioned in Class X Board Certificate),
 - Govt Identity Details like Aadhaar Number (last 4 digits)/Election Card (EPIC No.)/Passport number/Ration Card Number/ Bank Account Number/PAN Number/ Other valid Govt IDs,
 - Educational/Qualification details,
 - Scanned clear passport photograph in JPG/JPEG format (size between 10 kb–200 kb) either in colour or black & white with 80% face (without mask) visible including ears against white background,
 - Scanned clear signature in JPG/JPEG format (size between 4 kb–30 kb),
 - List of City of your Choice (Refer Annexure-V for Cities),
 - Bank account details for payment of fee,
 - A valid e-mail Id as important communications will be made in this e-mail Id
 - A valid mobile number as important information via SMS will be sent to this number.
- 11.3 Information Bulletin and Replica of Application Form may be downloaded and read carefully by the candidate that to be sure about his/her eligibility and acquaint with requirements for submission of Online Application Form.
- 11.4 In order to avoid correction in the particulars at a later stage, the candidate should *exercise utmost caution while filling up the details in the Application Form.*
- 11.5 **Check List for filling the Online Application Form:**

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

- (i) Whether they fulfill the eligibility conditions for the Test as prescribed under the heading ‘Conditions of Eligibility’.
- (ii) That they have filled their gender and category viz General/OBC (Non-Creamy Layer)/SC/ ST/Gen-EWS/ Male/Female/Third Gender, in the relevant column correctly.
- (iii) That they have filled the City of Examination in the relevant column correctly.
- (iv) That the Person with Disability (PwD) candidate has filled the relevant

column in the Online Application Form. Only PwD candidates have to fill this column and the others have to leave it blank.

- (v) Whether they have kept a Printout of Application Form (confirmation page) for their own record.

11.6 Steps to be followed to Apply Online:

Step-1: Register for Online Registration using your own Email ID and Mobile No. and note down system generated Application Number.

Step-2: Complete the Online Application Form and note down the system generated Application Number. Upload legible scanned images of: (i) a recent photograph (in jpg/ jpeg file, size 10Kb – 200Kb) either in colour or black & white with 80% face (without mask) visible including ears against white background; (ii) candidate's signature (file size: 4kb - 30kb); (iii) Category Certificate (file size 50 kb-300 kb), if applicable; (iv) PwD Certificate (file size 50 kb-300 kb), if applicable.

Step-3: Pay fee using **the Payment Gateway(s) integrated to the Online Application through Net Banking Debit Card / Credit Card / UPI / Wallet** and keep proof of fee paid.

All the Steps can be done together or at separate timings.

After (successful completion of Steps, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

In case the Confirmation Page is not generated after payment of Prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in Annexure- I of the Information Bulletin), for ensuring the successful payment.

In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

Note:

- (i) The final submission of Online Application Form will remain incomplete if Step - 2 and Step 3 are not completed, such Application Forms will stand rejected and no correspondence on this account will be entertained.
- (ii) No request for refund of fee once remitted by the candidate will be entertained.
- (iii) The entire application process of NCHM JEE-2022 is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore,

candidates are not required to send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.

- (iv) Candidates are advised to keep visiting the NTA's website regularly for latest updates and to check their e-mails.
- (v) The NTA can make use of the data generated for the purpose of research and analysis.
- (vi) All the candidates who have submitted the online application and paid the Examination fee till last date will be allowed to appear in NCHM JEE-2022 and their admit cards will be uploaded on the website as per schedule.
- (vii) NTA does not verify the information filled by the candidates in the Application Form nor verifies any certificate of category/educational qualification for deciding the eligibility of candidates.
- (viii) The certificates of educational qualification and category (if applied under reserved category) and PwD Status (wherever applicable) will be verified by the concerned institution. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category) as well as PwD Status (wherever applicable) at the time of submission of application.
- (ix) The NTA will, in no way, be responsible for any wrong/incorrect information furnished by the candidate(s) in his/her Online Application Form. The letter/e-mails/WhatsApp Message/Public Grievance in this regard will not be entertained by the NTA.

11.7 Procedure for Filling Application Form

Part I: Registration Page

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

- (i) **Candidate's Name/ Mother's Name/ Father's Name:**
Provide Candidate's Name, Mother's Name, Father's Name as given in the Secondary School Examination or equivalent Board/ University Certificate in capital letters. No prefix in the name of the candidate is allowed.
- (ii) **Date of Birth: dd/mm/yyyy**
Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/ University Certificate.
- (iii) **Mobile Number and e-mail Address:**
Candidates must provide own Mobile Number and e-mail address.

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

PART II: Fill in the complete Application Form

Fill in the complete Application

Note:

- (i) **Other Backward Classes (OBC) - Non Creamy Layer as per the Central List of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website (www.ncbc.nic.in).** Thus, the candidates falling in this list may mention OBC in the Category Column. **State list OBC Candidates who are not in OBC-NCL (Central List) must not choose OBC-NCL.**
- (ii) **Economically Weaker Section (EWS) -** This provision would be regulated as per the OM No. 20013/01/2018-BC-II dated 17 January 2019 issued by the Ministry of Social

Justice and Empowerment and the OM No. 12-4/2019-U1 dated 17 January 2019 as well as the Letter No AF 33(2)/2019-20/NC dated 27.03.2019 of NCHMCT regarding implementation of reservation for Economically Weaker Section (EWS) for admission in Central Educational Institutions (CEIs).

- (iii) Provide complete postal address with PIN Code (Correspondence Address as well as Permanent Address) for further correspondence. PIN code of Correspondence Address should be given in the space provided for this purpose.

Note: The NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form.

Choice of Cities for Examination Centres: The City of Examination Centres where the test shall be conducted are given at **Annexure-V**. **It is mandatory for candidates to select four cities of their choice while filling Online Application Form of NCHM JEE 2022.** Effort will be made to allot Centre of Examination to the candidates in order of the City choice opted by them in their Application Form. However, due to administrative reasons, a different city of nearby area may be allotted.

(i) Candidate's Photograph: to be uploaded

- Photograph should not be with cap or goggles. Photograph should cover 80% face (without mask) visible including ears against white background.
- Spectacles are allowed if being used regularly.
- **Polaroid and Computer generated photos are not acceptable.**
- **Applications not complying with these instructions or with unclear photographs are liable to be rejected.**
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de- shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**
- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 6 to 8 passport size coloured photographs with white background.

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

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

(ii) Candidate's Signature : to be uploaded

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

- **The candidate should put his full signature on white paper with Blue/Black Ink pen and scan for uploading.**
- File size must be between 04 kb to 30 kb.

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

(iii) Candidate's Category/ PwD Certificate, if applicable.

11.8 **Important Points to Note:**

- (i) The Candidates should fill their complete postal address with **PIN Code** for further correspondence.
- (ii) The Candidate should not give the postal address, Mobile Number or e-mail ID of any Coaching Centre or Internet Café in the Online Application Form.
- (iii) In order to appear in NCHM JEE, 2022, the candidates are required to apply 'online' only. **The Application Form other than online mode shall not be accepted. No change will be accepted through offline mode i.e. through fax/application including e-mail etc.**
- (iv) Online submission of application may be done by accessing the **NTA official website: <https://nchmjee.nta.nic.in>**
- (v) **Online Application Form cannot be withdrawn once it is submitted successfully.**
- (vi) Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- (vii) A candidate is allowed to **submit only one Application Form. If a candidate submits more than one Application Form, the candidature is likely to be cancelled.**
- (viii) **Request for change in any particular in the Application Form shall not be entertained after closing of the correction window/period.**
- (ix) The Cities of Examination Centres where the test shall be conducted are given in the Information Bulletin. The Cities indicated for the entrance Examination should be carefully chosen by the candidate, as no change will be allowed once application is submitted.
- (x) Selection of a candidate in the test is provisional, subject to being found otherwise eligible for admission.
- (xi) In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate shall face penal action as per the law.
- (xii) The Candidates are not required to send/ submit the confirmation page of Online Application Form to the NTA. However, he/she is advised to retain the following documents with them as reference for future correspondence:
 - ❖ **At least four printouts of the Confirmation Page of Online Application Form.**
 - ❖ **Proof of fee paid.**
 - ❖ **Photographs (same as uploaded on the Online Application Form).**
 - ❖ **The name on the photo identification must match with the name as shown on the Admit Card. If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate / Divorce / Decree / Legal Name Change Document.**

12. Admit Card for NCHM JEE-2022

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

The candidate has to download the Admit Card from the NTA website and appear for the Examination at the given Centre on Date, timing and discipline as indicated in their Admit Card.

No candidate will be allowed to appear the Test at the Examination Centre, the Date and timing other than that allotted to him/her in his/her Admit Card.

In case a candidate is unable to download Admit Card from the website, he/she may approach the Help Line between 10:00 am and 5:00 pm or write to NTA at nchm@nta.ac.in

The candidates are advised to read the Instructions given in the Admit Card carefully in advance of the exam day and follow them during the conduct of the examination.

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

Note:

- a. Candidate may please note that Admit Cards will not be sent by post.
- b. In no case, the duplicate Admit Card for NCHM JEE-2022 would be issued at the Examination Centres.
- c. Candidate must not mutilate the Admit Card or change any entry made therein.
- d. Candidates are advised to preserve their Admit Cards in good condition for future reference.
- e. No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
- f. Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of admission process.

13. Computer Based Test (CBT) Guidelines

The CBT Guidelines are provided at Annexure-VI. Please read them carefully and practice the same through Mock Test through.

14. Conduct of the Examination

14.1 Important Instructions for Candidates

- a. The candidates are advised to read the instructions on the Admit Card carefully and follow them strictly. They are also advised to read and follow, relevant

instructions relating COVID-19 preventive/safety measures given at Annexure-VII

- b. Candidates **MUST** carry the following documents along with them to the Centre: appear in the examination.
- i. Print copy of Admit Card downloaded from NTA Website,
 - ii. One passport size photograph (same as uploaded on the Online Application Form) for pasting on the specific space in the attendance sheet at the Centre during the Examination,
 - iii. Any one of the authorized Govt. photo IDs (must be original & valid), viz. School Identity Card/ PAN card/ Driving License/ Voter ID/ Passport/ Aadhaar Card (with photograph)/ Aadhaar Enrolment No/ Ration Card,
 - iv. PwD certificate issued by the Competent Authority, if claiming relaxation/facility under PwD category.

If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate / Divorce / Decree / Legal Name Change Document.

- c. Candidates should not be in possession of any material listed in the list of prohibited material.
- d. Candidates are not allowed to carry any baggage inside the Examination Centre. NTA will not be responsible for any belongings stolen or lost at the premises.
- e. The candidates shall report at the Examination Centre at the **time mentioned on the Admit Card** so as to avoid crowding at the **Examination Centre**.
- f. Candidates shall not be permitted to enter in the Examination Centre after 09:30 A.M.
- g. The candidate must show, on demand, the Admit Card for entry in the Examination room/hall. A candidate who does not possess the valid Admit Card shall not be allowed to enter the Examination centre.
- h. Candidates should take their seat immediately after opening of the Examination hall on their allotted seat. If not they are likely to miss some of the general instructions to be announced in the Examination Rooms/Halls. The NTA shall not be responsible for any delay.
- i. Any candidate found to have changed room/hall or the seat on his/her own other than allotted would be considered as a case of Unfair means and the candidature shall be cancelled and no plea would be accepted.
- j. The candidate must sign and paste the photograph on the Attendance Sheet at the appropriate place.

- k. The candidate should ensure that the question paper available on the computer is as per the opted Subject Code/ Discipline indicated in the Admit Card. In case, the subject of question paper is other than the opted paper, the same may be brought to the notice of the Invigilator concerned.
- l. All calculations/writing work are to be done only in the rough sheet provided at the centre in the Examination Room/Hall and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.
- m. No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave his/her seat or Examination Room/Hall until the full duration of the paper is over. Candidates must follow the instructions strictly as instructed by the Centre Superintendent/Invigilators.
- n. Candidate shall appear at their own cost at the Centre on Date and time as indicated on their Admit Card issued by the NTA.
- o. The candidates are to be governed by the Rules and Regulations/Instuction of the NTA with regard to their conduct in the Examination Hall. All cases of Unfair means will be dealt with as per rules.
- p. At the test Centre, each candidate will be seated at a desk with a computer terminal and he/she will be provided with 5 sheets of paper for dong rough work. Candidates are to write their Roll Number and name on the Rough Sheets. After the test, candidate must drop the Rough Papers in the drop box kept for the purpose. Rough work cannot be done on any other paper/sheet, as nothing will be allowed inside the Examination Room/Hall.

14.2 Centres for NCHM JEE-2022

1. Candidates are advised to familiarize themselves with the location of test centre and plan travel time accordingly. Candidates have to reach the test centers on or before the reporting time. Candidates may note that late entry to the Examination premises is not permitted under any circumstances. NTA/AICTE shall not be responsible for any delayed arrival of the candidate in reaching the centre due to any reason.
2. Biometric information of all the candidates shall be captured.
3. Identity checks will be made upon arrival at the test centre to ensure that there are no unauthorized candidates appearing for the test. Candidates are required to cooperate with the security personnel for security checks.
4. Please note that only registered candidates will be allowed at the

Examination Centre.

5. Friends or relatives accompanying the candidates shall not be allowed entry in the test centre under any circumstances and will not be allowed to contact the candidate while the Examination process is going on.

15. Test Practice Centres (TPCs)

As per the guidelines of the Ministry of Education NTA has set up, established and created a network of Test Practice Centres for candidates, especially in remote and rural areas to enable them to practice and be comfortable in taking a Computer Based Test (CBT). Details mentioned in the Annexure-VIII.

16. Caution Notice & Non-Disclosure Agreement (India)

16.1. CAUTION NOTICE

- a) Candidates are advised to refer to NCHM 2022 website nchmjee.nta.nic.in for authentic information and periodic updates about NCHM JEE 2022.
- b) Candidates are advised to be careful about any wrong information/false claim of any person or institute regarding NCHM JEE 2022 Examination or securing a seat on the basis of its Result.
- c) Candidates are advised to bring any such information to the notice of NTA through e-mail on nchm@nta.ac.in and /or NCHMCT through email

16.2. NON-DISCLOSURE AGREEMENT (NDA)

- a) NCHM JEE-2022 is a proprietary Examination and is conducted by NTA on behalf of NCHMCT, Ministry of Tourism. The contents of this exam are confidential, proprietary and are owned by NTA/NCHMCT and explicitly prohibits the candidate from publishing, reproducing or transmitting any or some contents of this test, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical or for any purpose. Hangouts, Blogs etc. using either one's own account or proxy account (s).
- b) By registering for and /or appearing in NCHM JEE 2022, the candidate explicitly agrees to the above Non-Disclosure Agreement and general terms of use for NCHM JEE 2022 as contained in this Information Bulletin & NCHM JEE 2022 website <https://nchmjee.nta.nic.in>
- c) Violation of any act or breach of the same shall be liable for penal action and cancellation of the candidature at the bare threshold.

17. Unfair Means Practices and Breach of Examination Rules

17.1 Definition

Unfair Means Practice is an activity that allows a candidate to gain an unfair advantage over other candidates. It includes, but is not limited to:

- a) Being in possession of any item or article which has been prohibited or can be used for Unfair Practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the Examination in the paper concerned;
- b) Using someone to write Examination (impersonation) or preparing material for copying;
- c) Breaching Examination rules or any direction issued by NTA in connection with NCHM JEE 2022 examination;
- d) Assisting other candidate to engage in malpractices, giving or receiving assistance directly or indirectly of any kind or attempting to do so;
- e) Writing questions or answers on any material given by the Centre Superintendent for writing answers;
- f) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the Examination time in the Examination Centre;
- g) Threatening any of the officials connected with the conduct of the Examination or threatening any of the candidates;
- h) Using or attempting to use any other undesirable method or means in connection with the examination;
- i) Manipulation and fabrication of online documents viz. Admit Card, Rank Letter, Self-Declaration, etc.;
- j) Forceful entry in /exit from Examination Centre/Hall;
- k) Use or attempted use of any electronic device after entering the Examination Centre;
- l) Affixing/uploading of wrong/morphed photographs/signatures on the Application Form/Admit Card/Proforma;
- m) Creating obstacles in smooth and fair conduct of examination;
- n) Any other malpractices declared as Unfair Means by the NTA.

Disclaimer- The decision of NTA shall be final and binding for declaration of any person / candidate guilty of foregoing or such offence as shall be classified as Unfair Means Case (UMC).

18. Display of Recorded Responses

The NTA will display the Responses recorded by the candidates during the exam on the NTA website (nchmjee.nta.nic.in) prior to declaration of result. The recorded responses are likely to be displayed for two to three days.

19. Display of Provisional Answer Key for Challenges

19.1 The NTA will display Provisional Answer Key of the questions on the NTA website: nchmjee.nta.nic.in, with a Public Notice issued to this effect on the said website, to provide an opportunity to the candidates to challenge the Provisional Answer Keys with non refundable online payment of Rs. 200/- per question challenged as processing charges. The provisional Answer Keys are likely to be displayed for two to three days.

19.2 Only paid challenges made during stipulated time through key challenge link will be considered.

19.3 The subject experts will examine all the challenges received and then a final answer key will be displayed and declared.

19.4 The NTA's decision on the challenges shall be final and no further communication will be entertained. NTA will not inform the Candidates individually about their challenges.

19.5 **The result will be compiled on the basis of the Final Answer Key declared. No grievance with regard to Answer Key(s) after Declaration of Result of NCHM JEE- 2022 will be entertained.**

20. Evaluation Criteria:

20.1 After the process of Challenges of the Answer Key, in case there are multiple correct options or change in key, only those candidates who have attempted it correctly as per the revised Answer key(s) will be awarded marks.

20.2 In case a Question is dropped due to some technical error, full marks shall be given to the candidates who have attempted it.

21. Declaration of Results

21.1 The result will be compiled based on Final Answer Keys and announced through the Website (<https://nchmjee.nta.nic.in>) only in due course. No grievance with regard to Answer Key(s) after declaration of Result of NCHM JEE-2022 will be entertained. The raw (actual) marks obtained by a candidate will be considered further for computation of the Result of NCHM JEE-2022. The candidates download their Score Cards from the website: nchmjee.nta.nic.in only.

21.2 After the declaration of the Result, the NCHM JEE Score 2022 will be provided by NTA to NCHMCT to conduct the Counselling for the admission to the B.Sc (HHA) Courses.

21.3 Merit List

All India merit list of candidates shall be prepared on the basis of marks secured in the NCHM-JEE Computer Based Test (CBT). In case candidates secure equal marks, the merit will be determined as under;

- i) Candidate securing higher marks in English component of NCHM JEE shall rank higher,
- ii) In case of candidates securing equal marks in NCHM-JEE, as well as in English component of NCHM-JEE, then the candidate securing higher marks in Service Aptitude Component of NCHM-JEE shall rank higher,
- iii) In case of tie in (i) and (ii) above, the candidate older in age shall rank higher.

21.4 There is no provision for rechecking/re-evaluation/re-totaling of the result/score and no query in this regard will be entertained.

21.5 Validity of Result

21.5.1 The validity of the result of the exam shall be only for the current admission year i.e. 2022-23 academic year and cannot be carried forwarded for the next session of admission.

21.6 The National Testing Agency (NTA) is an Examination conducting body and will provide NCHM JEE Score 2022. The NTA does not collect the information regarding total number of seats available in the Institutions and reservation criteria followed by the Institutions.

22. Query Redressal System

22.1 National Testing Agency (NTA) has established a Query Redressal System (QRS), an online web-enabled system developed by NTA. QRS is the platform based on web technology which primarily aims to enable submission of queries/grievances by the Registered Candidate(s) of NCHM JEE 2022 Examination with (24x7) facility for speedy redressal of the queries/grievances. A Unique Registration Number will be generated for tracking the status of the queries/grievances.

22.2 The Registered Candidate(s) are advised to use this online facility for speedy response, and may mail their queries to the official email id of NCHM JEE i.e. nchm@nta.ac.in only if they do not get a response to the similar query sent earlier through QRS.

23. Correspondence with NTA

All the correspondence should be addressed by e-mail to NTA on nchm@nta.ac.in. The email query shall be addressed only if it is not anonymous and contains the name, Registration/Application No, postal address and contact number of the sender. An email containing vague or general queries and other queries as contained in the Information Bulletin shall not be entertained. Queries shall not be entertained from person claiming to be representatives, associates or officiates of the applicant candidate. The following information shall not be revealed by phone or email:

- a. Internal documentation/status.
- b. Internal decision making process of NTA. Any claim/counter claim thereof.
- c. Dates & venue of internal meetings or name of the staff/officers dealing with it.
- d. Any information which in the opinion of NTA cannot be revealed.

24. Common Services Centres/Facilitation Centres (Annexure-IX)

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

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

25. Weeding Out Rules

The record of National Council for Hotel Management & Catering Technology Joint Entrance Examination (NCHM JEE)-2022 would be preserved upto 90 days from the date of declaration of result.

26. Legal Jurisdiction

All disputes pertaining to the conduct of NCHM JEE- 2022 Examination including Results shall fall within the **jurisdiction of Delhi/New Delhi** only. Further, any legal question arising out of the Examination shall be entertained only when raised within 30 days from the declaration of result.

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

Annexure -I

Payment of Exam Fee - Procedure/ Mode / Service Provider(s) and Services Charges

1. Prescribed Examination Fee (please see the Information at a Glance) can be paid through any Bank/Payment Gateway in any Payment Mode mentioned below. The service / processing charges per transaction & GST applicable @ 18 % are to be paid by the candidate, except for payment made through debit card (Visa/Master):

S.No.	Mode of Payment	CANARA BANK		PAYTM	
1	Net Banking	Canara Bank	NIL Charge	Rs 4 +GST	
		Other Banks	5.00 + GST		
2	All Debit Card	Rupay Card of Canara Bank or Other Banks	Nil Charge	Transaction upto Rs 2000/-	Only Rupay Card, No charges
				Transaction above Rs 2000/-	Only Rupay Card, No charges
3	Credit Card	Domestic	0.80% of Fee + GST	Domestic	0.8%+GST
		International	2.35% of Fee+ GST	International	3.5%+GST
4	Unified Payment Interface (UPI)	NIL CHARGE		Transaction upto Rs 2000/-	0 %
				Transaction above Rs 2000/-	0%
				PAYTM Wallet Charge	1.10% + GST
				PAYTM Postpaid (Apply Now, Pay later)	1.50% + GST

2. Helplines:

(a) If Paying using Canara Bank:

Level	Name	Email ID	Contact Number
1	Helpdesk	pgsupport@billdesk.com	0120-2400850 / 1 7428206789
2	Complaint Management Services	genadmnrnoida@canarabank.com	
3	Customer Care	genadmnrnoida@canarabank.com	
4	Through SMS	genadmnrnoida@canarabank.com	

(b) If Paying using PAYTM:

Level	Name	Email ID	Contact Number
1	Helpdesk	education.support@paytm.com	0120-4789525 / 6

(c) NTA Helpdesk Contact details (incase the payment related issues are not resolved through the above mentioned Helplines of the concerned Bank/Payment Gateway Interator):

Email: nchm@nta.ac.in

Phone No.: 011 – 4075 9000, 011 - 6922 7700

3. Procedure to raise payment related Grievance:

After (successful completion of all the Steps, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in Annexure- I of the Information Bulletin), for ensuring the successful payment.

Inspite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA

4. Information to be provided by the Candidate while raising any payment related query/grievance through QRS/email/Helplines: -

- a. Name of the Bank and /or payment Gateway.
- b. Date and time of the transaction
- c. Transaction Number
- d. Bank Reference Number
- e. Proof of transaction
- f. Screenshot from the payment portal (incase of payment failure).

**List of affiliated Institutes of Hotel Management
B.Sc. HOSPITALITY AND HOTEL ADMINISTRATION COURSE FOR 2022**

S.No.	STATE	IHM	IHM's CITY
1	ANDHRA PRADESH	SIHM	TIRUPATI
2	ASSAM	CIHM	GUWAHATI
3	BIHAR	CIHM	HAJIPUR
4	BIHAR	SIHM	BODHGAYA
5	CHANDIGARH	CIHM	AIHM CHANDIGARH
6	CHANDIGARH	SIHM	CIHM CHANDIGARH
7	CHANDIGARH	PIHM	IHMCU CHANDIGARH
8	CHHATISGARH	SIHM	RAIPUR
9	DAMAN & DIU	SIHM	SILVASSA
10	DELHI	CIHM	DELHI PUSA
11	DELHI	PSUIHM	ASHOK IHM DELHI
12	DELHI	SIHM	DIHM LAJPAT NAGAR
13	GUJRAT	CIHM	GANDHINAGAR
14	GOA	CIHM	GOA
15	HARYANA	SIHM	FARIDABAD
16	HARYANA	SIHM	KURUKSHETRA
17	HARYANA	SIHM	PANIPAT
18	HARYANA	SIHM	ROHTAK
19	HARYANA	SIHM	YAMUNANAGAR
20	HARYANA	PIHM	LALITSURI SHM FARIDABAD
21	HARYANA	PIHM	SRM IHM SONIPAT
22	HARYANA	PIHM	IHM Hisar OSGU
23	HIMACHAL PRADESH	CIHM	SHIMLA
24	HIMACHAL PRADESH	SIHM	HAMIRPUR
25	JAMMU & KASHMIR	CIHM	SRINAGAR
26	JHARKHAND	SIHM	RANCHI

S.No.	STATE	IHM	IHM's CITY
27	KARNATAKA	CIHM	BANGALORE
28	KERALA	CIHM	TRIVANDRUM
29	KERALA	SIHM	KOZHIKODE
30	KERALA	PIHM	MUNNAR CATERING COLLEGE
31	KERALA	PIHM	OREINTAL SHM WAYANAD
32	MADHYA PRADESH	CIHM	BHOPAL
33	MADHYA PRADESH	CIHM	GWALIOR
34	MADHYA PRADESH	SIHM	INDORE
35	MADHYA PRADESH	SIHM	JABALPUR
36	MADHYA PRADESH	PIHM	PEOPLS IHM BHOPAL
37	MADHYA PRADESH	PIHM	Preston IHM Gwalior
38	MAHARASHTRA	CIHM	MUMBAI
39	MEGHALAYA	CIHM	SHILLONG
40	ODISHA	CIHM	BHUBANESWAR
41	ODISHA	SIHM	BALANGIR
42	ODISHA	PIHM	RANJITHA IHM BHUBNESWAR
43	PONDICHERRY	SIHM	PONDICHERRY
44	PUNJAB	CIHM	GURDASPUR
45	PUNJAB	SIHM	BATHINDA
46	PUNJAB	PIHM	CCHM LANDRAN
47	PUNJAB	PIHM	CHITKARA SHM RAJPURA
48	PUNJAB	PIHM	CT IHM JALANDHAR
49	PUNJAB	PIHM	ST SOLDIER IHM JALANDHAR
50	PUNJAB	PIHM	AMBALA IHM
51	RAJASTHAN	CIHM	JAIPUR
52	RAJASTHAN	SIHM	JODHPUR
53	RAJASTHAN	SIHM	UDAIPUR
54	RAJASTHAN	PIHM	JIET IHM JODHPUR
55	RAJASTHAN	PIHM	POORNIMA IHM JAIPUR

S.No.	STATE	IHM	IHM's CITY
56	SIKKIM	SIHM	GANGTOK
57	TAMIL NADU	CIHM	CHENNAI
58	TAMIL NADU	SIHM	TIRUCHIRAPALLY
59	TAMIL NADU	PIHM	SRM IHM KANCHEEPURAM
60	TELANGANA	CIHM	HYDERABAD
61	TELANGANA	SIHM	MEDAK -TELANGANA
62	TELANGANA	SIHM	DR YSR NITHM HYD
63	TELANGANA	PIHM	IHM SHRISHAKTI HYD
64	TELANGANA	PIHM	LEO ACAD SHM HYD
65	UTTAR PRADESH	CIHM	LUCKNOW
66	UTTAR PRADESH	PIHM	IHM MEERUT
67	UTTAR PRADESH	PIHM	SUNDERDEEP CHM GHAZIABAD
68	UTTAR PRADESH	PIHM	SRM IHM MODINAGAR
69	UTTAR PRADESH	PIHM	DEWAN IHM MEERUT
70	UTTAR PRADESH	PIHM	HERITAGE IHM AGRA
71	UTTAR PRADESH	PIHM	RIG IHM GR NOIDA
72	UTTAR PRADESH	PIHM	FHRAI- IHM Gr Noida
73	UTTRAKHAND	SIHM	DEHRADUN
74	UTTRAKHAND	PIHM	KUKREJA IHM DEHRADUN
75	UTTRAKHAND	PIHM	DEVBHOOMI DEHRADUN
76	WEST BENGAL	CIHM	KOLKATA
77	WEST BENGAL	SIHM	DURGAPUR
78	WEST BENGAL	PIHM	GURUNANAK IHM KOLKATA

Note: All Institutions affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU), Lucknow, UP will accept NCHM JEE 2022 Score for admission to BHMCT Course for the Academic Session 2022-23

ANNEXURE –III

Certificate regarding physical limitation to write in an examination

Certificate No. _____ Dated _____

This is to certify that Mr./Ms. _____

Aged _____ Years, Son/Daughter of Mr./Mrs. _____

R/o _____

Affix Passport size
Photograph of the
candidate (same as
uploaded on the
Online Application
Form) duly attested
by the issuing
authority

with NCHM JEE 2022 Application No. _____ and NCHM JEE 2022 Roll No.

_____,has the following Disability (name of the Specified

Disability) _____ in (percentage) of _____

(in words) _____ (in Figures).

- Please tick on the “Specified Disability”

(Assessment may be done on the basis of Gazette of India. Extraordinary, Part-II, Section 3 Sub-section (ii), Ministry of Social Justice and Empowerment)

S. No.	Category	Type of Disability	Specified Disability
1.	Physical Disability	Locomotor Disability	a. Leprosy cured person, b. cerebral palsy, c. dwarfism, d. muscular dystrophy, e. acid attack victims.
		Visual Impairment	a. blindness, b. low vision
		Hearing Impairment	a. deaf, b. hard of hearing
		Speech & Language Disability	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.
2.	Intellectual Disability		a. specific learning disabilities/perceptual disabilities: Dyslexia, Dysgraphia, Dyscalculia, Dyspraxia & Developmental Aphasia) b. autism spectrum disorder
3.	Mental Behaviour		a. mental illness
4.	Disability caused due to	i. Chronic Neurological Conditions	a. multiple sclerosis b. Parkinson's disease
		ii. Blood disorder	a. Haemophilia, b. Thalassemia, c. Sickle cell disease
5.	Multiple Disabilities		More than one of the above specified disabilities including deaf blindness

This is to further certify that he/she has physical limitation which hampers his/her writing capabilities to write the Examination owing to his/her disability.

Signature

Name: _____

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent
Government Health Care Institution with Seal

Replica of Application Form



National Council for Hotel Management Joint Entrance Examination(NCHMJEE 2022)



Home

Steps to apply online

- ✓ Apply for Online Registration
- ✓ Fill Online Application Form
- ✓ Pay Examination Fee

Application Form: NCHM-JEE 2022

[New Registration](#)

Only Registered Candidates Sign In

Application Form: NCHM-JEE 2022

Application No: 220610000042

Password:

Security Pin as shown below (Case Sensitive):

Security Pin: 29W62D

[Sign In](#)

[Forgot Password ?](#) [Forgot Application No ?](#)

Invalid Application No or Password..

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NIC एन आई सी
National Informatics Centre

Instructions and Procedure for online submission of Application Form

[Download Information Bulletin](#)

1. Please download and read carefully the Information Bulletin and instructions/ procedure given therein and below, before you start filling the Application Form online.
2. Candidates can apply for NCHM JEE - 2022 'ON-LINE' only through the official website of NCHM-JEE 2022 (<https://nchmjee.nta.nic.in>).
3. Please ensure your eligibility as per the criteria laid down for NCHM JEE - 2022.
4. **Examination Fee: The Fee for NCHM -JEE** is as follows :

Applied For	Category	Fee Amount
Fee payable for NCHM - 2022	General/ OBC-(NCL) as per Central List	Rs. 1000
	Gen-EWS	Rs. 700
	SC/ST/PwD	Rs. 450
	Transgender	Rs. 450
Processing charges and Goods & Service Taxes (GST) are to be paid by the candidate, as applicable.		

The fee may be submitted through Net Banking/Debit Card/Credit Card/UPI/Paytm Services.

5. Application Procedure: Steps to be followed to apply online.

Candidates must read carefully the Instructions (including how to fill up the Application Form online) given in the Information Bulletin available on the NTA Website. Candidates not complying with the Instructions shall be summarily disqualified.

Step 1: Registration Form: Register for the Online Application Form and note down the system-generated Application Number. The candidate should supply the required details while filling the Online Application Form and is also required to create PASSWORD and choose Security Question and enter his/her Answer. After successful submission of the personal details, an Application number will be generated and it will be used to complete the remaining Steps of the Application Form and will also be required for all future reference/correspondence. This application number will also be used/referred for both Sessions of JEE (Main) - 2022. For subsequent logins, the candidate will be able to login directly with the respective system generated **Application Number** and created **Password**

Step 2: Application Form : The Candidates can log in with the system-generated Application Number and pre-created Password for completing the Application Form including filling up of personal details, applying for the Paper, choosing the Examination Cities, providing the details of Educational Qualifications, and uploading the images and documents (if any).

Upload Scanned Images of Candidate's Photograph, Signature, Category Certificate(whenever applicable) and PwD Certificate (whenever applicable) :

- The recent photograph should be either in colour or black & white with 80% face (without mask) visible including ears against a white background.
- Scanned photograph and signature should be in **JPG** format (clearly legible).
- The size of the scanned photograph should be between **10 kb to 200 kb** (clearly legible).
- The size of the scanned signature should be between **4 kb to 30 kb** (clearly legible)
- Size of the scanned copy of Category certificate between **10 kb to 300 kb** (clearly legible)
- Size of the scanned copy of PwD certificate between **10 kb to 300 kb** (clearly legible)

[Note: The Candidate has to upload only his/ her own photograph, signature, and certificate(s) as mentioned above (and not of anybody else) in a correct/proper manner, **as the facility for correction will not be given in the future.** In case, it is found at any time in the future that the Candidate has used/uploaded the photograph, signature, and certificate(s) of someone else in his/her Application Form/Admit Card, or **he/she has tampered his/her Admit Card/Result/Scorecard, these acts of the candidate shall be treated as Unfair Means (UFM) Practices and he/she shall be proceeded with the actions as contemplated under the provisions of the Information Bulletin relating to Unfair Means Practices.**

Please check your photograph and signature before submission of the Application Form. In case the photograph or signature is blurred or not visible to identify the identity of the candidate then, the application will be rejected and no option for correction or revision will be permitted.

Step 3: Fee Payment: After completing Step 1 and Step 2, the candidates have to pay the requisite examination fee. The fee can be submitted only online through Net Banking, Credit Card, Debit Card, UPI, or Paytm Services. Processing charges and GST as applicable are chargeable to the candidate (in addition to the examination fee) by the concerned Bank/Payment Gateway Integrator.

The Confirmation Page of the online Application Form will be generated only after successful payment by the Candidate. In case the Confirmation Page is not generated after payment of fee, then the candidate may have to approach the concerned Bank/Payment Gateway (in the helpline number and e-mail given in the Information Bulletin) for ensuring the successful payment or for obtaining the refund of duplicate / multiple payments].

6.Important Instruction about PASSWORD

- i. During online form filling, the candidate will be required to choose PASSWORD and Security Question and its Answer. The candidate is advised to record/remember their password for all future logins.
- ii. For subsequent logins, the candidate will be able to login directly with their respective system-generated Application Number and the chosen Password.
- iii. The candidate is advised not to disclose or share their password with anybody. Neither NTA nor NIC will be responsible for the violation or misuse of the password of a candidate.
- iv. Candidates can change his/her passwords after login if desired.
- v. Candidates should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered with or modified by unauthorized persons.

The Password must be as per the following Password policy.

- i. Password must be **8 to 13 characters long.**
- ii. Password must have at least **one Upper** case alphabet.
- iii. Password must have at least **one Lower** case alphabet.
- iv. Password must have at least **one numeric value.**
- v. Password must have at least **one special character** eg. !@#%&*+.

7.How to reset your Password : The following options are available to reset Password

- i. Using Security Question and its Answer you have chosen during Form filling.
- ii. Using a verification code sent via text message (SMS) to your Registered Mobile No.
- iii. Using a reset link sent via Email to your Registered Email address.

8.The Application Number printed on the computer-generated Confirmation Page must be mentioned in all such correspondences. It is therefore essential to note down the application number printed on the Confirmation Page.



I have downloaded the Information Bulletin of NCHM-JEE 2022, read and understood all the Instructions therein as well as those mentioned above, and fill up the online Application Form for the NCHM-JEE 2022 accordingly.

[Click here to Proceed](#)

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Home

Personal Details

Candidate's Name	<input type="text" value="ABC"/>		
Father's Name	<input type="text" value="XYZ"/>		
Mother's Name	<input type="text" value="DEF"/>		
Date of Birth	<input type="text" value="14"/>	<input type="text" value="May (05)"/>	<input type="text" value="1997"/>
Gender	<input type="text" value="Male"/>		
Type of Identification	<input type="text" value="Any Other Valid Govt Identity with photograph"/>		
Enter Valid Govt Identity Number	<input type="text" value="987654321147"/>		

Present Address

Premises No/ Name	<input type="text" value="OKHLA"/>		
Sub-Locality(Optional)	<input type="text" value="NSIC"/>		
Locality	<input type="text" value="KALKAJI"/>		
Country	<input type="text" value="India"/>		
State	<input type="text" value="DELHI"/>		
District	<input type="text" value="SOUTH DELHI"/>		
Pin Code	<input type="text" value="110020"/>		
Email Address	<input type="text" value="abc@gmail.com"/>		
Confirm Email Address	<input type="text" value="abc@gmail.com"/>		
Mobile Number	<input type="text" value="91"/>	<input type="text" value="9876543214"/>	
Confirm Mobile Number	<input type="text" value="91"/>	<input type="text" value="8974563215"/>	
Land Line No. with STD code or any other Contact No. (Optional)	<input type="text"/>		

Permanent Address

Same As Present Address

Choose Password

Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Security Question	<input type="text" value="What is your neighbour's pet name ?"/>
Security Answer	<input type="password" value="...."/>

Security Pin

Enter security pin (case sensitive)	<input type="text" value="42Y488"/>
Security Pin	<input type="text" value="42Y488"/>
	<input type="button" value="Submit"/>

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Review Page - Online Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT REGISTRATION FORM' button or press 'FINAL SUBMIT' button for final submission.

Personal Details

Candidate's Name:	ABC	Father's Name:	XYZ
Mother's Name:	DEF	Date of Birth:	14-05-1997
Gender :	Male	Type of Identification:	Any Other Valid Govt Identity with photograph
Any Other Valid Govt Identity with photograph:	987654321147		

Present Address

Premises No/ Name:	OKHLA	Sub-Locality(Optional):	NSIC
Locality:	KALKAJI	Country:	India
State:	DELHI	District:	SOUTH DELHI
Pin Code:	110020	Email Address:	1494@gmail.com
Mobile Number :	91 - 85120609 91	Land Line No. with STD code or any other Contact No.(Optional):	--

Permanent Address

Premises No/ Name:	OKHLA	Sub-Locality(Optional):	NSIC
Locality:	KALKAJI	Country:	India
State:	DELHI	District:	SOUTH DELHI
Pin Code:	110020		

Account Details

Security Question:	What is your neighbour's pet name ?	Security Answer:	(Not shown due to security reasons)	Password:	(Not shown due to security reasons)
--------------------	-------------------------------------	------------------	-------------------------------------	-----------	-------------------------------------

Particulars checklist to be verified

Kindly verify all the particulars listed below carefully and ensure you have filled correct information. No Change will be permitted once Registration Form is Submitted or at any later stage of the examination.

- My Name Father Name Mother Name Date of Birth
 Gender Address Mobile Number Email ID

Declaration

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled, In case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by NTA regarding this exam from time to time.

I Agree

EDIT Registration Form

Submit-Registration Form

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Filled Registration Form

Personal Details

Application No	22061000044	Candidate's Name	ABC
Date of Birth	14.05-1997	Gender	Male
Father's Name	MZ	Mother's Name	DEF

Present Address

Premises No/ Name	OKHLA
Sub-Locality	NSIC
Locality	KALKAJI
Country	India
State	DELHI
District	SOUTH DELHI
Pin Code	110020
Email Address	14*****@gmail.com
Mobile Number	01-851****001
Land Line No. with STD code or any other Contact No. (Optional)	NA

Permanent Address

Premises No/ Name	OKHLA
Sub-Locality	NSIC
Locality	KALKAJI
Country	India
State	DELHI
District	SOUTH DELHI
Pin Code	110020

Home

National Council for Hotel Management Joint Entrance Examination
(NCHMJEE 2022)

Personal Details

Candidate's Name	<input type="text" value="HDFFDL"/>
Date of Birth	<input type="text" value="03"/> <input type="text" value="Jan"/> <input type="text" value="2000"/>
Gender	<input type="text" value="Male"/>
Father's Name	<input type="text" value="GFJG"/>
Mother's Name	<input type="text" value="REFFSJ"/>
Nationality	<input type="text" value="Indian"/>
State of Residence	<input type="text" value="BIHAR"/>
Category	<input type="text" value="General"/>
Sub Category	<input type="text" value="Not Applicable"/>
Person with Disability (PwD)	<input type="text" value="No"/>
Annual Family Income	<input type="text" value="RS. 200001 - 300000"/>
Ward of Kashmiri Migrants or Ward of Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley	<input type="text" value="Yes"/>

Place of class 12th / Qualifying Examination Schooling	<input type="text" value="City"/>
Whether English is one of the compulsory Subject in Class 12th?	<input type="text" value="Yes"/>
Type of Institution of Class 12th/Qualifying Examination	<input type="text" value="Private"/>

Security Pin

Enter security pin (case sensitive)

Security Pin

9PT363



Save & Next

Confirm !!

Are you sure you want to submit this section ?

Parents Income Details		Occupation	Annual Income
Father's Occupation	GRADUATE	BUSINESS	RS. 600001-700000
Mother's Occupation	GRADUATE	PUBLIC SECTOR SERVICE	RS. 300001-400000
Guardian's Occupation	-Select-	-Select-	-Select-


Name: HOFFDL Application No: 220610000048

Applying for

Course	NCHM JEE	
Question Paper Medium	English	
1st Choice for Exam City	BIHAR	BARAUNI/BEGUSARAI
2nd Choice for Exam City	CHANDIGARH	CHANDIGARH / PANCHKULA
3rd Choice for Exam City	CHHATTISGARH	BHILA/DURG
4th Choice for Exam City	DELHI (NCT)	DELHI/NEW DELHI
Father/Guardian Occupation	BUSINESS	
Father/Guardian Qualification	POST GRADUATE	
Mother/Guardian Occupation	SELF EMPLOYMENT	
Mother/Guardian Qualification	GRADUATE	

Security Pin


Enter security pin (case sensitive)

Security Pin **W8A617** 

Security Pin

Confirm !!

Are you sure you want to submit this section ?



NTA. For any further information, please contact to NTA. (Ver 1.0.136.2.0)

Name: ABC Application No: 22061000044

Details of Academic Qualification

10th or equivalent Qualification Details

Pass Status Passed	Year of Passing/appearing 2011	Name of Examination 10th
Name of Board/University BIHAR SCHOOL EXAMINATION BOARD	Result Mode Percentage	
Total Marks 1000	Obtained Marks 800	Marks(%) 80.00

12th or equivalent Qualification Details

Pass Status Passed	Year of Passing/appearing 2015	Name of Examination Class 12th or equivalent
Name of Board/University GUJARAT SECONDARY & HIGHER SECONDARY EDUCATION BOARD	Result Mode Percentage	
Total Marks 600	Obtained Marks 450	Marks(%) 75.00

Security Pin

Enter security pin (case sensitive)

Security Pin 

12th or equivalent Qualification Details

Pass Status Passed	Name of Examination Class 12th or equivalent
Name of Board/University GUJARAT SECONDARY & HIGHER SECONDARY	
Total Marks 600	Obtained Marks 450
	Marks(%) 75.00




Security Pin

Confirm !!

Are you sure you want to submit this section ?

Name: ABC Application No: 22061000044

Document Upload

S.No.	Required Document	Document Specifications	Upload	Action	View
1	Photograph	Document Format: JPG Min Size (KB): 10 Max Size (KB): 200	<input type="button" value="Choose File"/> rafuh.jpg 	<input type="button" value="Upload"/>	
2	Signature	Document Format: JPG Min Size (KB): 4 Max Size (KB): 30	<input type="button" value="Choose File"/> No file chosen		Uploaded Document
3	Category Certificate	Document Format: PDF Min Size (KB): 10 Max Size (KB): 300	<input type="button" value="Choose File"/> SKM_55_erged.pdf 	<input type="button" value="Upload"/>	
4	Type of Disability (PwD) Certificate	Document Format: PDF Min Size (KB): 10 Max Size (KB): 300	<input type="button" value="Choose File"/> SKM_55_erged.pdf 	<input type="button" value="Upload"/>	

Name: ABC Application No: 220510000044

Document Upload

S.No.	Required Document	Document Specifications	Upload	Action	View
1	Photograph	Document Format: JPG Min Size (KB): 10 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen		Uploaded Document
2	Signature	Document Format: JPG Min Size (KB): 4 Max Size (KB): 30	<input type="button" value="Choose File"/> No file chosen		Uploaded Document
3	Category Certificate	Document Format: PDF Min Size (KB): 10 Max Size (KB): 300	<input type="button" value="Choose File"/> No file chosen		Uploaded Document
4	Type of Disability (PwD) Certificate	Document Format: PDF Min Size (KB): 10 Max Size (KB): 300	<input type="button" value="Choose File"/> No file chosen		Uploaded Document

Security Pin

Enter Security Pin (case sensitive)

T559V2

Security Pin

T559V2

Save & Next

4	Type of Disability (PwD) Certificate	Document Format: PDF Min Size (KB): 10 Max Size (KB): 300	<input type="button" value="Choose File"/> No file chosen
---	--------------------------------------	---	---

Security Pin

Enter Security Pin (case sensitive)

Security Pin

Confirm !!

Do you wish to submit Document Form finally ?

T559V2

Save & Next

Name: ABC Application No: 220510000044

Review Page - Online Application Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by using 'Left Links' button or press 'FINAL SUBMIT' button for final submission.

Personal Details

Candidate's Name: ABC
 Date of Birth: 14-01-1997
 Gender: Male
 Father's Name: XYZ
 Mother's Name: DEF
 State of Residence: DELHI (NCT)

Ward of Kashmiri Migrants or Ward of Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley: No
 Place of class 12th / Qualifying Examination Schooling: Town
 Whether English is one of the compulsory Subject in Class 12th: Yes
 Type of institution of Class 12th/Qualifying Examination: Government

Review Page !!

Please review the following information before 'FINAL SUBMIT'!

If you would like to change any information, please use the links provided on the 'Left menu bar'

Applying for

Course: NCHMJEE
 Question Paper Medium: English
 1st Choice for Exam City: GAYA (BIHAR)
 2nd Choice for Exam City: CHANDIGARH / PANCHKULA (CHANDIGARH)
 3rd Choice for Exam City: SURAT (GUJARAT)
 4th Choice for Exam City: GUWAHATI (ASSAM)

10th or equivalent Qualification Details

Pass Status: Passed

Year of Passing/appearing: 2011

Review Page - Online Application Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by using 'Left Links' button or press 'FINAL SUBMIT' button for final submission.

Personal Details

Candidate's Name:	ABC
Date of Birth:	14-05-1997
Gender:	Male
Father's Name:	KYZ
Mother's Name:	DEF
State of Residence :	DELHI (NCT)
Category:	ST
Sub Category:	Not Applicable
Person with Disability (PwD):	Yes
Type of Disability:	Visual impairment as specified in the Schedule of RPwD Act, 2016
Do you need scribe (as the criteria given in the Information Bulletin)?:	Yes
Nationality:	Indian
Ward of Kashmiri Migrants or Ward of Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley:	No
Place of class 12th / Qualifying Examination Schooling:	Town
Whether English is one of the compulsory Subject in Class 12th?:	Yes
Type of Institution of Class 12th/Qualifying Examination:	Government

Applying for

Course:	NCHMJEE
Question Paper Medium:	English
1st Choice for Exam City:	GAYA (BIHAR)
2nd Choice for Exam City:	CHANDIGARH / PANCHKULA (CHANDIGARH)
3rd Choice for Exam City:	SURAT (GUJARAT)
4th Choice for Exam City:	GUWAHATI (ASSAM)

10th or equivalent Qualification Details

Pass Status:	Passed	Year of Passing/appearing:	2011
Name of Examination:	10th qualifying Course	Name of Board/University:	BIHAR SCHOOL EXAMINATION BOARD
Result Mode:	Percentage	Obtained Marks:	800
Total Marks:	1000	Marks(%) :	80

12th or equivalent Qualification Details

Pass Status:	Passed	Year of Passing/appearing:	2013
Name of Examination:	Class 12th or equivalent qualifying Course	Name of Board/University:	GUJARAT SECONDARY & HIGHER SECONDARY EDUCATION BOARD
Result Mode:	Percentage	Obtained Marks:	450
Total Marks:	600	Marks(%) :	75

Present Address

Premises No/ Name	OKHLA
Sub-Locality	NSIC
Locality	KALKAJI
Country	India
State	DELHI
District	SOUTH DELHI
Pin Code	110020
Email Address	14*****@gmail.com
Mobile Number	91-851****991
Land Line No. with STD code or any other Contact No. (Optional)	NA



Permanent Address

Premises No/ Name	OKHLA
Sub-Locality	NSIC
Locality	KALKAJI
Country	India
State	DELHI
District	SOUTH DELHI
Pin Code	110020

Parents Income Details

	Qualification	Occupation	Annual Income
Father's (Optional)	POST GRADUATE	BUSINESS	RS. 600001-700000
Mother's (Optional)	GRADUATE	PUBLIC SECTOR SERVICE	RS. 300001-400000
Guardian's (Optional)	-	-	-

Upload Scanned Files

Sr.No	Document	Display
1	Photograph	
2	Signature	

Particulars checklist to be verified

Kindly verify all the particulars listed below carefully. Once submitted Application Form finally, changes can not be made.

- My Name
- Date of Birth
- Person with Disability (PwD)
- Father Name
- Gender
- Examination Cities
- Mother Name
- Category
- Educational Details

Declaration

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my Result may be withheld/ not declared/ my candidature may automatically stand cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by NTA regarding this exam from time to time.

I Agree

Submit-Application Form

provided by NTA. For any further information, please contact to NTA. (Ver 1.0.136.2.0)



Confirm !!

Are you sure you want to submit the application form ?

Particulars checklist to be verified

Kindly verify all the particulars listed below carefully

- My Name
- Date of Birth
- Person with Disability (PwD)
- Father Name
- Gender
- Examination Cities
- Mother Name
- Category
- Educational Details

Declaration

I hereby declare that I have filled up this online application after carefully reading the Information Bulletin and fully understanding the provisions/ procedures mentioned in this application. I shall abide by these terms and conditions as well as those laid down in the Information Bulletin, Public Notices and Advisories issued by

I Agree

National Council for Hotel Management Joint Entrance Examination(NCHMJEE 2022)



Name: ABC Application No: 22061000044

Current Status

Registration Form	Completed
Complete Application Form	Completed
Fee Payment	Incomplete

You have submitted application form for National Council for Hotel Management Joint Entrance Examination(NCHMJEE 2022).
Your application will be considered complete only after successful payment of application fee.

After payment of fee, you will not be able to edit the filled application details and documents uploaded.

You are required to pay the fee Rs. 1/- .

Application Number : 22061000044

Activity : Examination Fee Payment

Select Mode of Payment

 Online Payment[Proceed for payment](#)

Note: Examination Fee can be deposited through Debit/Credit Card/Net Banking/Paytm Services

NCHM-JEE 2022

JOINT ENTRANCE EXAMINATION (NCHM JEE-2022)






User Details			
Candidate Name	ABC	Fee Amount	1/-
Application Number	220610000044	Customer Id	22061000004401901
Date of Birth	14-05-1997		

Examination Fee Collection	
Select Payment Provider :	<input checked="" type="radio"/> BillDesk Payment Gateway (Any Debit/Credit Card/Net Banking) <input type="radio"/> Paytm Payment Gateway (Debit Card/UPI/Net Banking/Credit Card/Paytm Wallet)
PROCEED FOR PAYMENT	
Click here to Cancel this Transaction.	

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

- Credit Card
- Debit Card
- Internet Banking

Pay by Credit Card


Card Number

Expiration Date **CVV/CVC**

Month Year

Card Holder Name

[Make Payment](#) [Cancel](#)

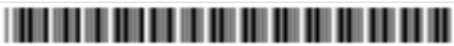


Merchant Name
National Council of Hotel Management

Payment Amount: ₹ 1.00

Current Status	
Registration Form	Completed
Complete Application Form	Completed
View Payment Details	Completed

You have completed all the steps of online Application Form.
Now download the confirmation page.
Application Number : 220610000044
[Download Confirmation Page](#)

Application No.	220610000044	
DO NOT SEND THIS PAGE TO NATIONAL TESTING AGENCY (NTA).		
CANDIDATE IS REQUESTED TO RETAIN THE PRINTOUT OF CONFIRMATION PAGE FOR FUTURE REFERENCE.		

Personal Details

Candidate's Name:	ABC	Date of Birth:	14-05-1997
Mother's Name:	DEF	Gender:	Male
Father's Name:	XYZ	Nationality:	Indian
Category	ST		
Sub Category	Not Applicable		
Person with Disability (PwD)	Yes		
Type of Disability	Visual impairment as specified in the Schedule of RPwD Act, 2016		
Do you need scribe (as the criteria given in the Information Bulletin) ?	Yes		
State of Residence	DELHI (NCT)		
Ward of Kashmiri Migrants or Ward of Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley:	No		
Place of class 12th / Qualifying Examination Schooling:	Town		
Whether English is one of the compulsory Subject in Class 12th?:	Yes		
Type of Institution of Class 12th/Qualifying Examination:	Government		

Applying for

Course	<input checked="" type="checkbox"/> NCHM JEE
Question Paper Medium	English
1st Choice for Exam City	BIHAR - GAYA
2nd Choice for Exam City	CHANDIGARH - CHANDIGARH / PANCHKULA
3rd Choice for Exam City	GUJARAT - SURAT
4th Choice for Exam City	ASSAM - GUWAHATI



Present Address

Premises No/ Name	OKHLA
Sub-Locality	NSIC
Locality	KALKAJI
Country	India
State	DELHI
District	SOUTH DELHI
Pin Code	110020
Email Address	14*****@gmail.com
Mobile Number	91 - 851****991
Land Line No. with STD code or any other Contact No. (Optional)	NA

DECLARATION

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. I have read the Information Bulletin for NCHM-JEE 2022 and understood the procedures. I shall abide by the terms and conditions thereon.

Images Uploaded by Candidate

Photo	Signature
	

Fee Payment Details

Activity	Application No	Reference No	Transaction Date	Amount	Customer ID	Payment Mode
Application fee	220610000044	WHMP0882267327	03/02/2022 17:08:18	1	22061000004401901	EPG

List of Examination Cities for NCHM JEE-2022

S. NO	STATE		CITY	CITY CODE
1	ANDHRA PRADESH	1	VIJAYAWADA	AP17
		2	TIRUPATI	AP16
		3	VISAKHAPATNAM	AP18
2	ASSAM	4	GUWAHATI	AM02
		5	TEJPUR	AM05
3	BIHAR	6	MUZAFFARPUR	BR06
		7	GAYA	BR05
		8	DARBHANGA	BR04
		9	BARAUNI/BEGUSARAI	BR13
		10	PATNA	BR07
4	CHANDIGARH	11	CHANDIGARH / PANCHKULA	CH01
5	CHHATTISGARH	12	BHILAI/DURG	CG01
		13	BILASPUR	CG02
		14	RAIPUR	CG03
6	DELHI	15	DELHI/NEW DELHI	DL01
7	GOA	16	PANAJI/MADGAON	GO01
8	GUJARAT	17	AHMEDABAD/GANDHINAGAR	GJ01
		18	SURAT	GJ11
		19	VADODARA	GJ12
9	HARYANA	20	FARIDABAD	HR03
		21	AMBALA	HR01
		22	GURUGRAM	HR04
10	HIMACHAL PRADESH	23	HAMIRPUR	HP03
		24	SHIMLA	HP06
		25	DHARAMSHALA/KANGRA	HP04
11	JAMMU & KASHMIR	26	JAMMU	JK02
		27	SRINAGAR(J&K)	JK04
12	JHARKHAND	28	JAMSHEDPUR	JH03
		29	DEVGHAR	JH08
		30	RANCHI	JH04

S. NO	STATE		CITY	CITY CODE
13	KARNATAKA	31	BENGALURU	KK04
		32	MENGALORE	KK12
		33	HASSAN	KK09
14	KERALA	34	ERNAKULAM/ANGAMALY/MOOVATTU PUZHA	KL04
		35	THIRUVANANTHAPURAM	KL17
		36	PALAKKAD	KL15
15	MADHYA PRADESH	37	BHOPAL	MP03
		38	INDORE	MP07
		39	GWALIOR	MP06
		40	JABALPUR	MP08
16	MAHARASHTRA	41	MUMBAI/NAVI MUMBAI	MR16
		42	NAGPUR	MR17
		43	NASHIK	MR19
		44	PUNE	MR22
17	MEGHALAYA	45	SHILLONG	MG01
18	MANIPUR	46	IMPHAL	MN01
19	ODISHA	47	BHUBANESWAR	OR04
		48	BEHRAMPUR	OR03
20	PUNJAB	49	AMRITSAR	PB01
		50	BHATINDA	PB02
		51	JALANDHAR	PB04
21	RAJASTHAN	52	JAIPUR	RJ06
		53	KOTA	RJ08
		54	UDAIPUR	RJ11
		55	JODHPUR	RJ07
22	TAMIL NADU	56	CHENNAI	TN01
		57	MADURAI	TN08
		58	COIMBATORE	TN02
23	PUDDUCHERRY	59	PUDDUCHERRY	PO01
24	TELANGANA	60	HYDERABAD	TL01
		61	WARANGAL	TL07
25	TRIPURA	62	AGARTALA	TA01

S. NO	STATE		CITY	CITY CODE
26	UTTAR PRADESH	63	ALLAHABAD/ PRAYAGRAJ	UP03
		64	NOIDA/GREATER NOIDA	UP09
		65	LUCKNOW	UP12
		66	KANPUR	UP11
		67	SAHARANPUR	UP38
		68	GORAKHPUR	UP08
		69	VARANASI	UP18
27	UTTARAKHAND	70	DEHRADUN	UK01
		71	NAINITAL	UK04
		72	NEW TEHRI	UK09
28	WEST BENGAL	73	KOLKATA	WB10
		74	SILIGURI	WB11
		75	MALDA	WB18

Note: 1. Due to administrative/Logistic reasons or incase less number of Candidates opting a City for their Exam City in this list, City may be merged with a nearby City for the purpose of allotment of Exam Centre(s) to concened Candidates.

2. In such case, the Candidate will be intimated through their respective Admit Cards only.

Computer Based Test (CBT)

A CBT requires candidate to sit in front of a computer terminal (node) allocated to him/her by the Exam Centre against his/her Roll number and Admit card. After logging the candidate will get detailed instructions for the examination. At the designated time of start of examination, the candidate will be able to proceed and see the questions on the computer screen using the computer mouse. Candidate will have the option to change / modify/ edit / answers already entered any time during the examination.

Procedure for appearing in Computer Based Test (CBT):

(Sample/mock test will be available on NTA website: www.nta.ac.in for hands on practice)

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

Candidate Login Page








Candidate Welcome Screen

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

General Instruction Page

Please read the Instructions carefully

General Instructions:

1. Total duration of Examination is 60 minutes.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the Examination will end by itself. You will not be required to end or submit your examination.
3. The Questions Palette displayed on the right side of screen will show the status of each question using one of the following symbols:
 -  You have not visited the question yet.
 -  You have not answered the question.
 -  You have answered the question.
 -  You have NOT answered the question but have marked the question for review.
 -  The question(s) "Answered and Marked for Review" will be considered for evaluation.
4. You can click on the ">" arrow which appears to the left of question palette to collapse the question palette thereby maximizing the question window. To view the question palette again, you can click on "<" which appears on the right side of question window.
5. You can click on your "Profile" image on top right corner of your screen to change the language during the exam for entire question paper. On clicking of Profile image you will get a drop-down to change the question content to the desired language.
6. You can click on  to navigate to the bottom and  to navigate to top of the question are, without scrolling.

Navigating a Question:

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

Answering a Question:

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

9. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.

Navigating through Sections:

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

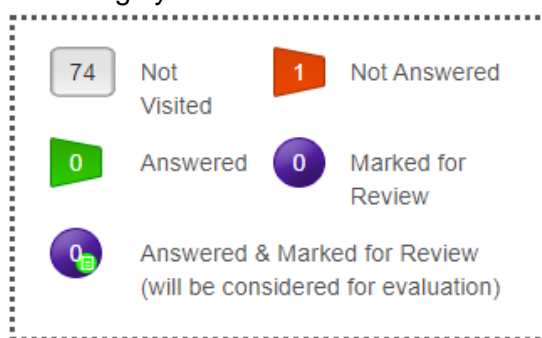
The keyboard attached to the computer, if any, will be disabled during the entire duration of the examination. Depending on the type of question, the answers to questions can either be entered by clicking on the virtual on-screen keyboard (numeric or otherwise) using the computer mouse or by clicking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

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

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

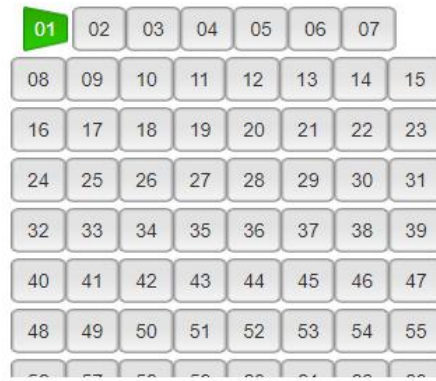
The screenshot displays the examination interface. At the top, a header bar shows candidate information: Candidate Name: [Your Name], Exam Name: UGC-NET, Subject Name: English-Paper 2-Dec-2019, and Remaining Time: 01:59:39. A language dropdown menu is set to 'English'. Below the header, 'Question 1' is presented: 'Which of the following combinations best describes the typical methodology of literary research?' with four options: (1) Direct, empirical and quantitative; (2) Phenomenological, speculative and abstract; (3) Textual, critical and historical; (4) Synoptic, conceptual and speculative. Below the question are radio buttons for each option and a 'SUBMIT' button. To the right, a legend shows the status of 99 questions: 0 Not Visited, 1 Not Answered, 0 Answered, 0 Marked for Review, and 0 Answered & Marked for Review. Below the legend is a virtual numeric keypad with buttons for digits 01-09, 00, and a 'SUBMIT' button.

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



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

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



(j) Answering a Question

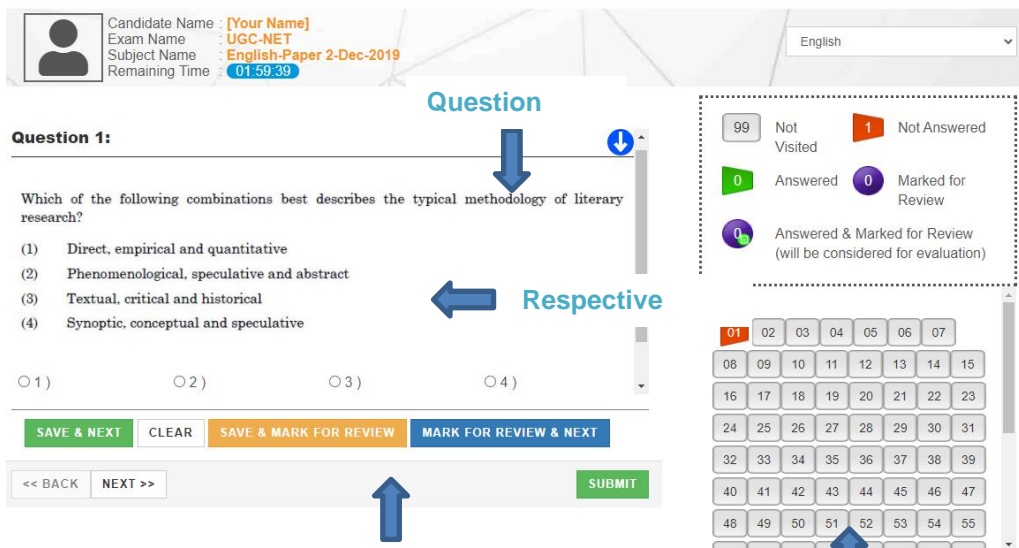
To navigate between questions within a Paper, candidate needs to do the following:

(i) Procedure for answering a multiple-choice type question:

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

(k) Navigating through sections:

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



(l) Procedure for answer Navigation at require inputs from on-screen virtual key board (numeric or otherwise): Question

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

On Screen Virtual Keyboard

The screenshot displays the exam interface. At the top, candidate information is shown: Candidate Name: [Your Name], Exam Name: UGC-NET, Subject Name: English-Paper 2-Dec-2019, and Remaining Time: 01:59:39. A language dropdown menu is set to 'English'. Below this, 'Question 1' is presented: 'Which of the following combinations best describes the typical methodology of literary research?' with four options: (1) Direct, empirical and quantitative; (2) Phenomenological, speculative and abstract; (3) Textual, critical and historical; (4) Synoptic, conceptual and speculative. Below the question are radio buttons for each option and four action buttons: 'SAVE & NEXT', 'CLEAR', 'SAVE & MARK FOR REVIEW', and 'MARK FOR REVIEW & NEXT'. At the bottom of the question area are '<< BACK', 'NEXT >>', and 'SUBMIT' buttons. To the right is a 'Question Palette' showing a grid of question numbers (01-55) with status indicators: 'Not Visited' (grey), 'Not Answered' (orange), 'Answered' (green), 'Marked for Review' (purple), and 'Answered & Marked for Review' (purple with a checkmark). Below the palette is a virtual keyboard with a grid of numbers (01-55) and a 'Backspace' key.

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

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

(m)ROUGH WORK:

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

INSTRUCTIONS REGARDING COVID-19

NTA will implement Social Distancing measures as per Government of India Guidelines in current scenario of COVID-19 to ensure health & safety of the candidates. Adequate measures are implemented for safety of all without compromising the high standards, sanctity, and fairness in conduct of the examination. Candidates are also required to adhere to Guidelines and new process for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates. For safety purposes, candidates are advised not to bring anything other than permitted items.

PREPARATION AT CENTRE

- a) Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene will be implemented. Before the exam starts, Seating Area will be thoroughly sanitized- exam rooms, desks, chairs etc. All door handles, staircase railing, lift buttons, etc will be disinfected.
- b) Gap between 2 seats will be maintained as per GOI guidelines.
- c) Hand Sanitizer will be available at entry and inside the exam venue at various places for candidates and Centre staff to use.
- d) Thermo guns will be used to check body temperature of candidates.
- e) The room/hall number will be informed to the candidates at the registration desk.
- f) It is ensured that all the processes are touch free, to the maximum possible extent, to ensure Social Distancing norms.
- g) Candidate is required to reach Centre as per the Reporting/Entry time at Centre given in the Admit Card to avoid any crowding at the Centre at the time of entry and to maintain social distancing.
- h) All exam functionaries will wear mask and gloves at all points of time.
- i) 5 sheets of paper are to be placed on the desk of each candidate for doing rough work.

PRE-EXAM PREPARATION

- a) Candidate to check Reporting/ Entry time at Centre given in the Admit Card and to reach Centre as per Reporting Time **only** to avoid any crowding at the Centre at the time of entry and to maintain social distancing.
- b) Candidate should fill Admit card and Undertaking thereon as per instructions contained in the admit card, completely and properly.
- c) Candidates will be permitted to carry only the permitted items with them into the venue.

AT TIME OF ENTRY

- a) Candidates should avoid coming with more than one escort (parent/guardian). Escorts shall remain outside the gate during the conduct of the examination and therefore it shall be their responsibility to maintain all health and safety norms with respect to COVID-19.
- b) Candidates need to maintain a space of at least 6 feet from each other at all times. Queue manager / ropes and Floor Marks will be arranged outside the Centre.
- c) Room number will not be displayed outside the Centre to avoid any crowding at any one place in any situation.
- d) Candidates will be required to sanitize hands by washing with soap and with Hand Sanitizer before entry in Centre. Hand sanitizer will be available at various locations in the Centre

- e) Candidate should bring duly filled in Admit Card and Undertaking thereon as per instructions contained in the admit card.
- f) They should not bring prohibited items to exam Centre as there are no arrangements available for their safe keeping.
- g) Candidates are permitted to carry drinking water in a transparent water bottle, a small bottle of sanitiser (50 mg), face masks and gloves.
- h) Candidates will be ushered in batches of 10 girls/boys.
- i) Thermal scanning will be carried out at the entry.
- j) Thermal scanning will be carried out at the entry.
- k) If the body temperature is higher than the COVID-19 norms, candidate would be required to take the exam in a separate room. Candidates are required to strictly adhere to instructions provided by Centre staff.
- l) All processes such as checking of temperature using thermo guns, frisking and verification of documents including admit card will be done before entry.
- m) Contact free frisking will be carried out using Hand Held Metal Detectors.
- n) Candidate will be offered a fresh 3 Ply mask before entry. In order to stop chances of any UFM being used in the examination, the candidate is expected to wear the freshly provided mask at the Centre. The candidate will be required to remove the mask worn by him/ her from home and use only the mask provided at Centre, in the exam hall. He/she may keep his/her mask worn from home, in their pocket or dispose them off as per their convenience.
- o) Candidate will display the following documents for verification to the exam functionary (invigilator on duty) standing across the table.
 - Admit card along with the undertaking with passport size photograph and thumb impression affixed thereon
 - Original and valid Identity proof
 - One additional photograph for affixing on the attendance register
- p) Candidate will be offered a fresh 3 Ply mask before entry. In order to stop chances of any UFM being used in the examination, the candidate is expected to wear the freshly provided mask at the Centre. The candidate will be required to remove the mask worn by him/ her from home and use only the mask provided at Centre, in the exam hall.
- q) Invigilator(s) on duty at the registration desk would check the admit card, ID proof etc and direct the candidate to his exam room in batches of 5 each to maintain safe distance as per the social distancing norms.
- r) A candidate will be denied permission to appear in the examination, if he/ she violates the COVID-19 directives/advisories of Government (Central/State) applicable on the day of exam and instructions mentioned in the Admit Card.

DURING EXAMINATION

- a) Before the exam starts, Seating Area will be thoroughly sanitized –exam rooms, desks, chairs etc. Candidates can further sanitize the same with sanitizers that will be made available in the examination lab/room/hall.
- b) Candidates are required to paste passport size photograph and sign on the Attendance Sheet after sanitizing hands with sanitizer.
- c) They are required to use only the sheets provided in the exam centre for any rough work and are not allowed to do the rough work on any other material. They should write their roll number and their name on the rough sheets.

AFTER EXAMINATION

- a) On completion of the exam, the candidates will be permitted to move out in an orderly manner, one candidate at a time maintaining a safe distance from each other. They are required to wait for instructions from invigilator and are not to get up from their respective seats until advised.
- b) Candidate must drop the Admit Card and Rough Sheets in the drop box after the conclusion of the exam, while leaving. If any candidate fails to do so, action (which also includes disqualification from the exam) can be taken against him/her.

NTA: Test Practice Centres (TPCs)

What is a Test Practice Centre (TPCs)?

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

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

COMMON SERVICES CENTRES/FACILITATION CENTRES

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

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

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



011-40759000
011-69227700

Information Bulletin



National Testing Agency

(An autonomous organization under the Department of Higher Education, Ministry of Education, Government of India)

Address for Correspondence
First Floor, NSIC-MDBP Building,
Okhla Industrial Estate, New Delhi - 110020

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