



NATIONAL PENSION SYSTEM TRUST (NPS TRUST)

(Regulated by Pension Fund Regulatory and Development Authority)

B-14/A, Third Floor, Chhatrapati Shivaji Bhawan, Qutab Institutional Area, Katwaria Sarai, New Delhi-110 016

Website: www.npstrust.org.in

Advertisement No. 2/2020-21

Date: 24 December 2020

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

I - IMPORTANT DATES TO REMEMBER

Activity	Important Dates
OFFICER GRADE B (MANAGER)	
On-Line Application and Payment of fee Link will be enabled on www.npstrust.org.in	From 30-12-2020 Upto 29-01-2021
Availability of Call Letters on NPS Trust website (for On-Line Examination)	Will be intimated by E-mail/SMS.
On-Line Examination (Phase I)	Will be intimated by E-mail/SMS.
On-Line Examination (Phase II)	Information about this will be hosted on the website of NPS Trust at www.npstrust.org.in
Interview (Phase III)	Information about this will be intimated (only for successful candidates in Phase II) by Email/Post and will be hosted on the website of NPS Trust at www.npstrust.org.in
OFFICER GRADE A (ASSISTANT MANAGER)	
On-Line Application and Payment of fee Link will be enabled on www.npstrust.org.in	From 30-12-2020 Upto 29-01-2021
Availability of Call Letters on NPS Trust website (for On-Line Examination)	Will be intimated by E-mail/SMS.
On-Line Examination (Phase I)	Information about this will be hosted on the website of NPS Trust at www.npstrust.org.in .
Group Discussion & Interview (Phase II)	Information about this will be intimated to candidates successful in On-Line Examination by E-mail/Post and will be hosted on the website of NPS Trust at www.npstrust.org.in .
<i>NPS Trust reserves the right to make any changes in dates. Any changes in the dates will be uploaded only on the website of NPS Trust at www.npstrust.org.in</i>	

National Pension System Trust (NPS Trust/Trust) is established by Pension Fund Regulatory and Development Authority (PFRDA/Authority) as per the provisions of the Indian Trusts Act of 1882 for taking care of the assets and funds under the National Pension System (NPS) and other schemes as authorized by PFRDA in the best interest of the subscribers. The powers, functions and duties of NPS Trust are laid down under the PFRDA (National Pension System Trust) Regulations 2015 & its subsequent amendments, besides the provisions of the Trust deed dated 27.02.2008. NPS Trust is responsible for monitoring the operational and functional activities of NPS intermediaries' viz. Pension Funds, Trustee Bank, Central Recordkeeping Agencies, Points of Presence, Custodian and Annuity Service Providers, as authorized & directed by the PFRDA for protecting the best interest of

subscribers. NPS Trust is headquartered at Delhi. NPS Trust may open its offices in other parts of the country as per the requirement in future. The posts advertised are for NPS Trust only and have no linkage with PFRDA.

The selected applicants will have to work for NPS Trust and cannot make claim on any post or any form of employment in PFRDA.

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

II - DETAILS OF VACANCIES

GRADE	STREAM	NUMBER OF POSTS						OUT OF WHICH PwBD	PAY SCALE
		UR/GEN	OBC	SC	ST	EWS	TOTAL		
Grade B (Manager)	General	3	1	-	-	-	4	-	Rs.35150-1750(9)-50900-EB 1750(2)-54400-2000(4)-62400 (16 years)
	Information Technology	1	-	-	-	-	1	-	
Grade A (Assistant Manager)	General	6	2	1	-	-	9	1 (LD)	Rs.28150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 (17 years)
TOTAL NO. OF VACANCIES							14		

Abbreviations: SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Classes, EWS: Economically Weaker Sections UR/GEN: Unreserved/General, PwBD: Persons with Benchmark Disabilities, LD: Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim and Muscular Dystrophy

III - ELIGIBILITY CRITERIA

GRADE / STREAM	STREAM	QUALIFICATION (Any one of the following)	DESIRABLE EXPERIENCE	UPPER AGE (As on 30-11-2020)
Officer Grade B (Manager)	General	Master's Degree in any discipline, Bachelor's Degree in Law, Bachelor's Degree in Engineering from a recognized university, CA, CFA, CS, CWA.	Desirable experience of minimum 3 years of post-qualification experience in officer cadre in dealing with the problems relating to pension / financial sectors, special knowledge/ experience in law, investigation, finance, economics, Accountancy, Administration or any other discipline considered useful to the Trust.	30
	Information Technology	Bachelor's Degree in Engineering (Electrical/Electronics/Electronics and communication/Information Technology/ Computer Science)/ Masters in Computers Application/ Bachelor's Degree in any discipline with post graduate qualification (minimum 2 years duration) in Computers/Information Technology.	Desirable experience of minimum 3 years of post-qualification experience in relevant field.	30

Officer Grade A (Assistant Manager)	General	Master's Degree in any discipline, Bachelor's Degree in Law, Bachelor's Degree in Engineering from a recognized university, CA, CFA, CS, CWA.	NIL	30
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IV - IMPORTANT NOTES

1. Candidates are expected to be computer literate and conversant with MS–Office (Word and Excel) applications.
2. Eligible candidates are permitted to apply for different posts in multiple streams as per their eligibility in terms of age, educational qualifications, experience etc.
3. Eligible candidates interested in applying for both Grade A and B would be required to fill separate applications and pay the requisite fees separately.
4. Eligible candidates interested in applying for both General and Information Technology Streams in Grade B would be required to fill separate applications and pay the requisite fees separately for both streams.
5. In case a candidate applies more than once in a single stream and/or both the streams in Grade B, only the latest application for each such stream shall be considered valid and the previous applications shall be rejected. Similarly, where a candidate applies more than once for both the posts i.e. Grade B & A, only the latest application for each such post shall be considered valid and the previous applications shall be rejected. Application fee shall not be refunded for rejected applications.
6. The recruited officers may be posted to various departments of NPS Trust, irrespective of their streams as per need and requirement of the NPS Trust.
7. The candidate must hold a degree of any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification from a Foreign University recognized by the Association of Indian Universities.
8. The date of passing minimum eligibility examination (as mentioned at Section III – Eligibility Criteria) will be the date appearing on the mark sheet or provisional certificate issued by the University/Institute. In case the result of a particular examination is posted on the website of the University/Institute, a certificate issued by the appropriate authority of the University/Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
9. Candidates who have appeared for the final examinations and waiting for the results are eligible to appear in selection process. However, the offer to join NPS Trust to the selected candidates shall be subject to production of necessary documents evidencing successfully obtaining the requisite qualification.
10. A candidate must not have exceeded the age limit prescribed for the respective post as on 30 November 2020. However, the upper age-limit prescribed will be relaxable as under:
 - a. Relaxation up to a maximum of 5 (five) years for candidates belonging to a Scheduled Caste or a Scheduled Tribe if the posts are reserved for them;
 - b. Relaxation up to a maximum of 3 (three) years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates if the posts are reserved for them;

- c. Relaxation of 10 (ten) years for PwBD candidates shall be applicable whether the post is reserved or not. Relaxation of 13 (thirteen) years for PwBD (OBC) candidates where vacancies are reserved for OBC candidates. Relaxation of 15 (fifteen) years for PwBD (SC/ST) candidates where vacancies are reserved for SC/ST candidates.
- d. Relaxation of 5 (five) years for Ex-servicemen. Ex-servicemen include Emergency Commissioned Officers/Short Service Commissioned Officers, who have rendered at least five years continuous Military Service and have been released a) on completion of assignment (including those whose assignment is due to be completed within one year from 30 November 2020) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or b) on account of physical disability attributable to Military Service or c) on invalidment. Emergency Commissioned Officers/Short Service Commissioned Officers who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment.
- e. Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under the category of PwBD and Ex-servicemen will be eligible for grant of cumulative age-relaxation.
11. Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as (UR/GEN). Only those candidates belonging to 'Non-Creamy Layer' (NCL) are eligible to apply under OBC Category. Candidates belonging to the OBC (NCL) category should have a valid OBC (NCL) certificate issued on or after 01 January 2020 but earlier than closing date of application.
12. Where there is no vacancy reserved for OBC/SC/ST category candidates, such candidates can still apply. However, they will not be eligible for any relaxations as mentioned above. SC/ST/PwBD candidates are exempted from payment of application fee even in such case. OBC/PwBD/EWS candidates should possess a latest certificate to this effect issued by the Competent Authority in the Format prescribed by Government of India (*formats are available on the NPS Trust website*).
13. Persons with Benchmark Disabilities (PwBD):
- a. The specified disabilities are:
- Blindness and Low Vision
 - Deaf and Hard of Hearing
 - Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim and Muscular Dystrophy,
 - Autism, Intellectual Disability, Specific Learning Disability and Mental Illness,
 - Multiple Disabilities and
 - Other Disabilities (as per Rights of Persons with Disabilities Act, 2016)
- b. The disability specified for reservation to this recruitment is Locomotor Disability (LD) including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim and Muscular Dystrophy.
- c. PwBD candidates may belong to any category (i.e. GEN/SC/ST/OBC/EWS) and they will be eligible for age relaxations. Reservation for PwBD is horizontal and within the overall vacancies for the posts.
- d. PwBD means a person with not less than forty per cent of a specified benchmark disability where specified disability has not been defined in measurable terms and are eligible to apply in the GEN/SC/ST/OBC/EWS category. They will be eligible for concession in applicable fee.
- e. Reservation to PwBD, if any, shall be as per Section 34 of "Rights of Persons with Disabilities Act, 2016".

14. Reservation for Economically Weaker Sections (EWSs):

- a. Reservation for candidates belonging to EWS shall be inter-alia subject to prevalent guidelines/instructions/orders/clarification of/by Government of India from time-to-time, which at present, are as given under:
- I. Persons who are not covered under the scheme of reservations for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh) and fulfilling Government of India criteria for EWSs, are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources, i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.
 - II. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:
 - i. 5 acres of agricultural land and above;
 - ii. Residential flat of 1000 sq. ft. and above;
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- b. Reservations for Economically Weaker Sections (EWSs) in recruitment is governed by Office Memorandum No.36039/1/2019-Estt (Res) dated 31.01.2019 of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Government of India.

DISCLAIMER: “EWS vacancies which may arise (if any) will be tentative and subject to further directives of Government of India and outcome of any litigation on the subject. The appointment would be provisional and subject to the Income & Asset Certificate being verified through proper channels.” Benefit of reservation under EWS category can be availed upon production of an ‘Income and Asset Certificate’ issued by Competent Authority on the format prescribed by Government of India.

V - MODE OF SELECTION

1. OFFICER GRADE B (MANAGER):

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

A. Phase I (On-Line Screening Examination):

An online screening examination will consist of:

Paper	Stream	Subjects	Max. Marks	Duration
Paper 1	All Streams	Multiple choice questions on the subjects viz. General Awareness (including some questions related to Financial Sector of easy to moderate difficulty level), English Language, Quantitative Aptitude, Computer Awareness and Reasoning.	200	150 minutes

The composition of the paper 1 for Phase I (on-line examination) is as under:

Stream	Tests	No. of questions	Max. Marks	Duration (in minutes)
All Streams	English Language	40	40	35
	Reasoning	40	50	35

	General Awareness + Financial Sector Awareness	40	40	25
	Computer Awareness	40	40	25
	Quantitative Aptitude	30	30	30
	Overall Total	190	200	150

Important Notes:

- There shall be negative marking (1/4th of marks assigned to the question) for the Paper 1 in Phase I.
- Candidates would need to secure separate cut-off in each test as well as aggregate cut-off marks in Phase I exam (as decided by NPS Trust) to be shortlisted for Phase II. Marks obtained in Phase I shall be used only for shortlisting the candidates for Phase II examination process and it will not be counted for final selection of the candidates.
- In Phase I On-Line examination, candidates applying for both the streams shall not be required to appear separately for common tests. However, the cut off marks for different streams for shortlisting candidates for Phase II shall be in relation to the number of vacancies.
- Subject to the criteria mentioned above, all the candidates who clear Phase I shall be shortlisted for Phase II. List of candidates shortlisted for Phase II will be made available on NPS Trust website.

B. Phase II (On-Line Examination):

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

Paper	Streams	Subject	Max. Marks	Duration
Paper 1	All Streams	English (Descriptive Test)	100	60 minutes
Paper 2	General	Multiple choice questions on: Commerce, Accountancy, Management, Finance, Costing, Companies Act, Economics and Pension sector	100	40 minutes
	Information Technology	Multiple choice questions on Specialized subject related to stream.	100	40 minutes

Important Notes:

- Candidates shortlisted for Phase II exam will be issued new Hall Tickets.
- For candidates who have applied in multiple streams, Paper 2 will be conducted in various shifts, the timings of which will be intimated in the Hall Ticket.
- There shall be negative marking (1/4th of marks assigned to the question) for Paper 2 of Phase II for both the streams.
- There shall be a minimum cut-off for Paper 1 and Paper 2 of Phase II. Candidates would need to secure separate cut-off in each paper as well as aggregate cut-off marks in Phase II exam to be shortlisted for Phase III. The cut off marks for different streams for shortlisting candidates for Phase III shall be in relation to the number of vacancies.
- Subject to the criteria mentioned above, candidates will be shortlisted in relation to the number of vacancies, in order of merit, for Phase III i.e. the Interview. List of candidates shortlisted for Interview will be made available on NPS Trust website.
- All question papers (in both the Phases, except the test of English) will be set bilingually in Hindi and English.
- Syllabus for the papers in Phase II is available in the **Annexure I** to this advertisement.

C. Phase III (Interview):

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

Important Notes:

- The following weightage will be applied while preparing the final merit list for selection to both the streams separately:

Particulars	Weightage (in %)
Marks obtained in Phase II on-line examination	70%
Desirable experience as mentioned in Section – III (Eligibility Criteria) (Marks will be allotted depending on number of years of experience in relevant field).	10%
Marks obtained in Interview	20%

- b. Application fee shall not be refunded to the candidates not shortlisted for Phase II and Phase III.
- c. NPS Trust reserves the right to modify the selection procedure, if deemed fit.
- d. Candidates should bring Experience Certificates, Educational Certificates, Reservation/Disability certificates, if applicable, in original and self-attested copies of the same, at the time of Interview.

2. OFFICER GRADE A (ASSISTANT MANAGER):

Mode of selection shall be a two-stage process i.e. Phase I (on-line examination), Phase II (Group Discussion and Interview). Full details are as below:

A. Phase I (On-Line Examination):

The online examination will consist of:

Paper	Stream	Subjects	Max. Marks	Duration
Paper 1	All Streams	Multiple choice questions on the subjects viz. General Awareness (including some questions related to Financial Sector of easy to moderate difficulty level), English Language, Quantitative Aptitude, Computer Awareness and Reasoning.	200	150 minutes

The composition of the paper 1 for Phase I is as under:

Stream	Tests	No. of questions	Max. Marks	Duration (in minutes)
All Streams	English Language	40	40	35
	Reasoning	40	50	35
	General Awareness + Financial Sector Awareness	40	40	25
	Computer Awareness	40	40	25
	Quantitative Aptitude	30	30	30
	Overall Total		190	200

- a. Phase I On-Line examination will be conducted in a single shift. The test will be bilingual (Hindi & English) except the test for English Language which will be in English only.
- b. Candidates would need to secure separate cut-off in each test as well as aggregate cut-off marks (as decided by NPS Trust) in Phase I exam to be shortlisted for Phase II. Shortlisted candidates will be intimated the date and time for Phase II by e-mail and/or call letter and list of such candidates also will be made available on NPS Trust website.
- c. There shall be negative marking (1/4th of marks assigned to the question) for the Paper 1 in Phase I.

B. Phase II (Group Discussion and Interview):

- a. On fulfilling the criteria of minimum cut-off marks, candidates will be shortlisted based on aggregate marks obtained in Phase-I.

- b. The minimum aggregate cut-off marks for being shortlisted for Phase-II of the examination will be decided by NPS Trust in relation to the number of vacancies.
- c. Only the shortlisted candidates will be called for Phase II of the selection process which will consist of Group Discussion and Interview.
- d. Candidates may opt for Group Discussion and Interview either in Hindi or English.

Important Notes:

- a. The following weightage will be applied while preparing the final merit list for selection:

Particulars		Weightage (in %)
Marks obtained in Phase I on-line examination		70%
Marks obtained in Phase - II	Group Discussion	10%
	Interview	20%

- b. Application fee shall not be refunded to the candidates not shortlisted for Phase II.
- c. NPS Trust reserves the right to modify the selection process at any stage, if deemed fit.
- d. Candidates should bring Educational Certificates, Reservation/Disability certificates, if applicable, in original and self-attested copies of the same, at the time of Interview.

VI - PAY AND ALLOWANCES

GRADE	PAY AND ALLOWANCE
Grade B (Manager)	<p>a. PAY: The pay scale of Officers in Grade B is Rs.35150-1750(9)-50900-EB 1750(2)-54400-2000(4)-62400 (16 years). Presently, the gross emolument includes NPS Trust's contribution towards National Pension System (NPS), Grade Allowance, Special Allowance, Dearness Allowance, Local Compensatory Allowance and Housing Allowance.</p> <p>b. BENEFITS: Other benefits include viz., Leave Fare Concession, Medical Expenses (Hospitalisation and Non-Hospitalisation), Personal Accident Insurance, Eye Refraction/ Cost of Spectacles, Education Allowance, Financial Dailies, Book Grant, Briefcase, Conveyance Expenses, House Cleaning Allowance, Staff Furnishing Scheme, Scheme for Purchasing Computers and all other benefits as are admissible to an Officer Grade B in NPS Trust.</p> <p>c. CTC: Total CTC consisting of Pay and Benefits for the post of Officer Grade B at the beginning of scale of pay would be approx. Rs. 21 Lac per annum.</p>
Grade A (Assistant Manager)	<p>a. PAY: The pay scale of Officers in Grade A is Rs.28150-1550(4)-34350-1750(7)-46600-EB-1750(4)-53600-2000(1)-55600 (17 years). Presently, the gross emolument includes NPS Trust's contribution towards National Pension System (NPS), Grade Allowance, Special Allowance, Dearness Allowance, Local Compensatory Allowance and Housing Allowance.</p> <p>b. BENEFITS: Other benefits include viz., Leave Fare Concession, Medical Expenses (Hospitalisation and Non-Hospitalisation), Personal Accident Insurance, Eye Refraction/ Cost of Spectacles, Education Allowance, Financial Dailies, Book Grant, Briefcase, Conveyance Expenses, House Cleaning Allowance, Staff Furnishing Scheme, Scheme for Purchasing Computers and all other benefits as are admissible to an Officer Grade A in NPS Trust.</p> <p>c. CTC: Total CTC consisting of Pay and Benefits for the post of Officer Grade A at the beginning of scale of pay would be approx. Rs. 18 Lac per annum.</p>

VII - SERVICE CONDITIONS

- a. **PROBATION:** The successful candidates recruited for the post of Officer Grade B (Manager) and Officer Grade A (Assistant Manager) shall undergo probation of 1 year from the date of joining. The probation period may be

extended up to a period of one year for unsatisfactory performance at the discretion of the Competent Authority. The candidates shall be considered for confirmation in the services of NPS Trust subject to satisfactory performance, verification of credentials and antecedents, verification of caste/tribe/class/disability (for reserved category candidates only) etc. and at the discretion of the Competent Authority at NPS Trust. The candidature of candidate shall remain provisional until his/her services are confirmed in NPS Trust.

- b. **POSTING:** Posting is at Delhi. However, the recruited officer may be transferred to any location in India where NPS Trust may open its Offices in future and may also be posted to any department in NPS Trust, irrespective of stream as per need and requirement of the NPS Trust.

VIII - EXAMINATION CENTRES

- a. The Phase I on-line examination will be held at the following centers (**applicable for Grade A and B**):

East Zone	West Zone	North Zone	South Zone	Central Zone
Kolkata	Mumbai	Chandigarh	Chennai	Bhopal
Patna	Ahmedabad	National Capital Region	Bengaluru	Nagpur
Bhubaneswar	Jaipur	Lucknow	Hyderabad	Raipur
Ranchi			Thiruvananthapuram	
Guwahati				

- b. The Phase II on-line examination will be held at the following centers (**applicable only for Grade B**):

East Zone	West Zone	North Zone	South Zone	Central Zone
Kolkata	Mumbai	Chandigarh	Chennai	Bhopal
Patna	Ahmedabad	National Capital Region	Bengaluru	
		Lucknow		

- c. Candidates can provide their preference of up to three centers for Phase I and one center for Phase II in the online application. Choices of Centers by candidates for Phase I and Phase II Examinations may be different and same must be indicated in the online application. Candidates admitted to the examination will be informed of the time table and place or places of examination. The decision of NPS Trust with regard to assignment of center shall be final and binding on candidate. No request for change of date/venue/shift/timing etc. by candidate shall be entertained.
- d. Candidates will appear for the examination at an Examination Center at their own risks and expenses. NPS Trust will not make any arrangements for boarding/lodging of candidates. NPS Trust will not be responsible for any injury or losses etc. of any nature during the course of examination.
- e. Notwithstanding the aforesaid provision, NPS Trust reserves the right to change the centers at its discretion.
- f. The venue for Group Discussion and Interview (for Grade A) and the venue for Interview (for Grade B) will be intimated to the successful candidates in On-Line examinations by E-mail/post.

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

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

Separate on-line application for each post/stream will have to be made with requisite fee for each application to be paid as well.

X - GENERAL INSTRUCTIONS

- a. Candidate who is eligible and desires to apply for the above mentioned posts should submit an ON-LINE application with requisite fee (wherever applicable). No other means/mode of application will be accepted.
- b. Fees sent in any other manner not prescribed in this advertisement and / or the application submitted without depositing the fee/ intimation charges would be rejected and no correspondence shall be entertained in this regard.
- c. Candidates should bring all requisite documents satisfying their educational qualification (applicable for Grade A and B) and post-qualification experience (applicable for Grade B) at the time of interview.
- d. Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/EWS/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. At the time of the interview, they should also be in possession of all the requisite original certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application. NPS Trust reserves the right to call for additional documents from the candidate to validate their claim with regard to eligibility for the post.
- e. Candidates should satisfy themselves about their eligibility for the post/s applied for. Their admission at all the stages of examination for which they are admitted will be purely provisional, subject to their satisfying the prescribed eligibility conditions. Candidates may note that the verification of eligibility conditions of a candidate, with reference to original documents, will be taken up only after the candidate has qualified for the interview.
- f. If the candidates are not eligible or have knowingly or willfully furnished incorrect or false particulars or suppressed material information, their candidature will be liable to be cancelled at any stage of the selection. If the candidate qualifies in the selection process and subsequently it is found that he/ she does not fulfill the eligibility criteria, his/her candidature will be cancelled and if appointed, the appointment would be terminated without any notice or compensation.
- g. Candidates who are already in service of Govt./ Quasi-Govt. Organizations and Public Sector Banks/ Undertakings etc. will have to produce a No Objection Certificate (NOC) from their employer, at the time of Group Discussion and Interview (for Grade A) and Interview (for Grade B). Before appointment in NPS Trust, a proper discharge certificate from the employer will have to be produced.
- h. Outstation candidates called for Group Discussion and Interview (for Grade A) and Interview (for Grade B) will be reimbursed single AC Three Tier return railway fare for journey by the shortest route from their place of ordinary residence to the place of interview, subject to submission of necessary documentary evidence.
- i. NPS Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date.
- j. In all matters regarding eligibility, conduct of examinations, group discussions, interviews, assessment, prescribing minimum qualifying standards in both the Examination, Group Discussion and Interview, in relation to number of vacancies and communication of result, NPS Trust's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. Further, NPS Trust reserves the right to relax any of the requirements for the candidates in deserving cases. NPS Trust also reserves the right to cancel/modify the advertisement, fully or partly on any grounds.
- k. Canvassing in any form will disqualify the candidate.
- l. Please note that Corrigendum/Addendum/Notices, if any, issued on the above advertisement, will be published only on NPS Trust's website www.npstrust.org.in.
- m. Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts situated at Delhi only.

XI - NOTE FOR PERSONS WITH BENCHMARK DISABILITIES

Definition of Person with Benchmark Disabilities

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

I. Physical Disability:

- A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including:
 - a. "leprosy cured person" means a person who has been cured of leprosy but is suffering from:
 - i. loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
 - ii. manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;
 - b. "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;
 - c. "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
 - d. "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
 - e. "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- B. Visual impairment:
 - a. "blindness" means a condition where a person has any of the following conditions, after best correction:
 - i. total absence of sight; or
 - ii. visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
 - iii. limitation of the field of vision subtending an angle of less than 10 degree.
 - b. "low-vision" means a condition where a person has any of the following conditions, namely:
 - i. visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200 (Snellen) in the better eye with best possible corrections; or
 - ii. limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
- C. Hearing impairment:
 - a. "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;
 - b. "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;
- D. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

II. Intellectual disability, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including:

- A. "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual

- disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;
- B. "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.
- III. Mental behaviour:
- Mental illness means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub-normality of intelligence.
- IV. Disability caused due to:
- A. chronic neurological conditions, such as:
- a. "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
 - b. "Parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.
- B. Blood disorder:
- a. "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
 - b. "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
 - c. "sickle cell disease" means a hemolytic disorder characterised by chronic anaemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of haemoglobin.
- V. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

XII - GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE

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

- a. Candidate should ensure that he/ she is eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Benchmark Disabilities.
- b. The candidate will have to arrange his / her own scribe at his/her own cost.
- c. The scribe should be from an academic stream different from that stipulated for the post.
- d. Both the candidate as well as scribe will have to give a suitable undertaking in the prescribed format with passport size photograph of the scribe along with call letter at the time of examination confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination. Proforma of undertaking will be made available on NPS Trust website on or before the Call Letters for the on-line examination are made available on the NPS Trust website.
- e. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- f. A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition, the scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.

- g. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

A. Guidelines for Candidates with locomotor disability and cerebral palsy

- a. A compensatory time of **20 minutes for every hour** or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

B. Guidelines for Visually Impaired candidates:

- a. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of **20 minutes for every hour** or otherwise advised of examination.
- b. Visually Impaired candidates under Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Quantitative Aptitude. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.

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

XIII - GUIDELINES FOR PERSONS WITH DISABILITIES

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

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

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

NPS Trust will arrange a pre-examination training for SC/ST/PwBD/OBC/EWS candidates depending on the minimum number of applicants as decided by NPST, free of cost at New Delhi. Candidates who desire to avail of the training, may apply separately by email at dept-hrd@npstrust.org.in in the following format along with a **scanned copy of the Caste/EWS/PwBD certificate and fee receipt, if applicable**, on or before the last date of submission of online application form i.e., on or before **29-01-2021**.

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

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

XV - PROCESS FOR ARRIVING AT SCORES

The Scores of Online Examination are obtained by adopting the following procedure:

- a. Number of questions answered correctly by a candidate in each objective test will be considered for arriving at the final Score after applying penalty for wrong answers.
- b. The final Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

- c. Test-wise scores and aggregate scores will be reported with decimal point up to two digits.

DETAILED GUIDELINES/PROCEDURES FOR

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

Candidates can apply online only from **30-12-2020 upto 29-01-2021** and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) Scan their:
 - photograph (4.5cm × 3.5cm)
 - signature (with black ink)
 - left thumb impression (on white paper with black or blue ink)
 - a hand written declaration (on a white paper with black ink) (text given below at point iv) ensuring that the all these scanned documents adhere to the required specifications as given in point (iv) below:
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –

“I, (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required. Further, this declaration has been written by me.”

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

Application Fees/ Intimation Charges (Non-Refundable) Payment of Fee Online: **From 30-12-2020 upto 29-01-2021.**

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

A. APPLICATION REGISTRATION

- a. Applicants are required to go to NPS Trust's website 'www.npstrust.org.in' and click on the option "APPLY ONLINE" under the Recruitment Notification titled "NPS TRUST - RECRUITMENT TO THE POSTS OF OFFICER GRADE B (MANAGER) and OFFICER GRADE A (ASSISTANT MANAGER)" which will open a new screen.
- b. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- c. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- d. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- e. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- f. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- g. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
- h. Candidates can proceed to fill other details of the Application Form.
- i. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
- j. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- k. Click on 'Payment' Tab and proceed for payment.
- l. Click on 'Submit' button.

B. PAYMENT OF FEES ONLINE MODE

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

C. GUIDELINES FOR SCANNING AND UPLOAD OF DOCUMENTS

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

Photograph Image:

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

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

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb for signature and left thumb impression.
- For hand written declaration size of file should be 20kb – 50 kb
- Ensure that the size of the scanned image is not more than 20kb or 50 kb (for hand written declaration)
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg
- Image dimensions can be checked by listing the folder files or moving the mouse over the file imageicon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MS Office Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.
 - If the file size and format are not as prescribed, an error message will be displayed.
 - While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

Left thumb impression:

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The left thumb impression should be of the applicant and not by any other person.
 - File type: jpg / jpeg
 - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - File Size: 20 KB – 50 KB

Hand-written declaration:

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
 - File type: jpg / jpeg
 - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
 - File Size: 50 KB – 100 KB

PROCEDURE FOR UPLOADING THE DOCUMENTS:

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

NOTE:

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

D. DOWNLOAD OF CALL LETTERS

- Candidates will have to visit the website www.npstrust.org.in for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate

clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter.

- Candidate needs to affix recent recognizable photograph on the call letter which should be the same as provided during registration and appear at the examination center with (i) Call Letter (ii) Photo Identity Proof as stipulated in this advertisement and also specified in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original.

E. CENTRE INSTRUCTIONS:

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

F. IDENTITY VERIFICATION

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

Note:

- a. Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Call Letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, the candidate will NOT be allowed to appear for the on-line examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original. Photo ID should be valid as on the day of the on-line examination.
- b. Candidates reporting late i.e., after the reporting time specified on the call letter for examination will not be permitted to take the examination. The reporting time mentioned on the call letter will be prior to the start

time of the test. The candidates may be required to be present at the venue for about 4-5 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

- c. To complete the identity verification process at the centers, candidates are advised to be at the centers well before the commencement of the examination / interviews.

G. BIOMETRIC DATA – Capturing and Verification

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

H. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

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

H. GENERAL INFORMATION:

- a. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct of another examination if considered necessary. Decision of the NPS Trust in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this examination.
- b. If the examination is held in more than one session, the scores across various sessions will be equated to adjust

for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

- c. NPS Trust would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If from the analytical procedure adopted by NPS Trust in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, NPS Trust reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- d. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she may not be allowed to appear in any NPS Trust recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- e. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited.

Notes:

- a. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure that the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. Candidate should not send this printout to the NPS Trust. If the online transaction has been successfully completed, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- b. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc., will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. NPS Trust will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- c. An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. **If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.**
- d. An online application which is incomplete **in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.**
- e. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam.
- f. NPS Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the NPS Trust.
- g. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- h. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
- i. **Helpline: In case of any problem experienced in filling up the form, payment of fees/ intimation charges, queries may be made at <http://cgrs.ibps.in/>. Do not forget to mention "NPS Trust - Officer Grade B and Grade A 2020" in the subject of the email.**

ANNEXURE I
(Applicable only for Grade B)

SYLLABUS FOR PAPER 2 OF PHASE 2 ONLINE EXAMINATIONS (GRADE B)

GENERAL STREAM

A. Commerce & Accountancy

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

B. Management

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

C. Finance

1) Financial System

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

2) Financial Markets

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

3) General Topics

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

D. Costing

- 1.** Overview of Cost and Management Accounting - Introduction to Cost and Management Accounting, Objectives and Scope of Cost and Management Accounting.
- 2.** Methods of Costing - Single Output/ Unit Costing, Job Costing, Batch Costing, Contract Costing, Process/ Operation Costing, Costing of Service Sectors.
- 3.** Basics of Cost Control and Analysis - (i) Standard Costing, (ii) Marginal Costing, (iii) Budget and Budgetary Control.
- 4.** Lean System and Innovation:-
 - a) Introduction to Lean System
 - b) Just-in-Time (JIT)
 - c) Kaizen Costing
 - d) 5 Ss

- e) Total Productive Maintenance (TPM)
- f) Cellular Manufacturing/ One-Piece Flow Production Systems
- g) Six Sigma (SS)
- h) Introduction to Process Innovation and Business Process Re-engineering (BPR).

E. Companies Act

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

F. Economics

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

G. Pension Sector

- a) Status of pension sector in India
- b) Types of retirement schemes in India and their features
- c) National Pension System
- d) Atal Pension Yojana
- e) Annuity Plans
- f) Basics of investment

INFORMATION TECHNOLOGY STREAM

Topic	Details
Database Concepts	ER-model. Relational model: relational algebra, tuple calculus, Integrity constraints, normal forms. File organization, indexing (e.g., B and B+ trees), Transactions and concurrency control.
SQL Queries	Select, view, truncate, delete, update, alter, Inner join, different types of outer joins,, use of aggregate functions, Union, intersection, except, in and exist clauses, nested queries
Programming Concepts (Java /C C++)	Program control (iteration, recursion, Functions), Scope of variables, Binding of variables & functions, Parameter passing, Functional and Logic Programming, OOPS Concepts, Inheritance, Class and object, Constructors, Functions, Exception Handling
Data Analytics Languages (Python / R)	Regex, Slicing, Data reshaping, Dataframes, Dictionaries and Sets, File Management, Classes and Functions, Data Mining, Lists, Importing and exporting data, charts and graphs
Algorithms for problem solving	Tree and graph traversals, Connected components, Spanning trees, Shortest paths; hashing, Sorting, Searching; Design techniques (Greedy, Dynamic Programming, Divide-and-conquer)
Networking Concepts	ISO/OSI stack, LAN Technologies (Ethernet, Token ring), TCP/UDP, IP, Basic concepts of switches, gateways, and routers, Application layer protocols (DNS, SMTP, POP, FTP, HTTP), Firewalls
Information & Cyber Security Concepts	Cyber Attacks, Software Development Security, Network security, Authentication, CIA - Confidentiality, Integrity and Availability, Network Audit, Systems Audit
Data warehousing	Data Extraction, Data Cleaning, Data Transformation, Data Loading, Metadata, Data Cube, Data Mart, Data Models,
Shell Programming	Shell Scripting Basics, Shell Variables, Shell Script Arguments, If Statement, Loop, Return, Basic UNIX commands