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GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM, KAHILIPARA,  
GUWAHATI-19

ECF No. 603187/1

From :- Ms. Gayatri Naiding, AES  
Joint Director of Higher Education, Assam  
Kahilipara, Guwahati-19

To, 1. The Registrar  
(All Universities of the State)  
2. The Principal, (All)  
(Govt./Provincialised/PDUAM/Govt. Model colleges)

Sub :- Regarding registration of Observers in the Observer Pool for deployment in  
Examinations conducted by NTA.

Ref :- Govt. eCF No. 443499/79 dated 02/01/2025.

Sir,

In inviting a reference to the subject cited above, I am directed to forward herewith Govt. letter as received along with all enclosures in connection with registration of Observers in the Observer Pool for deployment in Examinations conducted by National Testing Agency (NTA) through online mode which is self explanatory

Therefore, you are requested to inform all faculties to take necessary action accordingly.

Yours faithfully,

Signed by

Gayatri Naiding  
Joint Director of Higher Education, Assam  
Kahilipara, Guwahati-19

Date: 09-01-2025 17:14:43

Memo ECF No. 603187/1-A

Copy to :- 1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6 for favour of kind information.

Joint Director of Higher Education, Assam  
Kahilipara, Guwahati-19

Inform through whatsapp group on 17/1/2025  
[Signature]  
17/1/2025

GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-6.  
e-mail Id : higheredn.assam@assam.gov.in

Recd 2/1/25  
Self-branch  
9/1/25

eCF No. 443499/79

From: Joint Secretary to the Govt. of Assam  
Higher Education Department.  
Dispur, Ghy-06

To: 1) The Director of Higher Education, Assam  
Kahilipara, Guwahati-19.  
2) The Director of Technical Education, Assam  
Kahilipara, Guwahati-19.

Sub: **Regarding registration of Observers in the Observer Pool for  
deployment in Examinations conducted by NTA.**

Ref: Govt. letter No. D.O. No. 43-4/2019.TS.I.Pl. dtd 12.12.2024

Sir,

In inviting a reference to the subject and the letter cited above, I am directed to forward herewith a letter received from the Secretary, Department of Higher Education, Ministry of Education, Government of India along with an enclosed D.O. Letter from National Testing Agency (NTA) requesting registration from serving Professors/Associate Professors/Assistant Professors from Central/State Universities/Technical Institutes and Retired Commissioned Officers/ Government Gazetted Officers as well as other categories of officers for NTA observer pool, which is self explanatory.

You are therefore requested do the needful for wide circulation of the matter amongst the HEIs under your Administrative control.

Yours faithfully

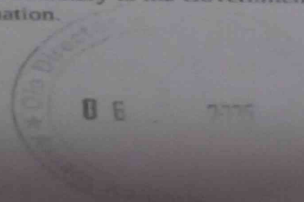
Encl: As stated above.

Signed by  
Nayan Kumar Pathak  
Date: 02-01-2025 18:10:47  
Joint Secretary to the Govt. of Assam  
Higher Education Department

Memo eCF No. 443499/79-A

Copy to :-

- 1) P.A. to Secretary to the Government of Assam, Higher Education Department for information.



(e-signed)  
Joint Secretary to the Govt. of Assam  
Higher Education Department

संजय कुमार, भा.प्र.से  
सचिव  
Sanjay Kumar, IAS  
Secretary



उच्चतर शिक्षा विभाग  
शिक्षा मंत्रालय  
भारत सरकार  
Department of Higher Education  
Ministry of Education  
Government of India

D.O. No. 43-4/2019.TS.I.Pt.

Office of the Chief Secretary  
Government of Assam  
Dispur, Gauhati-7  
SCR No. 2971359

12<sup>th</sup> December, 2024

Respected Colleagues,

I would like to bring your kind attention that the National Testing Agency (NTA) has been established as a premier and specialist testing organization to conduct entrance examinations for admission/fellowship in Higher Education Institutions.

2. In order to ensure transparent, smooth and fair conduct of examinations, NTA has initiated a new process for registering Observers for the Observer Pool. This pool will serve as a resource for deploying Observers during various examinations conducted by NTA. For this purpose, NTA has developed a registration form on its dedicated web portal ([chic.nta.ac.in](http://chic.nta.ac.in)).

3. I am enclosing a copy of DO letter No. 1/14/2025-EXAM-NTA dated 25.11.2024 for your perusal wherein the registration process and major responsibilities of the Observers have been expounded.

4. I would deeply appreciate if you could extend your support and assistance in this regard and encourage eligible Officers/Officials from Government Schools and Higher Education Institutions in your State for registering themselves as Observers in the Observer Pool. Since the next cycle of exams is going to commence from January, 2025, I request for an early action in the matter.

5. Your cooperation in this regard would be greatly appreciated.

Kind regards

Secy, Higher Education  
Secy, School Education

Yours sincerely

12/12/2024  
(Sanjay Kumar)

The Chief Secretaries of All States/LGs/Administrator of UTs.

M M  
10/12/24  
127 'C' Wing, Shastri Bhawan, New Delhi-110001  
Telephone: +91-11-23386451, +91-11-23382696 Fax: +91-11-23385807  
E-mail: [secy.dhe@nic.in](mailto:secy.dhe@nic.in)

प्रदीप सिंह खरोला, भा. प्र. से.  
महानिदेशक  
Pradeep Singh Kharola, IAS  
Director General



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency  
Excellence in Assessment

75  
आज़ादी का  
अमृत महोत्सव

(एक स्वतंत्र शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संयुक्त)  
(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

D.O. 1/14/2025-EXAM-NTA

25 November 2024 / 64 अग्रहायण 1946

**Subject: Registration of Observers in the Observer Pool for Deployment in Examinations Conducted by NTA – reg.**

The National Testing Agency (NTA) has initiated a new process for registering Observers in an Observer Pool. This pool will serve as a resource for deploying Observers during various examinations conducted by NTA.

As a first step, NTA has developed a registration form on its dedicated web portal ([cbtc.nta.ac.in](http://cbtc.nta.ac.in)). Eligible candidates are requested to register themselves on this portal. Officials from all IITs, NITs, Central/State Universities, Kendriya Vidyalayas (KVS), and Navodaya Vidyalayas (NVS) are encouraged to nominate their eligible faculty members to apply in this registration portal.

Following will be some of the major responsibilities of the observers:

Observers play a critical role in the NTA's examination administration process. Their responsibilities include:

- Observers assist Site Supervisors, Invigilators, and other officials to ensure the smooth and fair conduct of examinations.
- They certify that examination practices are being adhered to as per the NTA guidelines.
- Observers ensure that the provisions and norms for Persons with Disabilities (PWD) candidates are being followed.
- As NTA representatives, Observers are entrusted with the responsibility to oversee all aspects of the examination's conduct. They ensure punctuality, fairness, and transparency at the examination centre, enhancing the credibility of the NTA examination system.
- Observers participate in briefing sessions convened by the Centre Head for Invigilators, security personnel, volunteers, and all concerned staff. These sessions address important instructions, dos and don'ts for conducting the examination.



पहली मंजिल, एनएसआईसी-एमडीबीपी बिल्डिंग, ओखला इंडस्ट्रियल एस्टेट, नई दिल्ली - 110020  
First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi - 110020



फोन/Telephone 011-26095-217 वेबसाइट/Website

ई-मेल/e-mail

Request for extending support to encourage eligible officials to register themselves as Observers for the exam conducted by NTA- Regarding.

From : Pankaj Kumar Sinha <pankaj.kumarsinha@gov.in>

Thu, Dec 12, 2024 07:20 PM

Subject : Request for extending support to encourage eligible officials to register themselves as Observers for the exam conducted by NTA- Regarding.

2 attachments

To : Neerabh Kumar Prasad, IAS <cs@ap.gov.in>, Manish Kumar Gupta <cs-arunachal@nic.in>, Dr. Ravi Kota <cs-assam@nic.in>, Chief Secretary, Bihar <cs-bihar@nic.in>, Chief Secretary Office Chhattisgarh <csoffice.cg@gov.in>, Dr. V Candavelou IAS <cs-goe@nic.in>, cs@guj@gujarat.gov.in, cs-haryana@nic.in, Prabodh Saxena <cs-hp@nic.in>, Aika Tiwari <cs-jharkhand@nic.in>, cs@karnataka.gov.in, Smt. SARADA MURALEEDHARAN IAS <chiefsecy@kerala.gov.in>, Anurag Jain <cs@mp.nic.in>, cs@maharashtra.gov.in, cs-manipur <cs-manipur@nic.in>, cs-meg <cs-meg@nic.in>, cs-mizoram <cs-mizoram@nic.in>, Jan e Alam, Chief Secretary Nagaland <csngl@nic.in>, Shri Manoj Ahuja <csori@nic.in>, Chief Secretary Punjab <cs@punjab.gov.in>, csraj@rajasthan.gov.in, Vijay Bhushan Pathak <cs-skm@hub.nic.in>, cs@tn.gov.in, CS Telangana <cs@telangana.gov.in>, cs-tripura <cs-tripura@nic.in>, CHIEF SECRETARY OFFICE GOVT OF UP <csup@nic.in>, chief secretary <cs-uttarakhand@nic.in>, Westbengal@nic.in, Dr. Chandra Bhushan Kumar IAS <cs-andaman@nic.in>, admin-chandigarh@nic.in, devcom-d@nic.in, Shri Dharmendra <csdelhi@nic.in>, Advisor to the Administrator UTL <lk-advisor@gov.in>, cs-pondicherry@nic.in, cs-jandk <cs-jandk@nic.in>, Advisor to LG <Advisor-ig-ladakh@gov.in>

Cc : Sunil Kumar Barnwal <ashe-mhrd@gov.in>, dg@nta.ac.in, Varun Bhardwaj <varun.bhardwaj@nic.in>, Usha SINGH <usha.singh90@gov.in>

Sir/Madam

Kindly find attached the D.O. letter dated 12th December, 2024 with enclosure on the above subject from Sri Sanjay Kumar, IAS, Secretary, Ministry of Education, Department of Higher Education for further necessary action at your end.

Regards.

Pankaj Kumar Sinha  
Under Secretary (NTA)  
Department of Higher Education



— DO letter dated 25 11 2024 by DG, NTA.pdf  
90 KB

— DO letter dated 12 12 2024 from Secretary (HE and SE&L).pdf  
397 KB