

NCHM JEE-2021

National Council for Hotel Management Joint Entrance Examination-2021



Information Bulletin



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	03 February 2021 to 10 May 2021 (upto 05:00 P.M.)
Last date for successful transaction of Examination fee (through Credit / Debit Card/Net Banking, Paytm Payment Modes)	10 May 2021 (11:50 P.M.)

Fee Payable for NCHM JEE – 2021 (through Canara Bank / PAYTM Payment Gateway through the payment modes: Credit Card / Debit				
Card / Net-Banking/U	•			
General (UR)/ OBC-(NCL) as per Central List	₹ 1000/-			
Gen-EWS	₹ 700/-			
Scheduled Caste (SC)/Scheduled Tribes (ST) /PwD	₹ 450/-			
Transgender	₹ 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	12-16 May 2021
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	09:00 AM to 12:00 PM
Exam Centre	As indicated on the Admit Card
Date of Examination	12 June 2021 (Saturday)
Display of Questions, Recorded Responses and Provisional Answer Keys on the Website for inviting challenge(s) from interested candidates.	To be announced later through NTA website
Declaration of Result on NTA Website	To be announced later through NTA 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 2021 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.
- Step-3: 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) PwD Certificate (file size 50 kb-300 kb).
- Step-4: Pay fee using the Payment Gateway(s) integrated to the Online Application through Net Banking / Debit / Credit Card / UPI / Wallet/ Paytm and keep proof of fee paid.

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

5. After (successful completion of Step-4, 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 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-3 and step-4 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 2021** 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 2021-2022

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 Indida, 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, 26 (twenty five) State Govt. sponsored IHMs offering Degree level/Diploma/Craft Certificate level programs, 1 (one) PSU owned Institute, 26 (twenty six) 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) - 2021

- 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 respectitvie 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-2021

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 2021 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 30.09.2021
- 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 geniune 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 01.07.2021. Candidates born on or after July 01, 1996 are eligible.

In the case of Scheduled Caste and Scheduled Tribe candidates and Physically challenged candidates, upper age limit is 28 years as on 01.07.2021. That is SC/ST and Physically challenged candidates born on or after July 01, 1993 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 claims as required in 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 (subject to notification from Ministry of Education for Academic Session 2021-22).

- 6.2 Each category mentioned above will have **5**% reservations for the candidates with 40% or more disability as defined in Section 2 (r) and 2(zc) of Persons with Disabilities (RPwD) Act, 2016.
- 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.
- 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. Such Applicants shall have to qualify the NCHM JEE 2021. 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, are as follows:

S.	Category	Type of Disability	Specified Disability
No.			
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	Permanent disability arising out of conditions
		Disability	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	i. Chronic	a. multiple sclerosis
	due to	Neurological	b. Parkinson's disease
		Conditions	
		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 issued from time to time on the subject: "Written Examination for Persons with Benchmark Disabilities", A candidate with one of the benchmark disabilities [as defined in Section 2(r) of RPwD Act, 2016], holding a Disability Certificate in the format prescribed in **Annexure-III,** is entitled to the following facilities:

- a. The facility of Scribe, in case he/she has a physical limitation and a scribe is essential to write the Examination on his/her behalf, being so certified in the aforesaid format by a CMO/Civil Surgeon/ Medical Superintendent of a Govt. Health Care Institution. However, as a measure of caution and due to the prevailing circumstances of COVID-19 Pandemic, such candidate is required to bring his/her own Scribe alongwith an undertaking in the format given at Annexure-IV.
- b. Compensatory time of **one hour** for Examination of **three hours** duration, if the candidate uses the facility of Scribe.

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 2021 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 2021. 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 2021 is an Examination for Admission to to the B.Sc. Course in Hospitality and Hotel Administration (B.Sc. HHA) across the Country for 2021-22 Academic Session.
- 10.2 Merely appearing in and passing at NCHM JEE 2021 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 2021, 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:
 - a. Internal documentation /status of NTA
 - b. Internal decision-making process of NTA/NCHMCT, Any claim/counter claim thereof
 - c. Dates and venue of internal meetings or name of the staff/officers dealing.
 - d. Any information which in the opinion of NTA/NCHMCT cannot be revealed.
- 10.9 By registering for the NCHM JEE 2021, 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 candiates 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-2021 "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,
 - o 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.
 - o 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).
 - o List of City of your Choice (Refer Annexure-V for Cities),
 - Bank account details for payment of fee,
 - o 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/Transgender, 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.
- **Step-3:** 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) PwD Certificate (file size 50 kb-300 kb).
- Step-4: Pay fee using Canara Bank / Paytm Payment Gateway through Net Banking

 Debit Card (except Master / Visa Card) / Credit Card / UPI / Wallet and keep

 proof of fee paid.

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

After (successful completion of Step-4, 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.

Note:

- (i) The final submission of Online Application Form will remain incomplete if Step 2 Step-3 and Step-4 are not completed, such Appliction 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-2021 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-2021 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/emails/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 2021. 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.

PART III: Uploading of scanned images

(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 unfairmeans and the candidate would be dealt with accordingly.
- Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 6 to 8 passport size coloured photographs with white background.

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

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

(ii) Candidate's Signature: to be uploaded

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

- The candidate should put his full signature on white paper with 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.

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, 2021, 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-2021

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-2021 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 alongwith 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/facitlity 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 08:30 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 Unfairmeans 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.
- 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.

- The candidates are to be governed by the Rules and Regulations/Instruction 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-2021

- 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 2021 website nchmjee.nta.nic.in for authentic information and periodic updates about NCHM JEE 2021.
- b) Candidates are advised to be carefull about any wrong information/false claim of any person or institute regarding NCHM JEE 2021 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)

- NCHM JEE-2021 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 2021, the candidate explicitly agrees to the above Non-Disclosure Agreement and general terms of use for NCHM JEE 2021 as contained in this Information Bulletin & NCHM JEE 2021 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;
- Breaching Examination rules or any direction issued by NTA in connection with NCHM JEE 2021 examination;
- 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:
- 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 online payment of Rs. 1000/- per question challenged as processing charges. This fee will be refunded incase the challenge is found to be correct after verification. 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- 2021 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-2021 will be entertained. The raw (actual) marks obtained by a candidate will be considered further for computation of the Result of NCHM JEE-2021. 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 2021 will be provided by NTA to NCHMCT to conduct the Counselling for the admission to the B.Sc (HHA) Couses.

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. 2021-22 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 2021. 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 2021 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)-2021 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- 2021 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.

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		PAY	/TM
	Net Bardina	Canara Bank	NIL Charge	_ ,	
1	Net Banking	Other Banks	5.00 + GST	Rs 4 -	+GST
	All Dalet Canal	Canara Bank or		Transaction upto Rs 2000/-	0 %
2	All Debit Card	Other Banks Nil C	Nil Charge	Transaction above Rs 2000/-	0.8 % + GST
3	Credit Card	Domestic	0.80% of Fee + GST	Domestic (Minimum Rs. 12)	0.4%+GST
	Credit Card	International	2.35% of Fee+ GST	International	3.5%+GST
	Unified Payment	nified Payment		Transaction upto Rs 2000/-	0 %
4	Interface (UPI)			Transaction above Rs 2000/-	0.65 % + GST
				PAYTM Wallet Charge	0.8%+GST

2. Helplines:

(a) If Paying using Canara Bank:

Leve	Name	Email ID	Contact Number
1	Helpdesk	pgsupport@billdesk.com	
2	Complaint Management Services	genadmnronoida@canarabank.com	9968800461/ 9984021340
3	Customer Care	genadmnronoida@canarabank.com	
4	Through SMS	genadmnronoida@canarabank.com	

(b) If Paying using PAYTM:

Level	Name	Email ID	Contact Number
1	Shailesh	education.support@paytm.com	7827407411
2	Shubham	education.support@paytm.com	8360328961

(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.: 0120-6895200

3. Procedure to raise payment related Grievance:

After (successful completion of Step-4, 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).

Annexure-II LIST OF AFFILIATED INSTITUTES OF HOTEL MANAGEMENT B.Sc HOSPITALITY AND HOTEL ADMINISTRATION COURSE INTAKE FOR 2021

S No	State	City	Name of IHMs	Intake- 2021
1	ANDHRA PRADESH	TIRUPATHI	SIHM-TIRUPATI (STATE GOVERNMENT IHM)	60
2	ASSAM	GUWAHATI	IHM GUWAHATI (CENTRAL GOVERNMENT IHM)	230
3	BIHAR	BODHGAYA	SIHM- GAYA- BIHAR (STATE GOVERNMENT IHM)	60
4	BIHAR	HAJIPUR	IHM HAJIPUR (CENTRAL GOVERNMENT IHM)	285
5	CHANDIGARH	CHANDIGARH	AIHM CHANDIGARH (CENTRAL GOVERNMENT IHM)	288
6	CHANDIGARH	CHANDIGARH	CIHM-CHANDIGARH (STATE GOVERNMENT IHM)	120
7	CHANDIGARH	CHANDIGARH	IHM CHANDIGARH UNIVERSITY – CHANDIGARH	120
8	CHENNAI	CHENNAI	IHM CHENNAI (CENTRAL GOVERNMENT IHM)	347
9	CHHATTISGARH	RAIPUR	SIHM -RAIPUR NAYA (STATE GOVERNMENT IHM)	60
10	DADRA AND NAGAR HAVELI	SILVASSA	SIHM-SILVASSA (STATE GOVERNMENT IHM)	100
11	DELHI	DELHI	IHM DELHI, PUSA (CENTRAL GOVERNMENT IHM)	305
12	DELHI	DELHI	ASHOK INSTITUTE OF HOSP. & TRSMMNGT DELHI (PSUIHM)	90
13	DELHI	DELHI	DIHM-LAJPAT NAGAR (STATE GOVERNMENT IHM)	120
14	GOA	GOA	IHM GOA (CENTRAL GOVERNMENT IHM)	422
15	GUJARAT	GANDHINAGAR	IHM GANDHI NAGAR (CENTRAL GOVERNMENT IHM)	335
16	HARYANA	AMBALA	AMBALA INSTITUTE OF HOTEL MANAGEMENT	120
17	HARYANA	FARIDABAD	SIHM- FARIDABAD (STATE GOVERNMENT IHM)	140
18	HARYANA	FARIDABAD	THE LALIT SURI HOSP. SCHOOL – FARIDABAD	240
19	HARYANA	KURUKSHETRA	SIHM-KURUKSHETRA (STATE GOVERNMENT IHM)	130
20	HARYANA	PANIPAT	SIHM-PANIPAT (STATE GOVERNMENT IHM)	120
21	HARYANA	ROHTAK	SIHM-ROHTAK (STATE GOVERNMENT IHM)	160
22	HARYANA	SONEPAT	SRM INSTITUTE OF HOTEL MNGT- SONEPAT	60
23	HARYANA	YAMUNANAGAR	SIHM- YAMUNANAGAR -HARYANA (STATE GOVT IHM)	100
24	HIMACHAL PRADESH	HAMIRPUR	SIHM- HAMIRPUR (STATE GOVERNMENT IHM)	120
25	HIMACHAL PRADESH	SHIMLA	IHM SHIMLA (CENTRAL GOVERNMENT IHM)	380
26	JAMMU AND KASHMIR	SRINAGAR	IHM SRINAGAR (CENTRAL GOVERNMENT IHM)	203

27	JHARKHAND	RANCHI	SIHM- RANCHI (STATE	120
28	KARNATAKA	BANGALORE	GOVERNMENT IHM) IHM BENGALURU (CENTRAL	285
			GOVERNMENT IHM) SIHM-KOZHIKODE (STATE	
29	KERALA	KOZHIKODE	GOVERNMENT IHM)	90
30	KERALA	MUNNAR	MUNNAR CATERING COLLEGE – KERALA	120
31	KERALA	TRIVANDRUM	IHM THIRUVANATHAPURAM (CENTRAL GOVERNMENT IHM)	298
32	KERALA	WAYANAD	ORIENTAL SCHOOL OF HOTEL MNGT – WAYANAD	120
33	MADHYA PRADESH	BHOPAL	IHM BHOPAL (CENTRAL GOVERNMENT IHM)	342
34	MADHYA	BHOPAL	PEOPLES IHM BHOPAL	100
35	PRADESH MADHYA	GWALIOR	IHM GWALIOR (CENTRAL	300
	PRADESH MADHYA		GOVERNMENT IHM) SIHM-INDORE (STATE	
36	PRADESH	INDORE	GOVERNMENT IHM)	120
37	MAHARASHTRA	MUMBAI	IHM MUMBAI (CENTRAL	456
			GOVERNMENT IHM) IHM SHILLONG (CENTRAL	
38	MEGHALAYA	SHILLONG	GOVERNMENT IHM)	160
39	ODISHA	BALANGIR	SIHM- BALANGIR (STATE	60
00	OBIOTI/ (D/ L/ (NOI) (GOVERNMENT IHM)	
40	ODISHA	BHUBANESWAR	IHM BHUBANESWAR (CENTRAL GOVERNMENT IHM)	288
41	ODISHA	BHUBANESWAR	RANJITA INSTITUTE OF HOTEL	120
41	ODISHA	DUDANESWAR	MNGT BHUBNESWAR	120
42	PUDUCHERRY	PUDUCHERRY	SIHM PONDICHERRY (STATE GOVERNMENT IHM)	120
43	PUNJAB	BHATINDA	SIHM- BATHINDA (STATE GOVERNMENT IHM)	120
44	PUNJAB	GURDASPUR	IHM GURDASPUR (CENTRAL GOVERNMENT IHM)	234
45	PUNJAB	JALANDHAR	C T INSTITUTE OF HOTEL MANAGEMENT JALANDHAR	60
40	DUNUAD	IAL ANDUAD	ST. SOLDIER INSTITUTE OF HOTEL	
46	PUNJAB	JALANDHAR	MNGT JALANDHAR	50
47	PUNJAB	MOHALI	CCHM -LANDRAN,MOHALI	120
48	PUNJAB	RAJPURA	CHITKARA SCHOOL OF HOSPITALITY- RAJURA	150
49	RAJASTHAN	JAIPUR	IHM JAIPUR (CENTRAL	230
			GOVERNMENT IHM) POORNIMA INSTITUTE OF HOTEL	
50	RAJASTHAN	JAIPUR	MNGT, POORNIMA UNIV. JAIPUR	80
51	RAJASTHAN	JODHPUR	SIHM-JODHPUR (STATE GOVERNMENT IHM)	120
52	RAJASTHAN	JODHPUR	JODHPUR IHM JIET UNIV – JODHPUR	120
53	RAJASTHAN	UDAIPUR	SIHM- UDAIPUR (STATE GOVERNMENT IHM)	60
54	SIKKIM	GANGTOK	SIHM-GANGTOK (STATE GOVERNMENT IHM)	80
55	TAMIL NADU	KANCHEEPURAM	SRM INSTITUTE OF HOTEL MNGT- KANCHEEPURAM	120
56	TAMIL NADU	TIRUCHIRAPALLY	SIHM-TIRUCHIRAPALLI (STATE GOVERNMENT IHM)	90

			TOTAL INTAKE	12045
74	WEST BENGAL	KOLKATA	GURU NANAK INSTITUTE OF HOTEL MNGT - KOLKATA	90
73	WEST BENGAL	KOLKATA	IHM KOLKATA (CENTRAL GOVERNMENT IHM)	380
72	WEST BENGAL	DURGAPUR	SIHM- DURGAPUR (STATE GOVERNMENT IHM)	120
71	UTTARAKHAND	DEHRADUN	DEV BHOOMI IHM DEHRADUN	60
70	UTTARAKHAND	DEHRADUN	KUKREJA IHM, DEHRADUN	120
69	UTTARAKHAND	DEHRADUN	SIHM-DEHRADUN (STATE GOVERNMENT IHM)	140
68	UTTAR PRADESH	MODINAGAR	SRM IHM- MODINAGAR, GHAZIABAD	60
67	UTTAR PRADESH	MEERUT	DEWAN VS IHM (MEERUT)	60
66	UTTAR PRADESH	MEERUT	IHM-MEERUT	180
65	UTTAR PRADESH	LUCKNOW	IHM LUCKNOW (CENTRAL GOVERNMENT IHM)	342
64	UTTAR PRADESH	GR NOIDA	RIG INSTITUTE OF HOSPITALITY AND MNGT - GR NOIDA	120
63	UTTAR PRADESH	GHAZIABAD	SUNDER DEEP COLLEGE OF HOTEL MNGT GHAZIABAD	120
62	UTTAR PRADESH	AGRA	HERITAGE INSTITUTE OF HOTEL AND TOURISM -AGRA	120
61	TELANGANA	MEDAK	SIHM- MEDAK-TELANGANA (STATE GOVERNMENT IHM)	60
60	TELANGANA	HYDERABAD	LEO ACAD OF HOSP. TRSM AND MNGT, HYDERABAD	100
59	TELANGANA	HYDERABAD	INSTITUTE OF HOTEL MNGT SHRISHAKTI - HYDERABAD	120
58	TELANGANA	HYDERABAD	DR.YSR NITHM (STATE GOVERNMENT IHM) -HYDERABAD	120
57	TELANGANA	HYDERABAD	IHM HYDERABAD (CENTRAL GOVERNMENT IHM)	285

ANNEXURE -III

Certificate regarding physical limitation to write in an examination

Thi Age	s is to c	Years, Son/Dau	ughter of Mr./Mrs		Affix Passport size Photograph of the candidate (same a: uploaded on the Online Application Form) duly attestet by the issuing authority	
R/o						
wit	h NCHI			and NCHM JEE 2021 following Disability (name of the		
Dis	ability)		in (percentage) of			
			(in Figures).			
•	(Asses: Ministry	of Social Justice and I	the basis of Gazette of I Empowerment)	ndia. Extraordinary, Part-II, Section 3 Sub-s	ection (ii),	
	S. No.	Category	Type of Disability	Specified Disability		
	1.	Physical Disability	Locomotor Disability	a. Leprosy cured person, b palsy, c. dwarfism, d. dystrophy, e. acid attack vid	muscular	
			Visual Impairment	a. blindness, b. low vision		
			Hearing Impairment Speech & Language Disability	a. deaf, b. hard of hearing Permanent disability arising out of condition laryngectomy or aphasia affecting one components of speech and language due to neurological causes.	or more	
	2.	Intellectual Disability		a. specific learning disabilities/perceptual of Dyslexia, Dysgraphia, Dyscalculia, Dys 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		
	5.	Multiple Disabilities	ii. Blood disorder	A. Haemophilia, b. Thalassemia, c. Sickle cell More than one of the above specified including deaf blindness		
		rther certify that he/she		which hampers his/her writing capabilities to		
					Signature	
				Name:		

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

ANNEXURE-IV

Letter of Undertaking for Using Own Scribe

I	, a candidate with	1	(name of the			
disability) appearing for the _		_ (name of the ex	amination) bearing			
Roll No.	at	(name of the ce	ntre) in the District			
	,	(name	of the State). My			
qualification is	·					
I do hereby state that	(name of	the scribe) will pro	vide the service of			
scribe/reader/lab assistant for	ribe/reader/lab assistant for the undersigned for taking the aforesaid examination.					
I do hereby undertake that his	do hereby undertake that his qualification is					
I further certify that the scribe COVID-19 + and a certificate to Place: Date:	o this effect from Compet	•	losed to this letter.			
		`	ested Photograph)			
	Name of Scribe	ID of the Scribe	ID Number			

Annexure -V
List of Examination Cities for NCHM JEE-2021

STATE	S.NO.	CITY	CITY CODE
ANDHRA PRADESH	1.	GUNTUR	AP07
ANDHRA PRADESH	2.	KURNOOL	AP10
ANDHRA PRADESH	3.	RAJAHMUNDRY	AP13
ANDHRA PRADESH	4.	TIRUPATHI	AP16
ANDHRA PRADESH	5.	VIJAYAWADA	AP17
ANDHRA PRADESH	6.	VISAKHAPATNAM	AP18
ARUNACHAL PRADESH	7.	ITANAGAR/NAHARLAGUN	AL01
ASSAM	8.	DIBRUGARH	AM01
ASSAM	9.	GUWAHATI	AM02
BIHAR	10.	MUZAFFARPUR	BR06
BIHAR	11.	PATNA	BR07
CHANDIGARH/MOHALI	12.	CHANDIGARH/MOHALI	CH01
CHHATTISGARH	13.	BHILAI NAGAR/DURG	CG01
CHHATTISGARH	14.	RAIPUR	CG03
DELHI	15.	DELHI	DL01
GOA	16.	PANAJI	G001
GUJARAT	17.	AHMEDABAD/GANDHINAGAR	GJ01
GUJARAT	18.	ANAND	GJ02
GUJARAT	19.	MEHSANA	GJ08
GUJARAT	20.	RAJKOT	GJ10
GUJARAT	21.	SURAT	GJ11
GUJARAT	22.	VADODARA	GJ12
HARYANA	23.	AMBALA	HR01
HARYANA	24.	FARIDABAD	HR03
HARYANA	25.	GURUGRAM	HR04
HIMACHAL PRADESH	26.	HAMIRPUR (HIMACHAL PRADESH)	HP03
HIMACHAL PRADESH	27.	SHIMLA	HP06
JAMMU & KASHMIR	28.	JAMMU	JK02
JAMMU & KASHMIR	29.	SRINAGAR	JK04
JHARKHAND	30.	DHANBAD	JH02
JHARKHAND	31.	JAMSHEDPUR	JH03
JHARKHAND	32.	RANCHI	JH04
KARNATAKA	33.	BELAGAVI(BELGAUM)	KK02
KARNATAKA	34.	BENGALURU	KK04
KARNATAKA	35.	DHARWAD/HUBBALLI(HUBLI)	KK10
KARNATAKA	36.	GULBARGA	KK08
KARNATAKA	37.	MANGALURU(MANGALORE)	KK12
KARNATAKA	38.	MYSURU(MYSORE)	KK14
KARNATAKA	39.	UDUPI/MANIPAL	KK17

KERALA	40.	ERNAKULAM	KL04
KERALA	41.	KOTTAYAM	KL11
KERALA	42.	KOZHIKODE	KL12
KERALA	43.	THIRUVANANTHAPURAM	KL17
KERALA	44.	THRISSUR	KL18
MADHYA PRADESH	45.	BHOPAL	MP03
MADHYA PRADESH	46.	GWALIOR	MP06
MADHYA PRADESH	47.	INDORE	MP07
MADHYA PRADESH	48.	JABALPUR	MP08
MAHARASHTRA	49.	KOLHAPUR	MR14
MAHARASHTRA	50.	MUMBAI/NAVI MUMBAI	MR16
MAHARASHTRA	51.	NAGPUR	MR17
MAHARASHTRA	52.	NANDED	MR18
MAHARASHTRA	53.	NASHIK	MR19
MAHARASHTRA	54.	PUNE	MR22
MAHARASHTRA	55.	THANE	MR28
MEGHALAYA	56.	SHILLONG	MG01
MIZORAM	57.	AIZAWL	MZ01
NAGALAND	58.	КОНІМА	NL02
ODISHA	59.	BERHAMPUR-GANJAM	OR03
ODISHA	60.	BHUBANESWAR	OR04
ODISHA	61.	BOLANGIR	OR20
ODISHA	62.	SAMBALPUR	OR09
PUNJAB	63.	AMRITSAR	PB01
PUNJAB	64.	BHATINDA	PB02
PUNJAB	65.	LUDHIANA	PB05
RAJASTHAN	66.	JAIPUR	RJ06
RAJASTHAN	67.	JODHPUR	RJ07
RAJASTHAN	68.	SIKAR	RJ09
RAJASTHAN	69.	UDAIPUR	RJ11
SIKKIM	70.	GANGTOK	SM01
TAMIL NADU	71.	CHENNAI	TN01
TAMIL NADU	72.	COIMBATORE	TN02
TAMIL NADU	73.	MADURAI	TN08
TELANGANA	74.	HYDERABAD	TL01
TELANGANA	75.	KARIMNAGAR	TL02
UTTAR PRADESH	76.	AGRA	UP01
UTTAR PRADESH	77.	ALLAHABAD/PRAYAGRAJ	UP03
UTTAR PRADESH	78.	BAREILLY	UP04
UTTAR PRADESH	79.	GHAZIABAD	UP07
UTTAR PRADESH	80.	GORAKHPUR	UP08
UTTAR PRADESH	81.	KANPUR	UP11
UTTAR PRADESH	82.	LUCKNOW	UP12
UTTAR PRADESH	83.	MEERUT	UP14
UTTAR PRADESH	84.	NOIDA/G NOIDA	UP09

UTTAR PRADESH	85.	VARANASI	UP18
UTTARAKHAND	86.	DEHRADUN	UK01
UTTARAKHAND	87.	ROORKEE	UK06
WEST BENGAL	88.	DURGAPUR	WB04
WEST BENGAL	89.	KOLKATA	WB10
WEST BENGAL	90.	MALDA	WB18
WEST BENGAL	91.	SILIGURI	WB11

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)

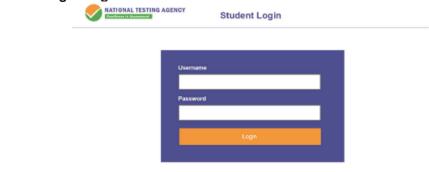
A CBT requires candidate to sit in front of a computer terminal (node) allocated to him/her by the Exam Cemtre against his/her Roll number and Admit card. After logging the candidate will get detailed instructions for the examination. At the designated time of start of examination, the candidate will 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) 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.
- (b) For login, the candidate will have to enter **login-ID** and **password**. The computer terminal allotted to the candidate will display WELCOME login screen, Candidate's photograph and subject opted by the candidate.

Candidate Login Page



Candidate Welcome Screen



(c) 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 you 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.

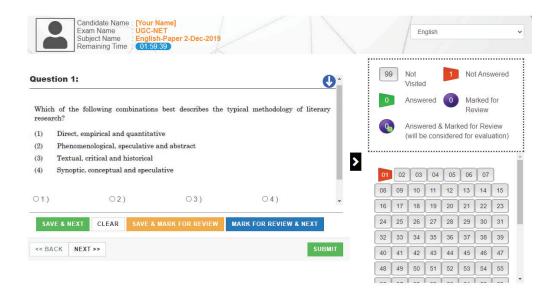
Navigating through Sections:

- 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.



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



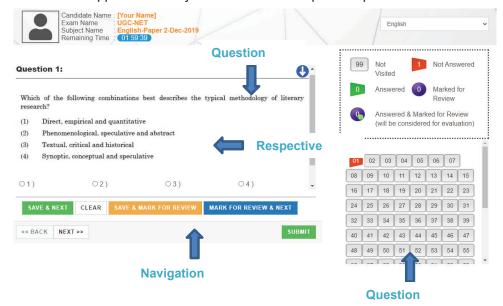
(j) Answering a Question

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:

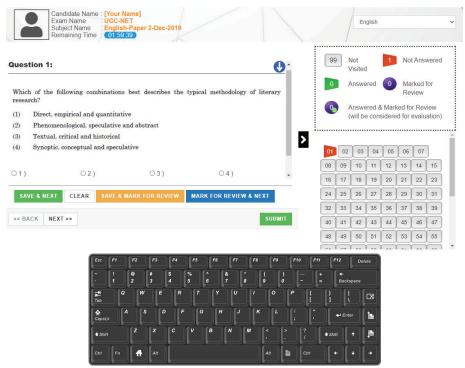
- (i) Sections in the question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section in which candidate is currently viewing will be highlighted.
- (ii) After clicking the "Save & Next" button on the last question for a section, 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.



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

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

On Screen Virtual Keyboard



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

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

(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.
- I) 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 rought 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.

Annexure - VIII

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.

ANNEXURE-IX

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

Annexure-X





NCHM-JEE 2021



JOINT ENTRANCE EXAMINATION (NCHM JEE-2021)



Instructions and Procedure for online submission of Application Form

- Please read the instructions, procedure and Information Bulletin carefully before you start filling the Application Form.
- Candidate can apply for NCHM JEE 2021 'ON-LINE' only through official website of NCHM (https://nchmjee.nta.nic.in).
- Please ensure your eligibility as per the criteria laid down for NCHM JEE 2021.
- **Examination Fees**

The fee (in Indian Rupees) for NCHM JEE - 2021 is as follows:

Applied For	Category	Fee Amount
Fee payable for NCHM - 2021	General/ OBC-(NCL) as per Central List	Rs. 1000
	Gen-EWS	Rs. 700
	SC/ST/PwD	Rs. 450
	Transgender	Rs. 700
Processing charges and Goods & Service 1	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.
- Application Procedure: Steps to be followed to apply online
 - Registration for Online Application Form and note down system generated Application Number. The candidate should supply all the details Step 1: 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. 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 correspondence. For subsequent logins, candidate will be able to login directly with the respective system generated Application Number and created Password.
 - Complete the Application Form Candidate can login with the system generated Application Number and created Password for completing the Step 2:
 - Upload Scanned Images of Candidate Photograph, Candidate Signature & PwD Certificate:

 1. Scanned photograph and signature should be in JPG/JPEG format (clearly legible). Step 3:

 - 2. Size of scanned photograph should be between 10 kb to 200 kb (clearly legible). 3. Size of scanned signature should be between 4 kb to 30 kb (clearly legible).
 - 4. Size of the scanned copy of PwD certificate between 50 kb to 300 kb (clearly legible)
 - 5. The photograph should be coloured or black/white (but clear contrast).

Note :Upload the correct Photograph and Signature as the facility for correction in images will not be given.

Pay Examination Fee by Net Banking/Debit Card/Credit Card/UPI/Paytm Services

The candidate has to select Net banking/Debit card/Credit card/UPI/Paytm Services option to pay the application fee and follow the online instruction to complete the payment of fee. After successful payment, candidate will be able to choose the exam city. In case, candidate is not permitted to choose the examination city after payment of fee then the transaction is cancelled and the candidates have to approach the concerned bank for refund of amount. However the candidate has to make another payment/transaction, in case candidate is not permitted to choose the examination city.

Important Instruction about PASSWORD

- portant instruction about PASSWORD

 During online form filling, candidate will be required to choose PASSWORD and Security Question and its Answer. Candidate is advised to record/remember their password for all future logins.

 The Password must be as per the following Password policy.

 Password must be 8 to 13 character long.
- - Password must have at least one Upper case alphabet.
 Password must have at least one Lower case alphabet.
 - 4. Password must have at least one numeric value.
- 5. Password must have at least one special characters eg.!@#\$%^&*• For subsequent logins, candidate will be able to login directly with their respective system generated Application Number and the chosen Password. • Candidate is advised not to disclose or share their password with anybody. Neither NTA nor NIC will be responsible for violation or misuse of the
- password of a candidate.
 Candidate can change his/her passwords after login, if desired.
- · Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by
- How to reset your Password: The following options are available to reset Password
 - Using Security Question & its Answer you chosen during Form filling.
 Using a verification code sent via text message (SMS) to your Registered Mobile No.
 - 3. Using a reset link sent via Email to your Registered Email address
- 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

NOTE. Please fill the Application Form carefully as the facility for Correction will not be given

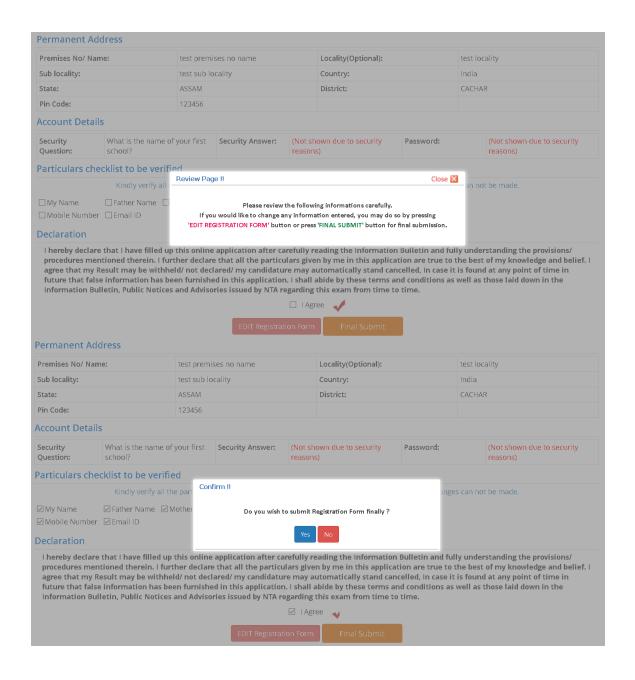
🔲 I have downloaded Information Bulletin, read and understood all the Instructions therein as well as those mentioned above, and filling up the online application form accordingly

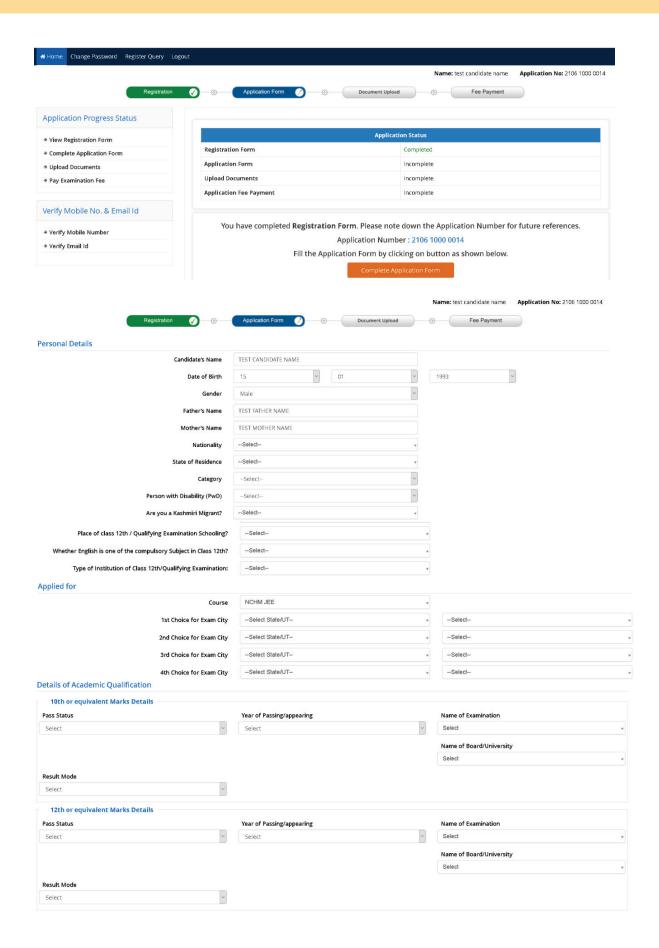


NCHM-JEE 2021

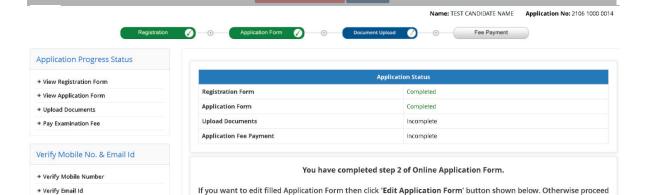


Government of India JOIN	IT ENTRANCE EXAMINATION (NCHM JEE-2021)
∕ Home	
Registration 🕢 🕥 A	pplication Form Occument Upload Fee Payment
Personal Details	
Candidate's Name	
Father's Name	
Mother's Name	
Date of Birth	Day
Gender	Select ~
Type of Identification	Select v
Identification Number	
Present Address	
Premises No/ Name	
Locality(Optional)	
Sub locality	
Country	Select
State	Select
District	Select
Pin Code	
Land Line No. with STD code or any other Contact No. (Optional)	
Email Address	
Mobile Number	
Permanent Address	
☐ Same As Present Address	
Premises No/ Name	
Locality(Optional):	
Sub locality	
Country	Select v
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Choose Password	
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Security Question	Select
Security Answer	
Security Pin	
Enter security pin (case sensitive)	
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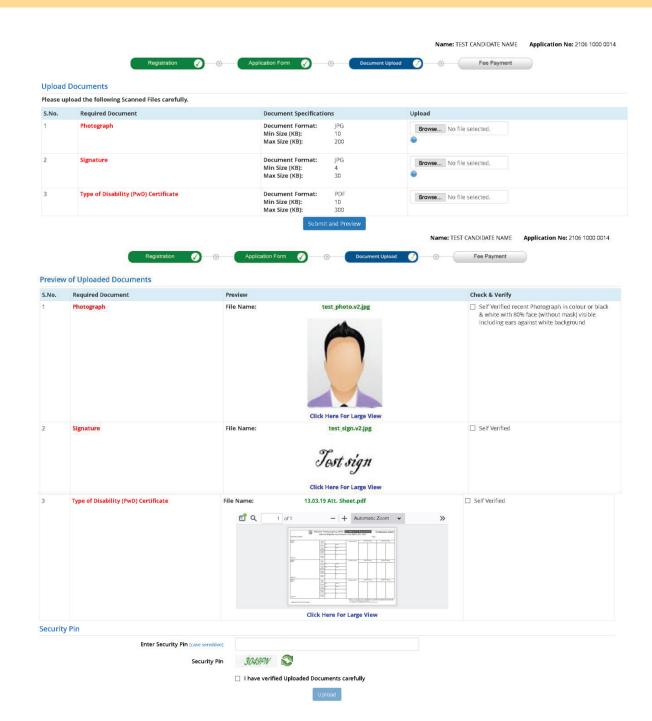
Parents Income Details Qualification Occupation Annual Income Father's:# --Select--Mother's :# --Select----Select---Select-Guardian's:# --Select----Select----Select--Security Pin Enter security pin (case sensitive) MM3925 Security Pin Parents Income Details Qualification Mother's :# (optional) RS. 400001 -500000 Particulars checklist to be verified Kindly verify all the particulars listed below carefully. Once subm Review Page II Close X ☐ Mv Name ☐ Father Name ☐ Moti Please review the following informations carefully. If you would like to change any information entered, you may do so by pressing 'EDIT APPLICATION FORM DATA' button or press 'FINAL SUBMIT' button for final submission the particulars given by me in this application and 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. ☐ | Agree 🎺 Qualification Occupation Annual Income LAW PRACTICE RS. 400001 -500000 Particulars checklist to be verified Confirm !! ☑ My Name ☑ Father Name ☑ Mother Nam Do you wish to submit Application Form finally? Yes No hereby declare that I have filled up this online application after call 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.

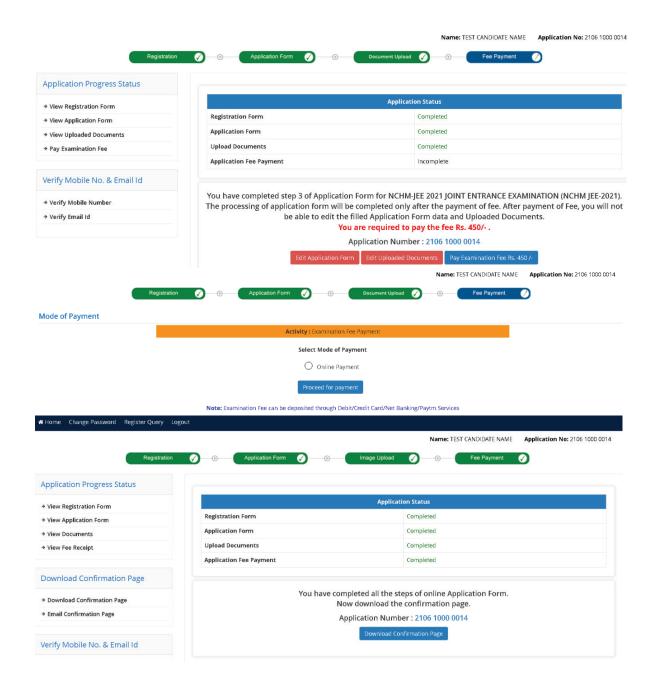


for uploading of scanned images by clicking 'Upload Images' button to complete step 3.

Application Number: 2106 1000 0014

Edit Application Form







NCHM-JEE 2021



JOINT ENTRANCE EXAMINATION (NCHM JEE-2021) Confirmation Page

			Confi	rmation Page					
Applica	ition	No.	2106100	00014					-
			DO NOT SEN	ID THIS PAGE TO NT	A.				
CANDIDATE IS REQUI	ESTED T	O RETAIN TH	E PRINTOUT OF ACKNOWLE	DGEMENT PAGE FO	R FUTURE	E REFE	ERENCE.		
Personal Detail	s								
Candidate's Name			TEST CANDIDATE NAME		Date of Birth			15-01-1997	
Mother's Name			TEST MOTHER NAME		Category		sc		
Father's Name				Gender		Male			
Person with Disability (PwD)				Type of Disability		Mental illness.			
Do you need scribe (as the criteria given in the Information Bulletin) ?		teria given			Nationality		Indian		
State of Residence			ASSAM		Are you	a Kasl	nmiri Migrant?	No	
Place of class 12th / C Examination Schoolin		3	City		Whether English is one of the compulsory Subject in Class 12th?				
Type of Institution of (Examination:	Class 12t	th/Qualifying				12411			
Applied for									
Course		NCHM JEE		1st Choice for	Exam City	у	ASSAM - Dibrus	SSAM - Dibrugarh	
2nd Choice for Exam	City		RADESH - KURNOOL	3rd Choice for	•			- Chandigarh/M	ohali
4th Choice for Exam C	City	ANDHRA PE	RADESH - NELLORE						
Present Addres	s								
Premises No/ Name	TEST F	PREMISES NO)	Locality	Locality TEST LOCALITY				
Sub locality	TEST S	SUB LOCALIT	Υ	Country	Country India				
State	DELHI			District	SOUTH EAST DELHI				
Pin Code	110001			Email Address	Email Address j****o				
Mobile Number				STD code or a	Land Line No. with STD code or any other Contact No.		57		
Fee Payment D	etails								
Payment Mode: Pay		Pay	through Syndicate Bank	Transaction ID	Transaction ID:		VHMPS	VHMP9704112130	
Exam Fee: 1 /-			Date of Transa	Date of Transaction:		30/01/2	30/01/2021 18:22:13		
Fee Submitted On:		01/0	2/2021						
I hereby declare that all	the partie	culars stated i	n this application form are true to bide by the terms and conditions	o the best of my know	ledge and	belief.	I have read the Ir	nformation Bullet	in for NCHM -
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		Photogra					Signature		
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List of Docume									
Photograph,Signature,1	ype of D	isability (PwD)	Certificate						

Photograph, Signature, Type of Disability (PwD) Certificate

IP Address: 180.151.78.206

Date of Downloading: 01/02/2021 11:52:35 AM





(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

Help Line: For Technical support, contact following during working days between 10.00 a.m. and 5.00 p.m.

E-mail: nchm@nta.ac.in

www.nta.ac.in www.nchmjee.nta.nic.in