

**REPUBLIC OF GHANA**

**NATIONAL IDENTIFICATION AUTHORITY (NIA)**

**ONLINE RECRUITMENT ENTRANCE EXAMINATION**

**GENERAL NOTICE!!!**

The National Identification Authority (NIA) is pleased to announce the schedule and guidelines **for the mop up exercise of the 2021 edition of the Recruitment Entrance Examination**. **Applicants who successfully paid but could not write the recruitment examination on 19th July, 2021, would receive an SMS notification from the Office of the Head of the Civil Service (OHCS), bearing further details on the examination**.

**SCHEDULED**

* Date: Friday, 20th August, 2021
* Time: 9:00 am to 1pm prompt in batches

**GUIDELINES**

**1.0 INSTRUCTIONS TO APPLICANTS BEFORE THE EXAMINATION**

* **Examination Requirement**

Applicants are required to use a fully charged laptop computer to access the Online Examination

* **Account Verification**

Applicants will be provided with a Password. An applicant’s Index Number will be his or her Ghana Card Personal Identification Number (Ghana Card PIN). Upon receiving this, applicants are required to visit the examination portal accessible through the Applications Menu on [www.ohcs.gov.gh](http://www.ohcs.gov.gh) or <https://exams.nilhav.tech> and follow the steps below:

1. Click “**SIGN IN”**
2. Type in your “**Index Number (Ghana Card PIN)”** and “**Password”** received from OHCS
3. Verify your account name
* **Examination Structure and time**

This is a TEST OF COGNITIVE ABILITY (CRITICAL REASONING) AND QUESTIONS RELATED TO THE AUTHORITY. In forty (40) minutes, answer thirty (30) questions. For each question, possible answers have been provided. Applicants are expected to select the best option that agrees with the answer chosen. (Tick your answer).

**2.0 INSTRUCTIONS TO APPLICANTS DURING THE EXAMINATION**

1. Read all instructions carefully
2. Read the terms and conditions for the examination and “Tick” the check box at the button of the page to accept terms and conditions for the examination.
3. Do Not “**CLOSE**” or Use the "**BACK**" Button on your Internet Browser once the examination has commenced. This will result in the loss of examination data, which has not yet been submitted. Instead, use the “**PREVIOUS”** and “**NEXT**” button to move between questions.
4. Review your scripts before submitting.
5. At the end of the Examination, once you click "submit" you will not be able to go back to make any changes.
6. Do not solicit external assistance during the examination. If reported and this is proven, your result will be cancelled.

**3.0 INSTRUCTIONS TO APPLICANTS AFTER THE EXAMINATION**

1. For “Multiple Choice” type questions, results are displayed immediately after the examination. Applicants are required to take note of their results and await further directives from OHCS/NIA.
2. The NIA reserves the right to use the result of the examination for decision-making.

**4.0 PAYMENT PROCEDURE**

Since payments have already been made through Mobile Money on the OHCS examination portal, follow the procedures below;

1. Click “**SIGN IN**”
2. Login with your credentials *(Index Number and Password)*
3. Under the All Exam category, Click “**Take Exam**”
4. Click “**BUY NOW**” and follow Mobile Money Payment process below

For further enquiries, kindly call: 0302 963 897/ 0302 941 704