



# NATIONAL BOARD OF EXAMINATIONS

Medical Enclave, Ansari Nagar, New Delhi-110029

## APPLICATION FORM

This form must be completed **in full** by all applicants.

<b>Post applied for:</b>	<b>Please affix recent Passport size photograph</b>
<b>Tenure: Deputation/Short term contract basis (tick (√) whichever is applicable)</b>	

Personal Information			
<b>Title :</b> (Dr./Mr./Mrs./Ms./ Miss./Other)	<b>First name</b>	<b>Middle name</b>	<b>Last Name</b>
<b>Marital Status ( Single/Married ):</b>		<b>Gender ( Male/Female ):</b>	
<b>Current Address</b>		<b>Permanent Address</b>	
<b>Phone number with STD Code : (O)</b>		<b>(R)</b>	
<b>Mobile:</b>			
<b>Email address:</b>		<b>Fax No.</b>	
<b>Nationality:</b>		<b>Date of Birth:</b>	
<b>Age as on (the last date of receipt of application) _____:</b>			
<b>Father's / Husband's Name :</b>			
<b>Whether belongs to GEN/SC/ST/OBC/PH/Ex-serviceman:</b>			

<b>Educational Qualifications:</b> Secondary education (Class X or equivalent board) onwards				
<b>Examination / Degree</b>	<b>Name of school/ board/ college/ university</b>	<b>Marks or grades (CGPA / percentage)</b>	<b>Year of passing</b>	<b>Subject(s) taken</b>
10 <sup>th</sup>				
10 + 2				
Bachelor's Degree				
Master's Degree / Post Graduate				
Any other Degree/ Diploma				
Technical Qualification				
Other I				
Other II				

<b>English Language Skills</b> (please tick appropriate qualifier)	
Reading	Excellent / Good / Satisfactory / Poor
Writing	Excellent / Good / Satisfactory / Poor
Speaking	Excellent / Good / Satisfactory / Poor

<b>Hindi Language Skills</b> (please tick appropriate qualifier)	
Reading	Excellent / Good / Satisfactory / Poor
Writing	Excellent / Good / Satisfactory / Poor
Speaking	Excellent / Good / Satisfactory / Poor

<b>Other Language Skills</b> (please tick appropriate qualifier) :	
Reading	Excellent / Good / Satisfactory / Poor
Writing	Excellent / Good / Satisfactory / Poor
Speaking	Excellent / Good / Satisfactory / Poor

<b>Current Academic Pursuit</b>
Are you attending any part-time / whole time course of study? If so, state the name of the course and the Institution you have joined.

<b>Employment History:</b> Please give details of your previous jobs, <u>starting with your current/most recent job.</u>					
<b>From</b> (Month & year)	<b>To</b> (Month & year)	<b>Name &amp; address of employer</b>	<b>Position held</b>	<b>Salary Drawn</b> Present Basic Pay and Allowances (Give Details)	<b>Nature of Work</b> (Please attach separate sheet of requirements)

Post held on regular basis with scale of Pay/Date of working on regular basis:
<p>Details of present post held</p> <p>a) Designation of the Post: _____</p> <p>b) Scale of Pay and present pay Drawn: _____</p> <p>c) Date of Appointment: _____</p> <p>d) Nature of appointment of the post:(Regular/ Ad hoc/ officiating/contract)</p> <p>e) Name of the Ministry &amp; Department where presently employed with full address and telephone no.</p> <p>_____</p> <p>_____</p>

<b>Gaps in employment history</b>
Please provide a brief explanation for any time when you were neither working nor in full-time education

<b>Education matters</b>	
Have you ever been debarred or punished for adopting unfair means in any examination conducted by any institution or agency?	YES / NO

If YES, please give details, including any pending proceedings, on a separate sheet.

<b>Employment matters</b>	
Has your current or any previous employer instituted disciplinary proceedings against you which have resulted in a warning, suspension, discharge or other disciplinary action?	YES / NO
If YES, please give details, including any pending proceedings, on a separate sheet.	

<b>Other Information</b>
How many days' notice must you give to your current employer?
Have you applied for any other post of the Board? If so, state the name of the post and date when applied.
If you are disabled or handicapped, please provide details. Please indicate any special enabling arrangement you may need to attend an interview, if shortlisted.
If you have any serious health problems or have a history of health problems, please give details.
Have you been convicted by the Courts, cautioned, reprimanded or warned for any criminal offence (either in India or abroad)? If yes, please give details.

### Supporting Statement

In support of your application, please attach a statement giving your reasons for applying for this post, explaining how you feel you meet the requirements of the job and indicating briefly how you could contribute in the Board including any information which you consider relevant to this application.

<b>References</b>	
Please provide the names and contact details of two persons who can provide references relating to your suitability for this post. One of the referees must be your current / most recent employer.	
<b>First Referee</b>	
<b>Name:</b> <b>Position / Occupation :</b> <b>Email:</b>	<b>Postal address with PIN No. :</b>  <b>Work phone number (with STD Code):</b>  <b>Fax (if any) :</b>
<b>Second Referee</b>	
<b>Name:</b> <b>Position / Occupation :</b>	<b>Postal address with PIN No. :</b>

<b>Email:</b>	<b>Work phone number (with STD Code):</b>
	<b>Fax (if any) :</b>

**ALL APPLICANTS MUST SIGN THE DECLARATION BELOW**

**Declaration:** The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment will be conditional upon satisfactory screening of my application. I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds enough for rejecting this application or subsequent dismissal, if employed, by the Board. I have enclosed attested copies of documents (relevant certificates, degrees, testimonials etc.) in support of my application.

I agree to the above declaration (please tick)

Place: \_\_\_\_\_

(Signature of Applicant)

Date: \_\_\_\_\_

<b>List of Enclosures With the Application</b>
<ol style="list-style-type: none"> <li>1. Date of Birth certification (copy of the school certificate with date of birth can be used)</li> <li>2. Copies of degrees (Bachelors, Masters, Doctoral)</li> <li>3. Copy of latest CV</li> <li>4. No-objection certificate from current employer <i>(Must be submitted along with the endorsement of the employer. Format of the letter to be submitted is given at the end of the application)</i></li> <li>5. Recent passport size photograph</li> </ol>

The certificate below is to be signed and forwarded by the Head of the Department/Employer in the case of the in service candidates whether in permanent or temporary capacity in Government/Semi Government/ Public Sector undertakings/ State/ Central Universities/ Autonomous body, failing which the application is liable to be rejected.

**Certificate to be recorded by the Office/Department while forwarding the Application**

1. Certified that the particulars given by the applicant are true and have been verified from the office records.
2. Up-to-date ACR/APAR dossiers for the last five years are enclosed.
3. It is certified that no vigilance case is pending or contemplated against him/her. There is nothing against the applicant which makes him ineligible for consideration for appointment to the post applied for.
4. No Major/Minor penalty is in force or current against the official.

Dated: \_\_\_\_\_

**Signature of the Head of Office/Department**  
with official Seal and Telephone Nos.