

NATIONAL BOARD OF EXAMINATIONS

VACANCY NOTICE

National Board of Examinations is an autonomous organization, established to conduct the Post-graduate Examinations of high standards in the field of Modern Medicine at the National Level. NBE invites applications from the eligible and desirous candidates for the post of **Assistant Director (Accounts) on Deputation** initially for a period of one year extendable upto 3 years as per NBE requirement.

Name of the Post: : **Assistant Director(Accounts)**
Pay Band and Grade pay : ` 15600-39100 + ` 5400/-
No. of Post : **One**

Required Qualification and experience:

- SAS Qualified or equivalent qualified Junior Accounts Officer with minimum 3 years service in the pay Band ` 9300-34800 + ` 4600 as grade pay and possessing sound knowledge of Computerized Accounting.

The terms of deputation on Foreign Service will be in accordance with the orders issued by the Central Government in this regard time to time.

The application in the prescribed proforma Annexure-I (available on NBE website www.natboard.edu.in under the vacancy link) containing the name, date of birth, age, educational qualifications, work experience, present post held scale of pay and basic pay drawn etc. along with attested copies of supporting testimonials ***duly forwarded/recommendation by their employer with copies of last 5 years ACR/APARs dossiers, and vigilance clearance certificate*** should reach to:

**The Deputy Director (Admn.),
National Board of Examinations,
Medical Enclave, Mahatama Gandhi Marg (Ring-Road),
Ansari Nagar, New Delhi 110029.**

The envelope containing the application form should be super-scribed as “**Application for the post of Assistant Director (Accounts) on Deputation**”.

The last date of receipt of applications is 28TH February 2013.

No Interim correspondence will be entertained.

**Sd/-
ASSISTANT DIRECTOR (ADMN.)**

APPLICATION FORM

Application for the Post of Assistant Director (Accounts) on Deputation

1. Name of the Applicant: _____
(Write in Bold and Block letters)
2. Father/Husband's Name: _____
3. Date of Birth and Age: _____
4. Residential Address: _____

_____ Pin _____
5. Telephone No. (O) _____ (R) _____
(M) _____
6. E-mail _____
7. Nationality _____
8. Educational Qualifications(Starting from Secondary/Metric Examination):

Sl. No.	Examination Passed	Year of Passing	Subject	Percentage of Marks

9. Rank/Grading and year of passing of Qualifying JAO/SAS examination:

10. Post held on regular basis with scale of Pay/Date of working as JAO/AAO on regular basis:

11. Details of present post held

a) Designation of the Post: _____

b) Scale of Pay and present pay Drawn: _____

c) Date of Appointment: _____

d) Nature of appointment of the post:(Regular/ Ad hoc/ officiating/contract)

e) Name of the Ministry & Department where presently employed with full address and telephone no.

12. Details of experience:

Office/ Institution/ Organization	Post Held	Period From – to	Scale of Pay & Present Pay	Nature of Duties

13. Details of deputation held previously, if any with full particulars: _____

14. Knowledge of working on computer: _____

15. Salary certificate of last month having details of all allowances & deductions, if any:

16. Remarks, if any: _____

Declaration:

I have read and understood the terms & conditions of deputation and carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: _____

Place: _____

Signature of the Applicant

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.