

VACANCY NOTICE

The National Board of Examinations is an organization, established to conduct the Post-graduate Examinations of high standards in the field of Modern Medicines at the National Level. The Board invites applications from eligible and desirous candidates for the temporary post of **Assistant Director (Medical)**.

Name of the Post : Assistant Director (Medical)
No. of Post : **Five Posts (3 unreserved, 1 for SC and 1 for OBC category)**
Scale of pay : ₹ 15600 – 39100 Plus Grade Pay ₹ 5400 Plus NPA
Age limit : Not exceeding 35 years (Age relaxation will be applicable as per norms.) The age limit shall be applicable as on the last date of receiving of applications.

Educational and other Qualification:

Essential:

- A recognized medical qualification included in the first or second schedule of part II of Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of educational qualifications included in Part II of the Third Schedule should also fulfill the conditions stipulated in sub-section (3) of Section 13 of IMC Act, 1956.

Desirable:

- Formal training in medical education technology and or knowledge in the modern evaluation techniques including generation of MCQs, MEQs, analysis of performance of the candidates etc.

Note:

1. The allowances/perks paid to NBE employees are LTC, HRA, NPA and TA.
2. Medical facilities for self and dependent as per NBE guidelines.
3. Enrolment for contributory pension scheme.
4. Accommodation is not provided by the NBE.
5. Please note that this is not the notice for employment as a post of the Government of India; the employees of NBE are governed by Rules and Regulations of NBE and are not to present themselves as Govt. servants.
6. This position is transferable/located on All India Basis at any location deemed appropriate by NBE.
7. NBE reserves its absolute rights to alter/delete/modify or amends any or all of the above criteria.
8. The decision of NBE shall be final and binding in all respects.
9. NBE shall not be liable for postal/transit delay.
10. Applicants in Government / autonomous and semi government institution should have their application routed through their employers.

The application (in the prescribed proforma available on the Board's website www.natboard.edu.in) should be reached to the Deputy Director (Admn.), National Board of Examinations, Medical Enclave, Mahatama Gandhi Marg (Ring-Road), Ansari Nagar, New Delhi 110029.

Note: Those candidates who have already applied in response of our previous advertisement need not apply again.

The last date of receipt of applications is 10th November 2012.

Applications should be super-scribed with the name of the post applied for "Assistant Director(Medical)".

No Interim correspondence will be entertained.

DEPUTY DIRECTOR (ADMN.)



NATIONAL BOARD OF EXAMINATIONS

Medical Enclave, Ansari Nagar, New Delhi-110029

APPLICATION FORM

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

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

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

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

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

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

Current Academic Pursuit
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.

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

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

Education matters	
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.	

Employment matters	
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.	

Other Information
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.

References	
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.	
First Referee	
Name: Position / Occupation : Email:	Postal address with PIN No. : Work phone number (with STD Code): Fax (if any) :
Second Referee	
Name: Position / Occupation : Email:	Postal address with PIN No. : Work phone number (with STD Code): Fax (if any) :

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: _____

List of Enclosures With the Application

1. Date of Birth certification (copy of the school certificate with date of birth can be used)
2. Copies of degrees (Bachelors, Masters, Doctoral)
3. Copy of latest CV
4. No-objection certificate from current employer (*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*)
5. Recent passport size photograph

The endorsement 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.

ENDORSEMENT OF THE EMPLOYER

Ref. No.....

Date.....

1. The application of _____ is hereby forwarded with the remarks that we have no objection to his/her application being considered.
2. Certified that the information given by the applicant in this application form has been checked/verified and found to be correct with reference to his/her service records.
3. Attested copies of the applicant's confidential reports for the preceding five years along with vigilance/integrity certificates are enclosed.

**Signature of the forwarding Officer
(with office seal)**
