

NATIONAL BOARD OF EXAMINATIONS
VACANCY NOTICE

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. NBE invites applications from eligible and desirous candidates for the post of Multi Skill Assistant (Systems). All the posts are temporary but likely to continue.

Name of the post : **Multi Skill Assistant (Systems)**
Number of post : **3 (Three)**
Category : **1 for OBC and 2 for General Category**
Scale of pay : **` 5200- 20200 plus Grade Pay ` 2800**
Age limit : **Age less than 27 years as on the last date of submission of applications (Relaxable 5 years for serving Government servants.)**

Educational and other Qualification:

Essential:

- A Bachelor's Degree from a recognized University.
- A one year Diploma in Computers from recognized Institution plus one year Diploma in Computer Hardware maintenance.

Desirable:

- Two years experience in relevant area of specializations in University/Board/School/Institute of repute or in a Public Sector Undertaking /Autonomous Body / State Government/ Government Departments.
- Certificate in Electrical trade for ITI or similarly training from recognized institutions.

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 prescribed format (**Annexure – I**) along with attested copies of supporting testimonials should reach to the Assistant Director (Admn.), National Board of Examinations, Medical Enclave, Mahatama Gandhi Marg (Ring-Road), Ansari Nagar, New Delhi 110029. **The last date of receipt of applications is 25/02/2013. Applications should be super-scribed with the name of the post applied for "Multi Skill Assistant (Systems).**

The Application format can be downloaded from the NBE website at <http://www.natboard.edu.in/vacancy.php>

No Interim correspondence will be entertained.

Sd/-
Assistant Director (Admn.)



Annexure-I

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: Multi Skill Assistant (System)	Please affix recent Passport size photograph
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Personal Information			
Title : (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:	
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.

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. SC/ST/OBC certificate, if applicable
3. Copies of degrees (Bachelors, Masters, Doctoral)
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)**
