



NATIONAL BOARD OF EXAMINATIONS

(An Autonomous Organisation of Ministry of Health & Family Welfare, Govt. of India)

Ansari Nagar, New Delhi-110029, Tel: 011-46054605

E-mail: mail@natboard.edu.in, Website : www.natboard.edu.in

NOTICE FOR THE POST OF EXECUTIVE DIRECTOR

- i. NBE is an autonomous organization established by the Ministry of Health and Family Welfare with main objective to conduct post-graduate examinations in the discipline of Modern Medicine and other allied sciences at the national level;
- ii. The details of the job and other particulars are given below:
 - a) The Executive Director is expected to provide both academic as well as administrative leadership to the Board in its various activities.
 - b) The post is in the Pay Band – IV of Rs. 37,400-67,000 + Grade Pay of Rs. 10,000/- plus NPA and such other allowances as per Central Government Rules.
 - c) Eligibility Criteria:
Essential:
(1) A recognized medical qualification included in the first or second schedule or part II of the 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 fulfill conditions stipulated in section 13(3) of the IMC Act.
(2) Post graduate qualifications mentioned in schedule of the IMC Act or equivalent.
(3) At least 20 years standing in the profession out of which 12 years teaching experience at the post graduate level in the faculty position after post graduation out of which 12 years teaching experience at post graduate level in a faculty position out of which 3 years as Professor & Head/Director/Professor/Dean of a medical college or its equivalent.
Or Three years of experience as Special Director (Medical) in the National Board of Examinations.
Desirable: Training in medical education technology with at least five publications in the field of medical education. Experience as a project director /co-director on a project in the field of medical education, wide knowledge in the modern evaluation techniques including generation of MCQ's, analysis of performance of the candidates.
d) Age: not exceeding 55 years.
e) Tenure: The post is on fixed tenure basis with one year probation.

NOTE:

1. Applicant must be Citizen of India
2. Candidates must possess the prescribed educational qualifications and experience as on the last date of application.
3. Mere possession of minimum qualification and experience does not entitle candidate to be called for interview.
4. Candidates already in Government service/Autonomous Institutions/Universities must submit their application through proper channel/ through their employer/concerned authority.
5. NBE will not be responsible for any delay or non-receipt of call letters for Interview due to postal/logistic delays/issues.
6. Candidates short listed will only be called for the interview.
7. NBE reserves its rights to accept or reject any application at its discretion and no correspondence will be entertained in this regard.
8. Selected candidate will have to join within a period of one month of selection.
9. NBE offers salary structure and other applicable allowances as per corresponding rules of the Central Government/CCS (Revised Pay) Rules 2008. NBE does not provide residential accommodation.
10. No interim correspondence in the matter would be entertained.
11. Canvassing shall lead to disqualification of the candidate.
12. A copy of this advertisement / notice is also available at www.natboard.edu.in and www.persmin.nic.in

Applications in the prescribed proforma alongwith two passport size photographs and attested copies of all certificates should reach Dr Anurag Agarwal, Joint Director, National Board of Examinations, NAMS Building, Ansari Nagar, Ring Road, New Delhi 110029 by superscribing the cover, for the post applied for within 60 days from the date of publication of advertisement in the employment news.

The closing date for receipt of application from candidates residing abroad and from Andaman & Nicobar and Lakshdweep Islands, States/Union Territories in the North-Eastern region, Ladakh region of J&K, Sikkim, Sub division Chamba and Lahaul and Spiti districts of Himachal Pradesh will be 75 days.

Proforma for the post of Executive Director- NBE

1. Name of the applicant (In Block Letters).....
2. Father's/Husband's Name
3. Date of Birth (DD/MM/YY)
4. Postal address:.....



PIN.....
E-mail.....
Telephone

5. Permanent Address:

- PIN.....
6. Nearest Railway Station / Airport:
 7. Nationality:
 8. Marital Status:.....
 9. Whether belong to SC/ST/PH/OBC (if yes attach certificate):
 10. Educational Qualification(s) (10th standard onwards)

Exam Passed	Board/University	Division	Year/ session	Subject

11. Professional training undergone, if any, and details thereof:
12. Present post (Name of the Employer):
13. Scale of pay and present pay and other allowances (also indicating the Pay-Band and Grade Pay):
14. Total experience (Years/Months):
- (Mention Details in chronological manner)
15. Details of research work:
16. Details of publications:.....
17. Vigilance Clearance:.....
18. Any other relevant information that you may like to furnish:

Place: _____ Signature of the Candidate

Date: _____
Kindly enclose attested photocopies of relevant Documents

(Through Proper Channel / Employers Remarks)

It is hereby certified that Dr _____ Age yrs s/o or d/o _____ is working in the _____, which is a Government of _____ or autonomous institute/college/hospital/ University created by act of parliament / trust or society since _____, last designation as _____ and drawing salary in the pay scale/grade pay/basic pay of Rs. _____. She / he is an employee in good standing in the rolls of autonomous institute/college/hospital/ University and there is no vigilance or disciplinary matter pending or any major or minor penalty levied upon him/her or contemplated against him or her.
The competent authority of this institute/college/hospital/ University has approved and undertaken to relieve the above officer to join NBE in the event of his/her selection to the post.

(Name)
Designation:

Dated: _____
(To be signed by an officer of the administration department not below the rank of Under Secretary to Government of India)
N.B. NBE may seek additional or such information as may be required for processing of the application from the applicant or his/her employer.