



NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES

(AN AUTONOMOUS BODY UNDER THE MINISTRY OF HEALTH & FAMILY WELFARE)
NAMS Building, Medical Enclave, Ansari Nagar, New Delhi - 110029

F No. A-34012/1/2025-ESTB

Date: 28.11.2025

NOTIFICATION

SUBJECT :- LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION - 2025 FOR THE POST OF SENIOR ASSISTANT.

NBEMS has decided to conduct Limited Departmental Competitive Examinations (LDCEs) for promotion to the vacant post of Senior Assistant under 30% quota, in accordance with provisions contained in regulations of Recruitment Rules and service conditions of NBEMS. The detail of posts under LDCE quota pay level and eligibility criteria as contained in Recruitment Rules for the post etc. are as under:-

I. Post under LDCE quota

Sr. No.	Name of the post	Quota	No. of posts	Pay Matrix & Pay level
1	Senior Assistant	30%	09	Pay level-7 (Rs.44900-142400/-)

II. Eligibility Criteria for promotion under LDCE quota :-

Sr. No.	Name of the post	Eligibility Criteria
1.	Senior Assistant	(a) Junior Assistant who joined NBEMS after November 2014 to August, 2019 on direct recruitment basis (with Graduate qualification) to be considered for the 1 st such LDCE by relaxing the criteria for conduct of LDCE to address the grievances of the employees who are at disadvantage due to change in recruitment rules in 2019 i.e. change in pay level of next post in hierarchy of Multi Skill Assistant, change in qualification and fixing the residency period to 07 years. (b) Thereafter, Multi Skill Assistant with five years regular service on the post and possessing

		<p>Bachelor's Degree from a recognized University or equivalent shall be eligible.</p> <p>(c) The employees with recorded Adverse Remarks in their APAR, awarded any Major/ Minor Penalty in the last 05 years shall not be reckoned for the eligibility for the LDCE</p> <p>* Protection Clause is incorporated for retention of existing eligibility service for existing incumbents holding the feeder post (i.e. Multi Skill Assistant) on regular basis since eligibility service for promotion is proposed to be enhanced and this change is likely to affect the promotion of the existing incumbents (i.e. MSA).</p>
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III. Number of Vacancies: -

Sr. No	Post	UR	SC	ST	Total
1	Sr. Assistant	08	01	-	09*

*01 post identified & suitable for **Blindness & low vision** – B, LV. **Deaf & hard of hearing** – D, HH. **Locomotor Disability** – OA, BA, OL, BL, OAL, CP, LC, DW, AAV, MDy. **Autism, Intellectual & mental illness** – ASD, SLD, MI. **Multiple Disabilities**.

Reservation for Persons with Benchmark Disabilities has been ensured in accordance with the provisions of Rights of Persons with Disabilities Act 2016 & the DEPwD notification no. 38-16/2020-DD-III dated 04th January 2021 and instructions issued by Govt of India from time to time. Nature of disabilities for the post(s) in which horizontal reservation for PwBDs is earmarked.

- (a) **Persons with disability of 40% or more, if so desires, will have to bring their own scribe to assist them in the examination. The facility of Scribe will be allowed to any person with benchmark disability as defined under section 2 (r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him / her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe will be allowed, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution. The qualification of the scribe should be at least one step**

below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at Annexure-II. In addition, the scribe has to produce a valid ID proof (PAN, Aadhar Card, Driving Licence etc.) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with prescribed proforma. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

- (b) Compensatory time to be allowed in PwBD case is 20 minutes per hour of examination. All candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of three hours duration. Reservation for person with disabilities in r/o the current year vacancies will be given as per the rules. No candidate will be permitted for the LDCE without the proper Admit Card.

IV. Scheme of Examination

Sr. No.	Subject	Type of Paper	Max. Marks	Duration
1.	General Studies, General English & General Knowledge of Constitution of India and Machinery of Government, Practice and Procedures in NBEMS (including NBEMS MoA & Rules & Regulations etc.), Quantitative Aptitude, Reasoning and Knowledge of RTI Act, 2005	Objective	100 (50 marks for Knowledge of NBEMS procedure and Rules)	2 Hrs
2.	Procedure and Practice in the Govt. of India Secretariat, General Financial and Service Rule duly, Delegation of Financial Powers in NBEMS, NBEMS Disciplinary & Appeal Rules TA rules & Allowances in NBEMS taking into account the requirement of relevant	Objective	100	2 Hrs

3.	Noting and Drafting, Precis writing	Subjective	100	3 Hrs
4.	Evaluation of record of Service		100	
		Total Marks	400	

Syllabus for Paper - 1 (Maximum 100 marks)

The paper will cover subjects of interest and importance in the present day. Questions will be set to test knowledge of the broad salient features of the Five Year Plans, Indian Economy and major Development Schemes as also intelligence awareness of current affairs both national and international and NBEMS Rules and Procedures.

A broad knowledge of the following aspects will also be expected:

- (i) The principles of the Constitution of India.
- (ii) Rules of procedures and Conduct of Business in Lok Sabha and Rajya Sabha
- (iii) The organization of the machinery of the Govt. of India, Designation and allocation of subjects between Ministries, Departments and Attached & Subordinate Offices, Autonomous Bodies and their relation inter se.
- (iv) RTI Act, 2005.
- (v) NBEMS Rules and Procedures (NBEMS MoA & Rules & Regulations etc.) (50 marks)

Syllabus for Paper -2 (Maximum 100 marks)

This paper is intended to be intensive and detailed test in methods and procedure of work in the Government of India Secretariat and NBEMS. Detailed knowledge of General Financial and Service viz., Conduct Rules, Leave Rules, LTC Rules, TA Rules etc. will be tested. A list of Reference Books (which are however not exhaustive) are recommended:

1. Manual of office procedure central Govt./NBEMS (latest edition)
2. Notes on office procedure issued by the Institute of Secretarial Training and Management.
3. Handbook of orders regarding use of Hindi for official purpose of the Union issued by the Ministry of Home Affairs
4. Fundamental Rules and Supplementary Rules
5. The Central Civil Services (Pension) Rules
6. The Central Civil Services (Conduct) Rules
7. The Central Civil Services (Classification, Control and Appeal) Rules and NBEMS disciplinary and appeal rules

8. Central Civil Service (Leave) Rules
9. CCS (LTC) Rules
10. Compilation of the General Financial Rules (Revised and Enlarged)
11. Delegation of Financial Power Rules NBEMS and other Govt. of India instructions followed by NBEMS
12. Central Civil Services (Implementation of National Pension System) Rules, 2021
13. CCS (Pay) Rules 2016 and Pay Fixation rules
14. NBEMS TA Rules

Paper- 3: Noting, Drafting & Precis writing (Maximum 100 marks):

- 4 Questions of 20 marks each for Noting & Drafting
- 1 Question of Precis writing of 20 marks

4. Evaluation of Service record – (Maximum 100 marks)

A. Marks of per year for last 05 years of APAR (Annual Performance Appraisal Report) (Maximum 45 marks)

- | | |
|---------------------|---------------------|
| ▪ For “Outstanding” | - 09 marks per year |
| ▪ For “Very Good” | - 07 marks per year |
| ▪ For “Good” | - 05 marks per year |
| ▪ Below “Good” | - 00 marks per year |

B. Appreciation Letter (Maximum 10 marks)

- | | |
|---|---------------------|
| ▪ For President Appreciation | - 10 marks for each |
| ▪ For Executive Director Appreciation | - 08 marks for each |
| ▪ For Officer-in-Charge of Section / Officer-in-Charge of Admin. Appreciation | - 05 marks for each |

C. Marks on service in NBEMS (Maximum 45 marks)

- 5 marks for service in NBEMS per year

Note: Extra Ordinary Leave (EOL), except granted on medical grounds, shall not be counted as service for the purpose of marks for service in NBEMS.

(a) Minimum Qualifying marks:

- a) For UR Category - 50%
- b) For SC/ST/PwBDs Category - 40%

(b) No relaxation in the minimum qualifying mark will be considered.

(c) There will be no negative marking for wrong answers.

V. Last date of Receipt of application

- i) A candidate will have to apply online only through the link available on the website www.natboard.edu.in from **02.12.2025 to 17.12.2025 (till 11:59 PM)** after which the link will be disabled. Candidates must go through the instructions mentioned below before filling up the on-line application form and also the General Instructions uploaded along with advertisement.
- ii) To avoid any kind of inconvenience or last-minute rush or unforeseen difficulties, candidates are advised to submit on-line application without waiting for the last date.
- iii) Candidates are required to print out of their online application and submit the same to the **Joint Director (Establishment Section), NBEMS** through their reporting officer/officer in-charge of the section by **22.12.2025** i.e. last date of receipt of application.

VI. E-Admit Card

Complete particulars regarding eligibility will be scrutinized subsequently. The e-Admit Cards of the admitted eligible candidates to these Examination will be uploaded on the NBEMS website (<https://natboard.edu.in>) in due course before the date of commencement of the Examination and can be downloaded by the eligible candidates. Candidates shall not be admitted to the examination unless he/she holds a downloaded e-admit card. Candidates are required to fill in their valid and active e-mail ID in their online application form as NBEMS may use electronic modes for contacting them.

NOTE: Only those candidates whose printed copy of online application is forwarded through proper channel will be considered for admission to the Examinations. They should further note that the NBEMS will in no case be responsible for non-receipt of their application or any delay in receipt thereof on any account whatsoever. No application, received after the prescribed last date for receipt of printed copy of the application in the Establishment through the prescribed channel, will be entertained under any circumstances and all the late applications will be summarily rejected. They should, therefore, ensure that after verifying the relevant entries and completing the endorsement at the end of the application form, their applications are forwarded through proper channel, to the Establishment Section on or before the prescribed **last date (i.e. 22.12.2025)**.

VII. Online Question Paper Representation Portal (QPReP)

The NBEMS has to introduced a time frame of 48 Hrs i.e from the next date of examination for the candidates to make the representation to the NBEMS on the questions asked in the paper of Examination. Such representation with solid proof & supporting document must be submitted through the Online Question Paper Representation Portal. No representation by email/post/hand or by any

other mode shall be accepted and the NBEMS shall not involve into any correspondence with the candidates in this regard.

VIII. General Conditions

- (a) Medium of examination will be bilingual (Hindi and English).
- (b) A candidate who is or has been declared by the Board guilty of the following will be summarily rejected:-
- (i) Obtaining support for his candidature by any means or
 - (ii) Impersonating, or
 - (iii) Procuring impersonation by any person, or
 - (iv) Submitting fabricated document or documents which have been tampered with, or
 - (v) Making statements which are incorrect or false or as suppressing material information, or
 - (vi) Resorting to any other irregular or improper means in connection with his/ her candidature for the examination, or
 - (vii) Using unfair means during the examination, or
 - (viii) Misbehaving in any other manner in the examination hall, or
 - (ix) Harassing or doing bodily harm to the staff employed by the NBEMS or agency for the conduct of their examination
 - (x) Violating any of the instructions issued to candidates along with their Admission Certificates, permitting them to take the examination, or
 - (xi) Attempts to commit or as the case may be abetting the NBEMS of all or any of the acts specified in the foregoing clause; may, in addition to rendering himself liable to criminal prosecution, be liable:-
 1. to be disqualified by the NBEMS from the examination for which he/she is a candidate; and/ or
 2. to be debarred either permanently or for a specified period:-
- (c) Details of opening of application portal for existing employees, closing date of registration and date of conduct of LDCE will be updated in NBEMS website. All eligible employees are advised to be alert and regularly visit website i.e. www.natboard.edu.in for publication of separate intimation/notification for conduct of LDCE and related information.
- (d) The candidate's response sheet and other related papers/documents of examination etc. in respect of this LDCE/LDE shall be kept as record only for six months from the date of LDCE.
- (e) The admission to LDCE is provisional. If it is found later on that the candidate does not fulfil any of the conditions of eligibility, his/her candidature will be cancelled and no appeal against such cancellation will be entertained. Candidates may please note that the issue of Admit Card does not confer any right for appointment on promotion to the post(s) for which they are applicant.

- (f) Candidate will be allowed to appear in the examination only at the centre notified. Any request for change the centre/ venue or change the date of examination will not be entertained.
- (g) The merit of the candidates shall be drawn based on the marks obtained in written subject(s) & scheme of examination mentioned above.
- (h) The cut-off date for eligibility criteria for aforementioned post will be the closing date of submission of online application. Candidate possessing the essential qualification / service as on cut-off date only will be eligible to appear in the LDCE.
- (i) Candidates are not entitled to receive any Travelling allowance for attending the examination.
- (j) The employees possessing the requisite eligibility conditions for promotion to the above post under LDCE quota, may submit applications online through link given in the NBEMS website www.natboard.edu.in under “e-citizen - Recruitment” heads, latest by **17.12.2025**.



CONTACT US	
National Board of Examinations in Medical Sciences, New Delhi	Helpline: 011-45593000 Email: recruitment@natboard.edu.in Website: www.natboard.edu.in

Annexure – II

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I, _____, a candidate with _____
(nature of disability/condition) appearing for the _____
(name of the examination) bearing Roll No. _____ at
_____ (name of the centre).

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his/her qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:

Date:

Note: The prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.