

## **NATIONAL BOARD OF EXAMINATIONS**

The National Board of Examinations (NBE) is an 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 eligible and desirous candidates for the post of **Junior Assistant**. All the posts are temporary but likely to continue.

- |    |                                 |   |   |
|----|---------------------------------|---|---|
| 1. | <b>Name of the post</b>         | : | <b>Junior Assistant</b>   |
|    | <b>Number of post</b>           | : | <b>9 (Nine) (no. of posts may vary).</b>  |
|    | <b>Category</b>                 | : | <b>4 (UR), 3(OBC), 1(SC), 1(ST)</b>   |
|    | <b>Pay Band &amp; Grade Pay</b> | : | <b>₹ 5200-20200 + Grade Pay ₹ 1900</b>  |
|    | <b>Total Emoluments</b>         | : | <b>₹ 3.6 lakh per annum (approx.) including salary &amp; (Cost to Organization) perquisites</b>               |
|    | <b>Age limit</b>                | : | <b>27 years as on the last date of submission of application (Relaxation for SC/ST/OBC/PWD as per norms).</b> |

### **Educational qualification Essential**

1. Bachelors Degree in any discipline from recognized university
2. Proficiency in the use of a variety of computer office applications. M.S Word, Excel, Power-point, Outlook or equivalent is a must.
3. Having proficiency in word processing with typing speed of 30 w.p.m. in English.

### **Desirable:**

1. One year working experience after graduation.
2. Proficiency in English

### **Instructions, Terms & Conditions:**

1. Candidates have to send their completed application form on or before last date of submission of application form.
2. No other means/mode of applications shall be entertained.
3. The candidates applying for the post should ensure that he/she fulfills all the eligibility conditions.
4. The candidates must have a valid personal e-mail ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying.
5. Candidate has to fill in the details in the Application Fee Payment Demand Draft in favour of “**National Board of Examinations**” payable at New Delhi.
6. The decision of NBE about the mode of selection to the post and eligibility conditions of the applicant shall be final and binding. No correspondence will be entertained in this regard.
7. Application Fee (Non Refundable) – A crossed Valid Demand Draft issued from any schedules bank drawn in favour of “**National Board of Examinations**”

payable at "New Delhi" for the amount given below is required to be enclosed while submitting their application form as "**NON-REFUNDABLE PROCESSING FEE**".

Category	Amount (in ₹)
SC/ST/Person with Disabilities	₹ 100/-
All Others (UR/OBC)	₹ 200/-

*Candidate must write their Name, Father's name and mobile number on the back of the Demand Draft.*

8. In case of candidate already employed, should apply through proper channel with NOC, Vigilance clearance and last three years ACR. Applications received without proper channel and /or not accompanying the documents mentioned in the application form will not be considered.
9. The cut-off date for age is last date of submission of application.
10. At the time of written examination/trade test/interview, if a candidate is or has been found guilty of using unfair means during test/interview; or impersonating or procuring impersonation by any person or misbehaving in the examination hall/interview hall or resorting to any other irregular or improper means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, will be liable to be disqualified from the examination/interview for which he/she is a candidate to be debarred, either permanently or for a specified period from any examination or selection held by NBE.
11. Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
12. No. of post may vary.
13. Decision of NBE in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, NBE reserves right to stall/cancel the recruitment partially/fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
14. No correspondence or personal enquires shall be entertained by NBE.
15. Board may, at its discretion, hold re-examination/re-interview wherever necessary in respect of a centre/venue/specified post or candidate/s.
16. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of NBE & receiving satisfactory report from referees.
17. Canvassing in any form will be treated as disqualification.
18. No Interim correspondence will be entertained.

**Note:**

1. The allowances/perks paid to NBE employees are LTC, HRA and TA.
2. Medical facilities for self and dependent as per NBE guidelines.
3. Enrolment for contributory pension scheme is compulsory.

4. This position is transferable/located on All India Basis at any location deemed appropriate by NBE.
5. Reservation and relaxation to persons with disabilities will be as per applicable instructions.
6. NBE reserves its absolute rights to alter/delete/modify or amends any or all of the above criteria.
7. NBE shall not be liable for postal/transit delay.
8. The decision of NBE shall be final and binding in all respects.
9. The number of vacancy including reservation may vary.
10. NBE reserves the right to short list the candidates & take such exam/interview on precedence as appropriate.

Eligible candidates are requested to submit their application as per format available at [www.natboard.edu.in](http://www.natboard.edu.in). **Last date for submission of application form is 26<sup>th</sup> September 2016.**

***Assistant Director (Admn.)***

**National Board Of Examinations**  
**Application for the post of Junior Assistant**

- Please fill up the application in CAPITAL letters in Own Handwriting except signature.
- All application must be submitted in A4 size 80GSM paper.
- The duly completed application form along with Demand Draft, *two Photograph* and self attested copies of supporting testimonials/documents in a single envelope superscribing – “Application for the post of (name of the post and category) should reach to “The Assistant Director (Admn.), National Board Of Examinations, Medical Enclave, Mahatma Gandhi Marg (Ring-Road), Ansari Nagar, New Delhi – 110029”. The last date for submission of application form is 26<sup>th</sup> September 2016.

Post Applied For				<b>Two self attested</b> Photograph, one Should be pasted here and another to be attached with the application	
<b>Personal Details: –</b>					
Name of the applicant					
Date of Birth(dd/mm/yy)					
Father's/Husband Name				Signature of the Candidate in the above box below the photograph	
Mother's Name					
Gender				Category (SC/ST/OBC/UR/PH)	
Age as on last date of submission (26/09/2016)				Nationality	
				Marital Status	
Correspondence Address		Address Line 1			
		Address Line 2			
		Address Line 3			
		City/District		State	
Mobile Number				Phone Number	
E-mail ID: –					
Permanent Address		Address Line 1			
		Address Line 2			
		Address Line 3			
		City/District		State	
If Physically Challenged (PWD)		Type of Disability		Percentage of Disability	
Are you (i) Govt. Employee (Yes/No)				(ii) Ex-Serviceman (Yes/No)	

**Demand Draft Details: –** (In favour of “National Board of Examinations” payable at “New Delhi”)

Bank Name				Branch Name			
DD No.		DD Date		Amount			

**Qualification Details: –**

Exam Passed	Name of the Course/Degree	University/Board	Year of Passing	% of marks	Subject
10 <sup>th</sup> Pass/Equivalent					
12 <sup>th</sup> Pass/Equivalent					
Graduation/Equivalent					
Post Graduation					
Professional Qualification					

Working knowledge of computer (MS Office)		Typing speed (at least 30 wpm in English)	
Detail of other computer skill (If any)			

**Experience Details (Start from present Employment details): –**

Name & Address of the Employer	Designation	Period of Service From – To	Nature of Duties Performed	Reason for Leaving	Length of Service (YY/MM)
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>Total Experience (Year/Month)</b>					

Languages Known	Read	Write	Speak
<b>Hindi</b>			
<b>English</b>			
<b>Others</b>			

**Declaration: –**

I hereby declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature / appointment is liable to be cancelled / terminated. Jurisdiction for disputes is before competent courts at New Delhi.

**Place:****Date:**

**Signature of Applicant**  
(To be signed before dispatch)