VACANCY NOTICE

The National Board of Examinations invites applications for filling up One Post of Assistant Director (Accounts) on Deputation in the pay band of ₹ 15600-39100 and Grade Pay ₹ 5400/-.

The educational qualifications, experience and other terms & conditions for the post are available NBE website at www.natboard.edu.in.

The last date of receipt of applications is 15th May 2012.

Deputy Director (Admn.)
NATIONAL BOARD OF EXAMINATIONS

VACANCY NOTICE

The National Board of Examinations is an autonomous 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 the eligible and desirous candidates for the post of **Assistant Director (Accounts) on Deputation** initially for a period of one year extendable upto 3 years as per Board’s requirement.

Name of the Post: Assistant Director(Accounts)

Pay Band and Grade pay: ₹ 15600-39100 + ₹ 5400/-

No. of Post: One

Required Qualification and experience:

- SAS Qualified or equivalent qualified Junior Accounts Officer with minimum 3 years service in the pay Band ₹ 9300-34800 + ₹ 4600 as grade pay and possessing sound knowledge of Computerized Accounting.

The terms of deputation on Foreign Service will be in accordance with the orders issued by the Central Government in this regard time to time.

The application in the prescribed proforma (Annexure-I) containing the name, date of birth, age, educational qualifications, work experience, present post held scale of pay and basic pay drawn etc. along with attested copies of supporting testimonials **duty recommendation and NOC by their employer with copies of last 5 years ACR/APAR dossiers, and vigilance clearance certificate** should reach to:

The Deputy Director (Admn.),
National Board of Examinations,
Medical Enclave, Mahatama Gandhi Marg (Ring-Road),
Ansari Nagar, New Delhi 110029.

The envelope containing the application form should be super-scribed as “Application for the post of Assistant Director (Accounts) on Deputation”.

The last date of receipt of applications is 15th May 2012.

No Interim correspondence will be entertained.

DEPUTY DIRECTOR (ADMN.)
APPLICATION FORM
Application for the Post of Assistant Director (Accounts) on Deputation

1. Name of the Applicant: ________________________________________
   (Write in Bold and Block letters)

2. Father/Husband’s Name: ______________________________________

3. Date of Birth and Age: ________________________________________

4. Residential Address: _________________________________________
   __________________________________________
   __________________________________________
   ____________________________ Pin ____________

5. Telephone No.   (O) ___________________ (R) _________________
   (M) _________________________________

6. E-mail   _________________________________

7. Nationality   ____________________________________

8. Educational Qualifications(Starting from Secondary/Metric Examination):

<table>
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<tr>
<th>Sl. No.</th>
<th>Examination Passed</th>
<th>Year of Passing</th>
<th>Subject</th>
<th>Percentage of Marks</th>
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9. Rank/Grading and year of passing of Qualifying JAO/SAS examination:
   __________________________________________________________________
10. Post held on regular basis with scale of Pay/Date of working as JAO/AAO on regular basis:

________________________________________________________________
________________________________________________________________

11. Details of present post held

   a) Designation of the Post: ______________________________

   b) Scale of Pay and present pay Drawn: ___________________________

   c) Date of Appointment: _______________________________________

   d) Nature of appointment of the post:(Regular/ Ad hoc/ officiating/contract)

   e) Name of the Ministry & Department where presently employed with full address and telephone no.

________________________________________________________________
________________________________________________________________

12. Details of experience:

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<tr>
<th>Office/ Institution/Organization</th>
<th>Post Held</th>
<th>Period From – to</th>
<th>Scale of Pay &amp; Present Pay</th>
<th>Nature of Duties</th>
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13. Details of deputation held previously, if any with full particulars: ___________

________________________________________________________________
________________________________________________________________

________________________________________________________________
14. Knowledge of working on computer: __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

15. Salary certificate of last month having details of all allowances & deductions, if any:

16. Remarks, if any: __________________________________________________________
   __________________________________________

Declaration:
I have read and understood the terms & conditions of deputation and carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: __________
Place: ___________     Signature of the Applicant

Certificate to be recorded by the Office/Department while forwarding the Application
1. Certified that the particulars given by the applicant are true and have been verified from the office records.
2. Up-to-date ACR/APAR dossiers for the last five years are enclosed.
3. It is certified that no vigilance case is pending or contemplated against him/her. There is nothing against the applicant which makes him ineligible for consideration for appointment to the post applied for.
4. No Major/Minor penalty is in force or current against the official.

Dated: __________
Signature of the Head of Office/Department with official Seal and Telephone Nos.