APPOINTMENT NOTICE

National Board Of Examinations
New Delhi

Applications are invited from eligible candidates for the post of Private Secretary on deputation basis initially for a period of 1 year which may be extended upto maximum 3 years.

For eligibility and other details, please log on to www.natboard.edu.in. e-mail: nbvacancy@gmail.com phone no. 011-46054605
PERFORMA

1. Name and Address (In Block letters)

2. Date of Birth (in Christian era)

3. Date of retirement under Central/State Government Rules/ Govt. Undertaking/Universities/Autonomous organization

4. Educational Qualifications

5. Whether Educational and other qualifications required for the post are satisfied (if any Qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same).

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of Employment, in chronological order. Enclose- a separate sheet, duly authenticated by your signature, if the space below is insufficient.

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<th>Office/Inst/Org</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of Duties</th>
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8. Nature of present employment ie. Ad-hoc or temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/contract basis, please state:

   (a) The date of initial appointment

   (b) Period of appointment on deputation/contract

   (c) Name of the parent office/organization to which you belong.

10. Additional details about present employment. Please state whether working under:-

    (a) Central Government

    (b) State Government

    (c) Autonomous Organization

    (d) Government Undertaking

    (e) Universities

11. Are you in the revised scale of pay? If yes, give the date form which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month now-drawn

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST.

15. Remarks.

Signature of Candidate

Certified that the particulars of the officer have been verified and found correct and his Integrity is beyond doubt. It is also certified that no disciplinary case is either pending or contemplated against the officer and no major/minor penalty was imposed during the last 10 years.

Signature of the Head of the Department(With Stamp).