

1.	Notice for	Consultant for specialized assignments/duties.
2	No. of positions	Three*
3.	Nature	On short-term contract for a period of 1 year which may be extended or curtailed as per discretion of competent authority.
4.	Essential Qualification	Graduate with at least 5 years of experience as Under Secretary / Deputy Secretary in Central Government/ Body of Central Government
	Desirable	The applicant should be well versed with office procedures under central government, rules and regulation, handling correspondence, filing and documentation, dealing with institutions / central government departments, parliamentary work, preparation of analytical reports, preparation of various notes, draft replies etc.
5.	Age	Should not exceed 61 years on the last date of submission of application.
6.	Salary	Rs.35000 per month consolidated

*** The number of post(s) may vary as per requirement.**

NBE reserves its absolute rights to alter, vary withdraw, modify, cancel or re-notify/ amend any provision in relation to the above notice at any point of time. Canvassing shall lead to disqualification of candidature. Applicants who are due to retire in Central Government / any body of Central Government in near future may apply.

Complete biodata with self attested copies of supporting documents, one passport size photograph, name, and designation and contact details of two references may kindly be submitted to Shri B N Khatri, Assistant Director latest by 5th Jan 2011; email- bn.khatri@natboard.edu.in / Fax: 011-45593031.