



NATIONAL BORD 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 Medicines at the National Level.

NBE invites applications from eligible and desirous candidates for the post of **Multi Skill Assistants and Stenographers**. All the posts are temporary but likely to continue.

- Name of the post** : Multi Skill Assistant
Number of post : 16 (Sixteen) (no. of posts may vary).
Category : 8 (UR), 4 (OBC), 2 (SC), 1 (ST), 1 (PWD)#
Total Emoluments : ₹ 3 lakh per annum (approx.) including salary & (Cost to Organization) perquisites
Age limit : 27 years as on the last date of submission of application.

Educational and other Qualification:

A Bachelor Degree from a recognized University (as per provisions of UGC act) with 50% marks and one year Certificate in Computer Applications from recognized Institution registered by State/Central Govt./University/ DOAECC society.

or

BE/BBA/BIIT/BSc/Bachelor in Computer Application from recognized University (as per provisions of UGC act).

And

Two years experience of functioning in academic institutions/ University/ Board/Institute of repute / Public sector Undertaking / Autonomous /State Govt./ Govt. Dept./Autonomous Institutions/ Organizations.

or

Two years post graduate course/diploma such as PGDCA, MCA, MSc(CS), MSc(IT), MBA.

And

Proficient in use of application such as MS Excel, MS Word, MS Powerpoint, MS Outlook Express, MS Access, Internet based and such common computer applications/tools.

NBE may consider relaxation of upto six months of this experience in deserving/meritorious cases.

Please refer detailed guidelines for PWD.

- Name of the post** : Stenographer
Number of post : 4(Four) (no. of posts may vary).
Category : 3 (UR), 1 (OBC)
Total Emoluments : ₹ 3 lakh per annum (approx.) including salary & (Cost to Organization) perquisites
Age limit : 27 years as on the last date of submission of application.

Educational and other Qualification:

A Bachelor Degree from a recognized University (as per provisions of UGC act) with 50% marks and one year Certificate in Stenography from recognized Institution registered by State/Central Govt.
Speed in shorthand – 100 w.p.m and Computer Typing – 40 w.p.m

and

Two years experience of functioning in academic institutions/ University/Board/ Institute of repute/Public sector Undertaking/ Autonomous /State Govt. / Govt. Dept as stenographer.

Note: Candidates will be required to appear and qualify in the tests in General English Shorthand and type-writing to be conducted by NBE.

NBE may consider relaxation of upto six months of this experience in deserving/meritorious cases.

Age Relaxation for the above posts

1. Relaxable 5 years for serving Government Servants
2. Age relaxation to SC, ST, OBC categories will be in accordance with the guidelines.
3. Age will be calculated as on closing date of online application.

Instructions, Terms & Conditions:

1. Candidates have to register Online through NBE website www.natboard.edu.in only from **20th April 2012 to 20th June 2012**.
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. Before applying Online candidates are required to have a scanned copy (digital image) of his/her photograph. Candidates are required to upload a scanned copy of his / her photograph in the online application.
5. For filling up on-line application, 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 Online.
6. 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.
7. 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.
8. Application Fee (Non Refundable) – A crossed Demand Draft (valid for minimum next 06 months) 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 with downloaded registered application form as "NON-REFUNDABLE PROCESSING FEE".

	For Multi Skill Assistants/Stenographers
SC/ST/Person with Disabilities	₹ 100/-
All Others (Unreserved, OBC etc.)	₹ 250/-

Candidate must write their Name, Father's name & Control No. on the back of the Demand Draft. Control/Registration No. shall be available on the top of the downloaded registered application form.

9. In case of already employed, applications received without proper channel and /or not accompanying the documents mentioned in the application form will not be considered.
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. 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.
13. No correspondence or personal enquires shall be entertained by NBE.
14. Board may, at its discretion, hold re-examination/re-interview wherever necessary in respect of a centre/venue/specified post or candidate/s.
15. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of NBE & receiving satisfactory report from referees.
16. Canvassing in any form will be treated as disqualification.
17. 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.
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. Please note that this is not a notice for employment as a post of the Government of India; the employees of NBE are governed by Rules and Regulations of NBE and are not to present themselves as Govt. servants or employee if Govt. of India.
9. The decision of NBE shall be final and binding in all respects.
10. The number of vacancy including reservation may vary.
11. NBE reserves the right to short list the candidates & take such exam/interview on precedence as appropriate.

Eligible candidates are requested to apply **ON-LINE** only through NBE website www.natboard.edu.in. No other means/photocopy of the application form given in the website/mode of Application will be accepted/mode of Application will be accepted.

Closing date for online submission of application form is 20th June 2012.

DEPUTY DIRECTOR (ADMN.)