



NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES NEW DELHI

No. A.12017/3/1/2022-Estt.

Dated: 07th June, 2023

VACANCY NOTICE

The National Board of Examinations in Medical Sciences (NBEMS) is an Autonomous Body under the MoH&FW, Govt. of India, established to conduct Post-Graduate Examinations of high standards in the field of Modern Medicines at the National Level.

NBEMS invites applications from eligible and desirous candidates for the post of **Stenographer (on Contract)** for a period of 89 days, as under:

Name of Post	:	Stenographer (on contract)
No. of Post	:	07 [04 -UR, 01-EWS, 01- OBC, 01-ST]
Pay	:	Rs. 35,000/- (consolidated per Month)
Age limit	:	18-27 years
Fees	:	NIL

Qualification:

- **Essential Qualification:** Senior Secondary (12th or 10+2)
Other Qualification: Stenographer Skill – Stenographer Skill – 80/30 w.p.m. in Shorthand/Typing. Candidates will be required to appear and qualify in the tests in General English / Shorthand and typewriting to be conducted by the Board.
- **Desirable:** 2 years' experience as Steno in Govt./PSU/Autonomous body and ability of word processing on Computer.

Mode of Selection:

- ❖ Mode of Selection will be decided on the basis of number of applications received.

General Conditions

- Duly filled application form in the prescribed format along with Self-Attested copies of Educational qualifications, Caste certificate, Experience certificate should reach to:

*“The Additional Director (Admin.),
National Board of Examinations in Medical Sciences, NAMS Building,
Ansari Nagar, Mahatma Gandhi Marg, New Delhi – 110029.”*

within 30 days of publication of vacancy notice in the Employment News.

- The envelope should be super scribed with **APPLICATION FOR THE POST OF “STENOGRAPHER (ON CONTRACT)”**.
- Candidate should possess the age, caste, educational qualification and experience as on the closing date of application.

- d) Applications received after the last date shall not be considered and be summarily rejected. The Board will not be responsible for any postal/transit delay.
- e) Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application and certified copies / testimonials.
- f) Applications which do not meet all the criteria given in this advertisement / incomplete application will be rejected.
- g) No correspondence or personal enquiries shall be entertained by the Board.
- h) Canvassing in any form will be treated as disqualification.
- i) Decision of the Board 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 examination, selection and any other matter relating to recruitment will be final and binding on the candidate.
- j) The decision of NBEMS shall be final and binding in all respects.
- k) Further, the Board reserves the right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, without assigning any reason, which will be final and binding on the candidate.
- l) The Board also reserves the right to cancel the recruitment process as a whole or at any stage thereof for any of the posts without any prior notice or without assigning any reason thereof.
- m) NBEMS reserves its absolute rights to alter/delete/modify/amend any or all of the above criteria at any stage of the process.
- n) The shortlisted candidates are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc. for Document Verification. If any candidate is found ineligible, his/her candidature shall be cancelled.
- o) The Board reserves the right to hold a written examination or fix its own criteria for selecting the candidates.
- p) Accommodation is not provided by the NBEMS.
- q) Eligible candidates are requested to submit their application as per format provided below.
- r) The last date for receipt of application will be 30 days from the date of publication in Employment News. The crucial date of eligibility will be the last date of application.



NBEMS

National Board of Examinations in Medical Sciences
APPLICATION FOR THE POST OF STENOGRAPHER (ON CONTRACT)

CONTRACTUAL APPOINTMENT

- Please fill up the application in **Own Handwriting in CAPITAL letters** except signature.
- All application must be submitted in A4 size 80GSM paper.
- The duly completed application form along with two Photograph and self-attested copies of supporting testimonials/documents in a single envelope super scribing – **“APPLICATION FOR THE POST OF STENOGRAPHER (ON CONTRACT)”** should reach to *“The Additional Director (Admin), National Board of Examinations in Medical Sciences, NAMS Building, Mahatma Gandhi Marg (Ring-Road), Ansari Nagar, New Delhi – 110029”*.

Post Applied For	STENOGRAPHER (ON CONTRACT)				Two self-attested Photograph, one Should be pasted here and another to be attached with the application			
Personal Details: –								
Name of the applicant								
Date of Birth (dd/mm/yy)								
Father's / Husband's Name					----- Signature of the Applicant			
Mother's Name								
Gender		Category (UR/SC/ST/OBC/EWS/PH)						
Age as on last date of submission (in years)		Nationality			Marital Status			
Correspondence Address	Address Line 1							
	Address Line 2							
	Address Line 3							
	City/District		State		Pin			
Mobile Number			Phone Number					
E-mail ID: –								

Permanent Address	Address Line 1				
	Address Line 2				
	Address Line 3				
	City/District		State		Pin

Qualification Details: –

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

Stenography (Yes/No)	English _____	Hindi _____	Both _____
Speed (w.p.m.)			
Working knowledge of computer (MS Office)			
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)
1)					
2)					
3)					
4)					

Total Experience (Year/Month)			
Languages Known	Read	Write	Speak
Hindi			
English			
Others			

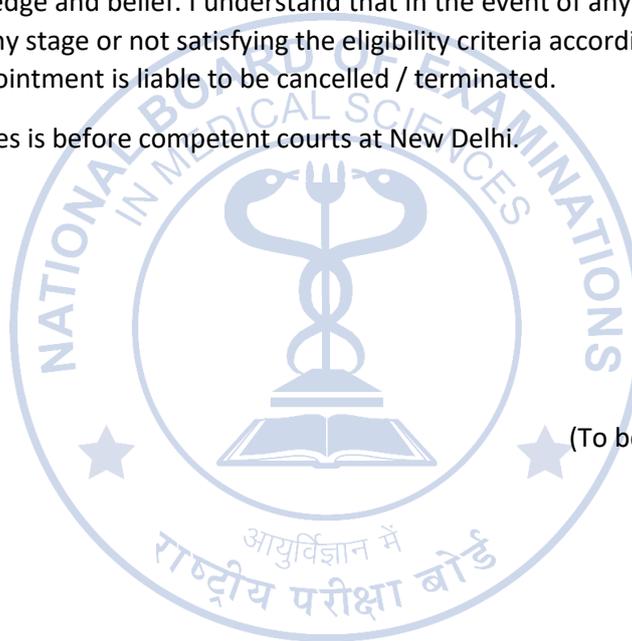
Declaration: –

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)