



# NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES NEW DELHI

No. NBE/Estt./21070/Med.Cont./2020

Dated: 22/07/2022

## VACANCY NOTICE

The National Board of Examinations in Medical Sciences (NBEMS) is an Autonomous body under the M/o H & F W, 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 **Assistant Director (Medical) on Contract basis** for a period of 6 months initially which may be extended, detailed as under:

<b>Name of post</b>	:	<b>Assistant Director (Medical) (On Contract)</b>
<b>No. of Post</b>	:	<b>04</b>
<b>Pay</b>	:	<b>Rs.100,000/- (Consolidated per Month)</b>
<b>Age limit</b>	:	<b>Not exceeding 45 years</b>
<b>Fees</b>	:	<b>NIL</b>

### Educational and other Qualification:

**Essential Qualification:** A recognized medical qualification included in the first or second schedule of part II of Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of educational qualifications included in Part II of the Third Schedule should also fulfil the conditions stipulated in sub-section (3) of Section 13 of IMC Act, 1956. Permanent registration with any state Medical Council.

### **Desirable Qualification:**

Preference will be given to candidates having: -

- (i) Master's Degree in Hospital Administration  
OR
- (ii) Having Post Graduate Qualification  
OR
- (iii) Some Training in Medical Education Technology and or knowledge in the modern evaluation technique including generations of MCQs, MEQs analysis of performance of the candidates etc.  
OR
- (iv) Those possessing 3 years' experience in Medical Profession.  
OR
- (v) Experience in a Govt. Organisation in a similar capacity.

### General Conditions

- a) Duly filled application form along with the following enclosures should reach,

**The Joint Director (Admin),**

National Board of Examinations in Medical Sciences, NAMS Building,  
Ansari Nagar, Mahatma Gandhi Marg, New Delhi – 110029.

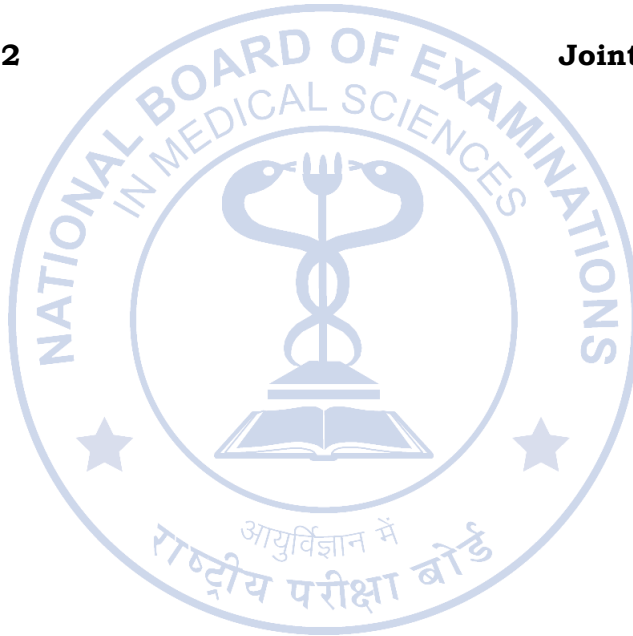
On or Before **10.08.2022 before 1700 hours.**

- Attested copies of Educational qualifications / Experiences.
  - Caste certificate in respect of SC, ST, OBC candidate if you belong to any such category.
  - Experience Certificate in respect of each experience claimed.
- b) The envelope should be super scribed with APPLICATION FOR THE POST OF “ASSISTANT DIRECTOR (Medical) - Contractual Appointment.”
- c) Candidate should possess the educational qualifications 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 criteria given in this advertisement / incomplete application as on the last date of receipt of the applications 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 interview, 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 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. at the time of interview for verification. If any candidate is found ineligible, he / she shall not be allowed to appear in the interview.
- 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 available at <https://natboard.edu.in/vacancy.php>
- r) Last date for submission of application form is **10.08.2022**.

**Dated: 22/07/2022**

**Joint Director (Admin)**



**NBEMS**

**National Board of Examinations in Medical Sciences**

**Application for the post of Assistant Director (Medical) (On Contract)**

- 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 (Assistant Director Medical – Contractual Appointment) should reach to “The Joint Director (Admin), National Board of Examinations in Medical Sciences, Medical Enclave, Mahatma Gandhi Marg (Ring-Road), Ansari Nagar, New Delhi – 110029””.

Post Applied For	Assistant Director (Medical) Contract Basis				<p align="center"><b>Two self-attested</b></p> <p align="center">Photograph, one Should be pasted here and another to be attached with the application</p>
<b>Personal Details: –</b>					
Name of the applicant					
Date of Birth (dd/mm/yy)					<p align="center">-----</p> <p align="center">Signature of the Applicant</p>
Father / Husband Name					
Mother's Name					
Gender		<p align="center">Category (UR/SC/ST/OBC//PH)</p>			
Age as on last date of submission		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 <sup>th</sup> Pass/Equivalent					
12 <sup>th</sup> Pass/Equivalent					
Graduation/Equivalent					
Post-Graduation					
Professional Qualification					

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)					
<b>Total Experience (Year/Month)</b>					

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)