



## NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES NEW DELHI

No. A.12021/1/2023-Estt.

Dated: 24.07.2023

### VACANCY NOTICE

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#### **Sub: Filling up of various posts in NBEMS on deputation basis**

The National Board of Examinations in Medical Sciences (NBEMS) is an autonomous organization, established by the Ministry of Health & Family Welfare, Government of India, to conduct Post-Graduate Examinations of high standards in the field of Modern Medicine and allied specialties at National Level.

2. NBEMS invites applications from Officers/Officials of the Central Government / State Government / PSU / Autonomous bodies / Statutory Bodies / Universities / Medical Colleges/Institutes recognized by Central or State Governments for filling up the following posts on deputation basis:

S. No.	Name of the Post	Group	Pay Matrix Level (as per 7 <sup>th</sup> CPC)	No. of vacancies
i.	Joint Director (Non-Medical)	A	12	4
ii.	Deputy Director (Non-Medical)	A	11	8
iii.	Assistant Director (Non-Medical)	A	10	9
iv.	Section Officer	B	8	2
v.	Accounts Officer	B	8	2
vi.	Private Secretary	B	8	2
vii.	Senior Programmer	B	8	3
viii.	Senior Assistant	B	7	15
ix.	Senior Accountant	B	7	2
x.	Personal Assistant	B	7	4
xi.	Librarian	B	7	1
xii.	Multi-Skill Assistant	C	4	37
<b>Total</b>				<b>89</b>

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.

4. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

5. The eligibility and other conditions for the above-mentioned posts are as under:

**(i) Joint Director (Non-Medical) – 04 posts**

1	Pay Scale	Pay Matrix Level – 12 of 7 <sup>th</sup> CPC
2	Essential Experience	Officers holding analogous posts on a regular basis or with 5 years regular service in posts in Pay Matrix Level – 11 or equivalent.
3	Desirable Experience	At least 5 years' experience in administration/finance in any institute of repute and knowledge of computers

**(ii) Deputy Director (Non-Medical) – 08 posts**

1	Pay Scale	Pay Matrix Level – 11 of 7 <sup>th</sup> CPC
2	Essential Experience	Officers holding analogous posts on a regular basis or with 5 years regular service in posts in Pay Matrix Level – 10 or equivalent.
3	Desirable Experience	At least 5 years' experience in administration/finance in any institute of repute and knowledge of computers

**(iii) Assistant Director (Non-Medical) – 09 posts**

1	Pay Scale	Pay Matrix Level – 10 of 7 <sup>th</sup> CPC
2	Essential Experience	Officers holding analogous posts on a regular basis or with 7 years regular service in posts in Pay Matrix Level – 7 or equivalent.
3	Desirable Experience	At least 3 years' experience in administration/finance/vigilance/IT in any institute of repute and knowledge of computers

**(iv) Section Officer – 02 posts**

1	Pay Scale	Pay Matrix Level – 8 of 7 <sup>th</sup> CPC
2	Essential Experience	Officers holding analogous posts on a regular basis or with 5 years regular service in posts in Pay Matrix Level – 7 or equivalent.
3	Desirable Experience	At least 5 years' experience in administration/Establishment/Housekeeping/Accounts/Vigilance/Research/IT/finance in any institute of repute and knowledge of computers

**(v) Accounts Officer – 02 posts**

1	Pay Scale	Pay Matrix Level – 8 of 7 <sup>th</sup> CPC
2	Essential Experience	(a) Officers holding analogous posts on a regular basis or with 3 years regular service in posts in Pay Matrix Level – 7 or equivalent. (b) Possessing Bachelor's degree with Math's or Statistics or a Degree in Commerce from a recognized University

		<b>Experience:</b> Three years' experience in dealing with accounts in some Govt. Institution, etc., with knowledge of computer-based accounting.
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**(vi) Private Secretary – 02 posts**

1	Pay Scale	Pay Matrix Level – 8 of 7 <sup>th</sup> CPC
2	Essential Experience	Officers holding analogous posts on a regular basis or with 5 years regular service in analogous posts in Pay Matrix Level – 6 or equivalent or Combined service of 10 years in Pay Matrix Level 6 and Level 5.

**(vii) Senior Programmer – 03 posts**

1.	Pay Scale	Pay Matrix Level – 8 of 7 <sup>th</sup> CPC
2	Essential Experience	Officers holding analogous posts on a regular basis or with 8 years regular service in posts in Pay Matrix Level – 6 or equivalent or Combined service of 10 years in Pay Matrix Level 5 and Level 4.
3	Desirable Experience	At least 5 years' experience in Software development/Programming/Hardware/Networking.

**(viii) Senior Assistant – 15 posts**

1	Pay Scale	Pay Matrix Level – 7 of 7 <sup>th</sup> CPC
2	Essential Experience	(a) Officials holding analogous posts on a regular basis or with 5 years regular service in posts in Pay Matrix Level – 4 or equivalent. (b) Possessing Graduate degree from a recognized University or equivalent.  <b>Experience:</b> 5 years' experience in Administration/Establishment/Housekeeping/Accounts/Vigilance/Research/IT/Conduct of Examinations, etc.

**(ix) Senior Accountant – 02 posts**

1	Pay Scale	Pay Matrix Level – 7 of 7 <sup>th</sup> CPC
2	Essential Experience	(a) Officials holding analogous posts on a regular basis or with 3 years regular service in posts in Pay Matrix Level – 5 or equivalent or Combined 8 years' regular service in posts of Pay Matrix Level 5 and 4. (b) Possessing Bachelor's degree with Math's or Statistics or a Degree in Commerce from a recognized University.

	<b>Experience:</b> Three years' experience in dealing with accounts in some Govt. Institution, etc with knowledge of computer-based accounting.
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**(x) Personal Assistant – 04 posts**

1	Pay Scale	Pay Matrix Level – 7 of 7 <sup>th</sup> CPC
2	Essential Experience	Officials holding analogous posts on a regular basis or with 5 years regular service in analogous posts in Pay Matrix Level – 5 or equivalent or Combined service of 10 years in Pay Matrix Level 5 and Level 4.

**(xi) Librarian – 01 post**

1	Pay Scale	Pay Matrix Level – 7 of 7 <sup>th</sup> CPC
2	Essential Experience	(a) Officials holding analogous posts on a regular basis or with 3 years regular service in Pay Matrix Level – 5 or equivalent or Combined service of 8 years' regular service in posts of Pay Matrix Level 5 and Level 4. (b) Possessing Degree/Diploma in Library Science from a recognized University/Institute.

**(xii) Multi Skill Assistant – 37 posts**

1	Pay Scale	Pay Matrix Level – 4 of 7 <sup>th</sup> CPC
2	Essential Experience	(a) Officials holding analogous posts on a regular basis or with 5 years regular service in posts in Pay Matrix Level – 2 or equivalent.  <b>Experience:</b> 3 years' experience in Administration/Establishment/Housekeeping/Accounts/Vigilance/Research/IT/Conduct of Examination, etc.

6. The initial place of posting will be NEW DELHI but liable to serve anywhere in India.
7. Working knowledge of Computers is a must for appointment to the above posts.
8. The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the department of Personnel & Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June, 2010 and other orders guidelines amended in this regard, from time to time.
9. The eligibility prescribed is minimum requirement and the same does not automatically make a candidate eligible for selection. Based on their Bio-Data, the candidates will be short listed on the basis of required eligibility and only short-listed candidates will be called for interview.

10. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.
11. Applications received through proper channel will ONLY be considered.
12. Any amendment to the advertisement will be published in the website of NBEMS at [www.natboard.edu.in](http://www.natboard.edu.in).
13. NBEMS reserves its absolute rights to increase/decrease/withdrawn the number of vacancies without prior notice.
14. The decision of NBEMS shall be final and binding in all respects.
15. The last date for receipt of application will be 45 days from the date of publication of vacancy notice in the Employment News. The crucial date for determining the eligibility will be the last date of the receipt of the application.
16. Application duly certified by the employer along with '**NOC and verification of the details by the Cadre controlling authority**' in the prescribed format and other supporting certificates/documents (Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and duly attested copies of APARs for the last 5 years) must reach to the "**Additional Director (Admin.), National Board of Examinations in Medical Sciences, NAMS Building, Mahatma Gandhi Marg, Ansari Nagar, New Delhi – 110029**" (Registered Office) within 45 days from the date of its publication in Employment News.



**NBEMS**

आयुर्विज्ञान में  
राष्ट्रीय परीक्षा बोर्ड

**PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF**  
**\_\_\_\_\_ ON DEPUTATION IN NBEMS**

1. Post applied for:
2. Name of the applicant:
3. Name, address and contact number:  
of office where working at present
4. Your Contact details:
  - (a) Mobile:
  - (b) E-mail address:
  - (c) Landline:
5. Address for correspondence:  
(with pin code)
6. Date of Birth:
7. Date of entry into Govt. service and:  
Service to which the officer belongs
8. Date of Retirement:
9. Present post held with Pay scale  
(Level in Pay Matrix)
  - (a) Date of appointment in the present:  
Post
  - (b) Basic Pay (as per pay matrix of:  
Seventh Pay Commission)
  - (c) Are you in the revised Pay Scale?  
If yes, the date from which the  
Revision took place and also  
Indicate prevised Pay Scale.
  - (d) Details of emolument per month:  
Drawn now
    - (I) Present Pay Level:
    - (II) Date from which drawing present Pay Level:
    - (III) Total Emoluments:
10. Details of earlier deputation, if any
  - (a) Whether presently holding:  
Deputation post?
  - (b) If 'Yes' please mention, basic pay:  
(as per pay matrix of Seventh  
Pay Commission)
11. Additional information if any you would  
Like to mention if any, in support of your  
Suitability for the post. This may include  
Additional Academic Qualification,  
Professional Training & Work Experience  
(Please attached separate sheet)
12. Whether belonging to SC / ST:

13. Educational / Professional Qualification in reverse chronological order upto 10<sup>th</sup> std.: -

S. No.	Educational / Professional Qualification Details	Year of Passing	Name of Board/ University

14. Experience / Eligibility:

Eligibility, Service, Qualification, Experience require for the post	Eligibility, Service, Qualification, Experience possess by the Officer

Please state whether in the light of the entries made above you meet the requirement of the post

15. Computer Skills: (Details)

16. Languages Known:

17. Details of employment in chronological order attached separate sheets duly authenticated with your signature if necessary.

Sr. No.	Designation & Place of posting	Brief listing of responsibilities	From	To	Duration (No. of years, Month)


18. Please state whether working under Central Govt. / State Govt. / Autonomous Body / Govt. Undertaking / University. (Indicate the name of your Employer)

19. Details of penalties during the past 10 years and present position / warning, if any:-

**Self-Certificate and Declaration**

I hereby certify and declare that: -

- (I) All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being, found false or incorrect, or ineligibility being detected before or after the interview / selection, my candidature may be cancelled and action can be taken against me.
- (II) I have read the provisions in advertisement carefully and I fulfil all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
- (III) I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:

Place:

SIGNATURE OF THE CANDIDATE



(Unsigned Application will be Rejected)

**Forwarded by the Controlling Officer**

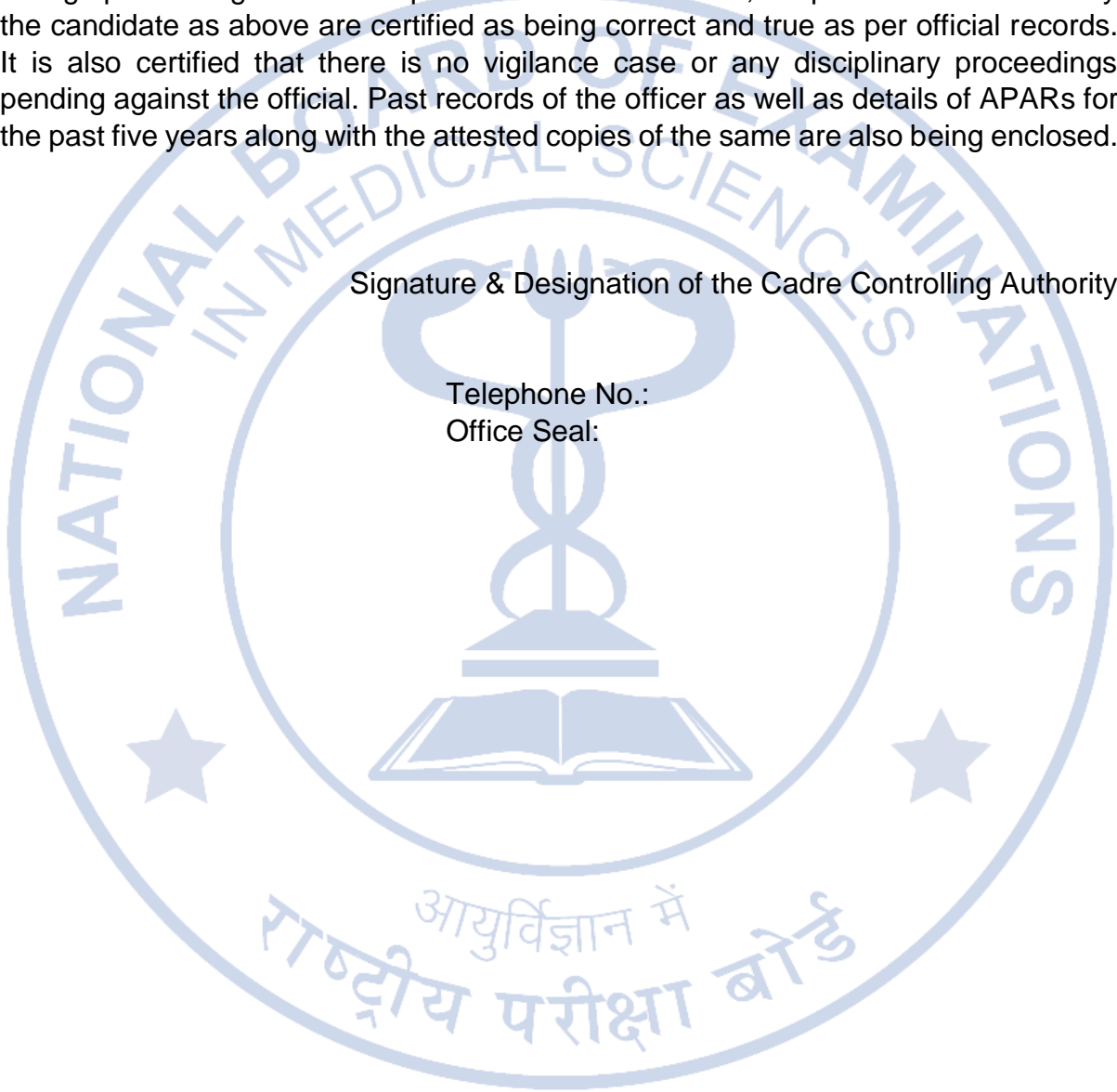
(NOC and verification of the details by the Cadre controlling authority)

The Cadre controlling authority hereby gives its No Objection to Shri/Smt./Ms..... for applying and being considered against the vacancy of \_\_\_\_\_, **NBEMS**. Further, it is hereby certified that in the event of the officer being selected for the said post, he / she shall be spared and relieved for taking up the assignment on deputation basis. In addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending against the official. Past records of the officer as well as details of APARs for the past five years along with the attested copies of the same are also being enclosed.

Signature & Designation of the Cadre Controlling Authority

Telephone No.:

Office Seal:



**PAST RECORD OF THE OFFICIAL  
(TO BE FILLED IN BY THE CADRE CONTROLLING AUTHORITY)**

1. Details of awards received by the officer, if any: -
  
2. Details of past disciplinary action / vigilance cases against the official, if any: -
  
3. Summary of APARs for the past 5 years: -

Year	Overall Grading	Remarks, if any

**The photocopy of the mentioned APARs should be duly authenticated and enclosed with the application form.**

Signature & Designation of the Cadre Controlling Authority

Telephone Number:

Office Seal: