



NATIONAL BOARD OF EXAMINATIONS
Ministry of Health & Family Welfare, Govt. of India
NAMSBUILDING, Ansari Nagar,
New Delhi – 110029

VACANCY NOTICE – NBE/Rectt./AD(M)/1-2018

Applications are invited from eligible MBBS Graduates for filling up 07 posts on regular basis;

- Name of post** : Assistant Director (Medical)
No. of Posts : 07 (04 UR, 02 OBC, 01 SC)
Pay Scale : Level 10 of Pay Matrix + NPA (Rs. 56100 – 177500).
Age Limit : 35 years (Relaxable as per Govt. of India norms)
Minimum Qualification : MBBS Graduates

1. Detailed advertisement and application form is available at www.natboard.edu.in/vacancy.php
2. Duly filled application forms along with copies of testimonials should reach on or before 21/04/2018.
3. Vacancy notice dated 10/11/2012 issued for the same post has been withdrawn due to administrative reasons.

23rd March 2018
(Admin.)

Sd/-
Assistant Director

NATIONAL BOARD OF EXAMINATIONS
(Ministry of Health & Family Welfare, Govt. of India)

VACANCY NOTICE

The National Board of Examinations 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.

NBE invites applications from eligible and desirous candidates for the post of **Assistant Director (Medical)** on or before the 21st of April, 2018

Sr. No.	Name of the Post	Pay Level	Number of Vacancies	Age Limit
1	Assistant Director (Medical)	Level 10 in the Pay Matrix + NPA. (Rs. 56100 - 177500)	7 (Seven); (4 UR, 1 SC, 2 OBC)	Not Exceeding 35 years

Educational and other Qualification:

Essential: 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 fulfill the conditions stipulated in sub-section (3) of Section 13 of IMC Act, 1956.

Desirable: Some training in medical education technology and or knowledge in the modern evaluation techniques including generation of MCQs, MEQs, analysis of performance of the candidates etc.

Application Fee (Non Refundable) : Rs. 500 in the form of a Demand Draft issued from any Bank, drawn in favour of "National Board of Examinations" payable at "New Delhi". Applicant must write their Name, Date of Birth and mobile number on the reverse side of the DD. No fees is applicable for SC/ST/PwD applicants

General Conditions

- a) Duly filled application form along with the following enclosures should reach,
- The Assistant Director (Admin),**
National Board of Examinations, Medical Enclave,
Ansari Nagar, Mahatma Gandhi Marg, New Delhi - 110029.
- Attested copies of Educational qualifications / Experiences.
 - Caste certificate in respect of SC, ST, OBC candidate.
 - Experience Certificate in respect of each experience claimed.
- b) The envelope should be super scribed with APPLICATION FOR THE POST OF "ASSISTANT DIRECTOR (M)."
- c) Candidate should have possessed the educational qualifications and experience as on the closing date of application i.e. is 21st April 2018.
- 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 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 NBE 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, which will be final and binding on the candidate
- l) The Board reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.
- m) 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.
- n) NBE reserves its absolute rights to alter/delete/modify/amend any or all of the above criteria.
- o) The shortlisted candidates are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc. at the time of interview. These documents will be verified at the time of interview. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview.
- p) The Board reserves the right to hold a Written examination or fix its own criteria for selecting the right candidates.
- q) This position is transferable on All India Basis.
- r) The Pay Scale, Allowances and other benefits shall be as applicable to Employees of the Central Government.
- s) Accommodation is not provided by the NBE.
- t) Applicants in Government / autonomous and semi government institution should have their application routed through their employers.
- u) Eligible candidates are requested to submit their application as per format available at www.natboard.edu.in/vacancy.php
- v) Last date for submission of application form is 21st April 2018.
- w) Vacancy notice dated 10/11/2012 issued for the same post has been withdrawn due to administrative reasons.

23rd March, 2018

Assistant Director (Admin.)

National Board Of Examinations
Application for the post of Assistant Director (Medical)

- 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 Demand Draft, *two Photograph* and self attested copies of supporting testimonials/documents in a single envelope superscribing – “Application for the post of (name of the post) should reach to “The Assistant Director (Admn.), National Board Of Examinations, Medical Enclave, Mahatma Gandhi Marg (Ring-Road), Ansari Nagar, New Delhi – 110029”.

Post Applied For	Assistant Director (Medical)					Two self attested Photograph, one Should be pasted here and another to be attached with the application		
Personal Details: –								
Name of the applicant						----- Signature of the Applicant		
Date of Birth (dd/mm/yy)								
Father / Husband Name								
Mother's Name								
Gender		Category (UR/SC/ST/OBC//PH)						
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		
If Physically Challenged (PWD)	Type of Disability				Percentage of Disability (>40%)			
Current Status	Govt. Emp.	Yes	No	Ex-Serviceman	Yes	No		

Demand Draft Details: – (In favour of “National Board of Examinations” payable at “New Delhi”)

Bank Name				Branch Name			
DD No.		DD Date		Amount(₹)			

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					

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)