



**NATIONAL BOARD OF EXAMINATIONS
IN MEDICAL SCIENCES
NEW DELHI**

No. A.12012/DEPU/1/2022-Estt.

Dated: 20.04.2022

VACANCY NOTICE

Subject: Filling up of 1 post of Joint Director (Non-Medical) and 5 posts of Deputy Director (Non-Medical) in the area of General Administration and Finance in National Board of Examinations in Medical Sciences under Ministry of Health and Family Welfare -reg.

The National Board of Examinations in Medical Sciences (NBEMS) is an 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. Applications are invited for filling up of **1 post of Joint Director (Non-Medical)** in the Pay Matrix of Level 12 of 7th CPC and **5 posts of Deputy Director (Non-Medical)** in Pay Matrix of Level 11 of 7th CPC on deputation basis.

3. The details of eligibility and other conditions required for the posts are indicated below.

Joint Director (Non-Medical) – 1 post

1	Pay Scale	Pay Matrix Level – 12 of 7 th CPC
2	Period of Deputation	Ordinarily 3 years including the period of Deputation in any other ex-cadre held immediately preceding the appointment in the same or some other organisation. The period of Deputation beyond 3 years is further extendable on a year to year basis not exceeding 7 years can be considered subject to Administrative exigencies. Any extension beyond the Deputation period of 3 years would be subject to overall performance.
3	Maximum Age limit as on last date	55 years.
4	Eligibility	Officers of the Central Govt. / State Govt./Autonomous bodies / Universities / Institutes of Central & State Govt.
5	Educational Qualification	Degree from a recognised University / Board.
6	Essential Experience	Officers holding analogous on a regular basis or 5 years regular service in Pay Matrix Level – 11 or equivalent.
7	Desirable Experience	At least 5 years' experience in handling Administration / Establishment matters
8	Initial Place of Posting	National Board of Examinations in Medical Sciences Dwarka Sector – 9, PSP Area, New Delhi – 110075

Deputy Director (Administration) – 4 Posts

1	Pay Scale	Pay Matrix Level – 11
2	Period of Deputation	Ordinarily 3 years including the period of Deputation in any other ex-cadre held immediately preceding the appointment in the same or some other organisation. The period of Deputation beyond 3 years is further extendable on a year to year basis not exceeding 7 years can be considered subject to Administrative exigencies. Any extension beyond the Deputation period of 3 years would be subject to overall performance.
3	Maximum Age limit	55 years.
4	Eligibility	Officers of the Central Govt. / State Govt./Autonomous bodies / Universities / Institutes of Central & State Govt.
5	Educational Qualification	Degree from a recognised University / Board.
6	Essential Experience	Officers holding analogous on a regular basis or 5 years regular service in Pay Matrix Level – 10.
7	Desirable Experience	At least 5 years' experience in handling Administration / Establishment matters
8	Initial Place of Posting	National Board of Examinations in Medical Sciences Dwarka Sector – 9, PSP Area, New Delhi - 110075

Deputy Director (Finance) – 1 Post

1	Pay Scale	Pay Matrix Level – 11
2	Period of Deputation	Ordinarily 3 years including the period of Deputation in any other ex-cadre held immediately preceding the appointment in the same or some other organisation. The period of Deputation beyond 3 years is further extendable on a year to year basis not exceeding 7 years can be considered subject to Administrative exigencies. Any extension beyond the Deputation period of 3 years would be subject to overall performance.
3	Maximum Age limit	55 years.
4	Eligibility	Officers of the Central Govt. / State Govt. / Autonomous bodies / Universities / Institutes of Central & State Govt.
5	Educational Qualification	Degree from a recognised University / Board.
6	Essential Experience	Officers holding analogous on a regular basis or 5 years regular service in Pay Matrix Level – 10.
7	Desirable Experience	At least 5 years' experience in handling Finance / Accounts matters.
8	Initial Place of Posting	National Board of Examinations in Medical Sciences, Dwarka Sector – 9, PSP Area, New Delhi - 110075

** Working knowledge on Computers is a must for all the above posts.

4. The posts carry usual allowances as admissible to Central Govt. employees.
5. The qualification / 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 and only short listed candidates will be called for interview.
6. The candidates have to produce all relevant original documents such as proof of details furnished in their application at the time of interview.
7. Application received not through proper channels may not be considered for interview.
8. Any amendment to the advertisement will be published in the website of NBEMS at www.natboard.edu.in.
9. The last date for receipt of application will be 45 days from the date of publication in Employment News. The crucial date of eligibility will be the last date of application.
10. Interested Government Officers may kindly forward their applications duly supported by testimonials through their Cadre Controlling Authorities. Completed applications alongwith Bio-Data in the prescribed proforma should reach Joint Director (Administration) at National Board of Examinations, NAMS Building, Mahatma Gandhi Marg, Ansari Nagar, New Delhi – 110029 (Registered Office) within 45 days from their date of its publication in Employment News.



NBEMS

आयुर्विज्ञान में
राष्ट्रीय परीक्षा बोर्ड

Proforma for Furnishing Bio-Data for the Post of

Joint Director(NM) / Deputy Director (Admin.) /Deputy Director (Finance)

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

13. Educational / Professional Qualification in reverse chronological order upto 10th 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

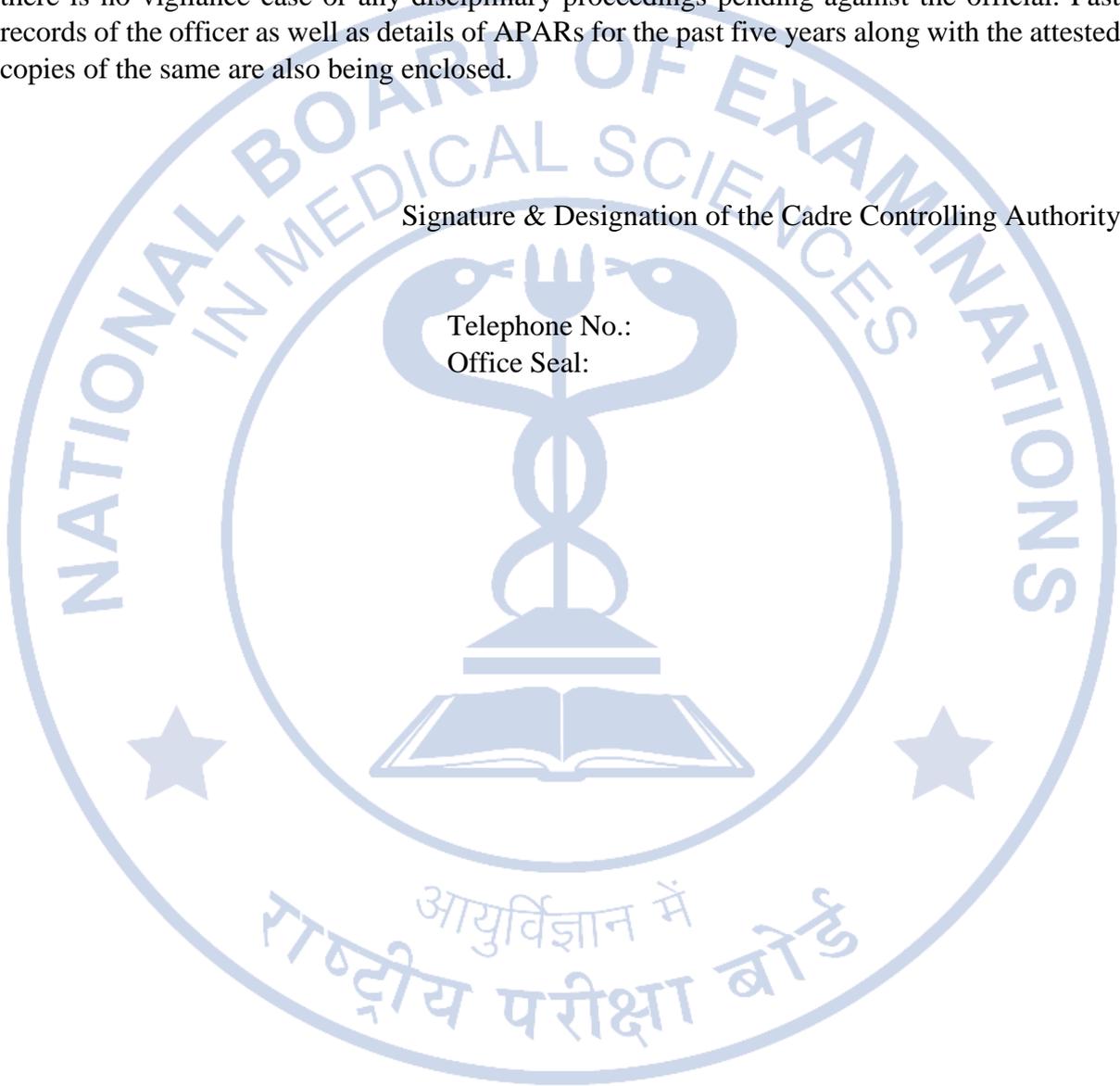
(Unsigned Application will be Rejected)

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 **Joint Director(NM)/Deputy Director (Administration / Finance), 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: