

# NOTICE

- i. NBE is an autonomous organization established by the Government of India with main objective to conduct post-graduate examinations in the discipline of Modern Medicine and other allied sciences at the national level;
- ii. The details of the job and other particulars are given below:
  - a) The Executive Director is expected to provide both academic as well as administrative leadership to the Board in its various activities.
  - b) The post is in the Pay Band-IV with basic pay of Rs. 37,400-67,000 + Grade Pay of Rs. 10,000/- plus Non Practising Allowance, Dearness Allowance, House Rent Allowance and Transport Allowance etc.
  - c) **Eligibility Criteria :**  
**Essential :**
    - (1) A recognized medical qualification included in the first or schedule or part II of the 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 fulfill conditions stipulated in section 13(3) of the IMC act.
    - (2) Post graduate qualifications mentioned in schedule of the IMC act or equivalent.
    - (3) At least 20 years standing in the profession out of which 12 years teaching experience at the post graduate level in the faculty position after post graduation out of which 12 years teaching experience at post graduate level in a faculty position out of which 3 years as Professor & Head/Director/Professor/Dean of a medical college or its equivalent.  
 Or Three years of experience as Special Director (Medical) or Five years of experience as Head of Examinations in the National Board of Examinations.  
**Desirable :** Training in medical education technology with at least five publications in the field of medical education. Experience as a project director /co-director on a project in the field of medical education, wide knowledge in the modern evaluation techniques including generation of MCQ's, analysis of performance of the candidates.
  - d) **Age :** The applicant must not exceed 55 years of age as on last date of application; there is no other age stipulation.
  - e) **Tenure :** The post is on fixed tenure basis with one year probation.

**NOTE:**

1. Applicant must be Citizen of India.
2. Candidates must possess the prescribed educational qualifications and experience as on the last date of application.
3. Mere possession of minimum qualification and experience does not entitle candidate to be called for interview.
4. Candidates already in Government service/Autonomous Institutions/Statutory Universities must submit their application through proper channel/ through their employer/concerned authority.
5. NBE will not be responsible for any delay or non-receipt of call letters for Interview due to postal/logistic delays/issues.
6. Candidates short listed will only be called for the interview.
7. Applications that are incomplete or received after last date shall not be entertained under any circumstances.
8. NBE reserves its rights to accept or reject any application at its discretion and no correspondence will be entertained in this regard. NBE/Competent Authority reserves its absolute rights to consider and process the applications as per their procedure and take such decisions as may deemed appropriate including but not limited to selection of candidate(s)/interpretation and /or application of criteria
9. Selected candidate will have to join within a period of one month of selection.
10. NBE offers salary structure and other applicable allowances as per corresponding rules; NBE does not provide residential accommodation.
11. NBE/Competent Authority reserves its absolute rights regarding processing any application and take such decisions as may deemed appropriate including but not limited to selection of candidate(s)/interpretation and /or application of criteria as may be deemed appropriate.
12. No interim correspondence in the matter would be entertained.
13. Canvassing shall lead to disqualification of the candidate.
14. A copy of this notice and Application Proforma is also available at [www.natboard.edu.in](http://www.natboard.edu.in) and [www.persmin.nic.in](http://www.persmin.nic.in)  
 Applications in the prescribed proforma alongwith two passport size photographs and attested copies of all certificates should reach **Dr. Anurag Agarwal, Additional Director, National Board of Examinations, NAMS Building, Ansari Nagar, Ring Road, New Delhi 110029 latest by May 15<sup>th</sup>, 2013.**

## APPLICATION PROFORMA

1. Name of the applicant (In Block Letters) .....
2. Father's/Husband's Name .....
3. Date of Birth (DD/MM/YY) .....
4. Postal address: .....
- .....
- .....
- PIN ..... E-mail ..... Telephone .....
5. Permanent Address: .....
- .....
- .....
- PIN: .....
6. Nearest Railway Station / Airport: .....
7. Nationality: .....
8. Marital Status: .....
9. Whether belong to SC/ST/PH/OBC (if yes attach certificate): .....
10. Educational Qualification(s)



Exam Passed	Board/University	Subjects	Division/Percentage

11. Professional training undergone, if any, and details thereof: .....
12. Present post (Name of the Employer): .....
13. Scale of pay and present pay and other allowances (also indicating the Pay-Band and Grade Pay): .....
14. Total experience (Years/Months): .....
- (Mention Details in chronological manner)
15. Details of research work: .....
16. Details of Publications, if any: .....
17. Details of publications: .....
18. Vigilance Status:
19. Experience in Conducting Examinations in field of Medical Education (Please Mention the name of examination, test sponsor, number of candidates, sessions and specific role played in the exam etc:

**Place:** \_\_\_\_\_ **Signature of the Candidate**

**Date:** \_\_\_\_\_

**(Through Proper Channel / Employers Remarks)**

It is hereby certified that Dr \_\_\_\_\_ Age \_\_\_\_\_ yrs s/o or d/o \_\_\_\_\_ is working in the \_\_\_\_\_, which is a Government of \_\_\_\_\_ or autonomous institute/college/hospital/ University created by act of parliament / trust or society since \_\_\_\_\_, last designation as \_\_\_\_\_ and drawing salary in the pay scale/grade pay/basic pay of Rs. \_\_\_\_\_. She / he is an employee in good standing in the rolls of autonomous institute/college/hospital/ University and there is no vigilance or disciplinary matter pending or any major or minor penalty levied upon him/her or contemplated against him or her.  
 The competent authority of this institute/college/hospital/ University has approved and undertaken to relieve the above officer to join NBE in the event of his/her selection to the post.

**(Name)**  
**Designation :**

**Dated:** \_\_\_\_\_

(To be signed by an officer of the administration not below the rank Head of Office/ Incharge of the Administration)  
 N.B. NBE may seek additional or such information as may be required for processing of the application from the applicant or his/her employer.