



NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES NEW DELHI

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

Dated: 24.07.2023

VACANCY NOTICE

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 th 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
Total				89

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 th 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 th 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 th 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 th 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 th 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

		Experience: 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 th 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 th 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 th 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. Experience: 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 th 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.

	Experience: 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 th 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 th 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 th 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. Experience: 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 17th 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.
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

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