



NATIONAL BOARD OF ACCREDITATION
4th Floor, NBCC Place, East Tower, PragatiVihar,
BhishamPitamahMarg, New Delhi-110003,
Phone No: 011-24360683(D), Fax: 24360682, website: nbaind.org

(Advertisement No. 2/NBA/Recruitment – 2013-14)

National Board of Accreditation (NBA), New Delhi invites applications within 20(Twenty) days of publication of this advertisement in the newspaper, in the prescribed proforma, for filling up of a post of Member Secretary in its headquarters at New Delhi on deputation/lien/contract basis.

For details such as pay band / pay scale, educational qualifications, experience, age, etc. please visit the NBA website at URL: www.nbaind.org (opportunities). NBA reserves the full right to cancel the advertisement, without assigning any reason.

(Sr. Admn. Officer)



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Advertisement No. 2/NBA/Recruitment-2013-14

National Board of Accreditation (NBA), New Delhi invites applications within 20(Twenty) days of the publication of the advertisement in the newspapers, in the prescribed proforma for filling up of one post of Member Secretary in its headquarters at New Delhi on deputation/lien/ contract basis. Details are given below:

i.	Pay Band / Pay Scale and Grade Pay	:	PB-4, Rs. 37,400 – 67,000 (Grade Pay Rs. 10,000)
ii.	Age Limit	:	Not exceeding 55 years on the last date prescribed for receipt of applications.
iii.	Method of recruitment and period of deputation/lien/contract	:	By deputation/lien for 5 year or through contract for 5 years period.
iv.	Grades from which deputation to be made	:	Academicians from Universities or Institutions of Higher Education or Officers of the Central/State Govt./Autonomous Bodies or PSUs in the Grade Pay of Rs. 7600/- or higher and possessing the following educational qualifications and experience : - <u>i) Qualifications:</u> Ph.D. in any of the subjects of Engineering and Technology, Management or Pharmacy or Architecture and Town Planning from the recognised University or equivalent; and <u>(ii) Experience:</u> 10 years experience in teaching or research, educational planning or administration, training etc. in the Central or State Govt. or Universities or other Institutions of Higher Education or autonomous bodies or PSUs.

Educational qualifications and experience prescribed may be relaxed at the discretion of the Executive Committee on the recommendations of the Selection Committee in the case of candidates otherwise well qualified and exceptionally deserving.

Application format may be **accessed/downloaded** from the NBA's website www.nbaind.org. The duly filled-in application containing desired particulars/information supported by self attested copies of Educational Qualifications, Experience, etc. should reach the Sr. Admn. Officer, National Board of Accreditation, 4th Floor, NBCC Place, East Tower, PragatiVihar, BhishamPitamahMarg, New Delhi – 110003 within 20 (Twenty) days from the date of publication of the advertisement in the newspapers.

Application envelop should be superscribed as “**APPLICATION FOR THE POST OF MEMBER SECRETARY**”.

Persons already in employment should route their applications through proper channel alongwith NOC from the parent employer.

Persons who are applying on deputation should send their applications through proper channel which should forwarded the same alongwith copies of the previous five years ACRs, Vigilance Clearance and Integrity Certificate. However, an advance copy of application may be sent direct.

For deputation/lien cases, only those candidates whose organizations will relieve them for at least 3 years on deputation / lien will be considered as eligible

Only short-listed candidates will be called for interview. No TA/DA will be paid for attending the Interview.

(R. K. Ganju)
Sr. A. O. (NBA)



National Board of Accreditation

4th Floor, NBCC Building, Eastern Tower
PragatiVihar, Lodhi Road, New Delhi
Ph. 011-24360683

FORM OF APPLICATION

[Note: Completed Application must be sent to National Board of Accreditation, 4th Floor, NBCC Building, Eastern Tower, PragatiVihar, Lodhi Road, New Delhi by ____December,2013]

To be filled by the candidate	For Office use
Advt.No. _____	Application S. No: _____
Post applied for _____	Date of receipt: _____

Affix your recent coloured passport size photograph

1.Name in full (IN BLOCK LETTERS)

2.Please Tick: Male: Female:

3.Marital Status :

4.Date of Birth (DD/MM/YYYY).....
Age (as on Last Date of Receipt of Applications):
Years.....Months.....Days.....

5.Father's/husbands'Name.....

6.Mother's Name.....

7. (a) Address for correspondence :
.....
.....
.....PIN CODE.....
Phone No :(with STD code).....MobileNo.....
E-mail

(b) Permanent Address :
.....
.....PIN CODE.....

8. Are you a citizen of India by birth or by domicile?

9. State 'Yes' if you are differently abled or a member of Scheduled Caste/Scheduled Tribe/Other Backward Class: **(If Yes, Attach an attested copy of the prescribed certificate)**

Differently Abled	Scheduled Caste	Scheduled Tribe	Other Backward Class

10. Educational Qualifications:

Exam. Passed	Year of Passing	Board/Univ	Division	Subject(s)/ Area of Specialisation

11. Professional Qualification (e.g. Professional Trainings, Courses, Computer knowledge etc.)

- (i)
- (ii)
- (iii)
- (iv)

12. Details of employment (in chronological order):-

<u>Organization</u>	Whether Govt./PSU or Autonomous body or Private	<u>Post Held</u>	Whether on regular or contractual basis	Scale of pay/ Pay Band and Grade Pay	<u>Duration</u>		<u>Nature of duties</u>
					From	To	

13. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please attach a separate sheet, if the space is insufficient):

14. List of enclosures: 1.....
 2.....
 3.....
 4.....

DECLARATION

I, _____, hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action taken against me.

Place:

Signature_____

Date:

Full name_____

Endorsement by the Head of the Department or Office

(For candidate already in employment)

No.

Date.....

Forwarded the application of Dr./Shri/Ms_____ (Name & Designation).

It is certified that:

1. The information furnished by Dr./Shri/Ms.....in the application has been verified from official records and found to be correct.
2. It is also certified that no disciplinary/departmental enquiry is either pending or initiated against Dr./Shri/Ms..... , and that he/she is not undergoing any penalty.
3. His/Her integrity is certified.

Signature.....

Designation.....

Stamp.....

Please submit/Forward Application to: Sr. Admn. Officer, National Board of Accreditation, 4th Floor, NBCC Building, Eastern Tower PragatiVihar, Lodhi Road, New Delhi alongwith photocopies of the ACRs for the previous five years, Vigilance Clearance and Integrity Certificate.