



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

National Board of Accreditation (NBA) invites application for the posts mentioned below on purely contract basis from the candidates, who fulfil the eligibility criteria as given below:

Sr. No.	Name of the Position	Eligibility Criteria	Maximum Age limit	Emoluments
1.	Office Assistant(s)	<u>Essential</u> Graduate in Any Discipline. Desirable: (1) Candidates having MBA/ PGDBM and working experience will be preferred. (2) Working knowledge of Computers	45 yrs	Rs.15,000/- to Rs.20,000/-

Note:

- Candidates may [apply online](#) at the website of NBA within seven (7) days from the publication of advertisement in the Newspaper(s).
- The above job is on purely contract basis and no candidate can claim for regularization against the job offered to him/her.
- Preference will be given to the candidates having experience in relevant field and with good communication and writing skill.
- Only short-listed candidates will be called for the interview.
- NBA reserves the right to cancel the candidature of any applicant who is not find suitable for the job and shall not entertain any request from him/her.
- No TA/DA will be admissible for attending the test/interview.

(Member-Secretary)