

NATIONAL BOARD OF ACCREDITATION

4th Floor, NBCC Place, East Tower, Pragati Vihar,

Bhisham Pitamah Marg, New Delh-110003

Website: nbaind.org

VACANCY

National Board of Accreditation (NBA) invites application for the posts mentioned below on purely short-term contract basis for a period of 3 (three) months, from the candidates, who fulfill the eligibility criteria as given below:

Sl. No.	Name of the Post	Eligibility Criteria	Consolidated emolument (per month)
1	Office Assistant(s) (NIRF Project)	Graduate in any Discipline. Desirable: 1. Candidates having MBA/ PGDM and working experience will be preferred. 2. Proficiency in computer usage specifically MS office.	Rs.15000 - 20000
2	Receptionist (Female only)	Graduate in any Discipline with excellent verbal communication skills and organizational capabilities. Candidates with experience as receptionist will be preferred.	Rs.12000 - 15000

Note :

1. Candidates can apply [online / offline\(in prescribed format\)](#). The application must reach in the office of Member Secretary, NBA within 07 days of publication of this advertisement.
2. Preference will be given to the candidates having experience in the relevant field and with good communication and writing skills.
3. Only short-listed candidates will be called for the interview.
4. NBA reserves the right to cancel the candidature of any applicant who is not found suitable for the job and shall not entertain any request from him/her.

(Member Secretary)

Application Form for the Post of Office Assistant and Receptionist in National Board of Accreditation, New Delhi.

1. Name (in Block letters) : _____
 2. Father's Name : _____
 3. Date of Birth : _____
 4. Gender : Male / Female
 5. Present Address : _____

Dist: _____ State: _____ Pin: _____

6. Permanent Address : _____

 Dist: _____ State: _____ Pin: _____

7. Educational Qualifications:

Sl. No.	Exam Passed	Year of Passing	Subjects	% of marks	College/ University/Board
1.	10 + 2				
2.	Graduation				
3.	Post-Graduation				
4.	Others				

8. Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/Institution/ Organization	Post Held	From (MM/YY)	To (MM/YY)	Nature of duties

Signature : _____
 Name : _____
 Tele. : _____
 E-mail ID : _____