



NATIONAL BOARD OF ACCREDITATION
4th Floor, NBCC Place, East Tower,
Pragati Vihar, Bhisham Pitamah Marg, New Delhi-110003
hone No: 011-24369651, Fax: 011-43084903, Website: www.nbaind.org

Advertisement No. 1/NBA/Recruitment-2021-22

National Board of Accreditation (NBA), New Delhi invites applications in the prescribed proforma for filling up of one post each of Member Secretary and Director (Accreditation) in its headquarters at New Delhi on deputation/lien/ contract basis. The details are given below:

1	Name of Position	Member Secretary
2	Number of Posts	One
3	Pay Band / Pay Scale and Grade Pay	Level 14 (Rs. 1,44,200 – 2,18,200)
4	Age Limit for direct recruits	Not exceeding 55 years on the last date prescribed for the receipt of applications.
5	Period of Probation	One Year
6	Method of recruitment whether by direct recruitment or by promotion or by deputation/ contract and percentage and period of deputation to be filled by various methods	By direct recruitment, through deputation/lien for 5 years or through contract for a 5 year period. (For deputation/lien cases, only those candidates whose organisations will relieve them for at least 3 years on deputation/ lien will be considered as eligible.)
7	In case of direct recruitment by deputation/ lien on Contract of 5 years, grades, qualifications, experience and age requirement	Academicians from University or Institution of Higher Education or Officers of the Central/State Govt./Autonomous Bodies or PSUs in the Pay Level 12 or higher and possessing the following educational qualifications and experience: i) Qualifications: Ph.D. in any of the subjects of Engineering and Technology, Management, Pharmacy and Architecture and Town Planning, etc. from the recognised University or equivalent; and (ii) Experience: 10 years' experience in teaching, research, training, educational planning or administration, etc. in the Central or State Govt. or Universities or other Institutions of Higher Education or autonomous bodies or PSUs. (iii) Age: Not exceeding 55 years on the last date prescribed for the receipt of applications.

1	Name of Position	Director (Accreditation)
2	Number of Posts	One
3	Scale of Pay/ Level	13 (Rs. 1,23,100 – Rs. 2,15,900)
4	Age Limit for Direct Recruits	Not exceeding 50 years
5	Educational and other qualifications required for direct recruits	Essential: (for fixed tenure assignment basis) Ph.D. with 50% marks or equivalent CGPA in Master's degree in Engineering / Technology / MBA / PGDM / Pharmacy/Architecture and town planning from a recognized University/Institution or equivalent.
	On Deputation Basis	The qualification for fixed tenure assignment basis will not be applicable for deputation. The persons working in Government organisation with experience as mentioned in column below will be eligible to apply on deputation.
	Minimum experience for Short-term contract	12 years' experience in teaching or research, educational planning or administration, training, etc.
	For Deputation	Holding analogous post or minimum experience of 3 years' service in Level 12 or 8 years' service in Level 11 in the field of teaching, research, educational planning, administration, training, etc. in Central / State Government or Universities or Autonomous bodies set up by the Government.
6	Method of recruitment whether by direct recruitment or by promotion or by deputation/ contract/absorption and percentage and period of deputation filled by various methods	Fixed tenure assignment / deputation In case a candidate is selected on fixed tenure assignment basis, the period of assignment shall be initially for one year and may be extended up to five years on the basis of performance and; if on Deputation, it will be for a period of three years, which may be extended up to five years, subject to satisfactory annual performance.

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.

Interested candidates who fulfil the eligibility criteria, may submit their application in the prescribed format available at NBA website (www.nbaind.org/Jobs). Forward the application complete in all respects along with attested copies of all the documents to:

Consultant (Administration)
National Board of Accreditation
4th Floor, NBCC Place
East Tower, Pragati Vihar,
Bhisham Pitamah Marg, New Delhi – 110003

The last date for the receipt of application is 31st December 2021. The Application should be superscribed as “**APPLICATION FOR THE POST OF MEMBER SECRETARY / DIRECTOR (ACCREDITATION)**” on the envelop.

The candidates already in employment should route their applications through proper channel along with the NOC from the parent employer within 10 days of the last date of submission of an advance copy.

The candidates who are applying on deputation basis should send their applications through proper channel along with the copies of the previous five years ACRs, Vigilance Clearance and Integrity Certificate within 10 days of last date of submission of application/advance copy.

For deputation/lien cases, only those candidates whose organization 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.

Consultant (Administration)
National Board of Accreditation

GENERAL TERMS AND CONDITIONS

1. The engagement / appointment for the post of Director (Accreditation) shall be for a period of 01 year on fixed tenure basis which may be extended upto a period of five years on the basis of performance and if on deputation, it will be for three years which may be extended up to five years subject to the satisfactory annual performance.
2. The maximum age limit for appointment shall be strictly in accordance with the age limit given in the advertisement and shall be reckoned on the closing date of receipt of the application.
3. The scrutiny of applications and selection of candidates will be carried out by a committee constituted by the Competent Authority of the Board.
4. NBA has the right to cancel advertisement and not to proceed in the matter for appointment, at any stage and to accept or reject any or all the applications without assigning any reason, whatsoever.
5. The person selected against the post shall in no case represent or give opinion or advice to others in any matter which is adverse in the interest of NBA nor will he or she indulge in any activity outside the terms of the fixed assignment tenure/deputation.
6. Only shortlisted candidates will be called for interview / personal discussion and communicated date for attending the same accordingly.
7. Candidates applying on deputation basis, may send their application through their organization where they are presently working with their recommendation/clearance.
8. The appointee will be posted in New Delhi office. Timings are 9.00 A.M. to 5.30 P.M., but in the event of an emergency or exigency of work, he or she may be required to sit late or to attend office on Saturdays/Sundays or other closed holidays.
9. During the tenure of assignment/deputation, the appointee shall be entitled for leave and pay & other allowances as per the Government of India Rules. However, no encashment of leave shall be admissible.
10. No TA/DA will be paid for attending the interview/personal discussion/ written test.

11. The candidate should be capable of independently functioning in a multi-discipline environment.
12. The candidates should have working knowledge of computers such as MS Office, Excel, Power Point, Internet and email, etc.
13. The candidate shall have good communication, interpersonal and management skills with ability to work in a deadline driven environment and should have expertise in noting, drafting and office procedure, etc.
14. The decision of the Board on selection of candidates will be final and no correspondence on the subject will be entertained.
15. The Income Tax or any other tax liable to be deducted as per the prevailing Income Tax rules, will be deducted at source before affecting the payment for which a TDS certificate will be issued.
16. The appointment may be terminated at any time without assigning any reason by giving one month's notice. If the appointee desires to leave the Board, he would also be required to serve the notice of one month accordingly.
17. The selected candidates will have no claim for appointment on regular basis by virtue of his or her appointment on fixed tenure assignment/deputation.
18. Canvassing, in any form, will lead to disqualification of the candidate.
19. Candidates are requested to visit NBA's website of www.nbaind.org on regular basis for any new announcement/development in this regard.
20. How to apply:
Interested candidates who fulfil the eligibility criteria, may submit their application in prescribed Application Form available on NBA website, i.e., www.nbaind.org and submit the dully filled-in application form along with the attested copies of all the documents to "Consultant (Administration), National Board of Accreditation, 4th Floor, NBCC Place, Bhisham Pitamah Marg, New Delhi-110 003.
21. The last date for submission of application is 31/12/2021. Applications received after the closing date, shall not be entertained.