

**GOVERNMENT OF INDIA**  
**Ministry of health and family welfare**  
**NATIONAL BOARD OF EXAMINATIONS**  
**ANSARI NAGAR, MAHATMA GANDHI MARG,**  
**NEW DELHI – 10029**

**F NO 21028/CONT/2020/ADVT**

**Dated 13<sup>th</sup> April 2020**

**VACANCY CIRCULAR**

**ENGAGEMENT OF CONSULTANTS, NATIONAL BOARD EXAMINATIONS**

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The National Board of Examinations was established in 1975 with the prime objective of improving the quality of the Medical Education by elevating the level and establishing standards of post graduate examinations in modern medicine on an all India basis.

1. National Board of Examination, proposes to engage the services of two experienced retired officers as :

(1) Consultant (Administration & Office Management)

(2) Consultant (Finance & Revenue Management)

They will be reporting directly to the Executive Director. The officers should be either a retired Deputy Secretary or of Under Secretary or equivalent level possessing the following qualifications and experience: -

1. Consultant (Administration & Office Management): The officer should possess a degree from a recognized university with excellent knowledge and experience in the areas of Administration, Office Management, Training, Experience in

Finance, Recruitment Procedure and Secretarial functioning of a government organization with a proven track record. Should possess excellent communication skills and should be able liaise with outside functionaries in Ministries etc. in performance of his duties.

2. Consultant (Finance & Revenue Management) The officer should possess a degree from recognized university with complete knowledge of accounts, Finance, Budgeting and purchase procedures enshrined in accounting manual, DFPR and General Financial Rules with excellent track record.

**Remuneration shall be commensurate to the qualifications and experience.**

Interested officers may send in their Bio with CV and experience in the format appended with this circular.

All applications should reach by email to the office of Executive Director, National Board of Examination, [edoffice@natboard.edu.in](mailto:edoffice@natboard.edu.in) within 7 days from the date of notification of this circular on the website [www.natboard.edu.in](http://www.natboard.edu.in) i.e. 20<sup>th</sup> April 2020. Shortlisted candidates fulfilling the eligibility criteria would be intimated on 21<sup>st</sup> April 2020 for an “online interview” to be held on 22<sup>nd</sup> April 2020.

**Additional Director, Estt**

**APPLICATION FOR THE POST OF CONSULTANT TO EXECUTIVE  
DIRECTOR IN NATIONAL BOARD OF EXAMINATION**

**1 NAME**

**2 FATHER / HUSBAND NAME**

**3 DATE OF BIRTH**

**4 DATE OF RETIREMENT**

**5 POST FROM WHICH RETIRED**

**6 MINISTRY / DEPARTMENT**

**7 ADDRESS FOR COMMUNICATION**

**8. EMAIL ADDRESS / TELEPHONE / MOBILE NUMBER**

**9. BIO-DATA / CURRICULUM VITAE**

**10. WORK EXPERIENCE**

<b>S.NO</b>	<b>MINISTRY/DEPTT</b>	<b>POSITION</b>	<b>PERIOD FROM TO</b>	<b>NATURE OF DUTIES</b>

**\*ATTACH ADDITIONAL SHEETS IF REQUIRED**

**I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND  
CORRECT TO THE BEST MY KNOWLEDGE**

**SIGNATURE OF THE CANDIDATE**

**PLACE :**

**DATE :**