



# NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES NEW DELHI

No. A.12017/5/1/2023-Estt./

Date : 24.07.2023

## VACANCY NOTICE

### Sub: Appointment of 01 (One) Consultant in NBEMS - req.

The National Board of Examinations in Medical Sciences (NBEMS) is an Autonomous Body under the Ministry of Health & Family Welfare, Govt. of India, established to conduct Post-Graduate Examinations of high standards in the field of Modern Medicines at the National Level.

NBEMS invites applications in the prescribed format from eligible and willing retired officers of the rank of Director and above in the Central Government or equivalent officers in State Government/PSUs for their appointment as Consultant to handle the administrative and vigilance related work in NBEMS.

The duly filled application form in the prescribed format (**Annexure-A**) along with Self-Attested copies of supporting documents should reach: -

*"The Additional Director (Admin),*

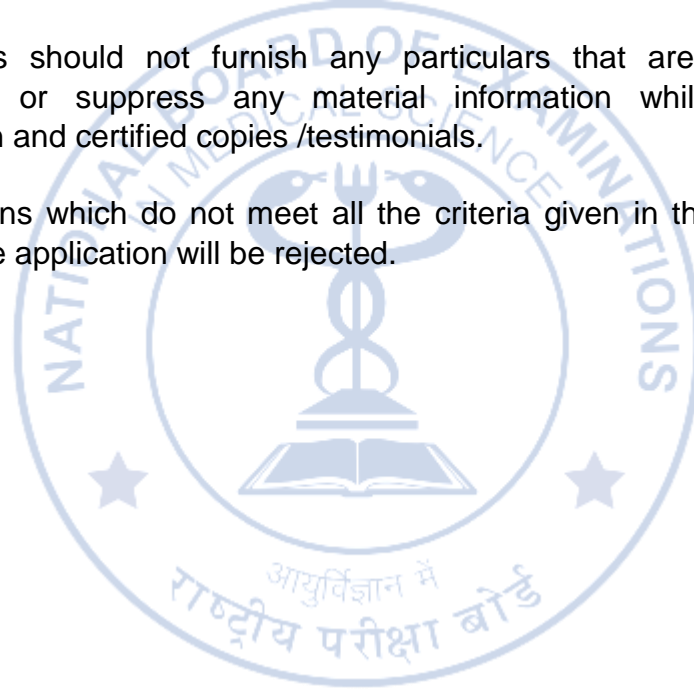
*National Board of Examinations in Medical Sciences, NAMS Building,  
Ansari Nagar, Mahatma Gandhi Marg, New Delhi – 110029."*

**Within 30 days of issue of this notice.**

### Terms and Conditions for Appointment of Consultant are as under: -

- (1) The retired officers who retired from the post not below the rank of Director in the Central Government or equivalent officers in the State Governments or Public Sector Undertakings are eligible to apply for appointment as Consultant for the purpose to handle the administrative and vigilance related work in NBEMS. Self-Attested supporting documents for eligibility (proof of rank and pay level at the time of retirement like copy of PPO, etc.), Age, Identity Card, Address Proof etc. should be enclosed with the application.
- (2) 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 to liaise with outside functionaries in Ministries etc. in performance of his duties.
- (3) The retired officers willing to serve as the Consultant should not be more than 64 years of age as on the last date of receipt of application.
- (4) Engagement shall initially be for a period of 06 (Six) months.

- (5) Extension of engagement if any shall be at sole discretion of Competent Authority.
- (6) Consultant shall be appointed by the Competent Disciplinary Authority in NBEMS.
- (7) The terminated/dismissed officers or retired officers against whom disciplinary inquiry is pending shall not be eligible to apply as Consultant.
- (8) Remuneration shall be paid as per the DoP&T Guidelines.
- (9) The decision of NBEMS will be final and binding, and no correspondence in this regard will be entertained.
- (10) It is clarified that mere submission of application form does not confer any right to the applicant for appointment as Consultant in NBEMS.
- (11) Applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while submitting the application and certified copies /testimonials.
- (12) Applications which do not meet all the criteria given in this advertisement / incomplete application will be rejected.



**NBEMS**

**ANNEXURE – A****PROFORMA**

1.	Name of the Officer	
2.	Service from which the officer has retired	
3.	Last post held before retirement	
4.	Basic Pay of last pay drawn as per 7 <sup>th</sup> CPC	
5.	Pay level of last pay drawn as per 7 <sup>th</sup> CPC	
6.	Date of appointment as Secretary / AS / JS / Director	
7.	Equivalent post in Centre (Secretary / AS / JS / Director)	
8.	Date of birth	
9.	Date of retirement	
10.	PPO No (with copy)	
11.	Permanent address	
12.	Present (Communication) address	
13.	Mobile No.	
14.	Email address	
15.	Details of State Government / Ministry / Department from which the officer is retired (Contact details)	
16.	a. Name:	
	b. Complete Address:	
	c. Contact No.:	
	d. Email ID:	
17.	Whether retired on attaining the age of superannuation / VRS under FR 56	
18.	Whether any penalty imposed during the service period	
19.	If yes, the details thereof	
20.	Experience Details (A Separate sheet may be annexed)	

***Note: If additional space is required, please attach a separate sheet***

Cont...

Place:

Signature \_\_\_\_\_

Date:

**Statement**

I certify that the above facts are true to the best of my knowledge and belief and I understand that I subject myself to disciplinary action under relevant pension rules in the event that the above facts are found to be falsified.

Signature \_\_\_\_\_

