



# NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES NEW DELHI

No. A.11011/3/2024-Estt.

Date: 11.07.2024

## VACANCY NOTICE

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### **Sub: Filling up of various posts in NBEMS on deputation basis**

The National Board of Examinations in Medical Sciences (NBEMS) is an autonomous organization, established by the Ministry of Health & Family Welfare, Government of India, to conduct Post-Graduate Examinations of high standards in the field of Modern Medicine and allied specialties at National Level.

2. NBEMS invites applications from Officers/Officials of the Central Government / State Government / PSU / Autonomous bodies / Statutory Bodies / Universities / Medical Colleges/Institutes recognized by Central or State Governments for filling up the following posts on deputation basis:

S. No.	Name of the Post	Group	Pay Matrix Level (as per 7 <sup>th</sup> CPC)	No. of vacancies
i.	Additional Director (Non-Medical)	A	13	02
ii.	Joint Director (Medical)	A	12	02
iii.	Joint Director (Non-Medical)	A	12	03
iv.	Deputy Director (Non-Medical)	A	11	05
v.	Assistant Director (Non-Medical)	A	10	03
vi.	Section Officer	B	8	03
vii.	Section Officer (OL)	B	8	01
viii.	Senior Assistant	B	7	14
ix.	Multi-Skill Assistant	C	4	03
<b>Total</b>				<b>36</b>

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.

4. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

5. In case of Central Government Employee, it is informed that the NBEMS is not exempted from the Rule of Immediate Absorption from Department of Pension and Pension Welfare as per the conditions laid down in the DoPT's OM No. 4/78/2006-P&PW (D) dated 12.10.2015 & 31.10.2007. The NBEMS Recruitment Rules are not approved by the Administrative Ministry.

6. The eligibility and other conditions for the above-mentioned posts are as under:

**(i) Additional Director (Non-Medical) – 02 posts**

1	Pay Scale	Pay Matrix Level – 13 of 7 <sup>th</sup> CPC
2	Essential	(i) holding analogous posts on a regular basis; or (ii) with 3 years regular service in posts in Pay Matrix Level 12 or equivalent;
3	Desirable	At least 7 years' experience in administration/finance in any institute of repute.

**(ii) Joint Director (Medical) – 02 posts**

1	Pay Scale	Pay Matrix Level – 12 of 7 <sup>th</sup> CPC
2	Essential	(a) (i) holding analogous posts on a regular basis; or (ii) with 3 years regular service in posts in Pay Matrix Level 11 or equivalent; or (b) A recognized Postgraduate Degree in Medical Sciences as approved under Indian Medical Council Act, 1956 (now NMC Act, 2019).
3	Desirable	At least 5 years' experience in conduct of examination/teaching in medical college of repute and knowledge of computers.

**(iii) Joint Director (Non-Medical) – 03 posts**

1	Pay Scale	Pay Matrix Level – 12 of 7 <sup>th</sup> CPC
2	Essential	(i) holding analogous posts on a regular basis; or (ii) with 5 years regular service in posts in Pay Matrix Level 11 or equivalent;
3	Desirable	At least 5 years' experience in administration/finance in any institute of repute and knowledge of computers.

**(iv) Deputy Director (Non-Medical) – 05 posts**

1	Pay Scale	Pay Matrix Level – 11 of 7 <sup>th</sup> CPC
2	Essential	(i) holding analogous posts on a regular basis; or (ii) with 5 years regular service in posts in Pay Matrix Level 10 or equivalent.
3	Desirable	At least 5 years' experience in administration/finance in any institute of repute and knowledge of computers.

**(v) Assistant Director (Non-Medical) – 03 posts**

1	Pay Scale	Pay Matrix Level – 10 of 7 <sup>th</sup> CPC
2	Essential	(i) holding analogous posts on a regular basis; or (ii) with 7 years regular service in posts in Pay Matrix Level 7 or equivalent;
3	Desirable	At least 3 years' experience in administration/finance/vigilance/IT in any institute of repute and knowledge of computers.

**(vi) Section Officer – 03 posts**

1	Pay Scale	Pay Matrix Level – 8 of 7 <sup>th</sup> CPC
2	Essential	(i) holding analogous posts on a regular basis; or (ii) with 5 years regular service in posts in Pay Matrix Level 7 or equivalent.
3	Desirable	At least 5 years' experience in administration/Establishment/Housekeeping/Accounts/Vigilance/Research/IT/finance and knowledge of computers.

**(vii) Section Officer (OL) – 01 post**

1	Pay Scale	Pay Matrix Level – 8 of 7 <sup>th</sup> CPC
2	Essential	(a) (i) holding analogous posts on a regular basis; or (ii) with 5 years regular service in posts in Pay Matrix Level 6 or equivalent; or (iii) Combined service of 10 years in Pay Matrix Level 5 and Level 4.  (b) Graduation with Diploma in Hindi Translation and experience in implementing official language policy for three years.

**(viii) Senior Assistant – 14 posts**

1	Pay Scale	Pay Matrix Level – 7 of 7 <sup>th</sup> CPC
2	Essential	(a) (i) holding analogous posts on a regular basis; or (ii) with 5 years regular service in posts in Pay Matrix Level 4 or equivalent; (b) Possessing Graduate degree from a recognized University or equivalent.  <b>Experience:</b> 5 years' experience in Administration/Establishment/Housekeeping/Accounts/Vigilance/Research/IT/Conduct of Examinations, etc.

**(ix) Multi Skill Assistant – 03 posts**

1	Pay Scale	Pay Matrix Level – 4 of 7 <sup>th</sup> CPC
2	Essential	(i) holding analogous posts on a regular basis; or (ii) with 5 years regular service in posts in Pay Matrix Level – 2 or equivalent.  <b>Experience:</b> 3 years' experience in Administration/Establishment/Housekeeping/Accounts/Vigilance/Research/IT/Conduct of Examination, etc.

7. The initial place of posting will be NEW DELHI but liable to serve anywhere in India.

8. The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the department of Personnel & Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June, 2010 and other orders guidelines amended in this regard, from time to time.

9. The eligibility prescribed is minimum requirement and the same does not automatically make a candidate eligible for selection. Based on their Bio-Data, the candidates will be short listed on the basis of required eligibility and only short-listed candidates will be called for interview.

10. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

11. Applications received through proper channel till the closing date will ONLY be considered.

12. Any amendment to the advertisement will be published in the website of NBEMS at [www.natboard.edu.in](http://www.natboard.edu.in).

13. NBEMS reserves its absolute rights to increase/decrease/withdrawn the number of vacancies without prior notice.

14. The decision of NBEMS shall be final and binding in all respects.

15. The last date for receipt of application will be 45 days from the date of publication of vacancy notice in the Employment News. The crucial date for determining the eligibility will be the last date of the receipt of the application.

16. Application duly certified by the employer along with '**NOC and verification of the details by the Cadre controlling authority**' in the prescribed format and other supporting certificates/documents (Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and duly attested copies of APARs for the last 5 years) must reach to the "**Additional Director (Admin.), National Board of Examinations in Medical Sciences, NAMS Building, Mahatma Gandhi Marg, Ansari Nagar, New Delhi – 110029**" (Registered Office) within 45 days from the date of its publication in Employment News.



आयुर्विज्ञान में  
राष्ट्रीय परीक्षा बोर्ड

**NBEMS**