



**NATIONAL BOARD OF EXAMINATIONS**  
(AN AUTONOMOUS BODY UNDER THE MINISTRY OF HEALTH & FAMILY WELFARE)

**ADVERTISEMENT No.: 21005/RECT/2020**

**IMPORTANT DATES**

DATE OF ELIGIBILITY	31.07.2020
OPENING DATE FOR APPLICATION	11.07.2020 (TIME: 1000 HRS)
CLOSING DATE FOR SUBMISSION OF APPLICATION	31.07.2020 (TIME: 1700 HRS)
DATE OF EXAM	31.08.2020

NATIONAL BOARD OF EXAMINATIONS (NBE) is an autonomous organisation under Ministry of Health & Family Welfare, Government of India, which conducts Post Graduate Examinations of high standards in the field of Modern Medicine and Allied specialties at National level.

**SECTION-1**

**1.1 DETAILS OF THE VACANCY:**

Sl. No.	Name of Post	Pay Matrix Level	No. of Post (s)	Eligibility conditions
(1)	(2)	(4)	(3)	(5)
1.	SENIOR ASSISTANT	Level 7	18	Age: Below 27 Years. Educational Qualifications <b>ESSENTIAL</b> 1. Degree from recognised University/Board 2. To qualify Examination as may be prescribed by NBE
2.	JUNIOR ASSISTANT	Level 2	57	Age: Below 27 Years. Educational Qualifications <b>ESSENTIAL</b> 1. Passed Senior Secondary Examination from a recognised Board/University recognised by Central/State Govt./UT Administration/Education Authority. 2. Proficiency in use of Computers and Basic Software packages such as Windows/Network Operating System/LAN Architecture
3.	JUNIOR ACCOUNTANT	Level 4	7	Age: Below 27 Years. Educational Qualifications <b>ESSENTIAL</b> 1. Bachelor Degree with Maths or Statics or a Degree in Commerce from a recognise University. <b>DESIRABLE QUALIFICATION</b> 1. Three Years experience in dealing with Accounts in some Govt. institutions with knowledge of computer based accounting
4.	STENOGRAPHER	Level 2	8	Age: Below 27 Years. Educational Qualifications <b>ESSENTIAL</b> 1. Senior Secondary (12 <sup>th</sup> of 10+2) <b>OTHER QUALIFICATION</b> 1. Stenographic skill 80/30 W.P.M in Shorthand/Typing 2. Candidates will require to appear in the test in General English/Shorthand & Typing to be conducted by the Board. <b>DESIRABLE</b> 1. Two years experience as Steno in Govt./PSU/Autonomous Body and ability of work processing on Computer

Note:

- The number of vacancies are tentative and may increase / decrease / withdrawn without prior notice.
- A vacancy may be kept unfilled, if no candidate is found suitable.
- Reservations for vacancy of SC/ST/OBC-NCL/EWS as per Govt. of India instructions / rules. Total numbers of vacancies are inclusive of number of vacancies of PWD.

Sl. No.	Name of Post	Pay Matrix Level	No. of Vacancies	RESERVATION			
				UR	SC	ST	OBC
1.	SENIOR ASSISTANT	7	18	11	2	1	4
2.	JUNIOR ASSISTANT	2	57	28	7	5	17
3.	JUNIOR ACCOUNTANT	4	7	5	1	NIL	1
4.	STENOGRAPHER	2	8	5	1	NIL	2

- 1.2 **EDUCATIONAL QUALIFICATION REQUIREMENT:** As Prescribed in eligibility conditions candidates must have acquired the EQR as on date of eligibility for the posts they are applying. Those awaiting results of the final examination as on date of eligibility for the prescribed qualification are not eligible and hence should not apply.
- 1.3 **AGE LIMIT AS ON DATE OF ELIGIBILITY:** Candidate must be above 18 years and not exceeding the age as mentioned in column 5 of table 1.1.
- 1.4 **AGE RELAXATION –** Age relaxation as per GOI instructions / as decided by NBE Governing Body from time to time.
- 1.5 **MODE OF SELECTION -**To qualify the examination(s) or as may be prescribed by NBE. You will be required to register yourself for appearing in the Computer Based Entrance Exam (CBT) to be conducted by TCS on 31.08.2020. For this purpose, you will have to access the website of TCS whose link is indicated below which will take you to their website in which you can register yourself. Based on CBT list of short listed candidates will prepare for each category of post/grade who will be called for a further skill test to be arranged by NBE 20.09.2020. The eligibility of the candidates with reference to the eligibility conditions like Educational Qualification, age limit etc. as prescribed in the Recruitment Rules for the post will be scrutinised only of the short listed candidates. Therefore, every candidate who registers for the CBT should satisfy himself that he or she is eligible for the concerned post/grade and NBE shall take no responsibility, in case they are found unsuitable at the time of skill test to be conducted on 20.09.2020.
- 1.6 **DETAILS OF THE VACANCY:** As specified in column 3 of table 1.1.
- 1.7 **PAY MATRIX LEVEL:** As Specified at column 4 of table 1.1.
- 1.8 **PERSONS WITH DISABILITIES (PwD) CANDIDATES:-** Candidates suffering from various disabilities as identified vide Department of Personnel & Training OM No 36035/02/2017-Estt (Res) dated 15-01-2018 (para-2.2) may select following PWD categories in the application form. CAT A: Blindness and low vision; CAT B: Deaf and hard of hearing; CAT C: Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; CAT D: Autism, intellectual disability, specific learning disability and mental illness. CAT E: Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.
- 1.9 **PLACE OF POSTING :-** NEW DELHI but liable to be posted anywhere in India.
- 2.0 **Website link of TCS for registration** Shall be activated on 11.07.2020

## SECTION – 2 CONDITIONS OF ELIGIBILITY AND OTHER TERMS AND CONDITIONS APPLICABLE

2.1 REMUNERATION AND SERVICE CONDITION: Recruited candidates will get Pay at Levels mentioned in Col. 4 of table 1.1 as per 7<sup>th</sup> CPC Pay Matrix as per Govt. of India rules and other benefits include dearness allowance, house rent allowance, transport allowance, children education allowance, leave travel concession, etc. as per NBE Rules as amended from time to time. The recruited candidates will be covered under New Pension Scheme (NPS) of the government unless provided otherwise as per extant Govt. of India rules. The selected candidates will be appointed on probation as per NBE Rules.

Note:

i) Candidates should ensure that they fulfill all the eligibility criteria before applying the post. Their admission at all stages of the selection process will be purely be provisional, subject to fulfilling prescribed eligibility criteria. If, on verification, at any point of time during or after the selection process, it is found that, they do not fulfill any of the eligibility criteria, their candidature/appointment will be cancelled ab-initio without notice, and no representation in this regard will be entertained under any circumstances.

ii) Provisional shortlisting/selection at any stage of the process or success in the examination confers no right of appointment, unless the NBE is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.

iii) The decision of NBE in all matters related to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination(s), allotment of examination centres and nomination of provisionally shortlisted candidates to a specific office/city will be final & binding on the candidates and no request / representation will be entertained in this regard.

## 2.2 RESERVATION/RELAXATION BENEFITS:

A) A candidate seeking reservation/relaxation benefits must ensure that he/she possess a genuine caste/community certificate in central Govt. format on the date of eligibility.

B) Candidates with benchmark physical disability of 40% and more only would be considered as person with disability (PwD) and entitled to reservation for PwD.

C) It may be noted that, candidature will remain provisional till the veracity of the concerned documents are verified/re-verified by the appointing authority.

## SECTION-3 HOW TO APPLY

3.1 HOW TO APPLY: Candidates must satisfy themselves, before applying, about their eligibility for the post. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per the instructions to avoid rejection at later stage.

A) All applicants must register themselves for appearing in the Computer Based Test to be conducted by TCS. **The following hyperlink will connect you to TCS website for registration on 11.07.2020.** By clicking on this hyperlink you will be directed to the website of TCS wherein you can register.

B) Candidates are advised in their own interest to register themselves in the website of TCS much before the closing date and not to wait till last date to avoid the possibility of any unforeseen contingency. NBE will not be responsible for any delay in receipt of applications due to any reason.

C) The candidate must fill their name, date of birth, father's name & mother's name as given in matriculation/secondary/ITI/Any other examination certificate; otherwise their candidature may be cancelled.

D) Candidates should give their own functional mobile number and valid & active personal email id. NBE will not entertain any request for change of mobile number & email address after submission of applications.

E) Self-attested copies of the following documents must be uploaded at the time of registration with TCS :

(i) 10<sup>th</sup> Class Certificate for age proof & EQR.

(ii) 12<sup>th</sup> Class Certificate.

(iii) Graduation Degree.

(iv) Graduation Marks sheet.

(v) Post-Graduation Degree.

(vi) Experience Certificate.

(vii) NOC, if applicable.

(viii) Caste /PwD/EWS certificate, if applicable issued by competent authority.

(ix) Passport size Photograph – may be uploaded (Use only recent colour photograph taken within last 30 days. Keep sufficient copies of the same photograph for future use.)

(x) Identity proof (ID) (e.g. Aadhaar/Printout of E-Aadhaar, Passport, Voter ID, PAN, Driving License, Original 10<sup>th</sup> Certificate etc.) which must also be carried during the examination & document verification.

F) Contact details such as e-mail, mobile number, correspondence & permanent address etc. must be correct & active during the recruitment cycle. Post receipt of applications there will be no written or telephonic communication from NBE. All details will be uploaded on the website and the candidates must visit the website regularly to get an update of the events and activities related to recruitment process.

G) Candidates are required to submit all the acquired qualification as on date of eligibility.

### 3.2 APPLICATION FEE, MODE OF PAYMENT AND EXEMPTION FROM PAYMENT OF FEE:

#### A) APPLICATION FEE:

(i) Non-refundable application fee of Rs. 1500/- + GST (Rupees One Thousand Five Hundred only) is to be paid by the general category candidates.

(ii) Non-refundable application fee of Rs. 750/- + GST (Rupees Seven Hundred Fifty only) is to be paid by SC/ST/PwD/OBC-NCL/EWS category & Women candidates.

B) MODE OF PAYMENT: Fee is to be paid only through Online mode at the time of registration. Application fee once paid shall NOT be refunded for any reason and under any circumstances nor will it be adjusted against any other examination.

### 3.3 EXAMINATION CENTRES – Details will be uploaded on NBE website.

3.4 SCHEME OF EXAMINATIONS FOR SELECTION PROCESS – Selection will be made through Computer Based Test (CBT) to be conducted by Tata Consultancy Services (TCS) on 31.08.2020. Once the candidates registers himself/herself in the website of TCS further communications regarding test centres time of exam etc. will be communicated by Tata Consultancy Services to the candidates.

The syllabus for the Computer Based Test / Exams to be held on 31.08.2020 are as under :

#### Senior Assistant and Junior Accountant (Graduation Level Exam)

Section name	Marks per item	No. of items
General Intelligence & Reasoning:	1	50
General Awareness:	1	50
Quantitative aptitude:	1	50
English Comprehension:	1	50
<b>Total</b>	<b>4</b>	<b>200</b>

Duration of Test : 180 Minutes

#### Junior Assistant and Stenographer (10+2 Level Exam)

Section name	Marks per item	No. of items
General Intelligence & Reasoning:	1	50
General Awareness:	1	50
Quantitative aptitude:	1	50
English Comprehension:	1	50
<b>Total</b>	<b>4</b>	<b>200</b>

Duration of Test : 180 Minutes

## SECTION-4 MISCELLANEOUS CONDITIONS

### 4.1 Misc:

A) Signatures of the candidates on all documents should be identical and must be in running hand writing and not in block/capital or disjointed letters. Signatures in different style or language at the time of Examinations as may be prescribed by NBE from time to time and document verification etc. may result in cancellation of candidature.

B) Candidates may note that particulars mentioned in the application will be considered as final and no change/alteration/modification will be allowed / entertained after submission of application under any circumstances.

C) In case of fake/fabricated application/registration by misusing any dignitaries name/photo, such candidate will be held responsible for the same and liable for suitable legal action.

D). No Travelling Allowances is admissible to any candidates for appearing in the Examination / Recruitment process.

E). Canvassing in any form will lead to disqualification and rejection of application. In addition to that, NBE reserves the right to initiate legal action against such candidates. Candidature can also be cancelled at any stage of the recruitment on any ground which the organisation considers to be the sufficient cause for cancellation of candidature.

4.2 DISCLOSURE OF SCORES AND RANKING OF CANDIDATES PUBLICALLY: In accordance with the directions issued by DOPT vide its O.M. No.39020/1/2016-Estt. (B) Dated 21.06.2016, after declaration of result, NBE will publish the scores/rankings of the candidates appearing in the examination / Recruitment process as may be prescribed by NBE from time to time on the website. Accordingly, following details of the candidates will be made available on the website: (i) Name (ii) Father's name (iii) Roll No./Registration No of the candidate (iv) Date of Birth (v) Post applied for (vi) Total marks obtained in the qualifying examination (vii) Correspondence address (viii) E-mail. However, at the time of filling up of application form, the candidate will have the option to opt out of disclosing the above details, publicly.

### 4.3 CAUTION: -

A) Candidates are advised not to fall in trap of fraudulent recruitment advertisements and job offers being made by some unscrupulous elements forging NBE name/logo. The official website of NBE is [natboard.edu.in](http://natboard.edu.in) for any information/updates etc.

B) Please note that NBE does not request any payment at any stage of selection process except an application fee as prescribed wherever applicable (required along with the application submission). If you are contacted with any request, please do not respond/act on such E- mail/phone call etc. and inform us immediately, at our E-mail or helpline number.

4.4 COURTS JURISDICTION :- Any dispute in regard to this recruitment / selection process will be subject to the courts/tribunals having jurisdiction over Delhi only.

4.5 Translation ambiguity, if any, shall be resolved by referring to the English version of the advertisement. In case of any ambiguity, the decision of NBE will be final.

4.6 ABBREVIATIONS: NBE = National Board of Examinations, CAT= Category, CBT= Computer Based Test, GST= Goods and Services Tax, CPC= Central Pay Commission, EQR= Educational Qualification Requirement, EWS= Economically Weaker Section, Id= Identification with photo, NOC= No Objection Certificate, NCL=Non- creamy layer, OBC = Other Backward Class, PWD= Person With Disability, SC= Scheduled Caste, ST= Scheduled Tribe, UR=Unreserved

CONTACT US

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