

NATIONAL BOARD OF ACCREDITATION

4th Floor, NBCC Place, East Tower, Pragati Vihar,

Bhisham Pitamah Marg, New Delh-110003

Phone: 011, 24368606, Telefax: 011 24360682

Website: nbaind.org

VACANCY

National Board of Accreditation (NBA) invites applications for the post mentioned below on purely contract basis for a period of 1 year from the candidates, who fulfill the eligibility as given below:

Name of the Post	Number of post (S)	Remuneration	Age limit	Educational and other qualifications	Minimum experience	Contract tenure
Manager (Accreditation)	1	Rs. 65,000/- (Consolidated)	Not exceeding 45 years	Essentials: Masters' degree in engineering/technology MBA/PGDM/Pharmacy/Architecture with atleast 50% marks or equivalent CGPA from a recognized university/institution or equivalent. Desirable: Ph.D. from a recognized university/institution or equivalent	6 years' preferably in technical education	1 year or till the regular appointments are made, whichever is earlier.
Deputy Manager (Administration)	1	Rs. 55,000/- (Consolidated)	Not exceeding 40 years	Essentials: Masters' degree from a recognized university with at least 50% marks or equivalent CGPA. Experience of office management, establishment, general administration, accounts and stores management	6 years'	1 year or till the regular appointments are made, whichever is earlier.
Deputy Manager (Accounts)	1	Rs. 55,000/- (Consolidated)	Not exceeding 40 years	Essentials: Masters' degree in Commerce/Mathematics/ Economics/Management /Engineering etc. with at least 50% marks or equivalent CGPA from a recognized university or equivalent. Desirable: C.A./ICWA/MBA (fin/HR) with Ph.D. Experience in dealing with finance and accounts	6 years'	1 year or till the regular appointments are made, whichever is earlier.

Note :

1. Candidates can apply [offline and online \(in prescribed format\)](#). The application must reach by speed post to the office of Member Secretary, NBA by 6th January, 2018 or can be sent via email at nbait3@nbaind.org.
2. Preference will be given to the candidates having experience in the relevant field and with good communication and writing skills.
3. Only short-listed candidates will be called for the interview.
4. NBA reserves the right to cancel the candidature of any applicant who is not found suitable for the job and shall not entertain any request from him/her.
5. No correspondence in this regard will be entertained.
6. A detailed resume shall also be enclosed with the application.

(Member Secretary)

Application Form for the Post of Manager (Accreditation), Deputy Manager(Administration) and Deputy Manager(Accounts) in National Board of Accreditation, New Delhi.

Post Applied for : _____

1. Name (in Block letters) : _____
 2. Father's Name : _____
 3. Date of Birth : _____
 4. Gender : Male / Female
 5. Present Address : _____

Dist: _____ State: _____ Pin: _____

6. Permanent Address : _____

Dist: _____ State: _____ Pin: _____

7. Educational Qualifications:

Sl. No.	Exam Passed	Year of Passing	Subjects	% of marks	College/ University/Board
1.	10 + 2				
2.	Graduation				
3.	Post-Graduation				
4.	Others				

8. Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient:

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Office/Institution/ Organization	Post Held	From (MM/YY)	To (MM/YY)	Nature of duties

Signature: _____
 Name : _____
 Tele. : _____
 E-mail ID: _____