

GENERAL TERMS AND CONDITIONS:

1. The engagement / appointment shall be for a period of 01 year on fixed tenure basis which may be extended upto a period of five years on the basis of performance and if on deputation, it will be for three years which may be extended upto five years subject to satisfactory annual performance.
2. The maximum age limit for appointment shall be strictly in accordance with the age limit given in the detailed salient conditions of recruitment and shall be reckoned on the closing date of receipt of application.
3. The scrutiny of applications and Selection of candidates will be carried out by a committee constituted by the Competent Authority of the Board.
4. NBA has the right to cancel advertisement and not to proceed in the matter for appointment, at any stage and to accept or reject any or all the applications without assigning any reason, whatsoever.
5. The person selected against the post shall in no case represent or give opinion or advice to others in any matter which is adverse in the interest of NBA nor will he or she indulge in any activity outside the terms of the fixed assignment tenure/deputation.
6. Only shortlisted candidates will be called for skill/written test (as the case may be) interview / Personal Discussion and communicated date for attending the same accordingly.
7. Candidates applying for position at S.No.1 & 2, on deputation basis, may fill their on-line application, and send a printed copy of the application filled by them, through their organization where they are presently working with their recommendation/clearance.
8. The appointee will be posted in New Delhi office. Timing are 9.00 A.M. to 5.30 P.M., but in the event of an emergency or exigency of work, he or she may be required to sit late or to attend office on Saturdays/Sundays or other closed holidays.
9. During the tenure of assignment/deputation, the appointee shall be entitled for leave and pay & other allowances as per Government Rules. However, no encashment of leave shall be admissible.
10. No TA/DA will be paid for attending the interview/personal discussion/ written test.
11. The candidate should be capable of independently functioning in a multi-discipline environment.
12. The candidates should have working knowledge of computer programme such as MS office, Excel, Power Point, Internet and email, etc.
13. The candidate shall have good communication, interpersonal and management skills with ability to work in a deadline driven environment and should have expertise in noting drafting & office procedure, etc.

14. The decision of the board on selection of candidates will be final and no correspondence on the subject will be entertained.
15. The income tax for any other tax liable to be deducted as per the prevailing income tax rules, will be deducted at source before affecting the payment for which a TDS certificate will be issued.
16. The appointment may be terminated at any time without assigning any reason by giving one month's notice. If the appointee desires to leave the Board, he would also be required to serve the notice of one month accordingly.
17. The selected candidates will have no claim for appointment on regular basis by virtue of his or her appointment on fixed tenure assignment/deputation.
18. Canvassing in any form will lead to disqualifications of the candidates.
19. Candidates are requested to visit NBA's website of www.nbaind.org on regular basis for any new announcement/development in this regard.
20. How to apply :
Interested candidates who fulfil the eligibility criteria, may submit their application online by visiting the website www.nbaind.org and simultaneously forward the printed copy of complete application with attested copies of all the documents to "The Member Secretary, National Board of Accreditation, 4th Floor, NBCC Place, Bhisham Pitamah Marg, New Delhi-110 003.
21. The last date for submission of application is 10/01/2019 Applications received after the closing date, shall not be entertained at any cost.