



NATIONAL BOARD OF ACCREDITATION

4th Floor, NBCC Place, East Tower, Pragati Vihar, Bhisham Pitamah Marg, New Delhi –
110003

Phone : 011- 24368606, Telefax: 011-43084903, Website: www.nbaind.org

VACANCY

National Board of Accreditation (NBA) invites applications from interested and eligible candidates for filling up the various posts on contract basis, as per the details given at Annexure-I.

The completed application in the prescribed format (Annexure-II) along with attested copies of testimonials must reach in the office of Member Secretary, NBA on or before 01/06/2018, offline followed by e-mail id: membersecretarynba1@gmail.com or membersecretary@nbaind.org

Member Secretary

General Information

1. This is a contractual assignment. The initial tenure shall be for a period of one year or till the regular appointments are made, whichever is earlier.
2. The appointee will be posted in New Delhi. Office timings are 9:00 A.M to 5:30 P.M, but subject to exigencies of work, the employees may have to sit late or to attend office on Saturdays/Sundays or other Holidays.
3. Emoluments will be consolidated, and will be decided keeping in view the background of the candidate.
4. The employees shall not be entitled to any allowances such DA, HRA, Transport Allowance, Medical reimbursement etc.
5. During the period of tenure, entitlement of leave will be 2.5 days leave per calendar month. No encashment of leave is permitted.
6. Shortlisted candidates will be informed about date(s) for personal discussion with Selection Committee.
7. No TA/DA will be paid for attending the personal discussion with Selection Committee.
8. Canvassing in any form will be treated as disqualification.

Annexure – I

1.	Name of the Post	Manager (Accreditation)
2.	Remuneration	Rs. 75,000/-
3.	Age limit for direct recruits	Not exceeding 45 years
4.	Educational and other qualifications required for direct recruits	<u>Essentials:</u> Masters' degree in engineering/ technology MBA/PGDM/Pharmacy/ Architecture with atleast 50% marks or equivalent CGPA from a recognized university/institution or equivalent with 6 years' experience. <u>Desirable:</u> Ph.D. from a recognized university/institution or equivalent
5.	Contract tenure	1 year or till the regular appointments are made, whichever is earlier.

1.	Name of the Post	Deputy Manager (Accreditation)
2.	Remuneration	Rs. 60,000/-
3.	Age limit for direct recruits	Not exceeding 40 years
4.	Educational and other qualifications required for direct recruits	<u>Essentials:</u> Masters' degree in engineering/ technology MBA/PGDM/Pharmacy/ Architecture with atleast 50% marks or equivalent CGPA from a recognized university/institution or equivalent with 4 years' experience OR Master's degree in any discipline from a recognized university or equivalent with 6 years of experience.
5.	Contract tenure	1 year or till the regular appointments are made, whichever is earlier.

1.	Name of the Post	Assistant Manager (Accreditation)
2.	Remuneration	Rs. 40,000/-
3.	Age limit for direct recruits	Not exceeding 32 years
4.	Educational and other qualifications required for direct recruits	<u>Essentials:</u> Masters' degree in any discipline with at least 50% marks or equivalent CGPA from a recognized University with 3 years' experience
5.	Contract tenure	1 year or till the regular appointments are made, whichever is earlier.

Application Form

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:

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

Signature : _____

Name : _____

Tel. : _____

E-mail ID : _____