

## Application Form for the Post of Accounts Assistant in National Board of Accreditation, New Delhi.

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 : \_\_\_\_\_  
 Tele. : \_\_\_\_\_  
 E-mail ID : \_\_\_\_\_

## **NATIONAL BOARD OF ACCREDITATION**

4<sup>th</sup> Floor, NBCC Place, East Tower, Pragati Vihar,  
Bhisham Pitamah Marg, New Delhi-110003,  
Phone No: 011-24360683(D), Fax: 24360682,  
Website: [www.nbaind.org](http://www.nbaind.org)

### **VACANCY**

National Board of Accreditation (NBA) invites applications for the post mentioned below on purely short term contract basis (renewable on performance basis and solely at the discretion of NBA) from the candidates, who fulfill the eligibility as given below:

<b>Sl.No.</b>	<b>Name of the Post</b>	<b>Eligibility Criteria</b>
1	Accounts Assistant	<ul style="list-style-type: none"><li>➤ B.Com from a recognized University as a regular full time student with 2-6 years experience in handling of accounts.</li><li>➤ CA(Inter)/ICWA(I) is preferable.</li><li>➤ Knowledge of Computer, Tally ERP 9 is essential.</li></ul>

**Note :**

1. Candidates can apply [online / offline\(in prescribed format\)](#). The application must reach in the office of Member Secretary, NBA within 15 working days of publication of this advertisement.
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.

(Member Secretary)