

**Applications are invited from interested person for the post of Consultant/OSD, National Automotive Board (NAB) on short term contract basis.**

**The details of the vacancy are as follows-**

- **Title of the post:** Consultant/OSD, National Automotive Board(NAB)
- **Nature of Employment:** on short term contract.
- **Period of requirement:** Initially six months, extendable if required.
- **Pay & allowances:** Consolidated lump sum payment keeping in mind the past pay & experience.
- **Essential requirement:** Retired Government official having retired at SO / Under Secretary level
- **Age:** less than 65 years as on date of issue of vacancy.
- **Experience:**  
Should have wide experience in administration, accounts, audit and day to day functioning of organization. Preference will be given to those candidates who have experience in framing policies relating to staff matters, accounts, procurement, finance, audit and setting up systems. He/she will also be responsible for day to day administration, liaison, conduct of GC meetings and assisting in functioning of the society. Knowledge of computers (word, excel, ppt) will be preferred.

**Last date of application: 14<sup>th</sup> August 2013.**

**Application with proof of last employment, age, experience, last pay received, should be sent to Under Secretary, AE-I Division, Room No.-431, Udyog Bhawan, New Delhi.**

## Application Form

Name of the Post: Consultant/OSD, National Automotive Board (NAB)

Please affix  
Recent  
photograph

1. Candidates name in capital letters (in English)
2. Father's name in capital letters
3. Date of Birth: --/--/----
4. Age; as on date of publication of vacancy
5. Gender: Male/Female
6. Nationality: Indian/other
7. Educational qualification:
8. Professional qualification:
9. Last post held, if retired, please mentioned the post hold at the time of retirement:
10. Experience:
11. Computer literacy:
12. Last pay received:
- 13: Detail of the past penalties/warnings, if any:
14. Self-Certification and declaration: I hereby certify and declare that:-
  - a. All statements made in this application form are true, complete and correct, to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the selection, my candidature may be cancelled and action can be taken against me.
  - b. I have read the provisions in advertisement carefully and I fulfil all the conditions prescribed in the advertisement.

Signature of the Candidate  
(Unsigned application will be rejected)

Place:

Date: