

**PROFORMA FOR FURNISHING BIO \_DATA FOR THE POST OF**  
**\_\_\_\_\_ ON CONTRACT BASIS IN in NAMS (India), NEW DELHI**

**Ref.Avdt. No.**

Please Paste a Recent Passport size Photograph, duly signed across the photo
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1. Post applied for: \_\_\_\_\_
2. Name of the applicant (**in block letters**):
3. Your Contact details:
  - (a) Mobile:
  - (b) E-mail address:
  - (c) Telephone number:
4. Gender :
5. Address for correspondence:  
(with pin code)
6. Permanent Address:  
(With Pin code)
7. Date of Birth (DD/MM/YYYY):
8. Date of Retirement:
9. Type of retirement (Superannuation/VRS):
10. Ministry/Dept from where retired:  
(Please attach a self-attested copy of retirement order and/or PPO)
11. Name of the organization from where retired:
12. Date of entry into service in the organization  
from which retired:
13. Service to which officer belongs:
14. Post held with Pay scale and Level  
(as per 7<sup>th</sup> CPC Pay Matrix) at the time of retirement:
15. Details of posts held and their Nature of duties in the  
last 5 years of retirement, including the post held at the  
time of retirement (Please attach a separate sheet,

if required, duly signed):

16. Category to which you belong (General/OBC/SC/ST):

17. Citizenship (Indian/Foreigner):

**18. Educational Qualification**

Sl.No	Educational/ Professional Qualification Details	Year of Passing	Name of Board/University

**19. Experience / Eligibility**

Eligibility, Service, Qualification, Experience required for the Post	Eligibility, Service, Qualification, Experience acquired by the officer

20. Computer Skills: (Details)

21. Languages known

22. Please state whether in the light of the entries made above, you meet the requirements of the post (Yes/No)

23. Additional information if any, you would like to  
Mention in support of your suitability for the post. (This  
may include Additional Academic qualifications,  
Professional Training & Work Experience (Please attach  
a separate sheet)

24. Details of penalties during the past 10 years if any:-

### **Self-Certificate and Declaration**

I hereby certify and declare that :-

- i) 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 interview/selection, my candidature may be cancelled and action can be taken against me.
- ii) I have read the provision in the advertisement carefully and I fulfil all the conditions of eligibility regarding age limits, educational qualification etc. prescribed in the advertisement and other relevant rules and instructions.
- iii) I certify that there is no vigilance or any disciplinary proceedings pending against me.

Date:

Place:

SIGNATURE OF THR CANDIDATE

**Consultant (Medical):**  
**Eligibility Criteria and Emoluments**

**I Eligibility**

1. Medical Professional Retired from a post from the Central or State Government or any autonomous body under the Central or State Govt/Non-Government Organization(NGO).
2. Upper Age No bar.

**II Essential Qualifications and Experience:**

1. Post-Graduation in Medical Education from a University recognised by the University Grants Commission of India
2. Having experience of at least 3 years or more in planning, organising and execution of Workshops, Seminars etc. in the field of imparting Training or Medical Education in India.

**III Emoluments**

Rupees One Lakh per month (Fixed)

**IV Work Responsibility**

1. Will carry out successful Planning, Organising, Implementation and Execution of Continued Medical Education (CME) Programs of this Academy;
2. To work as Public Relations Officer for contemporary Medical Education Programmes;
3. Any other work assigned by the President/ Secretary/ Dy. Secretary; and

**V Working Hours.**

1. Full-time/ Office Timings: 9.30 AM to 6.00 PM
2. Five Days Week (Monday to Friday). However, due to exigencies of work, in exceptional cases, there could be a requirement for 7 days working in a week.



**Consultant (Non-Medical):**  
**Eligibility Criteria and Emoluments**

**I Eligibility**

1. Non-Medical Person, Retired from a post the Central or State Government or an autonomous body under Central or State Govt/ Non-Government Organization (NGO) with at least 25 years of experience in various posts held from time to time;
2. Upper Age No bar

**II Essential Qualifications and Experience:**

1. Post Graduation in any stream from a recognised University in India.
2. Having experience of at least 10 years or more in planning, organising and execution of workshops, Seminars etc. in the field of imparting Training or Medical Education in India.

**III Emoluments**

Rupees Seventy-five Thousand (Fixed) per month

**IV Work Responsibility**

1. Responsible for enrolling Associate Fellows/ Members, maintaining and updating NAMS Facebook, Twitter, and Instagram accounts regularly.
2. Regularly visiting NAMS Website and recommending improvements/ corrections for better functioning of the website;
3. Any other work assigned by the President/ Secretary/ Dy. Secretary.

**V Working Hours**

1. Full time/ Office Timings: 9.30 AM to 6.00 PM
2. Five Days Week (Monday to Friday). However, due to exigencies of work, in exceptional cases, there could be a requirement for 7 days of work a week.