

First and Best Services (India) Pvt. Ltd.

Application form suitable persons are invited for appointment to the following posts at NBER/Examination Cell, NIEPMD. Walk-in-Interview will be held on **1st November 2016** at NIEPMD Campus, Chennai.

S.NO	POSITION	Salary	No. of Vacancies	ESSENTIAL QUALIFICATION
1	ADCE(Assistant Deputy Controller of Examinations)	Rs.35.000/-	1 (one)	<ul style="list-style-type: none"> • PG in any RCI recognized course/MPhil in Clinical Psychology (or) • PG in any discipline with D.Ed-SE/B.Ed-SE/Diploma/PG Diploma recognized by RCI (or) • MBA or Equivalent Proficiency in Computer and Hindi 3 Years of Experience in handling the examination section.
2	Assistant Controller of Examination	Rs.27,000/-	1(one)	<ul style="list-style-type: none"> • Post Graduation with D,Ed/B.Ed with proficiency in Computer (or) • Any RCI Recognized Master Degree/MOT/MPT with proficiency in Computer (or) • PG Degree with PG Dip/B.Ed /D,Ed-SE proficiency in Computer (or) • PGDDT/PGDEI with proficiency in Computer And 2 years Experience in related field
3	SE(Software Engineer)	Rs.23,000/-	1 (one)	MCA/B.Tech/BE in Information Technology or Computer Science Engineering. Application/ Mobile App.

				Adequate Knowledge in Web Technology PHP, MySQL, Java Script, AJAX, Linux, Apache Server Environment. Knowledge of WCAG.02 (Web contact accessibility guidance) with Desirable 2 Years of Experience.
4	Accountant	Rs.20,000/-	1 (one)	<ul style="list-style-type: none"> • Commerce Graduate with 2 year Experience with Knowledge of tally & Accounting package.
5	Consultant	Rs.21,000/-	1 (one)	<ul style="list-style-type: none"> • Degree with PG Dip./B.Ed or D.ed in Spl.Edu with Proficiency in Computer. Or • Any RCI Recognized Degree Course/BOT/BPT with Proficiency in Computer. Or • Degree with DCA Or • Degree with Lower /Upper typing in English And 2 years experience in related field.
6	MTM	Rs.15,000/-	1 (one)	+2Pass and Experience in Data Typing, Management, Office Maintenance, Files and Records, Desktop.

APPLICATION FORMAT

Application for the post of :

1. Name in Full (Capital Letters) (as in Matric/Degree Certificate)	
2. Date of Birth (enclose copy of matric certificate)	Day Month Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3. Citizenship Status	Citizen of India By Birth <input type="checkbox"/> By Domicil <input type="checkbox"/>
4. Member of Scheduled Caste (SC) / Tribe (ST) / Other Backward Class (OBC) / Person with Disability (PwD) etc.,	Write SC or ST or OBC (<i>Attach certificate</i>) <input type="text"/> Indicate if Ex-Serviceman (ES) or <input type="text"/> Person with Disability (PWD) <input type="text"/>
5. Address for Communication (with contact number & email id):	
6. Permanent residential Address (with contact number & email is):	
7. Name of Father / Husband	

8. Details of Education starting from matric (SSLC/X Std.,) onwards :- (to give details ONLY ON PASSED COURSES & WHERE DEGREE/CERTIFICATEs etc., ARE ALREADY AWARDED/ISSUED.						
Academic Qualification	Discipline	University /Inst/Board	Year & Month of Entry	Year & Month of Passed	Full Time/Part Time/Corresp	Marks /Class / Division.

9. Additional Qualification / Certificate Courses if any (Training, Apprentice programs attended, refresher courses completed etc,)

Course	Duration	Certificate/ Organisation	Whether Govt authorized/recognized	Class/Mark/details

9. Present Employment with complete details of (enclose experience certificate)

a) Nature of present work & responsibility held :

b) Period of present employment :

c) Salary drawing per month :

11.Experience in chronological order upto the present/last post held :-

Organisation Department/ Office	Designation/ Post held	From	TO	Pay / Salary drawn per month	Nature of Work

12. Explain why you are suitable for the post applied for (please enclose a one page write up)

13.Name & address of three references to whom you were associated during studies,
work :-

(please mention the address; email; phone number; FAX no. etc.,)

DECLARATION OF THE APPLICANT

I hereby declare that the particulars given above by me are true to be best of my knowledge and belief. I understand that in case of any of the information submitted by me is found to be incorrect/false; my candidature is liable to be rejected and action as deemed fit will be taken against me.

Station :

Dated :

SIGNATURE OF THE CANDIDATE WITH DATE

APPLICATION DULY FILLED UP AND ENCLOSED WITH THE SUPPORTING DOCUMENTS SHOULD BE SENT BY SPEED POST / COURIER OR TO BE SUBMITTED BY HAND TO :-

Mr D SHANMUGANATH
M/s FIRST AND BEST SERVICES (India) Pvt Ltd.,
No.36/50, 12th West Cross Street, MKP Nagar,
CHENNAI – 600 039
Ph. 95009 97080
Ph. 0422 4212994.
Email : info.firstandbest@gmail.com