Applications are invited on prescribed proforma for the Posts of Deputy Secretary (Technical)/Assistant Secretary (Nursing) on deputation basis

1. **Deputy Secretary (Technical):** in the pay scale of Rs. 15600-39100 with grade pay of Rs 5400 plus other allowances as admissible under Council provisions. On deputation basis for a period of three years or until further orders (whichever is earlier).

   **No. of Post-1(one)**

   **Educational Qualification:**

   i) Masters Degree in Nursing.
   ii) Registered Nurse and Registered Mid-wife or equivalent duly registered with any State Nursing Councils in India
   iii) 7 years experience after Post Graduation in Nursing out of which at least 4 years experience in a regulatory/statutory bodies, School/Colleges of Nursing under Central/State Governments

   **Desirable:**

   i) Candidates with good academic record and possessing working knowledge in Nursing institutions will be preferred.
   ii) Working Knowledge in Modern Management Techniques, Computer Applications, Management Information Systems etc.

   **Age Limit:** Between 30-40 years of age. (Relaxable up to 45 years in case of government servants in accordance with the instructions or orders issued by the Central Government).

2. **Assistant Secretary (Nursing):** in the pay scale of Rs. 9300-34800 with grade pay of Rs 4800 plus other allowances as admissible under Council provisions. On deputation basis for a period of three years or until further orders (whichever is earlier).

   **No. of Posts-2 (two)**

   **Essential:**

   i) Masters Degree in Nursing.
   ii) 5 years experience in Nursing administration and teaching after post graduation in any regulatory/statutory bodies/ School/ Colleges of Nursing under Central/State Governments
Desirable:

i) Candidates with good academic record and possessing working knowledge in Nursing institutions will be preferred.

ii) Working Knowledge in Modern Management Techniques, Computer Applications, Management Information Systems etc.

Duly filled in Application form should be sent to President, Indian Nursing Council, Temple Lane, Kotla Road, New Delhi-1100002 in a sealed enveloped superscribed “Confidential: Application for the Post of Deputy Secretary/Assistant Secretary”. The last date for receipt of Application: 5th July 2011

Details and format of application proforma is available on the website namely www.indiannursingcouncil.org

President
Indian Nursing Council
Instructions to candidates

1. Candidates should fill up the application form carefully by incorporating all the particulars.

2. Applications should be duly forwarded through Proper channel/Head of the Office (Applications not forward through Proper channel/Head of the Office will be summarily rejected.)

3. The post of Deputy Secretary/Assistant Secretary (Nursing) is to be filled purely on deputation basis for a period of 3 years or until further orders whichever is earlier.

4. Mere eligibility will not entitle the candidates to be called for interview. Indian Nursing Council reserves the right to shortlist the candidates to be called for the interview.

5. Candidates called for interview will not be entitled to any TA/DA.

6. Incomplete applications or applications not supported by attested copies of testimonials will be rejected. Candidates in their own interest should fill up the application carefully.
Application form

Post Applied for Deputy Secretary (Technical) ☐  Assistant Secretary (Nursing) ☐

1. Name (in block letters) : ________________________________________________

2. Present Designation : ________________________________________________

3. Pay Scale with total emoluments : ______________________________________

4. Address of place of work : ____________________________________________

5. Father's/Husband's name : ____________________________________________

6. Date of Birth : ______________________________________________________

7. Address Permanent : ________________________________________________

Correspondence : ______________________________________________________

E-mail : ______________________________________________________________

Mobile : ______________________________________________________________

Phone(0) : ____________________________________________________________

Phone (R) : ___________________________________________________________

8. RN & RM No. : ________________________________________________________
(attested certificate to be enclosed)
9. Educational Qualification:

<table>
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<th>Qualification</th>
<th>Board/University</th>
<th>Year of passing</th>
<th>Subjects</th>
<th>Percentage of Marks obtained</th>
<th>Division</th>
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<td>Matriculation /10th Pass*</td>
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<td>12th pass</td>
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<td>B.Sc(N)</td>
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<td>M.Sc(N)</td>
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Attested copies of Certificates/Testimonials to be attached.

*Indicating Date of Birth of the candidate.

10. Any other qualification (Please Specify):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

11. Experience:

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<tr>
<th>Sl. No.</th>
<th>Post held/Name of the Institution</th>
<th>From</th>
<th>To</th>
<th>Total years of Experience</th>
<th>Duties and Responsibilities</th>
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12. Membership of Professional Bodies:

1. ____________________________
   (Specify details with proof)

2. ____________________________

3. ____________________________

4. ____________________________

I hereby declare that the above particulars are true to my knowledge and belief. And that I have not suppressed any information.

**Signature**

Name of the Candidate : ________________________________

Date : ________________________________

Place : ________________________________

(Note In case any of the above particular furnished are found to be false at any stage, the candidatures/employment of such candidate is liable to be cancelled without any notice)