

## General Conditions

**A. Submission of Application:** Interested candidates fulfilling the eligibility criteria are requested to apply online in the link <https://qcin.org/careers>, available on QCI website. QCI strongly encourages women candidates to apply.

**B. Nominations:**

Nominations are invited from reputed Professionals / Organizations for the post of CEO, NABET. The nominations can only be forwarded by the Head of Institution / Organisation / Industry of repute for the eligible candidates enclosing the following documents:

- i. Duly signed Covering Letter from the Head of Institution / Organisation / Industry, on the letter head of the organization.
- ii. Duly filled in nomination form available at <https://qcin.org/careers>
- iii. Latest CV of the candidate being nominated.
- iv. Copy of print-out of online application form submitted by the candidate / copy of acceptance email giving Form Id no.

The envelope submitting the nomination should be superscribed as 'NOMINATION FOR THE POST OF CEO, NABET' and posted at the address 'Quality Council of India, 2<sup>nd</sup> floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi-110002'.

**Please note that the nomination shall only be considered provided the applicant has applied online within the stipulated date & time**

**C. The last date to apply online / receipt of nominations is Tuesday, 31<sup>st</sup> January, 2023, 11:00 pm.**

**D. Guidelines for submission of application**

*(all the applicants are requested to go through the guidelines given below before filling the online application)*

1. Minimum required experience for a post shall be counted after obtaining of the essential qualification only.
2. The essential qualification must be obtained through full-time mode from a University or Institute recognized by appropriate regulatory authority of India.
3. Only the completed online applications which are submitted shall be considered i.e. the applicant should receive a confirmation message on his/her registered email **(kindly note that after clicking on submit button the message for successful submission of application should appear on the screen for confirmation of submission of application).**
4. Incomplete applications wherein the applicant does not receive any confirmation of submission within the closing date & time shall not be considered.
5. After the last date of application, the data relating to all un-filled / not submitted applications will be purged/deleted from the system and no representation to that effect will be considered.
6. QCI reserves the right to not to fill the vacancy or cancel the advertisement without assigning any reason.
7. Last drawn salary must be commensurate with the post applied for (candidate must upload the last salary slip).

8. Relevant documents required as per the online application should be uploaded.
9. Any application or document received through post/mail shall not be considered (except for documents from nominating organizations/persons which should be as per s.no. 'B' above).
10. Persons already in employment should upload NOC from the present employer and vigilance clearance (not mandatory for candidates working in private sector) from parent department. However, in case the NOC/Vigilance clearance is not available at the time of application, the same should be submitted at the time of document verification before interview (in case called), failing which he/she would not be allowed to attend the interview.
11. QCI reserves the right to do a background check of the applicants called for interview, and if any discrepancy is found, the person shall be ineligible to proceed further with their candidature.
12. The eligibility of candidate in terms of age & experience shall be determined as on closing date of the advertisement.
13. Screening Committee may adopt criteria higher than the minimum prescribed w.r.t. Age, Experience, Qualification, etc. to shortlist eligible candidates and the decision of the Screening Committee shall be binding on all.
14. Applying for a post and merely fulfilling the eligibility criteria does not confer the right to be called for interview. Only shortlisted candidates will be called for interview.
15. The decision of QCI in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing of any type and from any source will disqualify the candidature of the applicant.
16. In case of any dispute / grievance that may occur/be represented during the entire process of selection, the decision of QCI shall be final and binding.
17. **No TA/DA shall be paid for attending the interview.**
18. Online interview may be allowed for justifiable reasons, however, the candidate should ensure at his/her end proper internet connection, availability of video conferencing application as instructed by QCI, and QCI shall not be responsible for any issue during the interview.
19. Selection Panel may be drawn for one year.
20. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, QCI reserves the right to modify/ withdraw/ cancel any communication made to the candidate.
21. In case of any query, kindly send an email at [hr@qcin.org](mailto:hr@qcin.org). No query on phone shall be entertained.
22. **In case of any issue pertaining to submission of online application or if any technical support is required may kindly email at [support@7techies.zohodesk.in](mailto:support@7techies.zohodesk.in)**