

## **General Guidelines**

**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, NABC. 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 candidate / copy of acceptance email giving Form Id no.

The envelope submitting the nomination should be superscribed as '**NOMINATION FOR THE POST OF CEO, NABC**' and posted at the address '**Quality Council of India, World Trade Centre, J-200, Block J, Narouji Nagar, Safdarjung Enclave, New Delhi- 110029.**

**However, in case of nomination, the application shall only be considered if the applicant has applied online also within the stipulated time-period.**

Last date to apply online / receipt of nominations is **31.07.2025, 5:30 pm.**

**C. General guidelines**

(all the applicants are requested to go through the guidelines below before filling online applications)

1. Only the online applications which are properly 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**).
2. The applicants are required to take out a print out of the finally submitted online application form and retain it for their future reference.
3. Incomplete applications wherein the applicant does not receive any confirmation of submission within the closing date & time shall not be considered.
4. Once the final submission is done, applicants will not be able to make any changes online and no request for change/correction/modification will be entertained or allowed under any circumstances.
5. The applicants are advised to fill in all their particulars in the online application form carefully as submission of wrong information may lead to rejection apart from debarment by QCI.
6. Applicants are advised in their own interest to submit the online application much before the closing date and not to wait till the last date.

7. 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.
8. Any application or document received through post/mail shall not be considered.
9. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
10. QCI reserves the right to increase/ decrease the number of advertised posts or not fill any vacancy or cancel the advertisement (partially or fully), without assigning any reason.
11. Any consequential vacancy arising after the issuance of this advertisement / at the time of interview may also be filled from the available applicants.
12. Last drawn salary must be commensurate with the post applied for (candidate must upload the last salary slip).
13. Candidate must upload the degree certificate as proof of educational qualification claimed. In the absence of Degree certificate, provisional certificate along with mark sheets pertaining to all the academic years should be uploaded with all the relevant documents required as per the online application.
14. If document/ certificate furnished is in a language other than Hindi or English, a transcript of the same is to be submitted.
15. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
16. Experience Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. No alternative document will be accepted in lieu of the experience certificate.
17. Applicants will be short-listed for interview only on the basis of the information provided by them in their online applications.
18. Documents submitted in support of the claim made in the online application will be examined only if the candidate is prima facie eligible to be shortlisted on the basis of information regarding qualifications and experience claimed in the online application. Applicants must ensure that such information is true.
19. At any subsequent stage or at the time of interview any information given by candidate or any claim made by them in their online, applications is found to be false, their candidature/selection/appointment as applicable, will be liable to be rejected and they may also be debarred either permanently or for a specified period by the QCI.
20. All the correspondence with the applicants shall be made as per their registered email address provided in their online application form only. Applicants are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by QCI through email only.
21. Any re-consideration and representation requests of any form made by an aggrieved candidate will not be accepted by QCI at any stage of the process.
22. QCI does not own any responsibility of any false/misleading information available at any other website or online forum other than QCI's website.

23. The period of experience rendered by a candidate on part time basis, freelancing, visiting/guest faculty will not be counted while calculating the valid experience for shortlisting the applicants for interview.
24. 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/interview, the same should be submitted within 10 days after the interview (in case selected), failing which he/she will not be given the offer letter and in no case shall be allowed to join.
25. The Screening Committee may adopt criteria other than the minimum prescribed w.r.t Age, Experience, Qualification, etc. to shortlist eligible applicants, subjected to the number of applications received for a particular post. Further, the decision of the Screening Committee shall be binding on all. No correspondence/queries with regard to reasons for non-shortlisting/selection shall be entertained.
26. The eligibility of a candidate in every respect shall be determined as on closing date of the advertisement.
27. Required experience shall be counted after obtaining the minimum qualification.
28. Applying for a post and merely fulfilling the eligibility criteria does not confer the right to be called for interview. Only shortlisted applicants will be called for interview. No interim correspondence shall be entertained. For updates you are advised to go through the QCI website.
29. The decision of QCI in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type and from any source will disqualify the candidature of the applicant.
30. In case of any dispute / ambiguity that may occur in the process of selection, the decision of QCI shall be final.
31. No TA/DA shall be paid for attending interview.
32. Selection Panel may be drawn for one year or approved by competent authority.
33. QCI shall conduct a background check on applicants & any concealment of information will make the candidate liable for cancellation of his/her candidature.
34. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, QCI reserves the right to modify/ withdraw/ cancel any communication made to the candidate.
35. In case of any query, kindly send an email at email id [hr@qcin.org](mailto:hr@qcin.org) . No query on phone shall be entertained.
36. **In case of any issue pertaining to submission of online application or if any technical support is required may kindly email at [qcihr.7t@gmail.com](mailto:qcihr.7t@gmail.com)**
37. Court of jurisdiction for any dispute will be at Delhi.
38. In case of any discrepancy in English & Hindi version, the English version shall prevail.