

राष्ट्रीय बागवानी बोर्ड

National Horticulture Board

कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार

Ministry of Agriculture & Farmers Welfare, Govt. Of India

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06.07.2026

CORRIGENDUM

This is in continuation of the advertisement uploaded on the NHB website regarding the "Engagement of Consultants and Resource Persons on Contract Basis (01.07.2026 to 08.07.2026)" for engaging the services of 01 Chief Consultant (Exports), 01 Consultant (Accounts), 01 Consultant (Executive Assistant/Personal Executive) and 01 Resource Person(Executive Assistant/Personal Executive) purely on Contract basis, initially for a period of one year, extendable by a further period of upto two years subject to annual performance/review.

The eligibility criteria for the post mentioned at S.No.3 and S. No. 4 have been revised with minor changes as mentioned below:-

S. N.	Position	No. of Posts	Monthly remuneration (Rupees)	Essential Qualification	Experience	Experience/Desirable Skills
3	Consultant (Executive Assistant/Personal Executive)	01	80,000	Post Graduate in any discipline or MBA from any recognized University.	07 years	The candidate should have proficiency in noting and drafting of official communications; handling e-Office/e-File systems and digital records; preparation of reports, minutes of meetings, and presentations; email and correspondence management; MS Office Suite (Word, Excel, PowerPoint); and coordination with senior executives and stakeholders. The candidate should have experience in Government Departments, Public Sector Undertakings, Autonomous Bodies, International Organizations, or reputed Corporate Organizations as Personal Assistant, Executive

						Assistant, Office Executive, Resource Person, or in an equivalent position.
4.	Resource Person (Executive Assistant/Personal Executive)	01	50,000	Graduate in any discipline from a recognized University	05 years	-do-

Procedure for submission of applications may be read as under:-

The applications for above two posts may be submitted through email at **md@nhb.gov.in** and **nhbpersonnel@gmail.com** latest by **5:00 PM on or before 10.07.2026**. Applications received after the stipulated date and time shall not be entertained. Application through email shall only be entertained, so there is no need to send the applications in physical form.

The application should be submitted in the prescribed format (**format attached**) with the following documents duly self-attested by the applicant:-

- i) Copy of degree and Mark sheets in respect of educational qualification indicated in the Performa.
- ii) Copy of Experience certificates.
- iii) Copy of PAN Card and Aadhar card

Note:- All the applicants are advised to visit our website www.nhb.gov.in for regular updation.



Application Form

Affix
passport
size
coloured
photograph

1. Name and address (in Block letters):
2. Date of Birth (DD/MM/YYYY):
3. Name, Service and address of the Parent Organization:
4. Nature of Parent Organization:

(Central Govt/State Govt/UTs/recognized Research Institution/Agriculture University/PSUs/Semi-Govt./Autonomous/Statutory Organizations or any other private repute institution)

5. Date of joining Service:
6. Date of superannuation under current Organization:
7. Details of Educational Qualification:

Sl. No.	Qualifications	Year of passing Degree/Diploma	University/ Institution	Subject	Subject of Specialization

8. Whether you full-fill the eligibility criteria prescribed for the post: -Yes / No

9. Details of Experience/employment in current organization/department:

Name of post held	Name & Address of Employer	From	To	Pay Scale/Pay Level (Rs.)	Nature of duties	Whether appointment through UPSC/State PSC or otherwise

10. Additional information, if any, which you would like to mention in support of your suitability for the post.

- Self-attested copies of educational certificates and mark sheets
- Self-attested copies of experience certificates
- Self-attested copy of PAN Card
- Self-attested copy of Aadhaar Card
- Any additional supporting documents -

Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. In case any information is found false or incorrect, my candidature may be cancelled by the organization.

Date: _____

Place: _____

(Signature of the Candidate)

Name of Candidate: _____

Address: _____

Mobile No.: _____

Email ID: _____