

**DETAILS OF ESSENTIAL/DESIRABLE QUALIFICATIONS,
EXPERIENCE, AGE LIMIT AND JOB DESCRIPTION**

1. JOINT SECRETARY (On Deputation) – Rs.37400-67000+ GP 8700

A) Essential:

- a. At least Second Class Master's Degree from a recognized University.
- b. About ten years experience in any two of the following fields.

1. Experience of educational planning/ administration particularly related to curriculum development in school education.
2. Examination Reforms with Particular reference to improvement of mechanics of examination, internal assessment scholastic and non-scholastic achievement.
3. Text-books planning, preparation and production at the school stage.
4. Organizing of Seminars, Conferences and Orientation Programmes for teachers and key personnel.
5. Conduct of public examinations at the Board or University level.
6. 5 Years experience in Grade Pay 7600 Or 10 years in GP 6600

B) Desirable:

- i. Teachers Training Degree.
- ii. Knowledge of rules regulations and procedures of examining bodies/autonomous educational organization.
Good working knowledge of both English and Hindi.

Age limit:

On Deputation

Not exceeding 56 years.

Note : In case of exceptionally qualified candidates, the experience condition may be relaxed by the Board.

2. Education Officer/Head (IR) (On Deputation) – Rs.37400-67000+ GP 8700

A) Essential:-

- i. Second class Master's Degree from a recognized University in mathematics/Science/English/ Economics.
- ii. Degree in Teaching Education from a recognized University/Institute.
- iii. Working Knowledge of Hindi and English.

B) Desirable:

- i. M. Phil degree.
- ii. Published work.

In case of Recruitment by promotion/deputation/absorption, grade from which promotion/ deputation/absorption to be made

A. Officers of the Central/State/Statutory Bodies or Autonomous Organisation and persons of eminence from similar fields:

1. Holding analogous posts on regular basis.

or

2. With at least five years service in PB3 scale of pay of Rs. 15600-39100/-+ Grade Pay of Rs. 7600/- or equivalent.

or

3. (i) with at least ten years service in PB3 scale of pay of Rs. 15600-39100/-+ Grade Pay of Rs. 6600/-

and

Having 12 years experience as Principal of a Higher/Sr. Secondary School/Intermediate College.

or

(ii) 10 years experience as a Lecturer in NCERT/SCERT/State Institute of Education/Department of Education **and**

B. Experience in organizing seminars in-service course, orientation programmes for teachers, symposia, educational conferences, sports rallies and General Library meets and also in handling vocational subjects.

C. Experience of conducting University/Public/Board Level Examination.

D. Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.

E. Preparation and production of text books.

Age Limit:- The age is not exceeding by 56 years.

03. DEPUTY SECRETARY

Pay Band : Scale of Pay:- PB-3 Rs. 15600-39100+GP Rs. 7600/-

Educational Qualification:

Essential:

1. At least a Second Class Master's Degree of a recognized University.
2. About eight years experience of educational administration and or teaching/working in examining bodies or other educational organizations with similar functions.

Desirable:

1. Knowledge of rules, regulations and procedures of examining bodies/autonomous educational organisation.
2. Experience of dealing with budget accounts financial & establishment matters.

Or

Assistant Secretaries with five regular, continuous service i.e. with a GP of Rs. 6600/- and confirmation in the grade will be eligible for consideration.

3. Good working knowledge of both English and Hindi

Experiences:

1. Assistant Secretary/E.O. to CM (i.e. with a GP Rs. 6600/-) with five years regular, continuous service and confirmation in the grade and who is in possession of at least Bachelor's Degree from a recognized university, will be eligible for consideration.

Age limit: Not exceeding 56 years for deputation

04. Deputy Director (Examination & Reforms)

Method of appointment:- Direct/Deputation failing which on contract basis for the period of three years extendable upto three more years.

Scale of Pay:- PB-3 Rs. 15600-39100+GP Rs. 6600/-

Essential Qualification:-

- A. Possessing a Master Degree from a recognized university or institution.
- B. Having five years experience in aspects of CCE/Examination reforms at Board/University level.
- C. Experience in interpretation of scores, uses of test results for purpose of guidance, academic production and curriculum evaluation.
- D. Applicant should be proficient in using computer.

Age Limit:- Not exceeding 45 years as on closing date of the receipt of applications.

05. ASSISTANT SECRETARY

Pay Band : Scale of Pay:- PB-3 Rs. 15600-39100+GP Rs. 6600/-

Eligibility Conditions : i. At least 2nd class Bachelor's Degree from recognized University.
ii. At least five years experience in supervisory capacity in a Secondary Education Board/University/Govt. Departments/Autonomous Educational Organisations with similar functions.

Desirable:
i. Good working knowledge of both English and Hindi.
ii. Knowledge of handling grievance cases.

Age Limit : Not exceeding 35 years

06. Name of the Post: Deputy Financial Advisory
Pay Scale: Rs. 15600-39100 +GP Rs. 6600/-
Method of Recruitment: By transfer on deputation
Essential:

A. Officers belonging to organised Accounts/Finance Service of the Central/State/Semi Government or Autonomous Organisation possessing a Bachelor's Degree and

- i. Holding analogous post on regular basis;
OR
- ii. With 05 years regular service in the pay scale of Rs. 8000-275-13500 (pre revised) or equivalent.
OR
- iii. With 06 years regular service in the pay scale of Rs. 7450-225-11500 (pre revised) or equivalent
OR
- iv. With 08 years regular service in the pay scale of Rs. 6500-200-10500 (pre revised) or equivalent

AND

B. Possessing 05 years experience of budget preparation, consolidation of Accounts, Internal Audit and Financial Advisory at supervisory level.

Age limit : Not exceeding 56 years

Note: In case of exceptionally qualified candidates, the experience clause may be relaxed by the Board.

07. PROGRAMMER:-ON DEPUTATION 15600-39100 + GP 6600

Essential:

- i. Post Graduate Degree with minimum 60% marks and one year P.G. Diploma in Computer Science/Computer Application from a recognized University/Institute.

OR

Master's Degree in Computer Application or M.Tech in Computer Science

- ii. At least 3 years experience in the field of Data Processing, Data Management, Software Development or Programming with ability to handle visual basic, SQL, C++ and html in a reputed organization in the pay scale of PB3 Rs.15600-39100+Grade Pay 5400 or 5 years experience in the aforesaid field in the pay scale of PB2 9300-34800+ Grade Pay 4800.

Desirable:

Experience in the field of Internet Technology, Setting up Internet/Internet for the organization, knowledge of office automation, Software Engineering, Web Designing etc.

Age limit :

Not exceeding 56 years.

08. ASSISTANT PUBLIC RELATIONS OFFICER IN THE PAY SCALE OF RS. 15600-39100 + RS. 5400/- (ON DEPUTATION) OR IN CASE OF CONTRACT BASIS @ RS.15,000/- PER MONTH

Essential:

A. Officers of the Central/State/Semi Government or Autonomous Organization.

i) Holding analogous posts;

OR

With 02 years service in the pay scale of Rs. 9300-34800 + Rs. 4600/- or equivalent in the field of Public Relation.

OR

With 03 years experience in the pay scale of Rs. 9300-34800 + Rs. 4200/- or equivalent in the field of Public Relation.

ii) In case of contract appointment, any person having held an analogous post (with reference to the nature of duties and total emoluments) with experience in Public Relations at least for a period of five years.

AND

B. Second class Master's degree preferably in the subjects of Mass Communication/English/Sociology/Psychology/Public Administration from any recognized University.

Desirable:

- i. Diploma/Certificate in journalism or Public Relations.
- ii. Experience in Computing.
- iii. Proficiency in English.
- iv. Good working knowledge of Hindi.

Age:

- i) Not exceeding 56 years as on 1st July of the relevant recruitment year..
- ii) In case of contractual appointment not exceeding 40 years as on 1st July of the relevant recruitment year..

09. ASSISTANT VIGILANCE OFFICER (ON DEPUTATION):-

Method of appointment:- Deputation

Pay Band : Pay Band-3 of Rs. 15600-39100+ GP Rs. 5400

Essential Qualification:-

1. Bachelor's Degree from a recognized University.
2. Officials holding analogous post in PB-3 in the Pay Scale of Rs. 15600-39100 with grade pay of Rs. 5400 on regular basis
or
Officials holding the post of Section Officer with 3 years regular service in the Pay Scale of Rs. 9300-34800+Grade Pay of Rs. 4600/4800.
or

Head Assistant with 6 years regular continuous service in the PB-2 Pay Scale Rs. 9300-34800
Grade Pay of Rs. 4200 or above.

3. Should have undergone training in Vigilance matters from IST&M or equivalent.
4. Should have not less than 3 years experience in Vigilance matters, disciplinary proceedings in Govt. organizations/autonomous bodies.

Desirable:-

1. Experience in conduct of examination of 10th, 12th, Administration & establishment matters
2. Knowledge of CCS (CCA) rules, CCS (Conduct) rules & establishment rules.
3. Fully conversant in English & Hindi.

10. ACCOUNTS OFFICER IN PB-2 RS. 9300-34800+ GP RS.5400

1.	Name of the Post	Accounts Officer
2.	No. of Posts	05
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 15600-39100 +GP Rs. 5400/-
5.	Whether Selection Post or non-Selection Post	Selection post
6.	Age limit for direct recruitment	Not applicable as the post is meant to be filled on deputation basis which should not exceed 56 years as on closing date of the application.
7.	Educational and other qualifications required.	<p><u>Essential:</u></p> <p>(i) Persons who have passed SAS/SOGE/JAO or any other equivalent examination conducted by the organized accounts deptt of central/state govt. and at least Bachelor's Degree from a recognized university.</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree in Commerce/Finance/Accounts from a recognized university.</p> <p style="text-align: center;">OR</p> <p>M.B.A. (Finance)/at least C.A. (Inter)</p> <p style="text-align: center;">AND</p> <p>(ii) Experience in the field of Accounts Compilation, Budget, Internal Audit, Commercial Accounting etc.</p> <p><u>Desirable:</u></p> <p>(i) Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.</p> <p>(ii) Having certificate in Computer Accounting i.e. Tally, ERP-9, etc.</p>
8.	Period of probation, if any	N.A.
9.	Case of recruitment by deputation	<p>Transfer on Deputation: Officers of Central/State Govt., Semi Govts and Autonomous Org. holding:</p> <p>(i) Analogous post on regular basis, OR</p> <p>(ii) Three years of regular service in the pay scale of Rs. 9300-34800+GP 4600/- OR</p>

		(iii) Five years of regular service in the pay scale of Rs. 9300-34800+GP 4200/-
--	--	--

11. MANAGER (LANGUAGES) FOR VOCATIONAL CELL DIRECT RECRUITMENT/ DEPUTATION

PAY SCALE : PB-2 RS. 9300-34800+ GP RS.4600/-

a) ESSENTIAL:

1) Master Degree in Hindi from any recognized University or equivalent alongwith English as a subject at degree level.

OR

Master Degree in English from a recognized University or equivalent alongwith Hindi as a subject at degree level.

OR

Master Degree in any subject or equivalent from a recognized University alongwith Hindi and English subjects at degree level.

OR

Master Degree or equivalent in English medium in any subject from a recognized University alongwith Hindi and English as a subject at degree level.

2) Five years experience of supervising translation from English/Modern Indian Language to Hindi and vice versa.

OR

Five years experience in teaching, research or journalism in Hindi/English.

b) DESIRABLE:

1) Knowledge of Sanskrit or any other modern Indian Language.

2) Administrative experience.

3) Published work in Hindi/English and Modern Indian Language.

4) Knowledge of vocational education in agriculture, animal husbandry, fishery etc.

AGE LIMIT:

For Direct recruitment : 35 years

For Deputation : 56 years

12. SECTION OFFICER (LEGAL)

1. Pay scale PB2 9300-34800+ GP Rs. 4600/-

2. **Whether selection post or non selection post** Selection
3. **Method of Recruitment** By Direct recruitment/deputation
4. **Eligibility** i. At least 2nd class Bachelors' Degree from a recognized University.
ii. At least 2nd class Law Degree from a recognized University/Institute.
iii. At least 05 years experience on the post carrying the scale of pay of PB2- Rs. 9300-34800+Grade Pay Rs. 4200/- in the field of handling legal cases in a Central or State Govt. or autonomous organization or Public Sector Undertaking.
5. **Age** **By Direct recruitment:**
Not exceeding 40 years

Note : *In case of exceptionally qualified candidates, the experience clause may be relaxed by the Board.*

13. SECTION OFFICER:- Direct (SGAI Cell)

Scale of pay : Pay Band 2 of Rs. 9300-34800 + Grade Pay Rs. 4600/-

Method of recruitment : Direct Recruitment

Recruitment Rules : **Essential Qualification :**

- i. At least 2nd Class Master's Degree in Social Science/Science from a recognized University.
- ii. Experience of Editing, Drafting and Proof reading.
- iii. Excellent command over Hindi & English Language.
- iv. Proficiency in computers.
- v. Ability to prepare briefs, notes and drafts.

Age limit: : Experience of administrative work in a similar capacity.
For Direct Recruitment
Not exceeding 35 years

14. SECTION OFFICER - DEPUTATION

Scale of pay	:	Pay Band 2 of Rs. 9300-34800 + Grade Pay Rs. 4600/-
---------------------	---	---

Eligibility conditions	:	<p><u>Essential :</u></p> <ol style="list-style-type: none"> At least Bachelor's Degree from a recognized University. Holding analogous post or holding post in a comparable scale of pay or having three years regular continuous service and confirmation in the grade as Superintendent/Head Assistant / Assistant in the pay scale of Rs. 5500-175-9000 or having six years of regular continuous service and confirmation in the grade as Sr. Auditor/Sr. Accountant in the pay scale of Rs.5000-150-8000. Equivalent total emoluments in respect of non-governmental experience will be acceptable. <p><u>Desirable:</u> *Experience of working in Examination and administration in educational institutions.</p>
Age limit	:	56 years

15. **PROOF READER** - **DIRECT RECRUITMENT FILING WHICH BY CONTRACT**

1.	Pay Band	PB-2 Rs.9300-34800+GP Rs.4200/-
2.	Age limit for direct recruitment	Not exceeding 30 years
3.	Educational and other qualifications required for direct recruitment	<p><u>Essential:-</u> Graduation from a recognized University</p> <p><u>Desirable:-</u></p> <ol style="list-style-type: none"> Experience in proof reading of Books of Hindi/English manuscripts. Knowledge of Hindi/English. Knowledge of Computer, Hindi/English type work
4.	Method of recruitment	Direct Recruitment filing which On Contract basis for a period of 01 year extendable on year-to-year basis.

16. **RESEARCH ASSISTANT- DIRECT RECRUITMENT ON REGULAR/DEPUTATION**

1.	Pay Band	PB-2 Rs.9300-34800+GP Rs.4200/-
2.	Age limit for direct recruitment	Not exceeding 30 years
3.	Eligibility conditions	<p><u>Essential:</u></p> <ol style="list-style-type: none"> At least 2nd Class Master's Degree in Social Science/Science or Psychology from a recognized University. Experience of Editing, Drafting and Proof Reading. Excellent command over Hindi & English Language. Proficiency in Computers <p><u>Job Description:-</u></p> <ol style="list-style-type: none"> Conducting/organizing meeting/workshops. Liaison with agencies and schools.

		iii. Supervising research related work iv. To assist in conducting expert meeting, keeping tracks of material, test analysis coordinating with schools, agencies and other related work. v. Any other work assigned from time to time.
4.	Method of recruitment	Direct Recruitment failing which on deputation basis for a period of 01 year extendable on year-to-year basis.

17. ASSISTANT (SPORTS)- DIRECT RECRUITMENT

5.	Pay Band	PB-1 Rs.5200-20200+GP Rs.2400/-
6.	Age limit for direct recruitment	Between 18 to 27 years (age relaxation is given as per Govt. of India rule)
7.	Eligibility conditions	<u>Essential:</u> <ul style="list-style-type: none"> i. Bachelor Degree in Physical Education from a recognized University. ii. A minimum of two years of experience as a Physical Education Teacher in a reputed school/organization. iii. Evidence of having produced good performance teams/athletes for competition like state/national etc. iv. Typing Speed of 30 w.p.m. or equivalent calculated speed on computer i.e. 8000 kdpH v. Full knowledge of Windows, MS Office. <u>Job Description:-</u> <ul style="list-style-type: none"> i. Master Degree in Physical Education. ii. Represented University in any discipline.
8.	Method of recruitment	Direct Recruitment

18. HINDI ASSISTANT

Pay Band: PB-1 Rs. 5200-20200+ Grad Pay Rs. 2400

Essential Qualifications : Bachelor's degree with Hindi & English as main subjects or either of the two as medium of examination and the other as main subject plus recognized diploma/certificate course in translation from Hindi-English & vice-versa or 2 years experience of translation work from Hindi-English & vice-versa in Central/State Govt. offices including GOI under takings.

A typing speed of 25 w.p.m. in Hindi on manual typewriter or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

Age : Below 27 years

19. SPECIAL ASSISTANT- ON DEPUTATION/SHORT TERM CONTRACT BASIS

1.	Pay Band	PB-1 Rs.5200-20200+GP Rs.2400/-
2.	Age limit for direct recruitment	Below 56 years (in case of deputation) and 40 years in case of contract appointment.
3.	Eligibility conditions	<p><u>Essential:</u></p> <ul style="list-style-type: none"> vi. Graduate from a recognized University. vii. Typing Speed of 40 w.p.m. or equivalent calculated speed on computer i.e. 8000 kdpH viii. A minimum of five years of similar experience in Office Management in reputed organization/concern. ix. Full knowledge of Windows, MS Office. <p><u>Job Description:-</u></p> <ul style="list-style-type: none"> iii. Preference will be given to those having 50% and above marks with Post Graduate Diploma in Computer Application/Information Technology/'O' level certificate from DOEACC iv. Knowledge of Shorthand
4.	Method of recruitment	Direct Recruitment failing which on contract basis for a period of 01 year extendable on year-to-year basis.

20. SENIOR ASSISTANT (COMPUTER)

Pay Band: PB-1 Rs. 5200-20200+ Grad Pay Rs. 2400

Essential Qualifications and Experience:

Nature of duties: Programming Assistance/Production/Computer Operation.

Qualifications: Graduates with 50% marks with Post Graduate Diploma in Computer Applications/Information Technology/'O' level Certificate from DOEACC or Bachelor of Computer Applications OR B.Sc. Computer Science.

Experience: At least two years experience of working in a large data processing environment. Full knowledge of Windows, MS Office, Fox-base/Fox-pro, Unix, Internet, html, Web page Design.

Desirable: Experience of working in unix environment.

Age Limit: Between 18 to 30 years(age relaxation is given as per Govt. of India rule)

21. RECORD KEEPER- DIRECT RECRUITMENT

5.	Pay Band	PB-1 Rs.5200-20200+GP Rs.2400/-
6.	Age limit for direct recruitment	Between 20 to 30 years (age relaxation is given as per

		Govt. of India rule
7.	Eligibility conditions	<u>Essential:</u> <ol style="list-style-type: none"> i. Graduate from a recognized University. ii. Typing Speed of 30 w.p.m. in English/25 w.p.m. in Hindi or equivalent calculated speed on computer i.e. 9000 kdpH iii. Working experience of at least 04 years for maintenance/storage of office records preferable in District Courts or of similar nature in other office/Department iv. Working knowledge of Windows, MS Office.
8.	Method of recruitment	Direct Recruitment

22. ASSISTANT

Pay Scale: PB-1 Rs.5200-20200+ GP Rs.2400/-

Method of Recruitment:- Direct recruitment

Essential Qualifications

- (i) Graduate of a recognized university
- (ii) Typing Speed of 30 w.p.m. or equivalent speed of 9000 KDPH on computer
- (iii) Working Knowledge of Computer such as Windows, MS Office, Fox-Base/Fox-Pro, Unix, Use of Internet

Desirable Qualifications-

Experience of working in Govt. or Educational institutions for about three years

Age Limit

Below 27 years (Upper age relaxation for SC/ST/OBC/Ex-Serviceman will be given as per Govt. of India Rules.

23. JUNIOR ASSISTANT- DIRECT RECRUITMENT

1. Pay Band: **PB-1 Rs.5200-20200 + Grade Pay Rs.1900/-**

2. Age limit for direct recruitment: Between 18 and 27 years of age (relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government)

3. Education & other qualifications required for direct recruits:

- (i) 12th Class or equivalent qualification from a recognized Board or University
- (ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter or typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

24. STAFF CAR DRIVER

Pay Band: PB-1 Rs. 5200-20200+ Grad Pay Rs. 1900

Essential Qualification : (i) Having Motor Driving License for driving all types of Vehicle.
(ii) 5 years experience of driving
(iii) 10th passed.

Age : Between 24 to 35 years

PROCEDURE OF SUBMITTING ONLINE APPLICATION TO CBSE

1. Eligible candidates are requested to apply ON-LINE only through Board's website www.cbse.nic.in. No other means / photocopy of the application form given in the website/ mode of Application will be accepted.

Closing Date for on-line registration in Website	26.12.2011
--	------------

2. Candidate should preferably have a valid e-mail ID. In case a candidate does not have a valid personal e-mail ID, it is desirable that in his/her own interest, he/she should create his/her new e-mail ID before applying on-line, so as to ensure faster receipt of communication.

Note Please ensure that the Email IDs are correct and valid. All communications with regard to the application will be sent by the Board on their valid Email ID only.

3. Candidates are advised to keep the Demand Draft or Bankers' Cheque, obtained from any scheduled Bank(details given in para 4), particulars of educational qualifications, work experience details, caste certificate details, ex-serviceman details, and other personal details ready, as these details are required to be entered in the ONLINE APPLICATION. Without details of the Demand Draft / Bankers' Cheque, the system will not accept the application.

4. APPLICATION FEE & POSTAL CHARGES (NON REFUNDABLE)

A crossed Demand Draft (valid for minimum next 06 months) issued from any scheduled bank drawn in favour of "SECRETARY, CENTRAL BOARD OF SECONDARY EDUCATION "payable at "DELHI" for the amount given below is required to be enclosed with downloaded registered application form as "NON-REFUNDABLE PROCESSING FEE": Note: Candidate must write their Name, Father's name & Control No. on the back of the Demand Draft. Control No. shall be available on the top of the downloaded registered application form.

	Posts at Sl. No. 11 to 13	Posts at Sl. No. 15 to 18, 20 to 23
SC/ST/Person with Disabilities	Nil	Nil
All Others (Unreserved, OBC etc)	Rs.100/-*	Rs.50/-*

*Women candidates are exempted from fee.

No fee for post at serial no. 24 (Staff Car Driver)

NOTE: The application fee is only for the Direct Recruitment mode and candidates applying for the Deputation need not submit any fee.

5. **Special Instructions for applicants applying for Deputation posts:-** For the Deputation posts following documents should be attached with Printout of the Online application form
- Attested copies of Educational qualification / Experience.
 - Caste certificate in respect of SC,ST, OBC candidate
 - Experience Certificate in respect of each experience claimed.
 - Forwarding letter of HOD concerned, ACRs of last 5 years, Vigilance clearance, Integrity certificate, list of Major and Minor penalties imposed during last 10 years alongwith No Objection Certificate to the effect that in event of the selection the official will be relieved.
 - Incomplete applications or found deficient in any manner will not be entertained.
 - No fees is required for deputation posts.

In case of already employed, applications received without proper channel and/or not accompanying the documents mentioned in the application form will not be considered for deputation posts and will be rejected.

6. HOW TO APPLY : Candidate must have two (02) copies of his recent passport size photographs before applying for any post. Kindly note that only "ON LINE" application shall be acceptable and application in any other form shall not be acceptable. While applying, the demand draft details (valid for minimum next 06 months) and email ID (Valid for at least 12 months) AND one alternate Email ID are mandatory fields, without which the application will not be registered.

STEP 1: Login to <http://www.cbse.nic.in>

STEP 2: Read the advertisement content carefully.

STEP 3: Click on the box "Apply Online ", On line application form shall appear on the screen.

STEP 4: Fill up the online application form with your details. (Candidates are advised to take print of blank online form and fill it before actually entering the data online.

STEP 5: Click the box "SAVE". Downloaded registered application form bearing unique control no. shall appear on the screen. Take a print-out.

STEP 6: After applying ONLINE, take a print out of System Generated ON-LINE APPLICATION Form in A-4 size paper, firmly paste your recent passport size photograph (*preferably taken by Digital Camera*) affixing your signature at the appropriate space provided at the right hand top corner of the application form and again sign at the space provided at the bottom of the application form.

STEP 7: Attach following documents to the System Generated ON-LINE

APPLICATION FORM:-

- a. Attested copy of School leaving certificate/10th Board pass certificate in support of date of birth.
- b. Attested copies certificates and testimonials in proof of educational qualification.
- c. Year wise / semester-wise mark sheets in respect of all the academic and technical examinations, in which you have passed.
- d. Medical Certificates issued by the Competent Authority, specifying the extent of disability, in case of PH candidates.
- e. Attested copy of Caste / Status certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/ Ex-Serviceman category issued by competent authority. OBC category candidates claiming reservation / age relaxation should submit the caste certificate in the format as given in the Appendix 3 read with Annexure 'A' to the G.I. Deptt. Of Per. & Trg. O.M. No. 36033/28/94-Estt. (Res.) dated 02/07/97 under G.I. Dett. of Per. & Trg. letter no. 36012/22/93-Estt. (SCT) dated 15-11-93 and modified vide G.I. Deptt. Of Per. & Trg., O.M. No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, failing which the benefit of reservation or age relaxation will not be given to them.
- f. Demand Draft / Banker's Cheque / Pay Order for the required amount as mentioned at (4) above. Paste a recent passport size photograph on the downloaded registered application form, put your signature and attach Original "Demand Draft" (with name, father's name and control no. on the reverse side).
- g. Experience Certificate, No Objection Certificate of the present Employer etc

STEP-8: Keep a photocopy of the duly signed application form with you before sending for future reference.

STEP 9: Keep the above documents in an envelope. The envelope should be super scribed with "APPLICATION FOR THE POST OF _____".

Send it by Registered Post/Speed post to :

The Joint Secretary (A&L), Shiksha Kendra, CBSE, 2 Community Centre, Preet Vihar, Delhi-110092

Procedure of Selection

Selection for the posts of Joint Secretary, Education Officer/Head (IR), Deputy Director (Exam & Reforms), Deputy Secretary, Deputy Financial Advisor, Programmer, Assistant Public Relation Officer, Assistant Vigilance Officer, Accounts Officer, Section Officer at Sr. no. 14 & Special Assistant will be made on the basis of interview.

Selection for the posts of Assistant Secretary, Manager Language (Vocational), Section Officer at sr. no.- 12 & 13, Proof Reader, Research Assistant, Assistant (Sports), Hindi Assistant, Senior Assistant (Computer), Record Keeper & Junior Assistant & Assistant will be made on the basis of test and interview.

Selection for the posts of Proof Reader, Research Assistant, Assistant (Sports), Senior Assistant (Computer) & Record Keeper & Assistant will be made on the basis of written test comprising of General English, General Knowledge and Mathematics and followed by Computer Knowledge/Speed test and interview.

Selection for the posts of Hindi Assistant, Junior Assistant will be made on the basis of written test comprising of General Knowledge, General English and General Hindi, typing in Hindi & English respectively followed by an interview.

Note:

1. Applications which do not meet all criteria given in this advertisement / incomplete applications will be rejected.
2. Maximum age limit for deputation posts shall be 56 years as on closing date of receipt of application.
3. Candidate should have educational qualification and experience as on the closing date of application.
4. In case of exceptionally qualified candidates, the experience condition may be relaxed by the Board.
5. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies / testimonials.
6. At the time of written examination/interview, if a candidate is or has been found guilty of using unfair means during the test/interview; or impersonating or procuring impersonation by any person; or misbehaving in the examination hall / interview hall or taking away the question booklet, answer sheet, from the examination hall; or resorting to any other irregular or improper means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such a candidate may in addition to rendering

himself/herself liable to criminal prosecution, will be liable to be disqualified from the examination / interview for which he / she is a candidate to be debarred, either permanently or for a specified period from any examination or selection held by the Board.

7. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future examination / selection.
8. Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
9. Candidates serving in Government / Public Sector Undertakings (including Boards) are required to produce a "No Objection certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
10. Decision of the Board in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Board reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate
11. No correspondence or personal enquires shall be entertained by the Board.
12. Board may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
13. The successful candidates in written test are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of interview. These documents will be verified at the time of interview. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview.
14. Candidates belonging to SC / ST / OBC / Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate should not be more than one year old. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO An Ex-serviceman candidate has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
15. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Board & receiving satisfactory report from referees.
16. Canvassing in any form will be treated as disqualification.
17. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
18. No candidate is permitted to use Calculator, Cell Phone, Pager or any other instruments in the examination hall.
19. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last dates as mentioned for the posts, to avoid the possibility of disconnection / inability / failure to log on the Board's website on account of heavy load on internet / website jam. The Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Board.

20. Candidates shortlisted in the written test (if required for the post) shall be called for the interview as the case may be, at specified date, time & place. Before the interview candidate shall have to produce the following documents (in original) along with their self attested photocopies:
- I. Caste Certificate (for SC/ST & OBC candidates)
 - II. Income Certificate for proof against belonging to non-creamy layer (for OBC candidates)
 - III. Domicile Certificate (for SC/ST & OBC candidates)
 - IV. High School Certificate containing "Date of birth"
 - V. Certificate & Mark sheet for Technical/ Professional qualification as a proof for eligibility.
 - VI. Certificate for belonging to "Ex-Service man category" (if applicable)
 - VII. Certificate for belonging to "dependent of freedom fighter category" (if applicable)
 - VIII. Certificate of State Medical Board for belonging to Physically Handicapped Category.
 - IX. If any of the required documents mentioned above is found to be missing or unsatisfactory, candidature of the applicant shall automatically be cancelled at any stage of recruitment, even after appearing in the interview. The responsibility of the same shall be entirely of the candidate and Board shall not be responsible in any of such cases.

For clarification about vacancies published, eligibility/qualifications/experience/age etc. please write to: js.al.cbse@gmail.com