

**ADVT FOR PUBLICATION IN EMPLOYMENT NEWS/ROZGAR SAMACHAR**

**CENTRAL BOARD OF SECONDARY EDUCATION  
2, COMMUNITY CENTRE, SHIKSHA KENDRA,  
PREET VIHAR, DELHI**

Online applications are invited for filling up 10 posts of 'Analyst' on direct recruitment basis.

1.	Scale of Pay	PB-3 Rs. 15600-39100 + GP Rs. 5400/-
2.	Reservation	07 UR, 02OBC, 01 SC *(01 for OH)
3.	Age limit	Not Exceeding – 35 years
4.	Educational and Other qualifications required.	I. At least 2 <sup>nd</sup> class Bachelors Degree from a recognized University. II. 1 <sup>st</sup> class MBA from a recognized University/Institute.
5.	Experience	A minimum of 03 years experience in Govt./ Autonomous/ reputed private educational organizations in Pay Band 2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/- or equivalent gross pay.

1. The posts include posts reserved for PWD (OH) (Orthopedically Handicapped) as indicated by\*
2. The number of vacancies may increase or decrease.
3. Format of application and other eligibility conditions are available on Board's website [www.cbse.nic.in](http://www.cbse.nic.in).
4. Reservations and age relaxations for SC/ST/OBC/PWD/EX-Serviceman is as per Govt. of India rules.
5. An Application Fee of Rs. 500/- shall be payable by the male candidates of UR and OBC Category and Rs. 250/- shall be payable by the SC/ST/Woman candidates.
6. Last date for submission of online applications is 30 days from the date of publication of this advertisement in Employment News/Rozgar Samachar. Applications received after the date will not be entertained in any way.

**JOINT SECRETARY (A&L)**

### Few simple steps for applying online

- 1) **Step-1 Click on the option "Submit Application Form"**
- 2) **On successful submission an application no. will be generated, please note down the 8 digit application no. without fail.**
- 3) **Step-2 Click on "Upload Photograph with Signature" option**
- 4) **Enter required parameter as entered in the application form to authenticate yourself. On entering correction information, system will allow applicant to upload a photo JPG file with signature below photograph. The file size should be within 50kb and ideally of size 110x150 pixel (width x height).**
- 5) **Photograph must be uploaded with signature, for this applicant should put signature below the photograph, scan it, and upload JPG image file. Application without photo and signature will be rejected.**
- 6) **Payment should be made through Demand Draft/Pay Order in favour of Secretary, CBSE, Payable at Delhi.**
- 7) **Candidates already employed in Government/PSU/Autonomous bodies need to send printed hardcopy of the application through proper channel to CBSE which can be generated through option "Print Application".**

### GENERAL CONDITIONS:

1. The number of vacancies may increase or decrease.
2. The Board reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for written test/interview.
3. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
4. **Age relaxation:**
  - a. SC/ST/OBC/PH candidates/Ex-servicemen/Govt. employees as per extent Govt. of India rules.
  - b. Women: Ten years for the posts to be filled on direct recruitment where written test is to be conducted.
  - c. Departmental candidates: No age limit for direct recruitment.
5. **Application Fee:** Rs 500/- (non refundable) for Male candidates of UR & OBC Categories. Rs. 250/- fee for SC/ST & Women candidates. No fee is to be paid for Physically Handicapped, Ex - Servicemen and Departmental Candidates, on regular basis. Fee must be paid through Demand Draft no other mode of payment will be acceptable.
6. Persons already in service in Govt./Autonomous Organizations should apply through proper channel.

**Note:**

(i) Persons with Disability (PWD) may be considered for selection, subject to their suitability. Reservation for PWD will be as per Government of India norms.

(ii) PWD means a person suffering from not less than forty per cent of any disability as certified by a medical authority. PWD should possess a certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

1. Applications which do not meet the criteria given in this advertisement / incomplete applications will be rejected.
2. Candidate should have fulfilled all the educational qualifications and experience as on the closing date of application.
3. 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.
4. 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.
5. 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.
6. Incomplete applications will be rejected and the fee will be forfeited.
7. Decision of the Board in all matters regarding eligibility of the candidates, 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
8. No correspondence or personal enquires shall be entertained by the Board.
9. Board may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
10. 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.

11. 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.
12. 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.
13. Canvassing in any form will be treated as disqualification.
14. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
15. No candidate is permitted to use Calculator, Cell Phone, Pager or any other instruments in the examination hall.
16. 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.
17. 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.

*In case of any clarification about the post and procedure of applying please write to :*

[Js.al.cbse@gmail.com](mailto:Js.al.cbse@gmail.com)

*In case you face technical difficulty in online registration inform us at*

[antriksh.cbse@nic.in](mailto:antriksh.cbse@nic.in), [kamalcbse@gmail.com](mailto:kamalcbse@gmail.com)

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