



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

No. CBSE/RC/RC/ADVT./01/2023

DATE: 10.08.2023

## VACANCY NOTIFICATION

Online applications are invited from eligible candidates for the following post(s) of various Cadres on deputation basis:-

| Post Code | Name of the post   | Number of posts | Normal Tenure of Deputation | Place of Posting |
|-----------|--|-----------------|-----------------------------|------------------|
| AC/01/23  | Additional Internal Auditor and Financial Advisor<br>(Level-12 of 7 <sup>th</sup> CPC) | 02              | 03 years                    | Delhi            |
| AC/02/23  | Senior Accounts Officer<br>(Level-11 of 7 <sup>th</sup> CPC)                           | 03              | 03 years                    | Delhi            |
| HC/01/23  | Under Secretary (Official Language)<br>(Level-11 of 7 <sup>th</sup> CPC)               | 01              | 03 years                    | Delhi            |
| HC/02/23  | Senior Translation Officer<br>(Level-7 of 7 <sup>th</sup> CPC)                         | 01              | 03 years                    | Delhi            |
| LC/01/23  | Section Officer (Legal)<br>(Level-7 of 7 <sup>th</sup> CPC)                            | 01              | 03 years                    | Delhi            |

1. Online application to be submitted w.e.f. 21.08.2023 to 20.09.2023 along with all the relevant documents in online mode only. In no case, hard copy of documents shall be submitted offline.
2. The maximum age limit for applying the above said posts is 56 years as on closing date of application.
3. The period of deputation can be extended on year to year basis after normal tenure on deputation as per Gol norms subject to a maximum of 5 years. There will be no provision for absorption on the said posts.
4. Applications which do not meet all criteria given in this advertisement / incomplete applications will summarily be rejected.
5. Candidate must fulfil all the educational qualifications and experience as on the closing date of application.
6. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information at the time of registration and submission of online application alongwith copies / testimonials.
7. The Board reserves the right to shortlist the candidates based on their qualifications and experience for interview.



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8. Interview shall be conducted (on online or offline mode) as per the discretion of the Board and accordingly intimation shall be sent to the shortlisted candidates only.
9. 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 during interview, selection and any other matter relating to deputation will be final and binding on the candidate.
10. No correspondence or personal enquiries shall be entertained by the Board.
11. The shortlisted candidates are required to submit all the documents pertaining to Qualification & Experience and NOC from parent department at the time of interview. These documents will be verified at the time of interview. If any candidate is found ineligible while verifying his/her documents, he/she shall not be allowed to attend interview.
12. Canvassing in any form will be treated as disqualification.
13. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
14. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date 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.
15. The Board reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.
16. The Board also reserves the right to cancel the deputation process as a whole or at any stage thereof for any of the posts without any prior notice or without assigning any reason thereof.
17. The above posts are advertised on Depuation Basis, therefore, the candidates from Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations/PSUs or Educational institutions run by Central/State Govt. are only eligible to apply.

Sd/-  
Joint Secretary (Admn. & Legal)

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|--------------------------|---|
| POST CODE:<br>AC/01/23   | ABSTRACT OF RECRUITMENT RULES FOR THE POST OF<br>ADDITIONAL INTERNAL AUDITOR & FINANCIAL ADVISOR<br>(ACCOUNTS CADRE)  |
| Scale of Pay:            | Level-12 of 7th CPC<br>(PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 7600/-)  |
| Mode of Recruitment :    | Deputation basis  |
| Eligibility Conditions : | <p><b>(A)</b> Officers belonging to Audit/Accounts/Finance Cadre/ Service/ posts in Central/State Govts/Union Territories/ Public Sector Under takings/ Autonomous Bodies/ Statutory Organisation:-</p> <p>(i) Holding analogous post on regular basis;<br/><b>OR</b><br/>(ii) With 04 years' regular service in the Pay Level 11 of 7<sup>th</sup> CPC or equivalent pay grade<br/><b>OR</b><br/>(iii) With 08 years' regular service in the Pay Level-9/Level-10 of 7<sup>th</sup> CPC or equivalent pay grade<br/><b>AND</b></p> <p><b>(B)</b> Possessing experience of handling Financial Budget/ Accounts matter in a responsible capacity.</p> <p>Preference will be given to candidates having experience in investments/fund management/securities.</p> <p><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of the 7<sup>th</sup> CPC or equivalent pay grade.</p> <p><b>Note 2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.</p> <p><b>Note 3:-</b> No provision for absorption</p> <p><b>Note 4:-</b> Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p> |



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|--------------------------|---|
| POST CODE:<br>AC/02/23   | ABSTRACT OF RECRUITMENT RULES FOR THE POST OF<br>SENIOR ACCOUNTS OFFICER (ACCOUNTS CADRE)   |
| Scale of Pay:            | Level-11 of 7th CPC<br>(PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 6600/-)  |
| Mode of Recruitment :    | Deputation basis  |
| Eligibility Conditions : | <p><b>(A)</b> Officers belonging to Audit/Accounts/Finance Cadre/ Service/ posts in Central/State Govts/Union Territories/ Public Sector Under takings/ Autonomous Bodies/ Statutory Organisation:-</p> <p>(i) Holding analogous post on regular basis;<br/><b>OR</b></p> <p>(ii) With 03 years' regular service in the Pay Level -9/Level-10 of 7<sup>th</sup> CPC or equivalent pay grade<br/><b>OR</b></p> <p>(iii) With 07 years' regular service either in Pay-Level-7/Level-8 of 7<sup>th</sup> CPC or combined regular service in Level-7 &amp; Level-8 of 7<sup>th</sup> CPC or equivalent pay grade<br/><b>AND</b></p> <p><b>(B)</b> Possessing experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc.</p> <p>Preference will be given to candidates having experience in investments/fund management/securities.</p> <p><b>Note 1:-</b> The regular service rendered at higher pay level shall be counted towards the total regular service required at any of the prescribed pay level of the 7<sup>th</sup> CPC or equivalent pay grade.</p> <p><b>Note 2:-</b> The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date for receipt of applications.</p> <p><b>Note 3:-</b> No provision for absorption</p> <p><b>Note 4:-</b> Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p> |



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|--------------------------|---|
| POST CODE:<br>HC/01/23   | ABSTRACT OF RECRUITMENT RULES FOR THE POST OF<br>UNDER SECRETARY (OFFICIAL LANGUAGE)  |
| Scale of Pay:            | Level-11 of 7th CPC<br>(PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 6600/-)  |
| Mode of Recruitment :    | Deputation basis  |
| Eligibility Conditions : | <p><b>(A) Educational and other qualifications:</b></p> <p>(i) Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium or examination at the Degree level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium or examination at the Degree level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree level.</p> <p>(ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi and vice-versa, preferably of technical or scientific literature under Central/State Govt./Autonomous Body/Statutory Organizations/PSUs/ Universities or recognized research or educational institutions.</p> <p><b>(B) Experience:</b></p> <p>Officers from Central/State Govt./ UTs:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department</p> <p style="text-align: center;"><b>OR</b></p> <p>05 years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 of 7<sup>th</sup> CPC (Pre revised PB-2, Rs.15600-39100 with Grade Pay of Rs.5400/-)</p> |



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| POST CODE:<br>HC/01/23   | ABSTRACT OF RECRUITMENT RULES FOR THE POST OF<br>SENIOR TRANSLATION OFFICER  |
| Scale of Pay:            | Level-7 of 7th CPC<br>(PB-2 of Rs.9300-34800+ Grade Pay of Rs.4600/-)  |
| Mode of Recruitment :    | Deputation basis   |
| Eligibility Conditions : | <p><b>(A) Educational and other qualifications:</b></p> <p>Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p><b>OR</b></p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level.</p> <p><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium or examination at the Degree level.</p> <p><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium or examination at the Degree level.</p> <p><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree level.</p> <p><b>AND</b></p> <p>Recognized Diploma or certificate Course in translation from Hindi to English and vice-versa or three years's experience in translation work from Hindi to English and vice-versa in a Central or State Govt. office, including Govt. of India Undertaking.</p> <p><b>(B) Experience:</b></p> <p>Officers from Central/State Govt./ UTs:</p> <p>(i) Holding analogous posts on regular basis in the parent cadre/department</p> <p><b>OR</b></p> <p>With 05 years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-06 of 7<sup>th</sup> CPC (Pre revised PB-2, Rs.9300-34800 with Grade Pay of Rs.4200/-)</p> |





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|--------------------------|---|
| POST CODE:<br>HC/01/23   | ABSTRACT OF RECRUITMENT RULES FOR THE POST OF<br>SECTION OFFICER(LLEGAL)  |
| Scale of Pay:            | Level-7 of 7th CPC<br>(PB-2 of Rs.9300-34800+ Grade Pay of Rs. 4600/-)  |
| Mode of Recruitment :    | Deputation basis  |
| Eligibility Conditions : | <p><b>(A) Educational :</b></p> <p>(i) Bachelor's Degree from recognized University/Institutions.<br/>(ii) Law Degree from a recognized University/Schools/Colleges.</p> <p><b>(B) Holding analogous posts on regular basis:</b></p> <p style="text-align: center;"><b>OR</b></p> <p>With at least 4 years of regular service in Pay Level-6 of 7<sup>th</sup> CPC (PB-2 Rs.9300-34800+ GPRs.4200/-)</p> <p style="text-align: center;"><b>AND</b></p> <p>Having at least 03 years' experience in the field of handling legal cases in a Central Govt./State Govt./Autonomous Organizations/Universities/ Recognised Boards/ Autonomous Educational Organization of Central Govt./State Govt./UT Administrations.</p> |



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## GENERAL CONDITIONS

### 1. Instructions for applying the posts:

The following documents should be uploaded in the online application form

- Self-attested copies of Educational qualifications.
  - Experience Certificate in respect of each experience claimed in the prescribed proforma **(ANNEXURE-I)**.
  - ACRs of last 5 years, Vigilance clearance, list of Major and Minor penalties imposed during last 10 years alongwith "No Objection Certificate" for applying for the post and consent of the parent department to the effect that in the event of selection, official will be relieved.
- Incomplete applications or found deficient in any manner will not be entertained.
  - No fees are required to be paid, while applying for the above posts.
  - Application(s) once submitted will not be withdrawn in any case.
  - Applications received without proper channel and/or not accompanying the document mentioned in the application form will not be considered and will be rejected. No communications will be entertained thereof.
  - Advance copy will not be entertained in any case.
  - The Board reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview:
  - A separate application is to be submitted for each post. Incomplete applications shall liable to be rejected.
  - Applications received after last date shall not be entertained. The Board will not be responsible for any postal delay.
  - HOW TO APPLY:** Candidate must have two (02) copies of his/her recent passport size photographs (not more than 03 months old) before applying for any post. Kindly note that only "ON LINE" applications shall be acceptable and application in any other form shall not be acceptable. While applying, the E-mail ID (Valid for at least 12 months) AND one alternate E-mail ID are mandatory fields, without which the application will not be registered.





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**STEP 1:** Log on to <http://www.cbse.nic.in>.

**STEP 2:** Read the advertisement content carefully and ensure that you meet the eligibility criteria of the post.

**STEP 3:** Click on the box "Apply Online ", online application form appears 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 entering the data online.)

**STEP 5:** Click the "SUBMIT" button. A unique registration no. shall appear on the screen, note this registration no. for future reference.

***In case you face any difficulty in online registration inform us at:***  
[techhelp.cbse@gmail.com](mailto:techhelp.cbse@gmail.com) and [rectt@cbse.gov.in](mailto:rectt@cbse.gov.in).

**ANNEXURE-I**

Name of Organization

Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri..... was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

| Name of post held               | From dd/mm/yy  | To Dd/mm/yy | Total period dd/mm/yy | Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc. | Department/Specially/Field of experience                           |
|---------------------------------|--|-------------|-----------------------|---|--|
| (1)                             | (2)  | (3)         | (4)                   | (5)   | (6)  |
|                                 |  |             |                       |   |  |
| Pay Scale and last salary drawn | Duties performed/experience gained in brief in each post(please give details, if need be, in attached sheet)(in case of Medical posts, please mention field of specialization) |             | Place of posting      |   | Worked at Supervisory level/middle management level/head of branch |
| (7)                             | (8)  |             | (9)                   |   | (10)   |
|                                 |  |             |                       |   |  |
|                                 |  |             |                       |   |  |

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority