



**केन्द्रीय माध्यमिक शिक्षा बोर्ड**  
**CENTRAL BOARD OF SECONDARY EDUCATION**

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन) (An Autonomous Organization under the Ministry of Education, Govt. of India)  
**No. CBSE/Rectt.Cell/SS/2023/38160-259** **Dated: 15.06.2023**

**NOTIFICATION**

In supersession to all the previous notifications, the Competent Authority of the Board vide orders dated 15.06.2023 has approved the restructuring of Administrative Cadre. The revised post-wise sanctioned strength at different levels in Administrative Cadre is as under:-

1. The nomenclature of the post of Director (Misc. Examinations) has been renamed as Director (CTET & Misc. Examinations).
2. The revised structure of Administrative Cadre along with method of recruitment is as under:-

| Name of the post  | Revised No. of posts | Method of Recruitment   |
|---|----------------------|---|
| Controller of Examinations/<br>Director/Regional Director<br>(Level-13A of 7 <sup>th</sup> CPC) | 09                   | 75% by promotion and<br>25% by deputation   |
| Joint Secretary<br>(Level-13 of 7 <sup>th</sup> CPC)  | 20                   | 75% by promotion and<br>25% by deputation   |
| Deputy Secretary<br>(Level-12 of 7 <sup>th</sup> CPC)   | 30                   | 100% by promotion   |
| Under Secretary<br>(Level-11 of 7 <sup>th</sup> CPC)  | 54                   | 100% by promotion   |
| Under Secretary (Legal)<br>(Level-11 of 7 <sup>th</sup> CPC)                                    | 01                   | By deputation   |
| Assistant Secretary<br>(Level-10 of 7 <sup>th</sup> CPC)  | 60                   | 2/3 by promotion and<br>1/3 by direct recruitment                                 |
| Section Officer<br>(Level-7 of 7 <sup>th</sup> CPC)   | 140                  | 100% by promotion   |
| Section Officer (Legal)<br>(Level-7 of 7 <sup>th</sup> CPC)                                     | 01                   | By deputation   |
| Superintendent<br>(Level-6 of 7 <sup>th</sup> CPC)  | 228                  | 100% by promotion   |
| Senior Assistant<br>(Level-4 of 7 <sup>th</sup> CPC)  | 258                  | 75% by promotion and<br>25% by direct recruitment                                 |
| Junior Assistant<br>(Level-2 of 7 <sup>th</sup> CPC)  | 260                  | 85% by direct recruitment,<br>10% by selection and<br>5% by seniority-cum-fitness |
| Assistant Record Keeper<br>(Level-2 of 7 <sup>th</sup> CPC)                                     | 16                   | 100% by promotion failing which<br>by Direct Recruitment                          |
| Multi-Tasking Staff<br>(Level-1 of 7 <sup>th</sup> CPC)   | 239                  | 100% by Direct recruitment  |
| <b>Total</b>  | <b>1316</b>          |   |

3. The revised Recruitment Rules of Administrative Cadre are annexed herewith.

This issues with the approval of Competent Authority of the Board.

*Anurag Tripathi*  
**(Anurag Tripathi)**  
**Secretary**

Contd...



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CENTRAL BOARD OF SECONDARY EDUCATION

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)(An Autonomous Organization under the Ministry of Education, Govt. of India)

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**Distribution:-**

1. Deputy Secretary to Chairperson, CBSE for kind information of the Chairperson, CBSE.
2. CVO/ All Heads of Departments/ Regional Directors of the Board.
3. IAFA/ Joint Secretary (A&L)/ Joint Secretary (Affiliation)/Joint Secretary (IT).
4. All the Regional Officers/ Head of COEs of the Board.
5. Assistant Secretary (IT) – for updation in eHRMS (if any).
6. All officers of the Board upto the level of Section Officer.
7. President, Shiksha Board Staff Welfare Association.
8. President, All India CBSE SC/ST Employees Welfare Association.
9. DA (APAR/Vig./GSLI).
10. Hindi Cell, CBSE, Headquarters for Hindi Translation.
11. Scrap file/Guard File/Notice Board...

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Anurag Tripathi



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**RECRUITMENT RULES FOR THE POST OF CONTROLLER OF EXAMINATIONS AND HODS**

| Name of Post   | Number of Post(s)   | Classification of post | Level in 7th CPC Pay Matrix   | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation                  | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|--|---|------------------------|---|--------------------------------------|---|--|---|
| 1  | 2   | 3                      | 4   | 5                                    | 6   | 7  | 8   |
| 1) Controller of Examinations<br>2) Director (Edusat, Research & Development)<br>3) Regional Director<br>4) Director (Regd. Office, Ajmer)<br>5) Director (Professional Examinations)<br>6) Director (CTET & Misc. Examinations) | 09 (Nine)<br>Controller of Examination - 01 (One)<br>Director (Edusat, Research & Development) - 01 (One)<br>Regional Director - 04 (Four)<br>Director (Regd. Office, Ajmer) - 01 (One)<br>Director (Professional Examinations) - 01 (One)<br>Director (CTET & Misc. Examinations) - 01 (One) | Group-A                | Level-13A as per 7th CPC (PB-4, ₹ 37400-67000 + GP ₹ 8900/- as per 6th CPC) | Selection                            | For Promotion : N/A<br>For Deputation: Not exceeding 56 years | NA   | No  |

| Period of probation, if any | Method of Recruitment   | Recruitment by promotion/ deputation   | DPC composition  | Circumstances under which UPSC is consulted | Remarks  |
|-----------------------------|---|--|--|---|--|
| 9                           | 10  | 11   | 12   | 13  | 14   |
| NA                          | 75% by promotion<br>25% by deputation<br>(07 by promotion and 02 by deputation) | <p><b>Promotion:-</b><br/>Joint Secretary in the Level-13 as per 7th CPC (PB-4, ₹ 37400-67000 + GP ₹8700/- as per 6th CPC) with three years regular service and having at least Bachelor's Degree from the recognized University or equivalent in the grade will be eligible for consideration.</p> <p><b>Deputation:-</b><br/>Officer of Central Govt./State Govt./UT Administration/ Autonomous organisations/Autonomous Educational Organization of Central /State Govt/UT Administration :-</p> <p>Holding analogous posts on regular basis;<br/>OR<br/>With 3 years regular service in Pay Level-13 of 7th CPC (PB 4 of ₹37400-67000 with GP of ₹ 8700/-)<br/>OR<br/>With 8 years regular service in Pay Level-12 of 7th CPC (PB 3 of ₹15600-39100 with GP of ₹ 7600/-)<br/>AND</p> | 1. Secretary (SE&L), MoE, GoI - In the Chair.<br>2. Chairperson, CBSE - Member<br>3. Joint Secretary (SE&L), MoE, GoI - Member<br>4. Rep. of SC/ST/Minority Community – Member<br>5. Women representative –Member<br><br>The above committee shall also be selection committee for selecting candidates on deputation basis. | Not applicable                              | 1) The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.<br>2) Deputationists shall not be eligible for consideration for appointment by promotion.<br>3) The appointment on deputation shall be for a term of 3 years, extendable by another 3 years at the discretion of the Board provided the incumbent has not attained the age of superannuation earlier. |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF CONTROLLER OF EXAMINATIONS AND HODS**

| <b>Period of probation, if any</b> | <b>Method of Recruitment</b> | <b>Recruitment by promotion/ deputation</b>   | <b>DPC composition</b> | <b>Circumstances under which UPSC is consulted</b> | <b>Remarks</b> |
|------------------------------------|------------------------------|---|------------------------|--|----------------|
|                                    |                              | Possessing experience as follows:<br>At least 03 years experience at Senior Level in Central Govt./ State Govts./UT Administration/ Autonomous Organizations / Universities/Recognised Boards/ Autonomous Educational Organization of Central Govt./ State Govt/UT Administration for conducting public examination/ examination policy planning/functioning of school board / administration including general administration/accounts/ court/legal and vigilance matters. |                        |  |                |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF JOINT SECRETARY**

| Name of Post           | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|------------------------|-------------------|------------------------|--|--------------------------------------|--|--|---|
| 1                      | 2                 | 3                      | 4  | 5                                    | 6  | 7  | 8   |
| <b>Joint Secretary</b> | 20                | Group – A              | Level-13 as per 7th CPC<br>(PB-4, ₹ 37400-67000 + GP ₹ 8700/-<br>as per 6th CPC) | Selection                            | For Deputation: Not<br>exceeding 56 years    | NA<br>(as no provision for<br>direct recruitment)        | NA  |

| Period of probation, if any | Method of Recruitment                          | Recruitment by promotion/ deputation   | DPC composition  | Circumstances under which UPSC is consulted | Remarks   |
|-----------------------------|--|--|--|---|---|
| 9                           | 10   | 11   | 12   | 13  | 14  |
| NA                          | (i) 75% by Promotion<br>(ii) 25% by Deputation | <p><b>Promotion:-</b><br/>Deputy Secretary in Pay Level-12 of 7th CPC (PB-3, ₹15600-39100 + GP ₹7600/- as per 6th CPC) with five years regular service and having at least Bachelor's Degree from the recognized University or equivalent in the grade will be eligible for consideration.</p> <p><b>Deputation:-</b><br/>Officer of Central Govt./State Govts./UT Administration/ Autonomous Organisation/ Autonomous Educational Organization of Central /State Govt/UT Administration:-</p> <p>1. Holding analogous post.<br/>OR</p> <p>2. With at least 05 years regular service in Pay Level - 12 of 7th CPC (PB-3scale of pay of ₹ 15600-39100/- + Grade Pay of ₹ 7600/-)or equivalent.<br/>OR</p> <p>3. With at least 10 years regular service in Pay Level-11 of 7th CPC (PB-3scale of pay of ₹ 15600-39100/- + Grade Pay of ₹ 6600/-) or equivalent<br/>AND</p> <p>Possessing experience in the following fields:-<br/>Conducting public examination/examination policy planning/ functioning of school board /administration including general administration/ accounts/ court/legal and vigilance matters</p> | <p>1. Chairman, CBSE - In the Chair</p> <p>2. Joint Secretary (SE&amp;L), MoE - Member</p> <p>3. Commissioner, KVS/NVS/Director of Education, Govt. of NCT of Delhi – Member</p> <p>4. Secretary, CBSE - Member</p> <p>5. Representative of SC/ST/ Minority Community - Member</p> | NA  | <p>1. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.</p> <p>2. Deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>3. The appointment on deputation shall be for a term of 3 years, extendable by another 3 years at the discretion of the Board provided the incumbent has not attained the age of superannuation earlier.</p> |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF DEPUTY SECRETARY**

| Name of Post            | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|-------------------------|-------------------|------------------------|--|--------------------------------------|--|--|---|
| 1                       | 2                 | 3                      | 4  | 5                                    | 6  | 7  | 8   |
| <b>Deputy Secretary</b> | 30                | Group-A                | Level-12 as per 7th CPC<br>(PB-3, ₹15600-39100 + GP ₹ 7600/- as per 6th CPC) | Selection                            | NA   | NA   | No  |

| Period of probation, if any | Method of Recruitment | Recruitment by promotion/ deputation  | DPC composition  | Circumstances under which UPSC is consulted | Remarks |
|-----------------------------|-----------------------|---|--|---|---------|
| 9                           | 10                    | 11  | 12   | 13  | 14      |
| NA                          | 100% by promotion     | Under Secretary in Pay Level-11 of 7th CPC (PB-3 of ₹ 15600-39100 + GP of ₹ 6600 under 6th CPC) with five years regular service and having at least Bachelor's Degree from the recognized University or equivalent in the grade will be eligible for consideration. | <ol style="list-style-type: none"> <li>1. Chairman, CBSE - In the Chair</li> <li>2. Joint Secretary (SE&amp;L), MoE - Member</li> <li>3. Commissioner, KVS/NVS/Director of Education, Govt. of NCT of Delhi - Member</li> <li>4. Secretary, CBSE - Member</li> <li>5. Joint Secretary (A&amp;L) - Member</li> <li>6. Representative of SC/ST/ Minority Community – Member</li> </ol> | NA  | -       |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF UNDER SECRETARY**

| Name of Post           | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix   | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|------------------------|-------------------|------------------------|---|--------------------------------------|--|--|---|
| 1                      | 2                 | 3                      | 4   | 5                                    | 6  | 7  | 8   |
| <b>Under Secretary</b> | 54                | Group-A                | Level-11 as per 7th CPC<br>(PB-3 of ₹ 15600-39100 + GP of ₹ 6600 under 6th CPC) | Selection                            | NA   | NA   | No  |

| Period of probation, if any | Method of Recruitment | Recruitment by promotion/ deputation  | DPC composition   | Circumstances under which UPSC is consulted | Remarks |
|-----------------------------|-----------------------|---|---|---|---------|
| 9                           | 10                    | 11  | 12  | 13  | 14      |
| NA                          | 100% by promotion     | Assistant Secretary in Pay Level-10 of 7th CPC (PB-3 of ₹ 15600-39100 + GP of ₹ 5400 under 6th CPC) with four years regular service and having at least Bachelor's Degree from the recognized University or equivalent in the grade will be eligible for consideration. | <ol style="list-style-type: none"> <li>1. Chairman, CBSE- In the Chair</li> <li>2. Joint Secretary (SE&amp;L), MoE - Member</li> <li>3. Commissioner KVS/ NVS/Director Education, Govt. of N.C.T. of Delhi – Member</li> <li>4. Secretary, CBSE- Member</li> <li>5. Joint Secretary (A&amp;L), CBSE - Member</li> <li>6. Representative of SC/ST/Minority Community-Member</li> </ol> | No  | -       |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF UNDER SECRETARY (LEGAL)**

| Name of Post                   | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|--------------------------------|-------------------|------------------------|--|--------------------------------------|--|--|---|
| 1                              | 2                 | 3                      | 4  | 5                                    | 6  | 7  | 8   |
| <b>Under Secretary (Legal)</b> | 01                | Group-A                | Level-11 as per 7th CPC (PB-3 of ₹ 15600-39100 + GP of ₹ 6600 under 6th CPC) | Selection                            | For Deputation: Not exceeding 56 years       | NA   | No  |

| Period of probation, if any | Method of Recruitment | Recruitment by promotion/ deputation   | DPC composition   | Circumstances under which UPSC is consulted | Remarks   |
|-----------------------------|-----------------------|--|---|---|---|
| 9                           | 10                    | 11   | 12  | 13  | 14  |
| NA                          | By deputation         | <p>Essential:</p> <p>1. Educational Qualifications:<br/>                     (i) Bachelor's Degree from a recognized University/Institutions.<br/>                     (ii) Law Degree from a recognized University/Law Schools/ Colleges.</p> <p>2. Holding analogous posts on regular basis;<br/>                     OR<br/>                     With at least 4 years regular service in Pay Level-10 of 7th CPC (PB-3 scale of pay ₹ 15600- 39100 + Grade Pay of ₹5400/-);<br/>                     OR<br/>                     With at least 8 years regular service either in Pay Level - 8 of 7th CPC (PB-2 ₹ 9300- 34800 + GP - ₹4800/- or in Pay Level-7 of 7th CPC (PB-2 ₹ 9300- 34800 + GP-₹4600/-) or taken together.</p> <p align="center">AND</p> <p>3. Having at least 03 years' experience of handling legal matters in the offices of Central Govt./State Govt./ Autonomous Organizations/ Universities/Recognised Boards/Autonomous Educational Organization of Central Govt./State Govt/UT Administration.</p> | <p><b>Selection Committee:</b></p> <p>1. Chairman, CBSE- In the Chair<br/>                     2. Joint Secretary (SE&amp;L), MoE - Member<br/>                     3. Commissioner KVS/ NVS/Director Education, Govt. of N.C.T. of Delhi – Member<br/>                     4. Secretary, CBSE- Member<br/>                     5. Joint Secretary (A&amp;L), CBSE - Member<br/>                     6. Representative of SC/ST/Minority Community-Member</p> | No  | <p>1) The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.</p> <p>2) Deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>3) The appointment on deputation shall be for a term of 3 years, extendable by another 3 years at the discretion of the Board provided the incumbent has not attained the age of superannuation earlier.</p> |

*Anurag Tripathi*



**RECRUITMENT RULES FOR THE POST OF ASSISTANT SECRETARY**

| Name of Post               | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix   | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation   | Educational and other qualifications for direct recruits                                     | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|----------------------------|-------------------|------------------------|---|--------------------------------------|--|--|---|
| 1                          | 2                 | 3                      | 4   | 5                                    | 6  | 7  | 8   |
| <b>Assistant Secretary</b> | 60                | Group-A                | Level-10 as per 7th CPC<br>(PB-3 ₹15600-39100 + GP of ₹ 5400/-<br>as per 6th CPC) | Selection                            | 35 years for Direct Recruitment<br>(No age limit for departmental candidates for direct recruitment basis) | <b>For Direct Recruitment</b><br>Bachelor's Degree from a recognized University/Institution. | N.A.  |

| Period of probation, if any | Method of Recruitment   | Recruitment by promotion/ deputation   | DPC composition  | Circumstances under which UPSC is consulted | Remarks |
|-----------------------------|---|--|--|---|---------|
| 9                           | 10  | 11   | 12   | 13  | 14      |
| 2 Years                     | 2/3 <sup>rd</sup> by Promotion<br>1/3 <sup>rd</sup> by Direct Recruitment<br>(40 posts by promotion and 20 posts by Direct Recruitment)<br><br>All India basis written examination followed by interview should be conducted for appointment made through Direct Recruitment. | For Promotion:<br>(i) Bachelor's degree from a recognized university.<br>(ii) Section Officer in Pay Level-7 as per 7th CPC with four years regular continuous service and confirmation in the grade will be eligible. | (i) Chairman, CBSE - In the Chair<br>(ii) Joint Secretary (SE&L), MoE – Member<br>(iii) Commissioner NVS/KVS/Director of Education - Member<br>(iv) Secretary, CBSE - Member<br>(v) Joint Secretary (A&L), CBSE - Member<br>(vi) Representative of SC/ST/Minority Community - Member | N.A.  | -       |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER**

| Name of Post           | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix   | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|------------------------|-------------------|------------------------|---|--------------------------------------|--|--|---|
| 1                      | 2                 | 3                      | 4   | 5                                    | 6  | 7  | 8   |
| <b>Section Officer</b> | 140               | Group-B                | Level-7 as per 7th CPC<br>(PB-2, ₹9300-34800 + GP ₹4600/- as per 6th CPC) | Selection                            | NA   | NA   | NA  |

| Period of probation, if any | Method of Recruitment | Recruitment by promotion/ deputation   | DPC composition   | Circumstances under which UPSC is consulted | Remarks |
|-----------------------------|-----------------------|--|---|---|---------|
| 9                           | 10                    | 11   | 12  | 13  | 14      |
| NA                          | 100% by Promotion     | Superintendent with at least four years of regular continuous service with confirmation in the grade are eligible for promotion for the post of Section Officer. | <ol style="list-style-type: none"> <li>1. Secretary, CBSE - In the Chair</li> <li>2. Joint Secretary (A&amp;L) – Member</li> <li>3. One outside member nominated by the Competent Authority - Member</li> <li>4. Representative of SC/ST/Minority Community - Member</li> </ol> | N.A.  | -       |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF SECTION OFFICER (LEGAL)**

| Name of Post                   | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation      | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|--------------------------------|-------------------|------------------------|--|--------------------------------------|---|--|---|
| 1                              | 2                 | 3                      | 4  | 5                                    | 6   | 7  | 8   |
| <b>Section Officer (Legal)</b> | 01                | Group-B                | Level-7 as per 7th CPC (PB-2, ₹9300-34800 + GP ₹4600/- as per 6th CPC) | Selection                            | For Deputation: 56 years (No Direct Recruitment). | N.A.   | N.A.  |

| Period of probation, if any | Method of Recruitment | Recruitment by promotion/ deputation   | DPC composition   | Circumstances under which UPSC is consulted | Remarks |
|-----------------------------|-----------------------|--|---|---|---------|
| 9                           | 10                    | 11   | 12  | 13  | 14      |
| N.A.                        | By deputation         | <p><b>For Deputation:</b></p> <p>1. Educational Qualifications:<br/>                     (i) Bachelor's Degree from a recognized University/Institutions.<br/>                     (ii) Law Degree from a recognized University/Schools/Colleges.</p> <p>2. Holding analogous posts on regular basis;<br/>                     OR<br/>                     With at least 4 years of regular service in Pay Level-6 of 7th CPC (PB-2 ₹ 9300- 34800 + GP-₹4200/-)<br/>                     AND</p> <p>3. 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 Administration.</p> | <p><b>Selection Committee:</b></p> <p>1. Secretary, CBSE - In the Chair<br/>                     2. Joint Secretary (A&amp;L) – Member<br/>                     3. One outside member nominated by the Competent Authority - Member<br/>                     4. Representative of SC/ST/Minority Community - Member</p> | N.A.  | -       |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT**

| Name of Post          | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix   | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|-----------------------|-------------------|------------------------|---|--------------------------------------|--|--|---|
| 1                     | 2                 | 3                      | 4   | 5                                    | 6  | 7  | 8   |
| <b>Superintendent</b> | 228               | Group-B                | Level-6 as per 7th CPC<br>(PB-2, ₹9300-34800 + GP ₹4200/- as per 6th CPC) | Selection                            | N.A.   | N.A.   | N.A.  |

| Period of probation, if any | Method of Recruitment | Recruitment by promotion/ deputation  | DPC composition   | Circumstances under which UPSC is consulted | Remarks |
|-----------------------------|-----------------------|---|---|---|---------|
| 9                           | 10                    | 11  | 12  | 13  | 14      |
| 02 Years                    | 100% by promotion.    | <b>For Promotion:</b><br>Senior Assistants with 4 years regular continuous service in Pay Level-4 of 7th CPC with confirmation. | <ol style="list-style-type: none"> <li>1. Secretary, CBSE - In the Chair</li> <li>2. Joint Secretary (A&amp;L) -Member</li> <li>3. One outside member nominated by the Competent Authority -Member</li> <li>4. Representative of SC/ST/Minority Community - Member</li> </ol> | N.A.  | -       |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT**

| Name of Post            | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation  | Educational and other qualifications for direct recruits   | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|-------------------------|-------------------|------------------------|--|--------------------------------------|---|--|---|
| 1                       | 2                 | 3                      | 4  | 5                                    | 6   | 7  | 8   |
| <b>Senior Assistant</b> | 258               | Group-C                | Level-4 as per 7th CPC (PB-1, ₹5200-20200 + GP ₹2400/- as per 6th CPC) | Non-Selection                        | Between 18 and 27 years of age (Upper age relaxation to SC/ST/OBC/Persons with Disabilities/Ex-serviceman will be given as per Govt. of India rules.) | <b>Essential Qualification:</b><br>1. Graduate from a recognized university.<br>2. Typing speed of 40 w.p.m in English or 35 w.p.m. in Hindi on Computer (40 w.p.m. and 35 w.p.m. correspond to 12000 KDPH/ 10500 KDPH on an average of 5 key depressions for each word)<br>3. Working knowledge of Computer/Computer Applications such as Windows, MS-Office, handling of large database, Internet. | NO  |

| Period of probation, if any  | Method of Recruitment   | Recruitment by promotion/ deputation   | DPC composition   | Circumstances under which UPSC is consulted | Remarks |
|--|---|--|---|---|---------|
| 9  | 10  | 11   | 12  | 13  | 14      |
| <b>Period of Probation (Direct Recruitment)</b><br>02 Years<br><br>The successful recruits shall undergo a mandatory training of atleast 02 weeks. The successful completion of the training will be pre-requisite in completion of probation. | 75% by promotion.<br><br>25% by Direct Recruitment.<br>All India basis written examination followed by Skill/Typing Test should be conducted for appointment made through Direct basis. | <b>Promotion:</b><br>Junior Assistants and Assistant Record Keepers who have rendered at least four years of regular continuous services and confirmation in the grade will be eligible for consideration. | 1. Secretary, CBSE - In the Chair<br>2. Joint Secretary (A&L) – Member<br>3. One outside member nominated by the Competent Authority - Member<br>4. Representative of SC/ST/Minority Community - Member | N.A.  | -       |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT**

| Name of Post            | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation  | Educational and other qualifications for direct recruits  | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|-------------------------|-------------------|------------------------|--|--------------------------------------|---|---|---|
| 1                       | 2                 | 3                      | 4  | 5                                    | 6   | 7   | 8   |
| <b>Junior Assistant</b> | 260               | Group-C                | Level-2 as per 7th CPC (PB-1, ₹5200-20200 + GP ₹1900/- as per 6th CPC) | Non-Selection                        | Between 18 and 27 years of age (Upper age relaxation to SC/ST/OBC/Persons with Disabilities/Ex-serviceman will be given as per Govt. of India rules.) | (i) 12th Class or equivalent qualification from a recognized Board or University.<br>(ii) A 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) | Yes, to the extent indicated in Col.10  |

| Period of probation, if any  | Method of Recruitment   | Recruitment by promotion/ deputation | DPC composition  | Circumstances under which UPSC is consulted | Remarks |
|--|---|--------------------------------------|--|---|---------|
| 9  | 10  | 11                                   | 12   | 13  | 14      |
| <b>Period of Probation (Direct Recruitment)</b><br>02 Years<br><br>The successful recruits shall undergo a mandatory training of atleast 02 weeks. The successful completion of the training will be pre-requisite in completion of probation. | (i) 85% by Direct recruitment<br>(ii) 10% of the vacancies shall be filled from amongst the Group C Staff in the Grade Pay of ₹ 1800 and who possess 12th Class pass or equivalent qualification and have rendered 3 years regular service in the grade on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 year (50 years of age for SC/ST).<br>Note: If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling up vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.<br>(iii) 5% of the vacancies shall be filled in seniority-cum-fitness basis from Group C employees who have 3 years regular service in posts with the Grade Pay of ₹ 1800. | As stated in Col.10                  | 1. Secretary, CBSE - In the Chair<br>2. Joint Secretary (A&L) –Member<br>3. One outside member nominated by the Competent Authority - Member<br>4. Representative of SC/ST/Minority Community - Member | N.A.  | -       |

*Anurag Tripathi*

**RECRUITMENT RULES FOR THE POST OF ASSISTANT RECORD KEEPER**

| Name of Post                   | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|--------------------------------|-------------------|------------------------|--|--------------------------------------|--|--|---|
| 1                              | 2                 | 3                      | 4  | 5                                    | 6  | 7  | 8   |
| <b>Assistant Record Keeper</b> | 16                | Group-C                | Level-2 as per 7th CPC (PB-1, ₹5200-20200 + GP ₹1900/- as per 6th CPC) | Selection                            | -  | N.A.   | N.A.  |

| Period of probation, if any | Method of Recruitment                            | Recruitment by promotion/ deputation  | DPC composition  | Circumstances under which UPSC is consulted | Remarks |
|-----------------------------|--|---|--|---|---------|
| 9                           | 10   | 11  | 12   | 13  | 14      |
| N.A.                        | By promotion failing which by direct recruitment | <p><b>Promotion:</b></p> <p>(i) MTS who have put in 04 years regular continuous service in the Board &amp; having passed 12th class will be eligible for consideration for promotion to this post.</p> <p>(ii) Those officials promoted to this post will have to qualify the typing test within six months from the date of promotion failing which they are liable to be reverted back to their substantive post.</p> | <p>1. Secretary, CBSE - In the Chair</p> <p>2. Joint Secretary (A&amp;L) –Member</p> <p>3. One outside member nominated by the Competent Authority -Member</p> <p>4. Representative of SC/ST/Minority Community - Member</p> | N.A.  | -       |

*Anureg Tripathi*

**RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF**

| Name of Post               | Number of Post(s) | Classification of post | Level in 7th CPC Pay Matrix  | Selection post or Non Selection post | Age limit for Direct Recruitment/ Deputation | Educational and other qualifications for direct recruits | Age and educational qualifications prescribed for direct recruits will apply in the case of promotion |
|----------------------------|-------------------|------------------------|--|--------------------------------------|--|--|---|
| 1                          | 2                 | 3                      | 4  | 5                                    | 6  | 7  | 8   |
| <b>Multi-Tasking Staff</b> | 239               | Group-C                | Level-1 as per 7th CPC (PB-1, ₹5200-20200 + GP ₹1800/- as per 6th CPC) | NA                                   | Between 18-27 years                          | Class 10th passed  | N.A.  |

| Period of probation, if any | Method of Recruitment | Recruitment by promotion/ deputation | DPC composition | Circumstances under which UPSC is consulted | Remarks |
|-----------------------------|-----------------------|--------------------------------------|-----------------|---|---------|
| 9                           | 10                    | 11                                   | 12              | 13  | 14      |
| 02 year for Direct Recruits | Direct Recruitment    | NA                                   | NA              | N.A.  | -       |

*Anureg Tripathi*