



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/12(2)/2023/38512-611 Dated: 28.06.2023

NOTIFICATION

In supersession of all the previous notifications, the Competent Authority of the Board vide orders dated 28.06.2023 has approved the restructuring of Secretarial Cadre.

1. The nomenclature of the following posts has been re-designated as under:-

S. No.	Present Designation	New Designation	Pay Scale
1.	Principal Private Secretary	Senior Principal Private Secretary	Level – 12 of 7 th CPC
2.	Senior Private Secretary	Principal Private Secretary	Level – 11 of 7 th CPC
3.	Introduction of new grade in the Secretarial Cadre	Senior Private Secretary	Level – 10 of 7 th CPC

2. The revised structure of Secretarial Cadre along with method of recruitment is as under:-

Name of the post	No. of posts	Method of Recruitment
Senior Principal Private Secretary Level – 12 of 7 th CPC	05	100% by promotion failing which by deputation
Principal Private Secretary Level – 11 of 7 th CPC	10	100% by Promotion failing which by deputation
Senior Private Secretary Level – 10 of 7 th CPC	14	100% by Promotion failing which by deputation
Private Secretary Level – 7 of 7 th CPC	18	100% by Promotion failing which by deputation
Personal Assistant Level – 6 of 7 th CPC	24	100% by Promotion failing which by deputation
Stenographer Level – 4 of 7 th CPC	39	100% Direct Recruitment
Total	110	

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

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


(Anurag Tripathi)
Secretary

Distribution:-

1. Deputy Secretary to Chairperson, CBSE for kind information of the Hon'ble 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. Under Secretary (IT) – for updation in eHRMS.
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. Hindi Cell, CBSE, Headquarter for Hindi Translation.
10. Scrap file/Guard File/Notice Board...

RECRUITMENT RULES FOR THE POST OF SENIOR PRINCIPAL PRIVATE SECRETARY (SR. PPS)

Name of Post	Number of Post(s)	Classification of post	Level in 7 th CPC Pay Matrix	Selection post or Non Selection post	Age limit for Direct Recruitment/ Deputation	Educational and other qualification for direct recruit	Age and educational qualifications prescribed for direct recruit will apply in the case of promotion
1 Senior Principal Private Secretary	2 05 (Five)	3 Group-A	4 Level-12 of 7 th CPC (Pre-revised PB -3 of ₹ 15,600-39,100 + Grade Pay of ₹ 7600/-)	5 Selection	6 For Deputation: 56 years (No Direct Recruitment)	7 Not Applicable	8 Not Applicable

Period of probation	Method of Recruitment	Recruitment by promotion/deputation	DPC composition	Circumstances under which UPSC is consulted
9	10	11	12	13
Not Applicable	100% by Promotion failing which by deputation	<p>Promotion :- Five years of regular service as Principal Private Secretary in Level-11 of 7th CPC (PB-3 of ₹ 15600-39100 + GP of ₹ 6600/-). Educational Qualification is no bar.</p> <p>Deputation:- (A) An Officer of Central Govt./State Govt./Union Territories/Public Sector Undertakings /Autonomous Bodies /Statutory Organisations: (i) Holding analogous post on regular basis. OR (ii) With 05 years regular service in the Principal Private Secretary grade in the Pay Level-11 of 7th CPC. OR (iii) With 09 years regular service in the Senior Private Secretary grade in the Pay Level-10 of 7th CPC.</p> <p>Note 1:- 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 7th CPC or equivalent pay grade. Note 2:- No provision for absorption Note 3:- Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p>	<p>(i) Chairman, CBSE - In the Chair (ii) Joint Secretary (SE&L), MOE – Member (iii) Commissioner KVS/NVS/Director Education, Govt. of NCT of Delhi - Member (iv) Secretary, CBSE - Member (v) Joint Secretary (A&L), CBSE – Member (vi) Representative of SC/ST/Minority Community - Member</p>	Not Applicable

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RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY (PPS)

Name of Post	Number of Posts)	Classification of post	Level in 7 th CPC Pay Matrix	Selection post or Non Selection post	Age limit for Direct Recruitment/ Deputation	Educational and other qualification for direct recruit	Age and educational qualifications prescribed for direct recruit will apply in the case of promotion
1	2	3	4	5	6	7	8
Principal Private Secretary	10 (Ten)	Group-A	Level-11 of 7 th CPC (Pre-revised PB -3 of ₹ 15,600-39,100 + Grade Pay of ₹ 6600/-)	Selection	For Deputation: 56 years (No Direct Recruitment)	Not Applicable	Not Applicable

Period of probation	Method of Recruitment	Recruitment by promotion/deputation	DPC composition	Circumstances under which UPSC is consulted
9	10	11	12	13
Not Applicable	100% by Promotion failing which by deputation	<p>Promotion :- Four years of regular service as Senior Private Secretary in Level-10 of 7th CPC (PB-3 of ₹ 15600-39100 + GP of ₹ 5400/-). Educational Qualification is no bar.</p> <p>Deputation:- (A) An Officer of Central Govt./State Govt./Union Territories/Public Sector Undertakings /Autonomous Bodies /Statutory Organisations: (i) Holding analogous post on regular basis. OR (ii) With 04 years regular service in the Senior Private Secretary cadre in the Pay Level-10 of 7th CPC. OR (iii) With 08 years regular service in the Private Secretary cadre in the Pay Level-8/Level-7 of 7th CPC.</p> <p>Note 1:- 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 7th CPC or equivalent pay grade. Note 2:- No provision for absorption Note 3:- Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p>	(i) Chairman, CBSE - In the Chair (ii) Joint Secretary (SE&L), MoE - Member (iii) Commissioner KVS/NVS/Director Education, Govt. of NCT of Delhi - Member (iv) Secretary, CBSE - Member (v) Joint Secretary (A&L), CBSE - Member (vi) Representative of SC/ST/Minority Community - Member	Not Applicable

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RECRUITMENT RULES FOR THE POST OF SENIOR PRIVATE SECRETARY (SPS)

Name of Post	Number of Post(s)	Classification of post	Level in 7 th CPC Pay Matrix	Selection post or Non Selection post	Age limit for Direct Recruitment/ Deputation	Educational and other qualification for direct recruit	Age and educational qualifications prescribed for direct recruit will apply in the case of promotion	Period of probation
1 Senior Private Secretary	2 14 (Fourteen)	3 Group-A	4 Level-10 of 7 th CPC (Pre-revised PB -3 of ₹ 15,600-39,100 + Grade Pay of ₹ 5400/-)	5 Selection	6 For Deputation: 56 years (No Direct Recruitment)	7 Not Applicable	8 Not Applicable	9 2 Years

Method of Recruitment	Recruitment by promotion/deputation			DPC composition	Circumstances under which UPSC is consulted
10 100% by Promotion failing which by deputation	11 Promotion :- Four years of regular service as Private Secretary in Level-7 of 7 th CPC (PB-2 of ₹ 9300-34800 + GP of ₹ 4600/-). Educational Qualification is no bar. Deputation:- (A) An Officer of Central Govt./State Govt./Union Territories/Public Sector Undertakings /Autonomous Bodies /Statutory Organisations: (i) Holding analogous post on regular basis. OR (ii) With 04 years regular service in the Private Secretary cadre in the Pay Level-8/Level-7 of 7th CPC. OR (iii) With 08 years of regular service in the Personal Assistant cadre in the Pay Level-6 of 7th CPC. Note 1:- 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 7th CPC or equivalent pay grade. Note 2: - No provision for absorption Note 3: - Officers in the line of promotion from feeder cadre will not be eligible for deputation.			12 (i) Chairman, CBSE - In the Chair (ii) Joint Secretary (SE&L), MOE - Member (iii) Commissioner KVS/NVS/ Director of Education, Govt. of NCT - Member (iv) Secretary, CBSE - Member (v) Joint Secretary (A&L), CBSE - Member (vi) Representative of SC/ST/ Minority Community - Member	13 Not Applicable

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RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY (PS)

Name of Post	Number of Posts)	Classification of post	Level in 7 th CPC Pay Matrix	Selection post or Non Selection post	Age limit for Direct Recruitment/ Deputation	Educational and other qualification for direct recruit	Age and educational qualifications prescribed for direct recruit will apply in the case of promotion
1 Private Secretary	2 18 (Eighteen)	3 Group-B	4 Level-07 of 7 th CPC (Pre-revised PB-2 of ₹ 9300-34800 + Grade Pay of ₹ 4600/-)	5 Selection	6 For Deputation: 56 years (No Direct Recruitment)	7 Not Applicable	8 Not Applicable

Period of probation	Method of Recruitment	Recruitment by promotion/deputation	DPC composition	Circumstances under which UPSC is consulted
9	10	11	12	13
Not Applicable	100% by Promotion failing which by deputation	<p>Promotion :- Four years of regular service as Personal Assistant in Level-6 of 7th CPC (PB-2 of ₹ 9300-34800 + GP of ₹ 4200/-). Educational Qualification is no bar.</p> <p>Deputation:- (A) An Officer of Central Govt./State Govt./Union Territories/Public Sector Undertakings /Autonomous Bodies /Statutory Organisations:</p> <p>(i) Holding analogous post on regular basis. OR (ii) With 04 years regular service in the Personal Assistant cadre in the Pay Level-6 of 7th CPC. OR (iii) With 08 years regular service in the Stenographer cadre in the Pay Level-5/Level-4 of 7th CPC.</p> <p>Note 1:- 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 7th CPC or equivalent pay grade. Note 2:- No provision for absorption Note 3:- Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p>	<p>(i) Secretary, CBSE - In the Chair (ii) Joint Secretary (A&L), CBSE - Member (iii) One outside member nominated by the Competent Authority - Member (iv) Representative of SC/ST/Minority Community - Member</p>	Not Applicable

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RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT (PA)

Name of Post	Number of Post(s)	Classification of post	Level in 7 th CPC Pay Matrix	Selection post or Non Selection post	Age limit for Direct Recruitment/ Deputation	Educational and other qualification for direct recruit	Age and educational qualifications prescribed for direct recruit will apply in the case of promotion
1	2	3	4	5	6	7	8
Personal Assistant	24 (Twenty Four)	Group-B	Level-06 of 7 th CPC (Pre-revised PB-2 of ₹ 9300-34800 + Grade Pay of ₹ 4200/-)	Selection	For Deputation: 56 years (No Direct Recruitment)	Not Applicable	Not Applicable

Period of probation	Method of Recruitment	Recruitment by promotion/deputation	DPC composition	Circumstances under which UPSC is consulted
9	10	11	12	13
2 Years	100% by Promotion falling which by deputation	<p>Promotion :- Four years of regular service as Stenographer in Level-4 of 7th CPC (PB-1 of ₹ 5200-24200 + GP of ₹ 2400/-). Educational Qualification is no bar.</p> <p>Deputation:- (A) An Officer of Central Govt./State Govt./Union Territories/Public Sector Undertakings /Autonomous Bodies /Statutory Organisations: (i) Holding analogous post on regular basis. OR (ii) With 04 years regular service in the Stenographer cadre in the Pay Level-5/Level-4 of 7th CPC.</p> <p>Note 1:- 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 7th CPC or equivalent pay grade. Note 2:- No provision for absorption Note 3:- Officers in the line of promotion from feeder cadre will not be eligible for deputation.</p>	<p>(i) Secretary, CBSE - In the Chair (ii) Joint Secretary (A&L), CBSE - Member (iii) One outside member nominated by the Competent Authority - Member (iv) Representative of SC/ST/Minority Community - Member</p>	Not Applicable

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RECRUITMENT RULES FOR THE POST OF STENOGRAPHER

Name of Post	Number of Post(s)	Classification of post	Level in 7 th CPC Pay Matrix	Selection post or Non Selection post	Age limit for Direct Recruitment/ Deputation	Educational and other qualification for direct recruit	Age and educational qualifications prescribed for direct recruit will apply in the case of promotion
1 Stenographer	2 39 (Thirty Nine)	3 Group-C	4 Level-04 of 7 th CPC (Pre-revised PB-1 of ₹ 5200-20200 + Grade Pay of ₹ 2400/-)	5 Not Applicable	6 18-27 years (Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable)	7 (i) Bachelor's Degree from recognized University/ Institution. (ii) Skill Test Norms:- Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 mts (Eng) 65 mts (Hindi) (On Computer)	8 Not Applicable
9 Two years	10 100% through Direct recruitment.		11 Not Applicable			12 Not Applicable	13 Not Applicable

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