



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



NO.CBSE/Rectt.Cell/2(18)/55

DATE: 01.10.2020

The Central Board of Secondary Education (CBSE) invites applications from retired Government Officers from the post of Accounts Officer/Senior Accounts Officer from organized Accounts Services in Central/State Governments/ Central/State Autonomous/ Railways in at least Level- 9 of the Pay Matrix of the 7th CPC (G.P. of Rs. 5400 in PB-2) for engagement as Consultant (03 posts) on contract basis.

1. **No of Posts** = 03

2. **Essential Qualification**

2.1 **Experience:** The Applicants should have working knowledge of procurement procedure in Govt., experience of Accounts, Establishment, Audit, Reconciliation, working knowledge of PFMS, drafting, Service Rules, Allowances, Preparation of Budget, Pension related works and Fund Management as per Govt. norms.

2.2 **Education Qualification:** Graduate/Post Graduate from a recognized University or Institution.

3. **Emoluments**

3.1. The consolidated remuneration equal to Last Pay Drawn minus pension without component of allowances other than DA shall be payable to consultant(s).

3.2. They will not be eligible for any other allowance or facility in addition to the consolidated pay.

4. **Age Limit:** They should not have attained the age of 63 years as on 01.07.2020.

5. **Leave:** Consultants shall be eligible for 08 days' leave in a calendar year subject to the approval of the Competent Authority.

6. **General Terms & Conditions**

6.1. A Consultant may be hired on contractual basis against existing vacancies or for a period of One year and is further extendable as per requirement based on their performance but not beyond the age of 65 years.

6.2. The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner having at least MBBS or equivalent medical degree will have to be given.





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- 6.3. The candidate should be free from vigilance angle at the time of retirement. As a proof of this, a copy of the Pension payment Order/Gratuity Payment Authority will have to be submitted. In addition to this, an undertaking will have to be obtained from such person to the effect that he/she has no criminal case pending against him/her at the time of engagement.
- 6.4. Working hours shall normally be from 09:00 AM to 5.30 PM during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturday/Sunday and other holidays.
- 6.5. They will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement as "Consultant" in the Department. All such documents will be property of the Board.
- 6.6. They will not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Board.
- 6.7. The Intellectual Property of the data collected as well as deliverables produced for the Board shall remain with the Board.
- 6.8. Their attentions are drawn to Central Vigilance Commission's circular no. 01/01/17 dated 23.1.2017 and circular no. 08/06/2011 dated 24.6.2011 regarding engagement of consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in the Board in view of norms of ethical business and professionalism.
- 6.9. They must act, all the time, in the interest of the Board and render any advice/service with professional integrity.
- 6.10. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in the Board. If required, they will cooperate fully with any legitimately provided/constituted investigative body, conducting inquiry into processing or execution of the consultancy contract/any other matter related with discharge of contractual obligations by the consultant.
- 6.11. The consultant(s) appointed by the Board shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Board nor will they indulge in any activity outside the terms of the contractual assignment.





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- 6.12. They will complete the assigned task within the stipulated period as per the requirement of the Competent Authority/Controlling Officers. They will not take any assignment or contract which conflicts with the interest of the Board during the contract period.
- 6.13. They shall be bounded to hand-over the entire set of records of assignment to the Board before the expiry of the contract and before the final payment is released by the Board.
- 6.14. The engagement of Consultant can be terminated by the Board at any time without assigning any reason thereof by giving them 15 days' notice. However, in case a Consultant wishes to resign, he/she will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.
- 6.15. Candidates may satisfy themselves about their eligibility for the post before applying as per the conditions given at point 2 above. Receipt of an interview letter from the Office should not be taken as Organizations approval of their eligibility for the post.

7. **HOW TO APPLY :** Candidate must have his/her recent passport size photographs (not more than 03 months old) before applying. 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 a 12 months) AND one alternative E-mail ID are mandatory fields, without which the application will not be registered.

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", 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: Upload all necessary documents i.e. photograph, signature and PPO, etc.

STEP 6: Click the "SUBMIT" button. A unique registration no. shall appear on the screen, note this registration no.

STEP 7: Go to "Print Application" option and enter your registration no. and date of birth to generate the pre-filled application. Take a print out of System Generated ON-LINE APPLICATION form in A -4 size paper for future reference.





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8. Only shortlisted candidates will be intimated and are required to produce all original documents along with two sets of self-attested photo copies of all documents at the time of Interview with duly filled ON-LINE APPLICATION form.
9. Candidates are advised not to send any hard copies of the online application filled forms to the Board. No application will be accepted through offline mode.

Sd/-
(Anurag Tripathi)
Secretary

In case you face any difficulty in online registration inform us at:
do.rc.cbse.hq@gmail.com.



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