



Vacancy Notification

Online applications are invited from eligible candidates for the following posts on deputation:-

S. No.	Name of the posts	Pay Level/ Pay Band	Number of Vacancies	Proposed Place of posting
1.	Regional Director	Level- 13A in the Pay Matrix as per 7 th CPC <i>[Pre Revised PB-4 of Rs.37400-67000+G.P. of Rs.8900/-]</i>	01	Any of Regional/ Delhi Offices of the Board
2.	Joint Secretary	Level- 13 in the Pay Matrix as per 7 th CPC <i>[Pre Revised PB-4 of Rs.37400-67000+G.P. of Rs.8700/-]</i>	03	Any of Regional/ Delhi Offices of the Board
3.	Additional IAFA	Level-12 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-3 of Rs.15600-39100+G.P.of Rs.7600/-]</i>	01	Delhi/ Headquarters
4.	Superintending Engineer	Level-12 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-3 of Rs.15600-39100+G.P.of Rs.7600/-]</i>	01	Delhi/ Headquarters
5.	Assistant Secretary (Vigilance)	Level-11 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-3 of Rs.15600-39100+G.P.of Rs.6600/-]</i>	01	Delhi / Headquarters
6.	Deputy Financial Advisor	Level-11 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-3 of Rs.15600-39100+G.P.of Rs.6600/-]</i>	01	Delhi/ Headquarters
7.	Assistant Secretary (Legal)	Level-11 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-3 of Rs.15600-39100+G.P.of Rs.6600/-]</i>	01	Delhi/ Headquarters
8.	Accounts Officer	Level-10 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-3 of Rs.15600-39100+G.P.of Rs.5400/-]</i>	03	Any of Regional /Delhi Offices of the Board
9.	Section Officer(Legal)	Level-7 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-2 of Rs.9300-34800+G.P.of Rs.4600/-]</i>	03	Any of Regional/ Delhi Offices of the Board



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10.	Junior Accounts Officer	Level-7 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-2 of Rs.9300-34800+G.P.of Rs.4600/-]</i>	01	Any of Regional/Delhi Offices of the Board
11.	Senior Accountant	Level-6 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-2 of Rs.9300-34800+G.P.of Rs.4200/-]</i>	06	Any of Regional/Delhi Offices of the Board
12.	Accountant	Level-4 in the Pay Matrix as per 7 th CPC <i>[Pre Revised in PB-1 of Rs.5200-20200+G.P.of Rs.2400/-]</i>	15	Any of Regional/Delhi Offices of the Board

- (i) Online applications can be uploaded upto 30 days from the date of publication of this advertisement in Employment News/Rozgar Samachar i.e. 21.10.2017.
- (ii) The maximum age limit for applying the above said posts is 56 years as on closing date of application.
- (iii) Applications which do not meet all criteria given in this advertisement / incomplete applications will be rejected.
- (iv) Candidate should have fulfilled all the educational qualifications and experience as on the closing date of application.
- (v) 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.
- (vi) 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 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
- (vii) No correspondence or personal enquiries shall be entertained by the Board.
- (viii) The shortlisted candidates 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.
- (ix) Canvassing in any form will be treated as disqualification.
- (x) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.



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- (xi) 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.
- (xii) The Board reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.
- (xiii) The Board also reserves the right to cancel the recruitment process as a whole or at any stage thereof for any of the posts without any prior notice or without assigning any reason thereof.

Deputy Secretary (Admn. & Legal)



GENERAL CONDITIONS

1. **Special Instructions for applicants:-** The following documents should be attached with Printout of the Online application form

- Advance copy will not be entertained in any way.
- Attested copies of Educational qualifications / Experiences.
- Caste certificate in respect of SC, ST, OBC candidate.
- Experience Certificate in respect of each experience claimed.
- Forwarding letter of HOD concerned, ACRs of last 5 years, Vigilance clearance, Integrity certificate, list of Major and Minor penalties imposed during last 10 years alongwith No Objection Certificate to the effect that in event of the selection the official will be relieved.
- Incomplete applications or found deficient in any manner will not be entertained.
- No fees is required for posts filled up on deputation basis.
- Applications once submitted will not be withdrawn in any case.

Applications received without proper channel and/or not accompanying the documents mentioned in the application form will not be considered and will be rejected. No communications will be entertained in this regard.

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 interview:
3. A separate application is to be submitted for each post. Incomplete applications shall liable to be rejected.
4. Applications received after last date shall not be entertained. The Board will not be responsible for any postal delay.
5. **HOW TO APPLY:** Candidate must have two (02) copies of his recent passport size photographs 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.

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



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STEP 6: 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, firmly paste your recent passport size photograph (*preferably taken by Digital Camera*) affixing your signature at the appropriate space provided at the right hand top corner of the application form and again sign at the space provided at the bottom of the application form.

STEP 7: Attach necessary documents as mentioned at S.No. 1 above.

STEP 8: Keep the above documents in an envelope. The envelope should be superscribed with **APPLICATION FOR THE POST OF “_____”**. The application along with other documents as mentioned above should be sent to following address:-

The Deputy Secretary (A&L),
Central Board of Secondary Education,
Shiksha Kendra, 2 Community Centre,
Preet Vihar, Delhi – 110092.

The hard copy of application along with all necessary documents should reach CBSE within 30 days from the date of uploading of online application on Board’s website.

In case you face any difficulty in online registration inform us at: antriksh.cbse@nic.in and kamalcbose@gmail.com.



RECRUITMENT RULES FOR THE POST OF REGIONAL DIRECTOR	
Scale of Pay:	Level- 13A as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>A. Officers of Central/State Govts./UT Administration or Central/ State Govt., autonomous Educational Organizations:-</p> <p>Holding analogous posts on regular basis, OR With 5 years' regular service in the posts in the pay scale of Rs.12000-375-16500, AND</p> <p>Possessing experience as follows:</p> <p>B. Experience of at least 5 years at senior level in University/recognized Board conducting public examinations, workshops in evaluation and training of paper-setters and examiners, and familiarity with allied administrative and academic work.</p> <p>NOTE:- 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>



RECRUITMENT RULES FOR THE POST OF JOINT SECRETARY	
Scale of Pay:	Level- 13 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p><u>Educational Qualification :-</u></p> <p>Bachelor's Degree from a recognized university.</p> <p><u>Experience:-</u></p> <p>1. Officers of Central Govt./State Govt./Statutory Bodies or Autonomous Organizations:</p> <p>Holding analogous post,</p> <p style="text-align: center;">OR</p> <p>05 years service in the PB-3 of Rs. 15600-39100/- with GP of Rs. 7600/- or equivalent;</p> <p style="text-align: center;">OR</p> <p>10 years service in PB-3 of Rs. 15600-39100/- with GP of Rs. 6600/- or equivalent.</p> <p>2. Possessing experience in the following fields:- Examination/ Policy Planning/ Administration including general administration/ accounts/ court cases/ legal and vigilance matters/ organizing seminars, conferences and workshop for key personnel.</p>



RECRUITMENT RULES FOR THE POST OF ADDITIONAL INTERNAL AUDITOR & FINANCIAL ADVISOR	
Scale of Pay:	Level- 12 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>(i) CA/ ICWAI/MBA (Finance)/ Bachelor's degree of a recognised University/ Institution with Economics / Commerce / Accounts as one of the subjects.</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree in Commerce/Finance/Accounts from a recognized university.</p> <p style="text-align: center;">AND</p> <p>(ii) Experience in the field of compilation of Accounts Budget, Internal Audit, Commercial Accounting etc. in Central/State Govt./Autonomous body.</p> <p><u>Experience:-</u></p> <p>(i) The person who have passed SAS/SOGE/JAO examination and are working on analogous post with confirmed service.</p> <p style="text-align: center;">OR</p> <p>The person who have passed SAS/SOGE/JAO examination and are working as Sr. Accounts Officer/Sr. Audit Officer in the Grade pay of Rs. 6600 with minimum experience of 03 years in the grade.</p> <p style="text-align: center;">OR</p> <p>The person who have passed SAS/SOGE/JAO examination and having 05 years regular service in the Grade pay of Rs. 5400 or equivalent.</p> <p>(ii) Possessing experience of handling Financial Budget/Accounts matters in a responsible capacity.</p> <p>Desirable: Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.</p>



RECRUITMENT RULES FOR THE POST OF SUPERINTENDING ENGINEER	
Scale of Pay:	Level- 12 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>Essential Qualification</p> <ol style="list-style-type: none">1. B.E./B.Tech from a recognised university.2. 5 yrs experience as Executive Engineer in the GP of Rs. 6,600/- (PB 15600-39100) in Govt. or PSU construction/maintenance of multi-storied buildings. <p>Desirable</p> <ol style="list-style-type: none">1. Knowledge of rules, regulations and procedures of local bodies/DUAC/NBC2. Experience in budget preparation, estimation dealings concerning land/bldg. issues with the Mpl./Statutory/Local Bodies.



RECRUITMENT RULES FOR THE POST OF ASSISTANT SECRETARY (VIGILANCE)	
Scale of Pay:	Level- 11 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p><u>Essential qualifications :</u> Bachelor's degree from a recognised university</p> <p><u>Desirable Qualifications :</u> Master's degree from a recognised university Knowledge of CCS (CCA) Rules and CCS (Conduct) Rules Good knowledge of English and Hindi</p> <p><u>Essential Experience:-</u></p> <ol style="list-style-type: none">1. Officers of the Central/State Govt./UT Administration or Central/State Autonomous/ Statutory organisations Holding analogous posts OR 03 years service in the pay scale of Rs. 15600-39100 + GP Rs. 5400/- OR 05 years service in the pay scale of Rs. 9300-34800 + GP of Rs. 4600 AND2. Must have undergone 02 weeks training in Vigilance matters in ISTM, New Delhi. AND3. Must have a minimum 05 years experience in processing disciplinary cases, preparation of charge sheet for minor and major penalty proceedings, processing cases of regular inquiry proceedings, vigilance inquiries in Govt. organisations /autonomous bodies matters.



RECRUITMENT RULES FOR THE POST OF DEPUTY FINANCIAL ADVISOR	
Scale of Pay:	Level- 11 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>(i) Bachelor's degree of a recognised University/Institution with Economics/Commerce/Accounts as one of the subjects, or having passed SAS/JAO(C) or equivalent examination.</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree in Commerce/Finance/Accounts from a recognized university.</p> <p style="text-align: center;">OR</p> <p>M.B.A(Finance)/at least C.A. (Inter)</p> <p style="text-align: center;">AND</p> <p>(ii) Experience in the field of compilation of Accounts Budget, Internal Audit and Commercial Accounting etc.</p> <p><u>Experience:</u></p> <p>The Persons who have passed SAS/JAO examination and are working on analogous post with confirmed service.</p> <p style="text-align: center;">OR</p> <p>The person who have passed SAS/JAO or equivalent examination and are working as Sr. Accounts Officer/Sr. Audit Officer in the Pay Scale of Rs. 15600-39100 + Grade pay of Rs. 5400 with minimum experience of three years in the grade.</p> <p style="text-align: center;">OR</p> <p>The person who have passed SAS/JAO examination or equivalent examination and having five year regular service in the Grade Pay of Rs. 4800/- or equivalent.</p> <p style="text-align: center;">OR</p> <p>The person who have passed SAS/JAO or equivalent examination and having eight years regular service in the Grade Pay of Rs. 4600/- or equivalent.</p>



RECRUITMENT RULES FOR THE POST OF ASSISTANT SECRETARY (LEGAL)	
Scale of Pay:	Level- 11 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p><u>Educational Qualification:-</u></p> <ol style="list-style-type: none">1. Law Degree from recognized University/ Law School.2. Officers holding analogous posts <p style="text-align: center;">OR</p> <p style="text-align: center;">With 3 years' service in the pay scale of Rs.15600-39100 in PB-3 GP 5400/-</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">With 5 years' service in the pay scale of Rs.9300-34800/- PB-2 GP 4800/-</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">With 8 years' service in the pay scale of Rs.9300-34800/-PB-2 GP 4600/-</p> <p style="text-align: center;">AND</p> <ol style="list-style-type: none">3. Having at least three years' experience of handling legal matters in the offices of Central Govt./State Govt./Autonomous Organizations. <p>Desirable: Experience in drafting statutes and / or legislations.</p>



RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER	
Scale of Pay:	Level- 10 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>A. Bachelor's degree preferably in Commerce. OR Post Graduate Degree in Commerce/ Finance/Accounts from a recognized university. OR M.B.A(Finance)/at least C.A. (Inter) / ICWA (Inter) AND</p> <p>B. Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc.</p> <p><u>Essential Experience:-</u> The persons who are working on analogous post or as Jr. Accounts Officers in PB-2 with Grade pay of Rs.4600/- with minimum experience of three years in the grade.</p> <p><u>Desirable:-</u> Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.</p>



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RECRUITMENT RULES FOR THE POST OF SECTION OFFICER (LEGAL)	
Scale of Pay:	Level- 07 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<ol style="list-style-type: none">At least 2nd class Bachelors' Degree from a recognized University.At least 2nd class Law Degree from a recognized University/Institute.At least 05 years' experience on the post carrying the scale of pay of PB2- Rs. 9300-34800+Grade Pay Rs. 4200/- in the field of handling legal cases in a Central or State Govt. or autonomous organization



RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS OFFICER	
Scale of Pay:	Level- 07 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>A. Bachelor degree of a recognised University/ Institution with Commerce / Accounts as one of the subject.</p> <p style="text-align: center;">OR</p> <p>Pass in SAS/JAO or equivalent exam</p> <p>Desirable: Experience of Accounts & Audit in an Established Organisation.</p> <p>B. Officers from any organised Accounts serviced under Central /State Govt/Statutory/Autonomous/PUSs:</p> <p>(i) Holding a post of JAO or analogous post on regular basis; or</p> <p>(ii) Sr.Accountant/Sr. Auditor who have qualified the SAS/JAO or equivalent exam with 3 years regular Govt. service; or</p> <p>(iii) Accountant having experience of 5 years service in the Accounts & Budget</p>



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RECRUITMENT RULES FOR THE POST OF SENIOR ACCOUNTANT	
Scale of Pay:	Level-04 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>1. At least Bachelor's degree from a recognised University/Institution with Commerce/Accounts as one of the subject.</p> <p>2. Officials from any organised accounts service under Central/State Government/ Statutory/PSU/Autonomous Body:-</p> <p>Holding the post of Senior Accountant or an analogous post on regular basis;</p> <p style="text-align: center;">Or</p> <p>Holding the post of Accountant/UDC in Grade Pay of Rs. 2400/- having at least two years qualifying regular service in the grade and having experience of Accounts/Audit/Bill & Cash.</p>

RECRUITMENT RULES FOR THE POST OF ACCOUNTANT	
Scale of Pay:	Level- 04 as per as per 7 th CPC
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>A. At least Bachelor's degree from a recognized University preferably in Commerce.</p> <p>B. Officials from Central/State/Statutory/Autonomous/PSUs Organisations Jr. Accounts/Jr. Asstt/LDC serviced under Central /State Govt.:-</p> <p>(i) Holding a post of Accountant or analogous post on regular basis;</p> <p style="text-align: center;">Or</p> <p>Jr. Accountant/Jr. Assistant/LDC or equivalent with 3 years qualifying regular service in the grade.</p>