

1 (II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Administration: The Chairperson is the Chief Executive of the Board and Secretary, CBSE is the Chief Administrative Officer. Secretary is assisted by the Joint Secretary (A&L), Deputy Secretary, Assistant Secretary, Section Officers and Dealing Assistants for disposal of work. Besides, Internal Auditor & Financial Advisor (IAFA) assists Secretary in all Finance and Accounts matter. All administrative, establishments, work related to legal, scholarship, recruitment, estates and Hindi cell comes under Administration.

Examination Unit: It is responsible for all matters concerning examinations and administration of examinations, the major areas being pre and post examination work, co-ordination with Regional Offices for conducting annual and compartmental Secondary and Senior School Certificate Examinations. The Branch is headed by the Controller of Examination who is assisted by the Regional Director/Officers at Regional level and Joint Secretary (Coord) at Headquarters to coordinate the activities of the examination.

Affiliation Unit: Headed by Secretary, CBSE and assisted by the Deputy Secretary (Affiliation), Assistant Secretary (Affiliation), Analysts and Desk Officers. Each Analysts and Desk officer have been assigned affiliation related work (including fresh affiliation, upgradation and extension of affiliation) for administrative convenience. The applications are processed online on first cum first serve basis. For details visit www.cbseaff.nic.in

Public Relations Unit: The Unit is headed by Secretary who is assisted by Senior Public Relations Officer. It is responsible for handling all aspects related to planned publicity, PR activities, press releases, dealing with enquiries from the public, the press, public grievances, RTI etc. For details visit <http://cbse.nic.in/prunit/Main.html>

Vigilance Unit: Headed by the Chief Vigilance Officer and assisted by the Assistant Secretary (Vig), Assistant Vigilance Officer and Section Officer(Vig). Deals with the Vigilance and disciplinary matters pertaining to the employees and other matters connected with the Board. For Details click here <http://cbse.nic.in/newsite/Home%20Page%20Vigilance.html>.

IT & Projects Unit: Headed by Director (IT) and assisted by Joint Secretary (IT), Deputy Secretary (IT), Assistant Secretary (IT) and Assistant Programmer. It is responsible for all matters concerning On-line registration of class IX and XI pre-examination and post examination activities of all regions, all computer related activities of Delhi region, CTET and Proficiency Test etc., Publication Management System, Scholarship, Recruitment, Website-updation and maintenance and all new IT ventures and projects.

Academics Unit: All academic activities pertaining to the CBSE headed by the Director (Academics) and assisted by the Joint Secretary (Academics), Deputy Secretary (Academics), Assistant Secretary (Academics) and Analyst (Academics). It is responsible for all matters concerning developing the curriculum for all the subjects at the Secondary and Senior Secondary levels and development of new courses content and innovation in the field of education, to publish text books for Secondary and Senior Secondary classes and monitoring the academic projects. For Details visit: <http://www.cbseacademic.nic.in>

Academic Training Unit: All training activities pertaining to the CBSE headed by the Director (Training) and assisted by the Joint Secretary (Training), Deputy Secretary (Training), Assistant Secretary (Training) and Analyst (Training). It is responsible to organize various capacity building and empowerment programmes to update the professional competency of teachers. For Details visit: <http://cbseacademic.nic.in/tir/>

Department of Skill Education: All activities pertaining Skill Education/Vocational Education headed by the Director (Skill Education) and assisted by the Joint Secretary (Skill Education), Deputy Secretary (Skill Education), Assistant Secretary (Skill Education) and Analyst (Skill Education). It is responsible for all matters concerning designing of curriculum etc. for vocational subjects. For Details visit: <http://cbseacademic.nic.in/skill-education.html>

CTET Unit: - It is responsible for all matters related to CTET examination and administration of examinations. The unit is headed by Director (CTET) who is assisted by Joint Secretary, Assistant Secretary, Section Officer and Dealing Assistants. For details visit www.ctet.nic.in.

Professional Examination Unit: - The Unit is headed by Director (Professional Examinations) who is assisted by Deputy Secretary, Assistant Secretary, Section Officer and Dealing Assistants. It is responsible for all matters concerning conduct of Jawahar Navodaya Vidyalaya Selection Test (JNVST) and Kendriya Vidyalaya Selection Test.

Edusat, Research & Development Unit: This unit is headed by Director (Edusat, Research & Development) and responsible for all matters concerning Distance Education through Education Satellite launched by Indian Space Research Organisation (I.S.R.O.).
