

# CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Ministry of Human Resource Development, GOI)

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,

PREET VIHAR, DELHI-110301

Applications are invited from eligible candidates for the following posts:

Sl No.	Name of post	Scale of pay/upper age limit on closing date of application	No. of vacant posts with reservation	Mode of recruitment	Place of posting
<b>Group 'A'</b>					
01.	Joint Secretary	PB-4 Rs. 37400-67000+GP Rs. 8700 Age: 56 years	01	Deputation/ Absorption	Delhi/Any of the Regional Office
02	Internal Auditor and Financial Advisor	PB-4 Rs. 37400-67000+GP Rs. 8700 Age: 56 years	01	Deputation	Delhi
03	Deputy Director (Sports)	PB-3 Rs. 15600-39100+GP Rs. 7600 Age: Direct: Not exceeding 40 yrs Deputation/contract: 56 yrs	01	Direct/ Deputation/ Contract	Delhi/Any of the Regional Office
04.	Superintending Engineer	PB-3 Rs. 15600-39100+GP Rs. 7600 Age: 56 years	01	Deputation	Delhi
05	Assistant Secretary	PB-3 Rs. 15600-39100+GP Rs. 6600 Age: 40 years	07 (02 SC+ 02 OBC + 03 UR)	Direct	Delhi/Any of the Regional Office
06	Deputy Director (Exams & Reforms)	PB-3 Rs. 15600-39100+GP Rs. 6600 Age: Direct: 45 years Deputation: 56 years	01	Direct/Deputation/ Contract	Delhi/Any of the Regional Office
07	Programmer	PB-3 Rs. 15600-39100+GP Rs. 6600 Age: 56 years	05	Deputation/ Absorption	Delhi/Any of the Regional Office
08.	Accounts Officer	PB-3 Rs. 15600-39100+GP Rs. 5400 Age: 56 years	02	Deputation	Delhi/Any of the Regional Office
<b>Group 'B'</b>					
09.	Section Officer (Legal)	PB-2, Rs. 9300-34800+GP Rs. 4600/- Age: 40 years	02	Direct/Deputation	Delhi/Any of the Regional Office
<b>Group 'C'</b>					
10.	Multi Tasking Staff	PB-1 Rs. 5200-20200 + GP Rs. 1800 Age: 27 years	10 [ 07 ST + 03 Backlog Vacancies of PWD (02 for VH & 01 for HH)]	(Direct Recruitment)	Exclusively for Patna & Bhubaneswar regions

## General Conditions:

1. The number of vacancies is subject to change and the Board reserves the right to increase, decrease the number of vacancies or not to fill any post as per requirement.
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:
  - a. To conduct written test to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received.
  - b. The Chairman of the Board reserves the right to consider relaxation in experience in deserving cases.
3. A separate application is to be submitted for each post. Incomplete applications shall be 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. Format of application and eligibility conditions are available on Board's website [www.cbse.nic.in](http://www.cbse.nic.in).
6. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/interview.
7. **Age relaxation:**
  - a. SC/ST/OBC/PH candidates/Ex-servicemen/Govt. employees as per extent Govt. of India rules.
  - b. Women: Ten years for posts to be filled on direct recruitment where written test is to be conducted.
  - c. Departmental candidates: No age limit for direct recruitment.

Fee: Rs 500/- (non refundable) for each post under direct recruitment. No fee for SC/ST/PH, Departmental, Women candidates and candidates applying for the posts of Multi-Tasking Staff. The fee must be paid in the shape of Demand Draft favouring 'Secretary, CBSE' payable at Delhi.

8. Persons already in service in Govt./Autonomous Organizations should apply through proper channel. Advance copies will not be entertained.
9. Where the written test is conducted, it is only for short listing the candidates and should not be construed as a merit test.

The eligible and interest persons may apply in the prescribed format available in the Board's website [www.cbse.nic.in](http://www.cbse.nic.in). Applications duly filled in and signed by the applicant with requisite fee, one passport size photograph and self attested copies of the certificates of educational qualifications, date of birth, experience, caste etc should reach the **Joint Secretary (A&L), 3<sup>rd</sup> Floor, Central Board of Secondary Education, 2, Community Centre, Shiksha Kendra, Preet Vihar, Delhi 110092 within 30 days from the date of publication of this advertisement.** Applications received after last date will not be entertained.

Sd/-  
Joint Secretary (A&L)

**01. JOINT SECRETARY (ON DEPUTATION/ABSORPTION) IN PAY BAND-4 OF RS.37400-67000 + GPRS 8700/-**

**Essential:**

- i. Bachelor's Degree from a recognized University or equivalent.
- ii. Officers of the Central/Statutory Bodies or Autonomous Organization-  
holding analogous post.  
or  
with at least five years service in PB3 scale of pay of Rs.15600-39100/-+Grade Pay of Rs.7600/- or equivalent.  
or  
With at least ten years service in PB 3 scale of pay of Rs.15600-39100/-+ Grade Pay of Rs.6600/-.

AND

**Possessing experience in the following fields:-**

1. Examination /policy planning /administration including general administration / accounts / court / legal and vigilance matters/organizing seminars, conferences and workshop for key personnel.

**Age Limit:** Not exceeding 56 Years as on 1<sup>st</sup> August, 2012.

**02. INTERNAL AUDITOR AND FINANCIAL ADVISOR (I.A.F.A.)- PAY BAND-4 OF RS.37400-67000 +RS 8700/- (ON DEPUTATION BASIS)**

**Essential:-**

- A. Officers of the Central/State/Semi Government or Autonomous Organization.
- i) Holding analogous posts;  
OR
- ii) With 03 years service in the pay scale of Rs. 15600-39100 + Rs. 7600/- or equivalent.
- AND
- B. possessing experience of handling Administrative, Financial Budget/Accounts matters in a responsible capacity

**Age limit:**Age Limit: Not exceeding 56 Years as on 1<sup>st</sup>August, 2012.

**Note :** *In case of exceptionally qualified candidates, the experience clause may be relaxed by the Board.*

**03. DEPUTY DIRECTOR (SPORTS): On Direct/Deputation failing which by short term contract basis.**

**Pay Band 3 Rs. 15600-39100 + Grade Pay of Rs. 7600/-**

**Essential Qualifications:**

- (i) Master's degree in Physical Education or in Sports Sciences with a consistently good academic record.
- (ii) About 10 yrs experience in teaching/Physical Education/Sports in recognized university/school.
- (iii) Evidence of having produced good performance teams/athletes for competition like state/national/inter-university etc.

**Desirable Qualifications:**

- (i) Ph.D. in Physical Education.
- (ii) Computer skills including MS Office applications and Internet use.

**Experience:**

i) Holding Analogous post on regular basis,

OR

(ii) 05 years regular exp in PB 3Rs. 15600-39100 + GP Rs. 6600/-,

OR

(iii) 10 years regular exp in PB 3 Rs. 15600-39100 + GP Rs. 5400/-.

**Age Limit:** Not exceeding 40 years in case of Direct Recruitment & 56 Years for Deputation as on 1<sup>st</sup> August, 2012.

**04.SUPERINTENDING ENGINEER.: (On Deputation basis).**

**Pay Band 3, Rs. 15600-39100 + Grade Pay of Rs. 7600/-**

**Essential Qualifications:**

(i) B.E/B.Tech from a recognized university.

**Desirable Qualifications:**

(i) Knowledge of rules regulations and procedures of local bodies/DUAC/NBC.

(ii) Experience in budget preparation, estimation dealings concerning land/bldg issues with the Mpl/Statutory/Local Bodies.

**Experience:**

i) Holding Analogous post on regular basis,

OR

(ii) 05 years regular exp as Executive Engineer in PB 3, Rs. 15600-39100 + GP Rs. 6600/- or equivalent

**Age Limit:** Not exceeding 56 Years as on 1<sup>st</sup> August, 2012.

## **05. ASSISTANT SECRETARY**

**Pay Band** : Scale of Pay:- PB-3 Rs. 15600-39100+GP Rs. 6600/-

**Eligibility Conditions** : i. Bachelor's Degree from recognized University.  
ii. Five years experience in Education Board/University/Govt. Departments/Autonomous/Regd Educational Organizations in the Pay Scale of Rs. 9300-34800 + GP of Rs. 4600/- or equivalent.

**Desirable:** i. Good working knowledge of both English and Hindi.  
ii. Knowledge of handling grievance cases.

**Age Limit** : Not exceeding 40 years as on 1<sup>st</sup> August, 2012.

## **06. Deputy Director (Examination & Reforms)**

Method of appointment:- Direct/Deputation failing which on contract basis.

Scale of Pay:- PB-3 Rs. 15600-39100+GP Rs. 6600/-

### **Essential Qualification:-**

- A. Possessing a Master Degree from a recognized university or institution.
- B. Having five years experience in aspects of CCE/Examination reforms at Board/University level.
- C. Experience in interpretation of scores, uses of test results for purpose of guidance, academic production and curriculum evaluation.
- D. Applicant should be proficient in using computer.

**Age Limit:-** Not exceeding 45 years in case of Direct Recruitment & 56 Years for Deputation as on 1<sup>st</sup> August, 2012.

## **07.PROGRAMMER:-ON DEPUTATION BASIS**

**Scale of Pay:- PB-3 Rs. 15600-39100+GP Rs. 6600/-**

### **Essential:**

- i. BE / B.Tech (IT), M.Sc (IT), MCA (after B.Sc Computer Science/IT/BCA) with 55% marks.
- ii. 05 years experience in dot net based application, online applications, SQL Server, Visual Basic, Fox Pro in the Pay Scale of Rs. 15600-39100 + GP of Rs. 5400/- or 10 years experience in the Pay Scale of Rs. 9300-34800 + GP of Rs. 4800/-.

### **Desirable:**

**Experience in the field of Information Technology, Setting up of IT Application for the Organization, knowledge of office automation, Software Engineering, Web Designing etc.**

**Age Limit:** Not exceeding 56 Years as on 1<sup>st</sup>August, 2012.

## **08. Accounts Officer: On Deputation basis.**

**Pay Scale: Rs. 15600-39100 + Grade Pay of Rs. 5400/-**

### **Essential Qualifications:**

(i) Persons who have passed SAS/SOGE/JAO or any other equivalent examination conducted by the organized accounts deptt of central/state govt. and at least Bachelor's Degree from a recognized university.

OR

Post Graduate Degree in Commerce/Finance/Accounts from a recognized university.

OR

M.B.A. (Finance)/at least C.A. (Inter)

AND

(ii) Experience in the field of Accounts Compilation, Budget, Internal Audit, Commercial Accounting etc.

### **Desirable Qualifications:**

(i) Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.

(ii) Having certificate in Computer Accounting i.e. Tally, ERP-9, etc.

### **Experience:**

Officers of Central/State Govt., Semi Govts and Autonomous Org. holding:

(i) Analogous post on regular basis,

OR

(ii) Three years of regular service in the pay scale of Rs. 9300-34800+GP 4600/-

OR

(iii) Five years of regular service in the pay scale of Rs. 9300-34800+GP 4200/-

**Age Limit:** Not exceeding 56 Years as on 1<sup>st</sup> August, 2012.

## **09. SECTION OFFICER (LEGAL)**

- |  |  |
|--|--|
| 1. <b>Pay scale</b>                                    | PB2 9300-34800+ GP Rs. 4600/-  |
| 2. <b>Whether selection post or non selection post</b> | Selection  |
| 3. <b>Method of Recruitment</b>                        | By Direct recruitment/deputation   |
| 4. <b>Eligibility</b>                                  | <p>i. At least 2<sup>nd</sup> class Bachelors' Degree from a recognized University.</p> <p>ii. At least 2<sup>nd</sup> class Law Degree from a recognized University/Institute.</p> <p>iii. 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 or Public Sector Undertaking.</p> |
| 5. <b>Age</b>  | <p><b><u>By Direct recruitment:</u></b></p> <p>Not exceeding 40 years as on 1<sup>st</sup> August, 2012</p> <p><b><u>By Deputation:</u></b> Not exceeding 56 years of age as on 1<sup>st</sup> August, 2012.</p>   |

**Note:** *In case of exceptionally qualified candidates, the experience clause may be relaxed by the Board.*

## 10. MULTI-TASKING STAFF

Scale of Pay : Pay Band- 1 of Rs. 5200-20200 + Grade Pay Rs.1800

Qualification : Class 10<sup>th</sup> passed

Method of recruitment : Through Direct Recruitment

Age Limit : Between 18-27 years, as on 1<sup>st</sup> August, 2012

### Relaxation in Upper

Age limit : 1. Relaxation to employees of Central /State /Autonomous /Statutory Org/SC/ST/OBC/persons with

Disabilities / Ex Serviceman will be given as per Govt. of India Rules)

2. There shall be no age bar for employees of the Board in respect of the posts in which recruitment test is conducted.

3. There shall be age relaxation of 10 years for women candidates applying to the posts where recruitment is on the basis of All India Recruitment Test.

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(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)

**“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092**

**Application Form for the posts to be filled on Direct Recruitment/Contract Basis.**

**Paste your recent passport size photograph**

Post applied:

Registration No:   
(to be given by the office)

<b>Personal Details</b>	
<b>1</b>	Full Name (As per Certificate)
<b>2</b>	Age as on 01.08.2012 (yy/mm/dd)
<b>3</b>	Gender: Male/Female
<b>4</b>	Marital Status Married/Unmarried
<b>5</b>	Father's Name
<b>6</b>	Mother's Name
<b>7</b>	<b>Category Detail</b>
	Category GN / OBC(Non Creamy Layer) / SC / ST
	Caste name
	Caste Certificate No
	Issuing Authority
	State of Origin/Domicile
<b>8</b>	Religion Buddhist/Christian/Hindu/Muslim/Sikh
<b>9</b>	Whether Ex-Serviceman yes/no
	If Yes length of service Years months
<b>10</b>	Whether you are a Person with Disabilities yes/no
	If Yes, Disability Certificate No
	Certificate Date:
	Issuing Authority
<b>11</b>	<b>Fee Details (SC/ST/PH/WOMEN/DEPUTATIONISTS ARE EXEMPT FOR PAY APPLICATION FEE)</b>
	DD Number
	DD Date (dd/mm/yyyy)
	Amount (Rs.):
	Bank Name
<b>12</b>	<b>Contact Details</b>
a	Email ID (Mandatory)#
b	Mobile No
c	Phone No
d	Address for Communication
	Line 1
	Line 2
	City
	State Pin
e	Permanent Address Line 1
	Line 1
	Line 2
	City
	State Pin

13	Qualification Details						
	Exams Passed	Subject/Stream	Year of Passing	% of Marks	Class/Grade		
	10						
	12						
	Graduation						
	Post Graduation						
14	Post Qualification work experience details (Start from present Employer)						
	Name of the Employer & Nature of Employment	Designation and Rank if any	Total period of service		Nature of duties performed	Pay Scale as per 6 <sup>th</sup> CPC, Grade Pay and Gross Salary	Years of Service (YY/MM)
			From	To		Pay Scale	
						Grade Pay	
						Gross Salary	
						Pay Scale	
						Grade Pay	
						Gross Salary	
						Pay Scale	
						Grade Pay	
						Gross Salary	

**Declaration**

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the application are true and I shall furnish the necessary certificates in proof of the above at the time of Interview. If any information/details found to be incorrect/false at any stage of the selection or if any fact is found to have been concealed by me are detected even after the appointment, my services may be terminated. Further, I am aware that all communications with regard to the application will be sent by the Board on Email ID mentioned above.

Place:

Date:

**Signature**

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**“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092**

**Application Form to be filled for the Posts to be filled on Deputation/Absorption Basis.**

**Paste your recent passport size photograph**

Post Applied:	Regn. No. (to be given by office)
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1. Name and Address (in Block letters):
2. Date of Birth (in Christian era):  
Age as on 01.08.2012: \_\_\_\_ years, \_\_\_\_ months, \_\_\_\_ days.
3. Date of retirement under Central/State Government Rules:
4. Educational Qualifications Possessed:
5. Whether educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules state the authority for the same).

Qualifications/Experience required

Qualifications/Experience Possessed by the Officer

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: Yes/No
7. Details of Employment in chronological order: (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient).

Office/Institution/Organisation	Post Held	From	To	Scale of Pay and basic pay	Nature of Duties

8. Nature of present employment i.e., Ad-hoc or Temporary or Permanent.
9. In case the present employment is held on deputation/contract basis, please state;
  - a. The date of initial appointment;
  - b. Period of appointment on deputation/contract;
  - c. Name of the parent office/organization to which you belong.
10. Please state whether you are working in the same Department and are in the feedergrade or feeder to feeder grade:
11. Are you in Revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

Contd/-

12. Total emoluments per month now drawn.
13. Additional information, if any, which you would like to mention in support of your suitability for the post.  
(This among other things may provide information with regard to
1. Additional academic qualification,
  2. Professional training, and
  3. Work experience over and above prescribed in the Vacancy `Circular/Advertisement)  
(Note: Enclose a separate sheet, if the space is insufficient).
14. Whether belongs to SC/ST.
15. Remarks (The candidates may indicate information with regard to
- (i) Research publications and reports and special projects
  - (ii) Awards/Scholarship/Official Appreciation
  - (iii) Affiliation with the professional bodies/institutions/societies and
  - (iv) any other information.
- (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Application Form duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate  
Address \_\_\_\_\_

Date \_\_\_\_\_

**Certificate to be furnished by the Employer/Head of the Office/forwarding Authority**

Certified that the particulars furnished by Shri/Smt./Km..... are correct and he/she possesses the required educational qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His/her complete ACR dossier/ACRs/Annual Performance Appraisal Reports for the last 5 years duly attested (on each page) by an officer of the rank of an Under Secretary or above to the Govt. of India are enclosed.
- (iii) His/her integrity is beyond doubt.
- (iv) No major/Minor penalties have been imposed on him/her during the last 10 years is enclosed.

(strike out which is not applicable.)

Signature.....

Date:

Place:

Name & Designation with SEAL