

CENTRAL BOARD OF SECONDARY EDUCATION

SHIKSHA KENDRA, 2, COMMUNITY CENTER
PREET VIHAR, DELHI-110092.

No. CBSE/Rectt. Cell/1(43)/93/2017/4650-4698

Dated: 22.08.2017

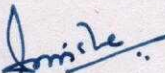
CIRCULAR

Subject: Filling up the vacant post of Assistant Accounts Officer (AAO) and Office Assistant on deputation basis – regarding.

A copy of vacancy circular received from National Bal Bhavan, an autonomous body of Ministry of HRD vide their letter no. 7-1/NBB/Estt./ Apptt./2017/864 dated 07.07.2017 alongwith its enclosures on the subject matter is circulated for information to all the eligible employees of the Board.

2. The eligibility conditions and prescribed format of application for both the posts are uploaded on CBSE website i.e. www.cbse.nic.in. The willing and eligible employee may apply for the said posts latest by 30.08.2017.

This issues with the approval of the Competent Authority.


(Ajay Mishra)

Joint Secretary (Admn. & Legal)

Distribution:-

- All the Regional Director/Officers upto the level of Section Officer/Branch In-charge(s) with the request to bring it to the notice of the employees working under them.
- All the In-charges of COE, CBSE with the request to bring it to the notice of the employees working under them.
- The Deputy Secretary (IT), CBSE with the request to display it on CBSE website.

Copy for information to:-

- EO to Chairman, CBSE
- SPS to Secretary /Controller of Examinations/Directors, CBSE
- PS to Additional Director (Academic Unit)/JS (IT).
- Sh. Mukesh Gupta, Dy. Director (Admn.), National Bal Bhawan, Kotla Road, New Delhi-110002.
- PA to PRO, CBSE -

**NATIONAL BAL BHAVAN
KOTLA ROAD, NEW DELHI - 110002**

**NOTICE FOR INVITING APPLICATIONS FOR THE POSTS OF
ASSISTANT ACCOUNTS OFFICER (AAO) AND OFFICE ASSISTANT ON DEPUTATION BASIS**

Applications from suitable candidates are invited through proper channel in the prescribed format to fill up one post each of Assistant Accounts Officer (AAO) and Office Assistant on deputation basis for a period of 03 years. While forwarding the application of candidate, the concerned competent authority may ensure that all the columns in the application form are filled properly. The incomplete application forms would be rejected summarily. The Director, NBB reserves the right to reject any or all applications. The envelope containing the application should clearly be superscribed the post applied for. The eligibility conditions of the posts are given below:-

1	Name of Post	Assistant Accounts Officer (AAO)
2	No. of Post	One
3	Classification	Group 'C' in Central Government
4	Pay Band + Grade Pay	Rs.9300-34800 plus Grade Pay of Rs.4600/- (Pre-revised)
5	Age limit	The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.
6	Qualification and experience required	(i) Officer holding the analogous post on regular basis in Central Government / State Government/ Autonomous Body. OR (ii) With 08 years of regular service in the pay band -2 Rs.9300-34800/-+GP of Rs.4200/- as Assistant or Audit Assistant in accounts branch. (iii) Knowledge of Government of India rules relating to Autonomous Bodies. (iv) Bachelor Degree or any qualification recognized by Central Govt. (v) Good knowledge of English & Hindi (vi) Proficiency in computer
7	Other conditions	(i) The departmental officer in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion. (ii) Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not Exceed Three Years.

Name of Post	Office Assistant
No. of Post	One
3 Classification	Group 'C' in Central Government
4 Pay Band + Grade Pay	Rs.9300-34800 plus Grade Pay of Rs.4200/- (Pre-revised)
5 Age limit	The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.
6 Qualification and experience required	<p>(i) Officer holding the analogous post on regular basis in Central Government / State Government/ Autonomous Body.</p> <p style="text-align: center;">OR</p> <p>(ii) With 08 years of regular service in the pay band-1 Rs.5200-20800/-+GP of Rs.2400/- as Upper Division Clerk (UDC).</p> <p>(iii) Knowledge of Government of India rules relating to Autonomous Bodies.</p> <p>(iv) Bachelor Degree or any qualification recognized by Central Govt.</p> <p>(v) Good knowledge of English & Hindi</p> <p>(vi) Proficiency in computer</p>
7 Other conditions	<p>(i) The departmental officer in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(ii) Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not Exceed Three Years.</p>

(Director, NBB)

APPLICATION FOR THE POST ON DEPUTATION BASIS

Affix
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1. Post applied for: _____
2. Name (IN BLOCK LETTERS): _____
3. Date of Birth: _____
4. Age as on last date of submission of application: _____
5. Date of superannuation from the present service _____
6. Present basic pay and scale of pay: _____

7. Correspondence address: _____

8. Mobile No. _____
9. Name & address of the Organization where presently working. _____

10. Educational Qualification (in chronological order from Graduation onwards)

S. No.	Examination Passed	Years of passing	Board / University	Total marks obtained

1. Posts held in last 08 years (in chronological order)

S. No.	Post held	Organization	Pay Scale with break up	Nature of duties performed

DECLARATION

I solemnly declare that the details given above in the application form are correct to the best of my knowledge and belief. In case any of the details in the application form are found false at a later stage, my candidature / appointment may be cancelled / withdrawn.

(Signature of the Candidate)

Date: _____

Place: _____

(FOR USE OF FORWARDING OFFICE)

It is certified that the details provided by the applicant as above are correct as per the records. No vigilance / disciplinary case is pending / contemplated against Shri / Smt. / Ms. _____. If selected, the individual will be relieved immediately.

2. Gist of his/her preceding 05 years ACR/APRs is as under:

S. No.	Year	Grading / Marks

(Signature of the forwarding officer)

Name _____

Designation _____

Seal of the Office _____