

CENTRAL BOARD OF SECODARY EDUCATION
SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301.

Online applications are invited for the following posts in CBSE.

S. No	Name of the post	Scale of pay (Rs.)	No .of posts	Mode of Recruitment	Place of posting
1.	Internal Auditor and Financial Advisor	PB4 37400-67000 + GP Rs.8700/-	01	On Deputation	Hqrs. Delhi
2.	Education Officer	PB4 37400-67000 + GP Rs.8700/-	01	On Deputation	Hqrs. Delhi
3.	Assistant Secretary(Legal)	PB3 15600-39100 + GP Rs.6600/-	01	On Deputation	Hqrs. Delhi
4.	Assistant Education Officer Ex-cadre/isolated posts	PB3 15600-39100 + GP Rs.6600/-	01 (UR)	Direct Recruitment/ Deputation	Any of the Regional Offices / Hqrs.
5.	Assistant Vigilance Officer	PB3 15600-39100 + GP Rs. 5400/-	02	On Deputation	Hqrs. Delhi
6.	Accounts Officer	PB2 9300-34800 + GP Rs. 5400/-	05	On Deputation	Regional Offices- Panchkula, Allahabad, Patna Bhubneshwar and Hqrs. Delhi
7.	Section Officer (Legal) Cadre post	PB2 9300-34800 + GP Rs. 4200/- (*Grade Pay under revision)	2 (01 OBC, 01 UR) anticipated vacancy	Direct Recruitment	R.O., Ajmer, Hqrs. Delhi
8.	Assistant Programmer	PB2 9300-34800 + GP Rs. 4200/- (*Grade Pay under revision)	08 (01 SC, 02 OBC& 05 UR)	Direct Recruitment	Any of the Regional Offices / Hqrs.
9.	Project Associate (Technical)	PB1 5200-20200 Grade Pay 2400	5(4 UR and 1 OBC)	Direct Recruitment	Any of the Regional Offices / Hqrs.
10.	Executive Assistant	PB-1 5200-20200 GP 2400	12 (04 OBC, 02 SC, 06 UR)	Direct Recruitment	Any of the Regional Offices / Hqrs.
11.	Assistant	PB-1 5200-20200 GP 2400	9 (4 OBC, 5 UR)	Direct Recruitment	Any of the Regional Offices / Hqrs.

The candidates selected through direct recruitment shall be governed by the restructured defined contributory pension system as per the provision contained in the Ministry of Finance, Department of Economics Affairs (ECB& PR Division) Notification No.5/7/2003-ECB&PR dated 22.12.2003 effective from 1.4.2004. Reservation & relaxation to Persons with Disabilities will be as per Govt. of India instructions issued from time to time. LTC, Medical Facilities are also available in the Board under the Service Rules.

The tenure of deputation shall be ordinarily upto a period of three years. The terms and conditions of the deputation would be same as the standard terms and conditions prescribed by the Department of Personnel and Training vide OM No. 2/29/91(Pay II) dated 5.1.1994 as amended from time to time.

The detailed advertisement and procedure of submitting application is detailed in the Annexure. The last date for receipt of applications is 15.5.2010.

(K.K. CHOUDHURY)
JOINT SECRETARY (A&L)

**DETAILS OF ESSENTIAL/DESIRABLE QUALIFICATIONS,
EXPERIENCE, AGE LIMIT AND JOB DESCRIPTION**

1. INTERNAL AUDITOR AND FINANCIAL ADVISOR (I.A.F.A.)

Method of appointment Deputation
Scale of Pay PAY BAND 4 OF Rs. 37400-67000 + G.P. Rs.8700/-

Qualifications:

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. 12000-375-16500 (pre-revised) or equivalent.

AND

B. Possessing experience of handling Administrative, Financial Budget/Accounts matters in a responsible capacity

Age limit:

Not exceeding 56 years as on closing date of the receipt of applications.

Note :

- (i) **In case of exceptionally qualified candidates, the experience clause may be relaxed by the Board.**
(ii) **Transport facility will also be provided by the Board.**

2. EDUCATION OFFICER

Method of appointment Deputation
Scale of Pay PAY BAND 4 OF Rs. 37400-67000 + G.P. Rs.8700/-
Qualifications:

Essential:

- A. Second class Master's Degree from a recognized University in Mathematics/ Science/Commence /Economics.
B. Degree in Teaching Education from a recognized University/Institute.
C. Working knowledge of Hindi and English.

Desirable :

1. M.Phil. Degree
2. Published work.

Experience

A. Officers of the Central/State/Statutory Bodies or Autonomous Organizations and persons of eminence from similar fields:

1. Holding analogous posts on regular basis.
Or
2. With at least five years service in PB3 scale of pay of Rs.15600-39100/- + Grade Pay of Rs.7600/- or equivalent.
Or
3. (i) with at least ten years service in PB3 scale of pay of Rs.15600-39100/- + Grade Pay of Rs.6600/-
And
Having 12 years experience as Principal of a Higher/Sr. Secondary School/Intermediate College.
Or
(ii) 10 years experience as a Lecturer in NCERT/SCERT/State Institute of Education/Department of Education **and**
- B. Experience in organizing seminars in-service courses, orientation programmes for teachers, symposia, educational conferences, sports rallies and General Library meets and also in handling vocational subjects.
- C. Experience of conducting University/Public/Board Level Examinations.
- D. Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.
- E. Preparation and production of text books.

Age limit:

Not exceeding 56 years as on 1.7.2010.

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

3. ASSISTANT SECRETARY (LEGAL)

Method of appointment

Deputation

Scale of Pay

Pay Band 3 of Rs. 15600-39100 + GP Rs.6600/-

Qualifications:

Essential

1. Law Degree from recognized University / Law School.
2. Officers holding analogous posts. **OR** with 3 years service in the pay scale of Rs.15600-39100 PB-3 GP 5400, Rs.8000-13500 (pre-revised) **OR** with 5 years service in pay scale of Rs.9300-34800 PB-2 GP 4800, Rs.7500-12000 (pr-revised) **OR** with 8 years service in pay scale of Rs.9300-34800 PB-2 GP 4600, Rs.6500-10500 (pr-revised) and
3. Having at least three years experience of handling legal matters in the offices of Central Govt. /State Govt. /Autonomous Organizations.

Desirable

Experience in the drafting statutes and / or legislations

Age limit for direct recruitment

Not exceeding 56 years as on 1.7.2010.

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

4. **ASSISTANT EDUCATION OFFICER**

Method of appointment	Direct Recruitment / Deputation
Scale of Pay	Pay Band 3 of Rs. 15600-39100 + GP Rs.6600/-
Qualifications:	<u>A) FOR DIRECT RECRUITMENT</u> <u>Persons possessing the following qualifications:-</u> <u>Essential :</u> <ul style="list-style-type: none">i) Master's Degree with at least 50% marks from a recognized university.ii) University Degree or Post Graduate Diploma in Teaching/Education.iii) At least five years experience in teaching of Sr. Secondary Classes or working in NCERT/SIE, Department of Education in States. <u>Desirable:</u> <ul style="list-style-type: none">i) Conduct of Seminars, Workshops etc.ii) Proficiency in Englishiii) Good working knowledge of Hindi.
Age limit for direct recruitment	Not exceeding 35 years as on 1.7.2010. However, relaxation to SC/ST/OBC candidates will be given as per rules. <u>Note:</u> In case of exceptionally qualified candidates, the experience clause may be relaxed by the Board.
Qualification	<u>B) BY TRANSFER ON DEPUTATION.</u> A. Officers of the Central/State/Semi Government or Autonomous Organization. <ul style="list-style-type: none">i) Holding analogous posts on regular basis and possessing the qualifications prescribed in B and C given below <p style="text-align: center;">OR</p> Working in the pay scale of Rs. 8000-275-13500(pre-revised) on regular basis and having at least five years experience in teaching of Sr. Secondary Classes or working in NCERT/SIE, Department of Education in States <p style="text-align: center;">AND</p> B. Possessing a Master's Degree with at least 50% marks from a recognized university. C. University Degree or Post Graduate Diploma in Teaching/Education.

Desirable:

- i) Conduct of Seminars, Workshops etc.
- ii) Proficiency in English
- iii) Good working knowledge of Hindi.

Age limit for deputation

Not exceeding 56 years as on 1.7.2010.

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

5. **ASSISTANT VIGILANCE OFFICER**

Method of appointment

Deputation

Scale of Pay

PAY BAND 3 OF Rs. 15600-39100
+ GP Rs. 5400/-

Qualifications:

Essential

1. Bachelor's Degree from a recognized university.
2. Officials holding analogous post in PB-3 in the Pay Scale of Rs 15600-39100 with grade pay of Rs 5400 on regular basis **or** officials holding the post of Section Officer with 3 years regular service in the Pay Scale of Rs. 9300-34800 Grade Pay of Rs. 4600/4800 **or** Head Assistant with 6 years regular continuous service in the PB-2 Pay Scale Rs. 9300-34800 Grade Pay of Rs. 4200 or above.
3. Should have undergone training in Vigilance matters from IST&M or equivalent.
4. Should have not less than 3 years experience in Vigilance matters, disciplinary proceedings in Govt organizations/ autonomous bodies.

Desirable:

1. Experience in conduct of examination of X/XII, administration and establishment matters.
2. Knowledge of CCS (CCA) Rules, CCS (Conduct) Rules and Establishment rules.
3. Fully conversant in English and Hindi language.

Age limit

Not exceeding 56 years as on 1.7.2010.

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

6. **ACCOUNTS OFFICER**

Method of appointment

Deputation

Scale of Pay

PAY BAND 2 OF Rs. 9300-34800 + GP Rs. 5400/-

Qualifications:

A. Essential:

- (a). Persons who have passed SAS/SOGE/JAO or any other equivalent Examination

conducted by the organized accounts Department of Central/State Govt. and must be holding :-

- i. Analogous post on regular basis;
OR
- ii. Three years of regular service in the pay scale of Rs.6500-200-10500 (pre-revised);
OR
- iii. Five years of regular service in the pay scale of Rs.5500-175-9000(pre-revised).

AND

- (b). Must possess the following qualification and experience:-
- i. At least Bachelor's Degree from a recognized University or equivalent; and
 - ii. Experience in the field of Accounts Compilation, Budget, Internal Audit, Commercial Accounting etc.

B) **Desirable:**

Having undergone training in cash and accounts at ISTM, Delhi.

Age limit

Not exceeding 56 years as on 1.7.2010.

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

7. **SECTION OFFICER (LEGAL)**

Method of appointment

Direct Recruitment

Scale of Pay

PAY BAND 2 OF Rs. 9300-34800 + *GP Rs. 4200/-

Qualifications:

Essential:

- i. At least 2nd class Bachelors' Degree from a recognized University.
- ii. At least 2nd class Law Degree from a recognized University/Institute.
- iii. At least 05 years experience on the post carrying the scale of pay of Rs.5500-175-9000(pre-revised) in the field of handling legal cases in a Central or State Govt. or autonomous organization or Public Sector Undertaking.

Age limit

Not exceeding 40 years as on 1.7.2010. However, relaxation to SC/ST/OBC candidates will be given as per rules.

*Grade Pay under revision.

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

8. ASSISTANT PROGRAMMER

Method of appointment	Direct recruitment
Scale of Pay	Pay Band 2 of Rs. 9300-34800 + *GP Rs. 4200/-
Qualifications/ Experience	Essential: (i) Master's Degree in Computer Application or Computer Science or Information Technology from a recognized University or equivalent. (ii) Three years experience in the System Designing, Data Processing/Programming/Data Management in a reputed Computer or Data Processing Organization OR (i) Bachelor's Degree in Computer Application or Computer Science or Information Technology from a recognized University or equivalent. (ii) Five years experience in the System Designing, Data Processing/Programming/Data Management in a reputed Computer or Data Processing Organization Desirable : (i) Experience in processing of High Volume Examination Data. (ii) Experience in the field of Internet Technology and Programming including exposure to RDMS. (iii) Knowledge of COBOL. NOTE – Qualifications are relaxable at the discretion of the CBSE,
Age limit	Not exceeding 30 years as on 1.7.2010. However, relaxation in age to SC/ST/OBC candidates will be given as per rules. NOTE – Relaxable for Government servants upto five years' in accordance with the instructions or orders issued by the Central Government. *Grade Pay under revision.

9. PROJECT ASSOCIATE (TECHNICAL)

Method of appointment	Direct recruitment
Scale of Pay	Rs.5200-20200 Grade Pay 2400 PB-1
Qualifications/ Experience	1. Bachelors Degree in any discipline. 2. Certificate Course in Computer Applications. 3. Minimum one year experience as Associate or equivalent in any Educational Project. NOTE – Qualifications are relaxable at the discretion of the CBSE,

Age limit

Not exceeding 33 years as on 1.7.2010. However, relaxation in age to SC/ST/OBC candidates will be given as per rules.

NOTE – Relaxable for Government servants upto five years' in accordance with the instructions or orders issued by the Central Government.

10. EXECUTIVE ASSISTANT

Method of appointment

Direct recruitment

Scale of Pay

Rs.5200-20200 Grade Pay 2400 PB-1

**Qualifications/
Experience**

ESSENTIAL:

1. Graduate of a recognized university
2. Typing Speed of 40 w.p.m / or equivalent calculated speed on computer i.e. 8000 KDPH.
3. Full knowledge of windows, MS Office, Fox base / Fox pro, Unix, Internet, HTML, Webpage Design.

DESIRABLE:

1. Graduate of a recognized university. Preference will be given to those having 50% & above marks with post graduate diploma in Computer Applications / Information Technology / "O' level certificate from DOEACC.
2. At least two years experience of working in a large data processing environment.
3. Experience of working in Unix environment.
4. Knowledge in Shorthand.
5. Five years experience in any reputed concern / organization.

Age limit

Below 30 years .

11. ASSISTANT

Method of appointment

Direct recruitment

Scale of Pay

Rs.5200-20200 Grade Pay 2400 PB-1

**Qualifications/
Experience**

ESSENTIAL:

1. Graduate of a recognized university
2. Typing Speed of 30 w.p.m or equivalent speed of 8000 KDPH on computer.
3. Working Knowledge of Computer such as Windows, MS Office, Fox-Base / Fox-Pro, Unix, Use of Internet.

DESIRABLE:

Experience of working in Govt. or Educational institutions for about three years.

Age limit

Below 25 years

JOB DESCRIPTION

Internal Auditor And Financial Advisor (IAFA)

- Make sure timely reconciliation of accounts of the Board, Regional Offices and its other various projects.
- Prepare budgetary provisions required for implementation of various offices.
- Identify and assess funds requirements under various heads/projects.
- Produce head-wise, category-wise, and account head-wise income and expenditure statements.,
- Draw schedule of withdrawal of proceeds required for the office.
- Conduct of internal audit of all the offices of the Board.
- Overall supervision of the Accounts and Internal Audit.
- Rendering of advise on financial matters.
- Co-ordination with the external audit party and actions on the audit reports.
- Any other work assigned from time to time.

EDUCATION OFFICER

- Preparation of curriculum and its development related to general & specially vocational field.
- Conduct of in-service training, educational conferences, etc.
- Conduct of seminars, meetings etc.
- Co-ordination with the international agencies/affiliated schools of the Board abroad and to act as Nodal Officer.
- Other works relates to academic activities.
- To collect material for preparation of books prescribed by the Board for various classes and its proof reading etc.
- Co-ordination with the Central/State Educational bodies.
- Any other work assigned from time to time.

ASSISTANT EDUCATION OFFICER

- Co-ordination with the Central/State Educational as to Assist Director (Academic)/Education Officer concerned in preparation of curriculum and its development.
- Conduct of seminars, meetings etc.
- Conduct of in-service training.
- Collect material for preparation of books prescribed by the Board for various classes and its proof reading etc.
- Any other work assigned from time to time.

ACCOUNTS OFFICER

- Budget control, proposal for budget revision, allocation and re-appropriation.

- Internal audit, to check that the payments are made as per rules.
- To ensure compliance of all Statutory Audits and Guidelines.
- Compilation of Annual accounts, Reconciliation of Bank Accounts.
- Financial advise, Maintenance of Accounts and Financial prudence.
- Any other work assigned from time to time.

Section Officer (Legal)

- Preparation of counter reply & brief on the court cases/draft replies to the petitions in the courts.
- Co-ordination with the advocates
- Monitoring of all the legal cases.
- Other legal related matters.
- Any other work assigned from time to time.

13 Qualification Details							
	Exams Passed	Subject/Stream	Year of Passing	% of Marks	Class(I/II/III)		
	10						
	12						
	Graduation						
	Post Graduation						
						Add rows	
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 (100 words)	Pay Scale as per 6 th 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	
						Pay Scale	Add rows
						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

PROCEDURE OF SUBMITTING ONLINE APPLICATION TO CBSE

1. Eligible candidates are requested to apply ON-LINE only through Board's website www.cbse.nic.in. No other means / photocopy of the application form given in the website/ mode of Application will be accepted.

Closing Date for on-line registration in Website	15.05.2010
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2. Candidate should preferably have a valid e-mail ID. In case a candidate does not have a valid personal e-mail ID, it is desirable that in his/her own interest, he/she should create his/her new e-mail ID before applying on-line, so as to ensure faster receipt of communication.

Note Please ensure that the Email IDs are correct and valid. All communications with regard to the application will be sent by the Board on their valid Email ID only.

3. Candidates are advised to keep the Demand Draft or Bankers' Cheque, obtained from any scheduled Bank(details given in para 4), particulars of educational qualifications, work experience details, caste certificate details, ex-serviceman details, and other personal details ready, as these details are required to be entered in the ONLINE APPLICATION. Without details of the Demand Draft / Bankers' Cheque, the system will not accept the application.

4. APPLICATION FEE & POSTAL CHARGES (NON REFUNDABLE)

A crossed Demand Draft (valid for minimum next 06 months) issued from any scheduled bank drawn in favour of "SECRETARY, CENTRAL BOARD OF SECONDARY EDUCATION "payable at "DELHI" for the amount given below is required to be enclosed with downloaded registered application form as "NON-REFUNDABLE PROCESSING FEE": **Note:** Candidate must write their Name, Father's name & Control No. on the back of the Demand Draft. Control No. shall be available on the top of the downloaded registered application form.

	Posts at Sl. No. 4,7 & 8	Post at Sl. No. 9, 10 & 11
SC/ST/Person with Disabilities	Nil	Nil
All Others(Unreserved, OBC etc)	Rs.100/-	Rs.50/-

NOTE: The application fee is only for Direct Recruitment Posts and candidates applying for the Deputation posts need not submit any fee.

5. **Special Instructions for applicants applying for Deputation posts:-** For the Deputation posts following documents should be attached with Printout of the Online application form
 - Attested copies of Educational qualification / Experience.
 - 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 deputation posts.

Applications received without proper channel and/or not accompanying the documents mentioned in the application form will not be considered for deputation posts and

will be rejected.

- 6. 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" application shall be acceptable and application in any other form shall not be acceptable. While applying, the demand draft details (valid for minimum next 06 months) and email ID (Valid for at least 12 months) AND one alternate Email ID are mandatory fields, without which the application will not be registered.

STEP 1: Login to <http://www.cbse.nic.in>

STEP 2: Read the advertisement content carefully.

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 a print of blank online form and fill it before actually entering the data online.

STEP 5: Click the box "SAVE". Downloaded registered application form bearing unique control no. shall appear on the screen. Take a print-out.

STEP 6: After applying ONLINE, 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 following documents to the System Generated ON-LINE APPLICATION FORM:-

- a. Attested copy of School leaving certificate/10th Board pass certificate in support of date of birth.
- b. Attested copies certificates and testimonials in proof of educational qualification.
- c. Year wise / semester-wise mark sheets in respect of all the academic and technical examinations, in which you have passed.
- d. Medical Certificates issued by the Competent Authority, specifying the extent of disability, in case of PH candidates.
- e. Attested copy of Caste / Status certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/ Ex-Serviceman category issued by competent authority. OBC category candidates claiming reservation / age relaxation should submit the caste certificate in the format as given in the Appendix 3 read with Annexure 'A' to the G.I. Deptt. Of Per. & Trg. O.M. No. 36033/28/94-Estt. (Res.) dated 02/07/97 under G.I. Dett. of Per. & Trg. letter no. 36012/22/93-Estt. (SCT) dated 15-11-93 and modified vide G.I. Deptt. Of Per. & Trg., O.M. No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, failing which the benefit of reservation or age relaxation will not be given to them.
- f. Demand Draft / Banker's Cheque / Pay Order for the required amount as mentioned at (d) above. Paste a recent passport size photograph on the downloaded registered application form, put your signature and attach Original "Demand Draft" (with name, father's name and control no. on the reverse side).
- g. Experience Certificate,
- h. No Objection Certificate of the present Employer etc

STEP 8: Keep the above documents in an envelope. The envelope should be superscribed with "APPLICATION FOR THE POST OF _____".
Send it by Registered Post/Speed post to :

8. **Procedure of Selection:-** The selection of the person for the post of Assistant Education Officer will be made on the basis of a written test comprising of General Knowledge, General Awareness with emphasis on education, English / Hindi followed by an interview. Communication with regard to the test/interview will be given only by registered Email ID.

For the post of Section Officer (Legal), the selection will be made on the basis of a written test comprising of General Knowledge, General English, Legal knowledge etc. followed by an interview.

Selection of the persons for the posts of Assistant Programmer will be made on the basis of written test comprising of General English & General Knowledge and Computer test (Computer Theory, Practice and internet etc.) and followed by an interview.

Selection for the posts of Internal Auditor and Financial Advisor, Education Officer, Assistant Secretary (Legal), Assistant Vigilance Officer & Accounts Officer will be on the basis of interview.

Selection for the posts of Assistant, Executive Assistant and Project Assistant (Technical) will be made on the basis of written test, skill test and interview.

The Board reserves the right to call only suitable candidates for test/interview. Decision of the Board in calling the applicants for written test/interview will be final. In case of large number of applications Board may fix a criteria in calling the applicants on basis of higher qualification/experience as decided by the competent authority of the Board.

Outstation candidates called for interview shall be entitled for second class AC rail fare to & fro from shortest route.

Note:

01. Applications which do not meet all criteria given in this advertisement / incomplete applications will be rejected.
02. Maximum age limit for deputation posts shall be 56 years as on closing date of receipt of application.
03. Candidate should have educational qualification and experience as on the closing date of application.
04. In case of exceptionally qualified candidates, the experience condition may be relaxed by the Board.
05. 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.
06. At the time of written examination/interview, if a candidate is or has been found guilty of using unfair means during the test/interview; or impersonating or procuring impersonation by any person; or misbehaving in the examination hall / interview hall or taking away the question booklet, answer sheet, from the examination hall; or resorting to any other irregular or improper means in

- connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, will be liable to be disqualified from the examination / interview for which he / she is a candidate to be debarred, either permanently or for a specified period from any examination or selection held by the Board.
07. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future examination / selection.
 08. Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
 09. Candidates serving in Government / Public Sector Undertakings (including Boards) are required to produce a “No Objection certificate” from their employer at the time of interview, in the absence of which their candidature will not be considered.
 10. 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
 11. No correspondence or personal enquires shall be entertained by the Board.
 12. Board may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
 13. The successful candidates in written test 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.
 14. Candidates belonging to SC / ST / OBC / Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate should not be more than one year old.

- THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO An Ex-serviceman candidate has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
15. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Board & receiving satisfactory report from referees.
 16. Canvassing in any form will be treated as disqualification.
 17. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
 18. No candidate is permitted to use Calculator, Cell Phone, Pager or any other instruments in the examination hall.
 19. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last dates as mentioned for the posts, to avoid

the possibility of dis-connection / 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.

20. Candidates shortlisted in the written test (if required for the post) shall be called for the interview as the case may be, at specified date, time & place. Before the interview candidate shall have to produce the following documents (in original) along with their self attested photocopies:

- I. Caste Certificate (for SC/ST & OBC candidates)
- II. Income Certificate for proof against belonging to non-creamy layer (for OBC candidates)
- III. Domicile Certificate (for SC/ST & OBC candidates)
- IV. High School Certificate containing "Date of birth"
- V. Certificate & Mark sheet for Technical/ Professional qualification as a proof for eligibility.
- VI. Certificate for belonging to "Ex-Service man category" (if applicable)
- VII. Certificate for belonging to "dependent of freedom fighter category" (if applicable)
- VIII. Certificate of State Medical Board for belonging to Physically Handicapped Category.
- IX. If any of the required document mentioned above is found to be missing or unsatisfactory, candidature of the applicant shall automatically be cancelled at any stage of recruitment, even after appearing in the interview. The responsibility of the same shall be entirely of the candidate and Board shall not be responsible in any of such cases.

In case you face any difficulty in online registration inform us at antriksh.cbse@nic.in, kamalcbse@gmail.com, sanandan.cbse@nic.in