

**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 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 (4) 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, No Objection Certificate of the present Employer etc

**STEP-8:** Keep a photocopy of the duly signed application form with you before sending for future reference.

**STEP 9:** Keep the above documents in an envelope. The envelope should be super scribed with "APPLICATION FOR THE POST OF \_\_\_\_\_".

Send it by Registered Post/Speed post to :

**The Joint Secretary (A&L), Shiksha Kendra, CBSE, 2 Community Centre, Preet Vihar, Delhi-110092**

### **Procedure of Selection**

Selection for the posts of Joint Secretary, Education Officer/Head (IR), Deputy Director (Exam & Reforms), Deputy Secretary, Deputy Financial Advisor, Programmer, Assistant Public Relation Officer, Assistant Vigilance Officer, Accounts Officer, Section Officer at Sr. no. 14 & Special Assistant will be made on the basis of interview.

Selection for the posts of Assistant Secretary, Manager Language (Vocational), Section Officer at sr. no.- 12 & 13, Proof Reader, Research Assistant, Assistant (Sports), Hindi Assistant, Senior Assistant (Computer), Record Keeper & Junior Assistant & Assistant will be made on the basis of test and interview.

Selection for the posts of Proof Reader, Research Assistant, Assistant (Sports), Senior Assistant (Computer) & Record Keeper & Assistant will be made on the basis of written test comprising of General English, General Knowledge and Mathematics and followed by Computer Knowledge/Speed test and interview.

Selection for the posts of Hindi Assistant, Junior Assistant will be made on the basis of written test comprising of General Knowledge, General English and General Hindi, typing in Hindi & English respectively followed by an interview.

### **Note:**

1. Applications which do not meet all criteria given in this advertisement / incomplete applications will be rejected.
2. Maximum age limit for deputation posts shall be 56 years as on closing date of receipt of application.
3. Candidate should have educational qualification and experience as on the closing date of application.
4. In case of exceptionally qualified candidates, the experience condition may be relaxed by the Board.
5. 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.
6. 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.

7. 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.
8. Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
9. 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 documents 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.

For clarification about vacancies published, eligibility/qualifications/experience/age etc. please write to:  
[js.al.cbse@gmail.com](mailto:js.al.cbse@gmail.com)

**SAMPLE OF THE WEB FORM TO BE FILLED ONLINE**

**CENTRAL BOARD OF SECONDARY EDUCATION**

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

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

Post applied:

Registration No:

Applying on : Direct Recruitment/Deputation basis/Contract basis:

| <b>Personal Details</b> |   |                                      |
|-------------------------|---|--------------------------------------|
| <b>1</b>                | Full Name (As per Certificate)  |                                      |
| <b>2</b>                | Date of Birth: (As per 10 <sup>th</sup> Certificate)                                    | (dd/mm/yyyy)                         |
| <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 are exempted) For deputation application Fee is not required.</b> |                                      |
|                         | DD Number   |                                      |
|                         | DD Date   | (dd/mm/yyyy)                         |
|                         | Amount (Rs.):   |                                      |
|                         | Bank Name   |                                      |
| <b>12</b>               | <b>Contact Details</b>  |                                      |
| a                       | Email ID (Mandatory)#   |                                      |
| b                       | Alternate Email ID#   |                                      |
| c                       | Mobile No   |                                      |
| d                       | Phone No  |                                      |
| e                       | Address for Communication   | Line 1                               |
|                         |   | Line 2                               |
|                         |   | City                                 |
|                         |   | State                                |
|                         |   | Pin                                  |
| f                       | Permanent Address Line 1  | Line 1                               |
|                         |   | Line 2                               |
|                         |   | City                                 |

|  |  |       |     |
|--|--|-------|-----|
|  |  | State | Pin |
|--|--|-------|-----|

#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. Name of Post (automatic display)

-2-

|    |   |                             |                         |    |                            |  |                          |
|----|---|-----------------------------|-------------------------|----|----------------------------|--|--------------------------|
| 13 | <b>Qualification Details</b>  |                             |                         |    |                            |  |                          |
|    | Exams Passed  | Subject/Stream              | Year of Passing         |    | % of Marks                 | Class/Grade  |                          |
|    | 10  |                             |                         |    |                            |  |                          |
|    | 12  |                             |                         |    |                            |  |                          |
|    | Graduation  |                             |                         |    |                            |  |                          |
|    | Post Graduation   |                             |                         |    |                            |  |                          |
| 14 | <b>Post Qualification work experience details (Start from present Employer)</b> |                             |                         |    |                            |  |                          |
|    | 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 |
|-----------|