

## 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

**Online applications for the following posts are invited only for Physical Handicapped Candidates:**

SI No.	Name of post	Scale of pay/upper age limit on closing date of application	Mode of recruitment	Total Vacancies	Place of posting
01.	<p><b>A. Assistant Professor &amp; Assistant Director (Humanities /Social Science /Maas Comm. /Arts/Allied Subjects)</b></p> <p><b>B. Assistant Professor &amp; Assistant Director (Science/Bio/ Engg./Tech/ Media Tech / Voc./Allied Subjects)</b></p> <p><b>C. Assistant Professor &amp; Assistant Director (Commerce/ Strat. Leadership /Mgmt./ Teacher Education/Voc. &amp; Allied Subjects)</b></p>	<p>PB-3 Rs. 15600-39100+GP Rs. 5400</p> <p>Age: 35 years</p>	Direct	<p><b>**22</b></p> <p>(13 UR 03 SC 01 ST 05 OBC) *01 PWD from <b>HH</b></p>	Delhi/Any of the Regional Offices
02.	Senior Accountant	Pay Band-2 of Rs. 9300-34800+Grade Pay Rs. 4200/-	Deputation/ Direct	<p><b>**17</b></p> <p>(10 UR, 02 SC, 01 ST, 04 OBC) *1 PWD from <b>HH</b> *1 EX-SM</p>	Any of the Regional Offices of the Board
03.	Accountant	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Deputation/ Direct	<p><b>**22</b></p> <p>(13 UR, 03 SC, 01 ST, 05 OBC) *1 PWD from <b>HH</b> *2 EX-SM</p>	Any of the Regional Offices of the Board
04.	Junior Accountant	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 1900/-	Direct	<p><b>**44</b></p> <p>(24 UR, 06 SC, 03 ST,</p>	Any of the Regional Offices of the Board

				11 OBC) *2 PWD (01 from VH & 01 from OH) *4 EX-SM	
--	--	--	--	---	--

05.	Junior Observers	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 1900/-	Direct	**08 (05 UR, 01 SC, 02 OBC) *1 PWD from <b>OH</b>	Any of the Regional Offices of the Board
-----	------------------	--	--------	--	---

**Abbreviations: HH stands for Hearing Handicapped, VH stands for Visually Handicapped & OH stands for Orthopedically Handicapped.**

**\*\* The posts include reserved posts for PWD & Ex-SM as indicated by \***

**Note : (i) The number of vacancies may increase or decrease.**

**(ii) The management reserves the right to short list the candidates to be called on merit, experience, written and/or skill test.**

**(iii) Reservations for SC/ST/OBC/PWD is as per extract Govt. of India of rules.**

Online applications can be uploaded upto 15 days from the date of publication of this advertisement in [www.cbse.nic.in](http://www.cbse.nic.in).

**JOINT SECRETARY (A & L)**

## GENERAL CONDITIONS UPLOADED ON THE WEBSITE

1. **Special Instructions for applicants applying for Deputation posts:**- For the Deputation posts following documents should be attached with Printout of the Online application form
  - Advanced copy will not be entertained in any way.
  - Attested copies of Educational qualifications / Experiences.
  - 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 posts filled up on deputation/absorption basis.
  - Applications once submitted will not be withdrawn in any case. If do so, he/she will be debarred for next 05 years on any recruitment available in the Board.

In case of already employed, 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. No communications will be entertained thereof.

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.
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. No fees will be charged for departmental candidates.
6. **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.

**Note:** (i) Persons with Disability (PWD) candidates may be considered for selection, subject to their suitability. Reservation for PWD will be as per Government of India norms.

(ii) PWD means a person suffering from not less than forty per cent of any disability as certified by a medical authority. PWD should possess a latest certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

7. **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" applications 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. Paste a recent passport size photograph on the downloaded registered application form, put your signature.
- g. Experience Certificate, No Objection Certificate of the present Employer etc

**STEP 8:** Keep the above documents in an envelope. The envelope should be super scribed with APPLICATION FOR THE POST OF " \_\_\_\_\_ ."

**Procedure of Selection**

- A. The candidates those are applied on Direct Recruitment basis and on Contractual basis except the posts to be filled up on deputations, their selections will be based upon the written tests, Skills Tests (if any) and followed by the Interview.
- B. Where the written test is conducted, it is only for short listing the candidates.
- C. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written test/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 fulfilled all the educational qualifications and experience as on the closing date of application.
4. 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.
5. 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.
6. 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.
7. Applications which are incomplete in any respect will be rejected.
8. 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
9. No correspondence or personal enquires shall be entertained by the Board.
10. Board may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
11. 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.
12. 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.

13. 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.
14. Canvassing in any form will be treated as disqualification.
15. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
16. No candidate is permitted to use Calculator, Cell Phone, Pager or any other instruments in the examination hall.
17. 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.
18. 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.

*In case you face any difficulty in online registration inform us at*

[antriksh.cbse@nic.in](mailto:antriksh.cbse@nic.in), [kamalcbse@gmail.com](mailto:kamalcbse@gmail.com)

**Special Instructions for applicants applying for the post of Assistant Professor/Assistant Director through Direct Recruitment Basis in PB 3 Rs. 15600 – 39100 + GP of Rs. 5400/-:-**

The faculty is expected to-

- Have essential qualifications and standing derived from recognized significant experience in the relevant discipline area;
- Have a record of demonstrable scholarly and professional achievement in the relevant discipline;
- Demonstrate academic excellence through an outstanding contribution to assessment, research.
- Be recognized as a leading authority in the relevant discipline area.
- the conduct of research including, where appropriate, leadership of a large research team;
- fostering the research of other groups and individuals both within the discipline and related disciplines;

- supervision of the program of study of courses introduced from time to time and major research projects for incubation;
- development of research policy;
- an ability to promote brand building, through outreach activities leading to tie-up with National and International Institutions;
- continuing personal commitment to, and achievement in, a particular scholarly area evidenced by publication in refereed journals, books, performances and other scholarly works, invitations to present keynote addresses at international meetings and to write chapters in international books, election to learned academies and other recognition such as awards, prizes and honorary degrees.
- to demonstrate an outstanding personal contribution and commitment to high quality learning and assessment through playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas including the initiation and development of subject material.

**Note: (i)** Some Universities/ Institutes do not award percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into percentage of marks, the same will be accepted. However, where the University/ Institute do not define criteria for conversion of Aggregate Grade Point into percentage of marks, the same would be worked out as under:

Equivalent CGPA/OGPA/CPI or similar terminologies allotted on a 10-point scale	Aggregate Percentage of Marks
6.75	60%
5.75	50%
5.25	45%

**(ii)** Aggregate Grade Point of percentage of marks where awarded would mean aggregate over the entire duration of the course.

**(iii)** Where the Aggregate Grade Point (CGPA/OGPA/CPI etc.) is awarded out of a number other than 10, it will be normalized out of 10 and computed as per note (i) above.

**(iv)** Details of Seven Point Scale are given below in the table.

Grade	Grade Point	Percentage Equivalence
O=Outstanding	5.50-6.00	75-100
A=Very Good	4.50-5.49	65-74
B=Good	3.50-4.49	55-64
C=Average	2.50-3.49	45-54
D=Below Average	1.50-2.49	35-44
E=Poor	0.50-1.49	25-34
F= Fail	0-0.49	0-24

- **Place of Posting:** The selected candidates may be posted anywhere in India/Abroad.
- **Probation:** The person selected will be appointed on probation for a period of 2 years which may be extended or after satisfactory completion of probation period, the services may be confirmed.

- **Scheme for the screening test for the posts of Assistant Professor & Assistant Director:**

(i) A written objective type screening test with multiple choice questions shall be conducted followed by Group discussion, presentation and interview for selection. The screening test date as well as mode (whether computer based or paper & pen based) for these posts shall be decided by CBSE later on.

(ii) The screening test will be qualifying nature and held at Delhi only.

(ii) The subjects of the test will be as under:

**a) General Awareness and Reasoning:**

Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research. Questions will be also aimed to assess the knowledge about Primary, Secondary and Higher Education system of India, Continuous and Comprehensive Evaluation (CCE), Vocationalization of Education, Mentoring and Monitoring, Assessment and Accreditation, Training, Financing of Education Systems, Initiatives of CBSE, Role of PPP Model in Education Sector etc. It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of center codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics.

**b) Education and Learning Processes:**

This component may include questions on concept of education, personality of great educators and innovative practices in education, Meaning and significations of communication process in teaching learning situation, Factors affecting communication. Traditional and Modern means of Communication (projective, Non-projective and Mass Media), Meaning, scope and relevance of instructional technology, overview of software and hardware, Individualized instruction; Programmed learning, Principles and types, Group instruction, Class teaching, Types of lessons, Small group teaching; tutorial, seminar, Brain Storming, Meaning scope and significance of evaluation, examination system and need for continuous evaluation,

steps of evaluation, Construction of teacher made achievement test, Criterion referenced, Norm referenced test, their uses and Illustrations, Use of Standardized tests by teachers, Use of tests and Evaluation results, Fundamental and functioning of the Computer, Multimedia: Concepts and uses in education, Internet, E-mail and World Wide Web: concept and use in education, Computer Assisted Instruction (C.A.I.), Nature and concept of learning, Factors influencing learning: learner, teacher, Motivation in learning, concepts , types and techniques of enhancing learner’s motivation, Theories of learning- Trial and Error, Classical and Operant Conditioning and Insight, classroom implications of each theory. Transfer of learning: concept, factors influencing transfer of learning, theories, maximising transfer in classroom teaching, Concept of adjustment, Self-concept and Mental Health, Characteristics of Integrated personality and mentally healthy individual, Identifying the learner with behavior problems, Personality: Definition, nature, type and trait theories of personality, assessment of personality, Meaning of Guidance and Counselling, Need and significance of Guidance and counselling, Types of Guidance: Personal, Educational and Vocational, Types of Counselling-Directive and Non-Directive. Guiding Educationally, Socially and culturally disadvantaged groups of learners. Curriculum and syllabus definition and scope, Factors affecting curriculum, Elements of curriculum and principles of curriculum construction, Types of curriculum and characteristics of curriculum integration, correlation, sequence, grade, placement, Selection of objectives, curriculum experience and of content, Curriculum units, resource units and teaching units, Curriculum guides and teachers’ handbooks and modules, Curriculum evaluation, Textbooks – different types, Preparation of textbooks, Printing and other features of text books, Evaluation of text books and selection of text books, The School – its functions and relationship with the society, its site, design of the, building, sanitary requirements and the environment, laboratory apparatus, library, museum and the hostel. Concept Objectives and basic principles of Special Education, Concept of Impairment, Disability, Handicap, Concept of Inclusion, Barrier-free Society, Social Differentiation among women in educational context by caste, tribe, religion and region etc.

**c) Research Aptitude:**

The main objective is to assess the research capabilities of the candidates. Therefore, the test is aimed at assessing the general/research aptitude as well as their awareness. They are expected to possess and exhibit cognitive abilities. Cognitive abilities include comprehension, analysis, evaluation, understanding the structure of arguments and deductive and inductive reasoning. The candidates are also expected to have a general awareness and knowledge of sources of information. This component may include questions on elementary concepts: meaning and purpose of evaluation in education, various types of tests, their relative merits and demerits, general method of test development. Educational objectives and their classification, constructing different types of objective based test items, characteristics of different type of test items, Tryout, item analysis and improvement of test items, estimating reliability and validity of test, different methods, administration and scoring of tests, Elementary statistical concepts, mean, median and variance and their utility in testing; standard scores and their application in test score interpretation, the concept of correlation and its uses, Various approaches to test-interpretation, norm referenced and criterion referenced test, their construction and uses, Measurement of general mental ability and special aptitudes, assessing personality traits and affective outcomes.

- **Cut off Scores:** Each candidates will have to secure a minimum marks in screening test to be called for interview. The details of minimum marks to be obtained in screening test are given below:-

CATEGORY	Minimum Marks (%) to be obtained in Screening Test		
	PAPER – I	PAPER – II	PAPER– III
Unreserved	60%	60%	60%
OBC	55%	55%	55%
PWD/SC/ST	50%	50%	50%

- **Personality Test / Interview:** For the post of Assistant Professor & Assistant Director, Interview-cum-Personality Test is prescribed and carries a maximum of 100 marks.

The test will be held at the Academic Wing/ Head Quarter of the Board or at any other place as decided by the Board. Candidates called for interview will be reimbursed to and fro actual AC III railway fare by the shortest route from the place of residence/ work to the place of interview whichever is nearer. However, No TA is payable to any candidate for appearing in the Screening examination. Canvassing in any form will disqualified the candidate.

Sd/-  
Joint Secretary (A&L)

## **ASSISTANT PROFESSOR & ASSISTANT DIRECTOR : ON DIRECT RECRUITMENT BASIS.**

Pay Band : Pay Band-3 of Rs. 15600-39100+ GP Rs. 5400

### **Essential**

#### **A. Educational Qualifications**

1. Master's Degree in (Humanities/Social Sc. /Mass. Comm/Arts/Allied Subjects) with at least 55% or its equivalent Grade "B" in the UGC 7 point scale from a recognized University /Institute.
2. B.Ed Degree from a recognized University /Institute.
3. NET/SLET or equivalent **OR** Doctorate Degree and/or Academic work /publications.

### **Desirable**

- i) MEd., MPhil/LLM/PG in Mgmt. or equivalent.
- ii) Working knowledge of computer operations.
- iii) Publication in National/International Journals.
- iv) Participation in National/International Conferences, Seminars/Symposiums etc.
- v) National Cadet Corps (NCC) 'B' or 'C' certificates.
- vi) National Service Scheme (NSS) certificates.
- vii) Participation in curricular/co-curricular/social service & social welfare activities.
- viii) Participation in sports at University/ State/ National/ International level.

**Age limit:** Not exceeding 35 years of age as on closing date of the application

**RECRUITMENT RULES FOR THE POST OF SENIOR ACCOUNTANT TO BE FILLED THROUGH DIRECT RECRUITMENT/DEPUTATION BASIS IN THE PAY BAND-2 OF Rs. 9300-34800+Grade Pay Rs. 4200/-**

**Eligibility Conditions:-  
For Direct Recruitment**

**Essential:-**

At least Bachelor's degree from a recognised University/Institution with Commerce/Accounts as one of the subject.

**Desirable:-**

Experience of Accounts & Audit in an Established Organisation.

**Age limit:-**

Not exceeding 30 years.

**For Deputation**

Officials from any organised accounts service under Central/State Government/Statutory/ PSU/Autonomous Body:-

Holding the post of Senior Accountant or an analogous post on regular basis; OR

Holding the post of Accountant/UDC having atleast two years qualifying regular service in the grade and having experience of Accounts/Audit/Bill & Cash.

**Age limit:-**

Not exceeding 56 years.

**NB:-** An entrance examination will be conducted in case of selection through direct recruitment.

**RECRUITMENT RULES FOR THE POST OF ACCOUNTANT TO BE FILLED THROUGH DIRECT RECRUITMENT/DEPUTATION BASIS IN THE PAY BAND-1 OF Rs. 5200-20200+Grade Pay Rs. 2400/-**

**Eligibility Conditions:-**

**For Direct Recruitment**

**Essential:-**

At least Bachelor's degree from a recognised University/Institution with Commerce/Accounts as one of the subject.

**Desirable:-**

02 years experience of Accounts & Audit in an Established Organisation.

**Age limit:-**

Not exceeding 30 years.

**For Deputation**

Officials from Central/State/Statutory/Autonomous/PSUs Organisation Junior Accountants/Junior Assistants/LDC serviced under Central/State Govt.:-

Holding the post of Accountant or an analogous post on regular basis; OR

Holding the post of Junior Accountant/Junior Assistant (LDC) or equivalent post with 03 years qualifying regular service in the grade.

**Age limit:-**

Not exceeding 56 years.

**NB:-** An entrance examination will be conducted in case of selection through direct recruitment.

## RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTANT

<b>Method of Recruitment</b>	: Through direct recruitment
<b>Scale of pay</b>	: Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 1900/-
<b>Educational qualification and other eligibility conditions</b>	<b>Essential:-</b> Atleast Bachelor's degree from a recognised University/Institution with Commerce/Accounts as one of the subject.  <b>Desirable:-</b> 01 years experience of Accounts & Audit in an Established Organisation.
<b>Age Limit:-</b>	Not exceeding 27 years as on closing date of receipt of applications.

RECRUITMENT RULES FOR THE POST OF JUNIOR OBSERVERS

Method of recruitment	: Through direct recruitment
Scale of pay	: Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 1900/-
Educational qualification and other eligibility conditions	ESSENTIAL:- i) Class XII pass from a recognised board. ii) Good working knowledge of computer application.
Experience	A minimum of 2 years experience in any govt./autonomous/reputed private organisation in office procedures/computer application/analysis of documents.
Age Limit	: Between 18 to 30 Years.