

## 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:**

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.	Secretary	PB-4 Rs. 37400-67000+GP Rs. 8900 Age: 56 years	Deputation	01	Delhi
02.	Regional Director	PB-4 Rs. 37400-67000+GP Rs. 8900 Age: 56 years	Deputation	01	Any of the Regional Offices
03.	Internal Auditor and Financial Advisor	PB-4 Rs. 37400-67000+GP Rs. 8700 Age: 56 years	Deputation	01	Delhi
04.	Associate Professor & Additional Director (Science/Mathematics/Economics)	PB-4 Rs. 37400-67000+GP Rs. 8700 Age-56 years on contract basis	01 post purely on contract basis	01	Delhi/Any of the Regional Offices
05.	<b>A. Assistant Professor &amp; Joint Director (Humanities /Social Science /Mass Comm. /Arts/Allied subject )</b> <b>B. Assistant Professor &amp; Joint Director (Science/Bio/ Engg./Tech/ Media Tech / Voc./Allied subject)</b> <b>C. Assistant Professor &amp; Joint Director (Commerce/ Strat. Leadership /Mgmt./ Teacher Education/Voc. &amp; Allied Subjects)</b>	PB-3 Rs. 15600-39100+GP Rs. 7600 Age: Direct Not exceeding 45 yrs Deputation/absorption/Contract Not exceeding 56 yrs	Direct/Deputation/ Absorption/Contract	03 (02 UR, 01 OBC)	Delhi/Any of the Regional Offices
06.	Assistant Professor & Joint Director (Sports)	PB-3 Rs. 15600-39100+GP Rs. 7600 Age: Direct not exceeding 45 yrs Deputation/short term contract basis:- 56 yrs	Direct failing which by Deputation/ short term Contract basis	01 UR	Any of the Regional Offices
07.	Additional Internal Auditor and Financial Advisor	PB-3 Rs. 15600-39100+GP Rs. 7600 Age:56 years	Deputation/absorption/ contract	01	Delhi
08.	Assistant Secretary	PB-3 Rs. 15600-39100+GP Rs. 6600 Age: 40 years for Direct 56 years for Deputation	03 for Direct 01 for Deputation /Absorption	04 (02 UR, 01 SC)	Any of the Regional Offices

09.	Programmer	PB-3 Rs. 15600-39100+GP Rs. 6600 56 years for Deputation/short term contract	Deputation/Short term Contract	02	Any of the Regional Offices
10.	Assistant Professor & Dy. Director (sports)	PB-3 Rs. 15600-39100+GP Rs. 6600 Age: 40 years for Direct & 56 years for Deputation	Direct/Deputation	01 UR	Delhi/Any of the Regional Offices
11.	Assistant Professor & Dy. Director (Mathematics/Economics)	PB-3 Rs. 15600-39100+GP Rs. 6600 Age: 40 years for Direct and Deputation/contract 56 years	Direct/Deputation/absorption/contract	03 ( 02 UR, 01 ST)	Delhi/Any of the Regional Offices
12.	<b>A. Assistant Professor &amp; Assistant Director (Humanities /Social Science /Mass Comm. /Arts/Allied Subjects)</b> <b>B. Assistant Professor &amp; Assistant Director (Science/Bio/ Engg./Tech/ Media Tech / Voc./Allied Subjects)</b> <b>C. Assistant Professor &amp; Assistant Director (Commerce/ Strat. Leadership /Mgmt./ Teacher Education/Voc. &amp; Allied Subjects)</b>	PB-3 Rs. 15600-39100+GP Rs. 5400 Age: 35 years	Direct	**22 ( 13 UR 03 SC 01 ST 05 OBC) *1 PWD	Delhi/Any of the Regional Offices
13.	Accounts Officer	PB-3 Rs. 15600-39100+GP Rs. 5400/- Age: 56 years	Deputation/absorption/contract	04	Delhi/Any of the Regional Offices
14.	Assistant Public Relation Officer	PB-3 Rs. 15600-39100+GP Rs. 5400/- Age: 56 years	Deputation	01	Delhi
15.	Assistant Programmer	PB-2, Rs. 9300-34800+GP Rs. 4600/- Age: 30 years	Direct	06 ( 04 UR, 01 ST, 01 OBC)	Any of the Regional Offices
16.	Section Officer (Legal)	PB-2, Rs. 9300-34800+GP Rs. 4600/- Age: Direct 40 years Deputation/Contract 56 years	Direct/Deputation	02 (01 UR, 01 OBC)	Delhi/Any of the Regional Offices
17.	Jr. Accounts Officer	PB-2, Rs. 9300-34800+GP Rs. 4600/- Age: 56 years for deputation	Deputation	02	Delhi/Any of the Regional Offices
18.	Senior Hindi Translator	Pay Band-2 of Rs. 9300-34800+Grade Pay Rs. 4200/-	Deputation	01	Hqrs., Delhi

19.	Senior Accountant	Pay Band-2 of Rs. 9300-34800+Grade Pay Rs. 4200/-	Deputation/ Direct	**17 (10 UR, 02 SC, 01 ST, 04 OBC) *1 PWD *1 EX-SM	Any of the Regional Offices of the Board
20.	Junior Hindi Translator	Pay Band-2 of Rs. 9300-34800+Grade Pay Rs. 4200/-	Direct	01 UR	Regional Office, Trivandrum
21.	Senior Research Assistant	Pay Band-2 of Rs. 9300-34800+Grade Pay Rs. 4200/-	Direct	01 UR	Any of the Regional Offices of the Board
22.	Junior Research Assistant	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	02 UR	Any of the Regional Offices of the Board
23.	Stenographer	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	23 (04 UR, 05 SC, 02 ST, 12 OBC)	Any of the Regional Offices of the Board
24.	Public Relations Assistant	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	06 (03 UR, 01 ST, 02 OBC)	Any of the Regional Offices of the Board
25.	Project Associate (Technical)	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	01 UR	Delhi
26.	Hindi Assistant	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	01 UR	Delhi
27.	Assistant (Sports)	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	09 (06 UR, 01 SC, 02 OBC)	Any of the Regional Offices of the Board
28.	Record Keeper	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	01 UR	Regional Office, Trivandrum
29.	Executive Assistant	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	**017 (08 UR, 03 SC, 01 ST, 05 OBC) *1 EX-SM	Any of the Regional Offices of the Board/ Centres at Gurgaon, Kochi, Chandigarh/ Panchkula/ Mohali, Shahjahanpur, Kolkata, Pune & Kakinanda

30.	Observers	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Direct	08 (05 UR, 01 SC, 02 OBC)	Any of the Regional Offices of the Board
31.	Accountant	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-	Deputation/ Direct	**22 (13 UR, 03 SC, 01 ST, 05 OBC) *1 PWD *2 EX-SM	Any of the Regional Offices of the Board
32.	Junior Assistant (Computer)	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 1900/-	Direct	03 (02 UR, 01 ST)	Any of the Regional Offices of the Board
33.	Junior Accountant	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 1900/-	Direct	**44 (24 UR, 06 SC, 03 ST, 11 OBC) *2 PWD *4 EX-SM	Any of the Regional Offices of the Board
34.	Junior Observers	Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 1900/-	Direct	**08 (05 UR, 01 SC, 02 OBC) *1 PWD	Any of the Regional Offices of the Board

**\*\* 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.**

1. Online applications can be uploaded upto 30 days from the date of publication of this advertisement in [www.cbse.nic.in](http://www.cbse.nic.in).
2. An application fee of Rs. 500/- shall be payable online by the male candidates of UR and OBC Category applying on Direct and Contractual basis.
3. **For details please visit [www.cbse.nic.in](http://www.cbse.nic.in).**

**(JOINT SECRETARY (A & L))**

### Few simple steps for applying online

- 1) **Step-1 Click on the option “Submit Application Form”**
- 2) **On successful submission an application no. will be generated, please note down the 8 digit application no. without fail.**
- 3) **Step-2 Click on “Upload Photograph with Signature” option**
- 4) **Enter required parameter as entered in the application form to authenticate yourself. On entering correction information, system will allow applicant to upload a photo JPG file with signature below photograph. The file size should be within 50kb and ideally of size 110x150 pixel (width x height).**
- 5) **Photograph must be uploaded with signature, for this applicant should put signature below the photograph, scan it, and upload JPG image file. Application without photo and signature will be rejected.**
- 6) **Step-3 Payment Challan Generation option can be used (if applicable) for making payment, please visit section below “For candidates applying on direct basis” for detailed information regarding payment procedure.**
- 7) **Candidates already employed in Government/PSU/Autonomous bodies only need to send printed hardcopy of the application through proper channel to CBSE which can be generated through option “Print Application”, rest of the applicant can submit online application and need not send any document to CBSE at present.**

## Instructions for applicants

### For the candidates applying on deputation:

The candidates applying on deputation shall:

- Make online application and forward a copy of the same through proper channel along with self-attested photocopies of certificates of educational qualification/experience, vigilance clearance and certificate from the employer to the effect that the officer will be relieved in the event of his selection in CBSE within 30 days of the publication of this notice.
- Advanced copy will not be entertained in any way.
- No fee is required for posts to be filled up on deputation/absorption basis.
- Age limit for applying on deputation basis is 56 years as on date of closing of application

### For candidates applying on direct basis:

1. The candidates shall make online applications along with a recruitment fee of Rs. 500/- for each post separately by challan (credit card/debit card facility will be available shortly).
  - On completion of online filling of application form and uploading of photograph with signature, the option to pay through challan can be used.
  - On correct submission of information, a Pre-printed ICICI Bank challan shall be generated having three parts i.e. Applicant Copy, CBSE Copy & Bank Copy.
  - Please take a print of the same and walk into any ICICI Bank branch along with this challan and the application fee to be paid “only in cash”. Click here to locate your nearest ICICI Bank location : <http://alpha.mapmyindia.com/icici/icici.jsp>
  - Please note that the original Pre-printed Challan copy, as printed from the application website of CBSE is to be deposited at ICICI Bank Branch and any “hand filled challan shall not be valid”
  - The Branch staff shall receive the challan with the fees and shall then acknowledge on the challan, the transaction reference number. ( Please ensure same being recorded on challan copy)
  - The CBSE copy and Applicant copy are for your records and the Bank shall retain its copy.
  - You will then need to re-login on to the CBSE application website and enter the Bank transaction ref number and date of deposit using option “Payment Transaction ID updation (issued by bank)” link provided on recruitment menu page.
  - The payment would ideally be updated in 3 working days, if the transaction reference number entered by you has been correctly entered as per CBSE records.
  - In case, the payment status does not appear updated post 3 working days from the date of submission of challan/fees at Bank, Please re-check the transaction reference number you have entered on CBSE portal.
  - In case status still appears not updated, please send an email to [recruitmentcbse@yahoo.com](mailto:recruitmentcbse@yahoo.com) with a scanned copy of the acknowledged challan received from the Bank for further necessary action at CBSE end.

- Please note that CBSE or the Bank shall not be responsible for non updation of payment, in case correct information has not been provided by you at any stage.
2. The candidate shall also upload a recent photograph with signature below photograph.
  3. Applicants in employment shall forward a copy of online application through their employer within 30 days of publication of vacancies in the Employment News.
  4. Separate application is required to be made for each post applied.
  5. There is no fee for the candidates belonging to SC/ST/women/PWD and employees of CBSE.
  6. Upper age limit shall be reckoned on the date of closing of applications.
  7. The Board reserves the right to short list the candidates to be called for interview by conducting written test/skill test etc.
  8. Applications received after the last date shall not be entertained. The Board will not be responsible for any postal delay.
  9. Relaxation in upper age limit is applicable to the following categories as per Govt. of India rules:
    - a. Candidates belonging to SC/ST categories: 05 years
    - b. Candidates belonging to OBC category: 03 years
    - c. PWD candidates: 10 years
    - d. Ex-servicemen/Govt. employees as per extent of Govt. of India rules.
    - e. Women: Ten years for posts to be filled on direct recruitment where written test is to be conducted.
    - f. Departmental candidates: No age limit for direct recruitment.
  10. Last date of online application shall be 30<sup>th</sup> day from the date of publication of this notice.

**Special Instructions for applicants applying for the academic posts through Direct Recruitment/Deputation/Absorption/Contract**

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, maximizing 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 Counseling, Need and significance of Guidance and counseling, Types of Guidance: Personal, Educational and Vocational, Types of Counseling-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. Canvassing in any form will be disqualified the candidate.

Persons those are already in employment will send a copy of their online application through proper channel within 30 days of publication of this vacancy notice to the Joint Secretary (A&L), CBSE, “Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi - 110092.

Sd/-  
Joint Secretary (A&L)

**SECRETARY (ON DEPUTATION BASIS):**

**Pay Scale: PB 4 Rs. 37400-67000 + GP Rs. 8900/-**

**Essential:-**

- Officers of All India Services / Central / State Govt./ UT Administration or Central / State autonomous/statutory organizations with qualifications and experiences, as below :

Holding analogous posts on regular basis,

**OR**

With 2 years regular service in the Pay Band 4 of Rs. 37400-67000 + grade pay of Rs. 8700/-,

**OR**

With 6 years of regular service in Pay Band 3 of Rs. 15600-39100 with grade pay of Rs. 7600/-

**AND**

- Possessing a Bachelor's Degree from recognized University/Institute, and
- With minimum of five years of relevant experience in the areas of educational management/administration/finance/vigilance etc.

Desirable: Experience in educational administration.

**Age limit:** Not exceeding 56 years of age as on closing date of the application.

**REGIONAL DIRECTOR (ON DEPUTATION BASIS):**

**Pay Scale: PB 4 Rs. 37400-67000 + GP Rs. 8900/-**

**Essential:-**

A. Officers of Central/State Govts./UT Administration or Central/State Govt., autonomous Educational Organizations:

Holding analogous posts on regular basis,

OR

With 5 years' regular service in the posts in the pay scale of Rs.12000-375-16500, AND

Possessing experience as follows:

B. Experience of at least 5 years at senior level in University/recognized Board conducting public examinations, workshops in evaluation and training of paper-setters and examiners, and familiarity with allied administrative and academic work.

NOTE:-The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The appointment on deputation/short term contract shall be for a term of 3 years extendable by another 3 years at the discretion of the government provided the incumbent has not attained the age of superannuation earlier.

**Age limit:** Not exceeding 56 years of age as on closing date of the application.

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

**Essential:-**

A. Bachelor degree of a recognized University/Institution with Economics/ Commerce/Accounts as one of the subject, or having passed SAS/JAO or equivalent examination.

OR

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

OR

M.B.A (Finance)/CA/ICWAI

AND

B. Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc. in central/state govt./Autonomous body.

C. 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.

or

iii) With 05 years service in the pay scale of Rs. 15600-39100 + 6600/- or equivalent

AND

D. possessing experience of handling Administrative, Financial Budget/Accounts matters in a responsible capacity

**Desirable:** Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.

**Age limit:** Not exceeding 56 years of age as on closing date of the application.

**ASSOCIATE PROFESSOR AND ADDL. DIRECTOR- PAY SCALE OF RS.37400-67000 + GP of RS 8700/-**

**(PURELY ON CONTRACT BASIS INITIALLY FOR A PERIOD OF 01 YEAR AND YEAR TO YEAR EXTENDED ON THE BASIS OF PERFORMANCE MAXIMUM UPTO 05 YEARS)**

**Essential:-**

- A. Master's Degree (Science/Mathematics/Economics) with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute.
- B. B.Ed degree from a recognized University/Institute.
- C. NET/SLET or equivalent or Doctorate Degree and/or Academic work/publication.

**EXPERIENCE:**

Holding analogous posts on regular basis;

or

With 05 years service in the pay scale of Rs. 15600-39100 + G.P. of Rs. 7600/- or equivalent.

**DESIRABLE:**

- (i) MEd., MPhil/LLM/PG in Mgmt. or equivalent.
- (ii) Contribution to educational innovation, curricula design & technology mediated teaching learning process
- (iii) Experience in organizing seminars, in service courses, orientation programmes for teachers, Symposia etc. at National/International Level.
- (iv) Experience in handling Academic Admn./Legal/ Establishment/RTI matters

**Age limit:** Not exceeding 56 years of age as on closing date of the application.

**ASSISTANT PROFESSOR & JOINT DIRECTOR ON DIRECT FILING WHICH BY DEPUTATION/SHORT TERM CONTRACT BASIS.**

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

**Essential Qualifications:**

- A. Master's Degree (Humanities/Social Science/Mass Comm./Arts/Allied Subject) with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute.
- B. B.Ed degree from a recognized University/Institute.
- C. NET/SLET or equivalent or Doctorate Degree and/or Academic work/publication.

**EXPERIENCE:**

A person with requisite qualification and relevant experience of

(i) holding analogous post

OR

(ii) 6 years in PB 3 Rs. 15600-39100/- with GP of Rs. 6600/- or equivalent.

**DESIRABLE :**

- (i) MEd., MPhil/LLM/PG in Mgmt. or equivalent.
- (ii) Contribution to educational innovation, curricula design & technology mediated teaching learning process
- (iii) Experience in organizing seminars, in service courses, orientation programmes for teachers, Symposia etc. at National/International Level.
- (iv) Experience in handling Academic Admn./Legal/ Establishment/RTI matters

**Age Limit:** Not exceeding 45 years in case of Direct Recruitment & 56 years for deputation/short term contract basis as on closing date of the application.



**ASSISTANT PROFESSOR & JOINT DIRECTOR On Direct failing which by Deputation/short term contract basis.**

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

**Essential Qualifications:**

- A. Master's Degree (Science/Bio/Engg./Tech/Media Tech/Voc/Allied subject) with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute.
- B. B.Ed degree from a recognized University/Institute.
- C. NET/SLET or equivalent or Doctorate Degree and/or Academic work/publication.

**EXPERIENCE:**

A person with requisite qualification and relevant experience of

(i) holding analogous post

OR

(ii) 6 years in PB 3 Rs. 15600-39100/- with GP of Rs. 6600/- or equivalent.

**DESIRABLE :**

- (i) MEd., MPhil/LLM/PG in Mgmt. or equivalent.
- (ii) Contribution to educational innovation, curricula design & technology mediated teaching learning process
- (iii) Experience in organizing seminars, in service courses, orientation programmes for teachers, Symposia etc. at National/International Level.
- (iv) Experience in handling Academic Admn./Legal/ Establishment/RTI matters

**Age Limit:** Not exceeding 45 years in case of Direct Recruitment & 56 years for deputation/short term contract basis as on closing date of the application.

**ASSISTANT PROFESSOR & JOINT DIRECTOR On Direct failing which by Deputation/short term contract basis.**

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

**Essential Qualifications:**

- A. Master's Degree (Commerce/Strat. Leadership/Mgmt/Teacher Education/Voc. & Allied subjects) with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute.
- B. B.Ed degree from a recognized University/Institute.
- C. NET/SLET or equivalent or Doctorate Degree and/or Academic work/publication.

**EXPERIENCE:**

A person with requisite qualification and relevant experience of

(i) holding analogous post

OR

(ii) 6 years in PB 3 Rs. 15600-39100/- with GP of Rs. 6600/- or equivalent.

**DESIRABLE :**

- (i) MEd., MPhil/LLM/PG in Mgmt. or equivalent.
- (ii) Contribution to educational innovation, curricula design & technology mediated teaching learning process
- (iii) Experience in organizing seminars, in service courses, orientation programmes for teachers, Symposia etc. at National/International Level.
- (iv) Experience in handling Academic Admn./Legal/ Establishment/RTI matters

**Age Limit:** Not exceeding 45 years in case of Direct Recruitment & 56 years for deputation/short term contract basis as on closing date of the application.

**ASSISTANT PROFESSOR & JOINT DIRECTOR (SPORTS): On Direct failing which by Deputation/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.

**Essential Experience:**

- i) Holding Analogous post on regular basis,  
OR
- (ii) 05 years regular exp in PB 3 Rs. 15600-39100 + GP Rs. 6600/-,  
OR
- (iii) 10 years regular exp in PB 3 Rs. 15600-39100 + GP Rs. 5400/-.

**Age Limit:** Not exceeding 45 years in case of Direct Recruitment & 56 years for deputation/short term contract basis as on closing date of the application.

**ADDITIONAL INTERNAL AUDITOR AND FINANCIAL ADVISOR - PAY SCALE OF  
RS.15,600-39,100/- + GRADE PAY OF Rs. 7,600/- (ON DEPUTATION/ABSORPTION/CONTRACT BASIS)**

**Essentials (For Contract Basis):-**

CA/ ICWAI/MBA(Finance)/ Bachelor degree of a recognized University/ Institution with Economics / Commerce / Accounts as one of the subject.

OR

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

AND

Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc. in Central/State Govt./Autonomous body.

**Essential (For Deputation/Absorption):-**

A. The person who have passed SAS/SOGE/JAO examination and are working on analogous post with confirmed service.

OR

The person who have passed SAS/SOGE/JAO examination and are working as Sr. Accounts Officer/Sr. Audit Officer in the Grade pay of Rs. 6600 with minimum experience of 03 years in the grade

OR

The person who have passed SAS/SOGE/JAO examination and having 05 years regular service in the Grade pay of Rs. 5400 or equivalent.

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

**Desirable:** Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.

**Age limit:** Not exceeding 56 years of age as on closing date of the application.

**ASSISTANT SECRETARY: (On Direct/Deputation/Absorption Basis)**

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

**Eligibility Conditions (for direct):**

- 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.

**(for deputation):**

- i. Bachelor's Degree from recognized University.
- ii. holding analogous post on regular basis,  
OR  
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:** For direct not exceeding 40 years and for Deputation/absorption not exceeding 56 years of age.

**PROGRAMMER:-ON DEPUTATION/SHORT TERM CONTRACT 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 of age.

**ASSISTANT PROFESSOR & DY. DIRECTOR (SPORTS):-ON DIRECT/DEPUTATION BASIS**

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

**Essential:**

- i. **2<sup>nd</sup> Class Master's Degree in Physical Education from a recognized university / Institute.**
- ii. **At least 10 year's experience of organizing sports competitions at the school, college or university level.**

**Desirable:**

**Preference to candidates having Diploma/Degree in Coaching from any recognized institute and experience of organizing workshops/seminars/orientation courses/curriculum developer.**

**Age Limit:** For direct not exceeding 40 years and for Deputation not exceeding 56 years of age.

**ASSISTANT PROFESSOR AND DY. DIRECTOR- PAY SCALE OF Rs. 15600-39100+GP Rs. 6600/- ON DIRECT/DEPUTATION/ABSORPTION/CONTRACT BASIS**

**(FOR CONTRACT BASIS INITIALLY FOR A PERIOD OF 01 YEAR AND YEAR TO YEAR EXTENDED ON THE BASIS OF PERFORMANCE MAXIMUM UPTO 05 YEARS)**

**Essential:-**

1. Master's Degree in (Mathematics/Economics) 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.

**EXPERIENCE:**

Holding analogous posts on regular basis with requisite qualifications;

or

With 06 years service in the pay scale of Rs. 15600-39100 + Rs. 5,400/- or equivalent.

**DESIRABLE :**

- (i) MEd., MPhil/LLM/PG in Mgmt. or equivalent.
- (ii) Contribution to educational innovation, curricula design & technology mediated teaching learning process
- (iii) Experience in organizing seminars, in service courses, orientation programmes for teachers, Symposia etc. at National/International Level.
- (iv) Experience in handling Academic Admn./Legal/ Establishment/RTI matters

**Age limit:** Not exceeding 40 years of age as direct recruitment and 56 years of age on deputation/short term contract basis as on closing date of the application.



## **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 (Humanities/Social Science/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) M.Ed., 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

## **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 (Science/Bio/Engg./Tech/Media Tech/Voc/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

## **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 (Commerce/Strat. Leadership/Mgmt/Teacher Education/Voc & 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

**Accounts Officer: On Deputation/absorption/contract basis.**

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

**Essential (For Contract Basis):**

(i) Bachelor degree of a recognized University/Institution with Economics/Commerce/Accounts as one of the subject, and having SAS/JAO(C) examination.

OR

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

OR

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

AND

Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc.

**Desirable Qualifications:**

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

**Essential (For Deputation/Absorption):**

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

Person who have passed SAS/JAO or equivalent exam and working on analogous post

OR

Person who have passed SAS/JAO or equivalent exam and are working as JAO in the Grade pay of Rs. 4600 with minimum three year service

OR

Sr. Accountant with 5 year regular service in Grade Pay of Rs. 4200/-

**Age limit:** Not exceeding 56 years of age as on closing date of the application.

**Assistant Public Relations Officer:**

**(on deputation) Pay Scale: Rs. 15600-39100 + Grade Pay of Rs. 5400/-**

**Essential:**

A. Officers of the Central/State/Semi Government or Autonomous Organization.

i) Holding analogous posts;

OR

With 02 years service in the pay scale of Rs. 9300-34800 + Rs. 4600/- or equivalent in the field of Public Relation.

OR

With 03 years experience in the pay scale of Rs. 9300-34800 + Rs. 4200/- or equivalent in the field of Public Relation.

AND

B. Second class Master's degree preferably in the subjects of Mass Communication/English/ Sociology/Psychology/Public Administration from any recognized University.

**Desirable:**

- i. Diploma/Certificate in journalism or Public Relations.
- ii. Experience in Computing.
- iii. Proficiency in English.
- iv. Good working knowledge of Hindi.

**Age:** Not exceeding 56 years of age as on closing date of the application.

**ASSISTANT PROGRAMMER:- ON DIRECT BASIS**

**Scale of Pay:- PB-2 Rs. 9300-34800 + GP Rs. 4600/-**

**Essential:**

- (i) Master's Degree in Computer Application or Computer Science or Information Technology from a recognized University or equivalent,  
AND  
03 years experience in the System Designing, Data Processing/Programming/Data Management in a reputed Computer or Data Processing Organization  
OR  
Bachelor's Degree in Computer Application or Computer Science or Information Technology from a recognized University or equivalent,  
AND  
05 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.

**Age Limit:** For direct not exceeding 30 years as on closing date of application.

**Section Officer (Legal): On Direct/Deputation/Short Term Contract basis.**

**PB-2 Rs. 9300-34800 + GP Rs. 4600/-**

**Essential Qualifications for direct/deputation/contract:**

- i. At least 2<sup>nd</sup> class Bachelors Degree from a recognized University.
- ii. At least 2<sup>nd</sup> class Law Degree from a recognized University /Institute.

**Essential Experience (for Deputation):**

- i. At least 05 years experience in the pay scale of 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.

**Essential Experience (for Direct/Short term contract):**

- i. The candidates should have minimum of 02 years experience in practicing law or having 05 years experience in Govt./Autonomous/Reputed Private Organizations dealing with Court Cases/Legal Matters.

**Age limit: 40 years for direct/short term contract and 56 years for deputation as on closing date of the application.**

**Junior Accounts Officer: On Deputation/absorption basis.**

**PB-2 Rs. 9300-34800 + GP Rs. 4600/-**

**Essential Qualifications:**

Bachelor degree of a recognized University/Institution with Commerce/Accounts as one of the subject.

OR

Pass in SAS/JAO or equivalent exam

**Desirable Qualifications:**

Experience of Accounts & Audit in an Established Organization.

**Essential Experience:**

Officers from any organised Accounts serviced under Central /State Govt./Statutory/Autonomous/PUSs:

- (i) Holding a post of JAO or analogous post on regular basis;  
or
- (ii) Sr. Accountant/Sr. Auditor who have qualified the SAS/JAO or equivalent exam with 3 years regular Govt. service;  
or
- (iii) Accountant having experience of 5 years service in the Accounts & Budget

**Age limit:** Not exceeding 56 years of age as on closing date of the application.



## RECRUITMENT RULES FOR THE POST OF SENIOR HINDI TRANSLATOR

**Method of Recruitment**

:By Deputation

**Scale of Pay**

:Pay Band-2 of Rs. 9300-34800+Grade Pay Rs. 4200/-

**Educational qualification and other eligibility conditions**

: Master's degree in Hindi/English with English/Hindi as a main subject in graduation from a recognised university.

**OR**

Master's degree in any subject with Hindi/English as main subjects in graduation.

**OR**

Master's degree in any subject with Hindi/English medium and English/Hindi as main subject in graduation.

**OR**

Master's degree in Hindi/English or in any subject with Hindi/English as a main subject as medium of examination in graduation.

**OR**

Bachelor's degree with Hindi & English as main subjects or either of the two as medium of examination and the other as main subject plus recognised diploma/certificate course in translation from Hindi-English & vice-versa and 5 years experience of translation work from Hindi-English & vice-versa in Central/State Govt. offices including GOI under takings.

**Age Limit**

: Not exceeding 56 years.

**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 in Grade Pay of Rs. 2400/- having at least 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 JUNIOR HINDI TRANSLATOR

**Method of Recruitment** : Through direct recruitment

**Scale of Pay** : Pay Band-2 of Rs. 9300-34800+Grade Pay Rs. 4200/-

**Educational qualification and other eligibility conditions** Master's degree in Hindi/ English with English/Hindi as a main subject in graduation from a recognised university; OR

Master's degree in any subject with Hindi/English as main subjects in graduation;  
OR

Master's degree in any subject with Hindi/English medium and English/Hindi as main subject in graduation; OR

Master's degree in Hindi/English or in any subject with Hindi/English medium with English/Hindi as a main subject as medium of examination in graduation; OR

Bachelor's degree with Hindi & English as main subjects or either of the two as medium of examination and the other as main subject plus recognized diploma/certificate course in translation from Hindi-English & vice-versa or 2 years experience of translation work from Hindi-English & vice-versa in Central/State Govt. offices including GOI undertakings.

**Age Limit:-** Not exceeding 28 years.

**RECRUITMENT RULES FOR THE POST OF SENIOR RESEARCH ASSISTANT TO BE FILLED THROUGH DIRECT RECRUITMENT/DEPUTATION (INCLUDING SHORT TERM CONTRACT) IN THE PAY BAND-2 OF Rs. 9300-34800+Grade Pay Rs. 4200/-**

**Eligibility Conditions:-**

**For Direct Recruitment**

**Educational Qualification (Essential):-**

PG degree with atleast 50% marks in Mathematics/Statistics from a recognised University.

**Experience (Essential):-**

One year experience in Data Analysis & Compilation of Reports.

**Age limit:-**

Not exceeding 30 years.

**For Deputation  
(including Short Term  
Contract)**

Holding an analogous post; OR

Atleast 03 years experience in the Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2800/-; OR

Atleast 06 years experience in the Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Age limit:-**

Not exceeding 56 years.

- NB:- Job Description:**
1. Statistical analysis of Board's result and other exams.
  2. Analysis of question papers.
  3. Publication of reports.
  4. Other related work.

**RECRUITMENT RULES FOR THE POST OF JUNIOR RESEARCH ASSISTANT TO BE FILLED THROUGH DIRECT RECRUITMENT/DEPUTATION (INCLUDING SHORT TERM CONTRACT) IN THE PAY BAND-1 OF Rs. 5200-20200+Grade Pay Rs. 2400/-**

**Eligibility Conditions:-**

**For Direct Recruitment**

**Educational Qualification (Essential):-**

PG degree with atleast 50% marks in Mathematics/Statistics from a recognised University.

**Desirable:-**

1. A recognised diploma in Statistics.
2. Atleast one year experience in Data Analysis & Compilation of Reports.

**Age limit:-**

Not exceeding 27 years.

**For Deputation  
including Short Term  
Contract**

Holding an analogous post

**Age limit:-**

Not exceeding 56 years.

- NB:- Job Description:**
1. Statistical analysis of Board's result and other exams.
  2. Analysis of question papers.
  3. Publication of reports.
  4. Other related work.

## RECRUITMENT RULES FOR THE POST OF STENOGRAPHER

**Method of recruitment** : Through direct recruitment

**Scale of pay** : Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Educational qualification** : (i) Graduate from a recognized university.  
(ii) Skill Test Norms,

**and other eligibility conditions**

**Dictation:** 10mts @ 80 w.p.m.

**Transcription:**

65 mts.(Eng.) 75 mts.(Hindi)(On Manual Typewriter)  
or  
50 mts (Eng) 65 mts. (Hindi) (On Computer)

**Age Limit** : Between 18 to 27 Years.

## RECRUITMENT RULES FOR THE POST OF PUBLIC RELATIONS ASSISTANT

**Method of recruitment** : Through direct recruitment

**Scale of pay** : Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Educational qualification and other eligibility conditions** : **(1) ESSENTIAL:-**

- a) (i) Second Class Graduate from any recognized university.
- (ii) For departmental candidates, Jr.Asstt. who is graduate.

b) Any person holding an analogous post or holding post in a comparable scale with experience in public relations or publication of journals etc.

OR

At least 3 years experience in the field of Public Relations or connected area.

: **(2) DESIRABLE:-**

- a) Diploma/Certificate in journalism or Public Relations
- b) Proficiency in English
- c) Good working knowledge of Hindi.

**Age Limit** : Between 18 to 25 Years

## RECRUITMENT RULES FOR THE POST OF PROJECT ASSOCIATE (TECHNICAL)

**Method of recruitment** : Through direct recruitment

**Scale of pay** : Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Educational qualification and other eligibility conditions** (i) Bachelor's Degree in any discipline.  
(ii) Certificate Course in Computer Applications.  
(iii) Minimum one year experience as Associate or equivalent in any Educational Project.

**Note:-** Qualification are relaxable at the discretion of the CBSE

**Age Limit** : Between 18 to 33 Years.



## RECRUITMENT RULES FOR THE POST OF HINDI ASSISTANT

**Method of recruitment** : Through direct recruitment

**Scale of pay** : Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Educational qualification and other eligibility conditions** Bachelor's degree with Hindi & English as main subjects or either of the two as medium of examination and the other as main subject plus recognized diploma/certificate course in translation from Hindi-English & vice-versa or 2 years experience of translation work from Hindi-English & vice-versa in Central/State Govt. offices including GOI under takings.

A typing speed of 25 w.p.m. in Hindi on manual typewriter or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

**Age Limit** : Between 18 to 27 Years.

## RECRUITMENT RULES FOR THE POST OF ASSISTANT (SPORTS)

**Method of recruitment** : Through direct recruitment

**Scale of pay** : Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Educational qualification** **ESSENTIAL:-**

**and other eligibility conditions**

- i. Bachelor Degree in Physical Education from a recognized University.
- ii. A minimum of two years of experience as a Physical Education Teacher in a reputed school/organization.
- iii. Evidence of having produced good performance teams/athletes for competition like state/national etc.
- iv. Typing Speed of 30 w.p.m. or equivalent calculated speed on computer i.e. 8000 kdph
- v. Full knowledge of Windows, MS Office.

**DESIRABLE:-**

- i. Master Degree in Physical Education.
- ii. Represented University in any discipline.

**Age Limit** : Between 18 to 27 Years.

## RECRUITMENT RULES FOR THE POST OF RECORD KEEPER

**Method of Recruitment** : Through direct recruitment

**Scale of Pay** : Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Educational qualification and other eligibility conditions** **Essential:-**

- i. Graduate from a recognized University.
- ii. Typing Speed of 30 w.p.m. in English/25 w.p.m. in Hindi or equivalent calculated speed on computer i.e. 9000 kdph
- iii. Working experience of at least 04 years for maintenance/storage of office records preferable in District Courts or of similar nature in other office/Department
- iv. Working knowledge of Windows, MS Office.

**Age Limit** : Between 20 to 30 years.

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE ASSISTANT

**Method of Recruitment** : Through direct recruitment

**Scale of Pay** : Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Educational qualification and other eligibility conditions** **Essential:-**

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

**Desirable:-**

- i. Graduate from a recognised 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.
- ii. At least two years experience of working in a large data processing environment.
- iii. Experience of working in Unix environment.
- iv. Knowledge in Shorthand.

**Age Limit:-** Not exceeding 30 years.

## RECRUITMENT RULES FOR THE POST OF OBSERVERS

**Method of recruitment** : Through direct recruitment

**Scale of pay** : Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 2400/-

**Educational qualification** **ESSENTIAL:-**

**and other eligibility conditions** i) Bachelor's degree of a recognised University  
ii) Good working knowledge of Computer application.

**Experience** A minimum of 2 years experience in any govt./autonomous/reputed private organisations in office procedures/computer application/analysis of documents.

**Age Limit** : Between 18 to 35 Years.

**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 ASSISTANT (COMPUTER)

**Method of recruitment** : Through direct recruitment

: Pay Band-1 of Rs. 5200-20200+Grade Pay Rs. 1900/-

**Educational qualification and other eligibility conditions**

**ESSENTIAL:-**

- i) Graduates with diploma in Computer Applications. OR Graduate with 'O' level certificate from DOEACC. Punching speed of minimum 8000 KDPH.
- ii) At least one year data entry/computer operation in a data processing centre. Working knowledge of Windows, MS Office, Fox-Base/Fox-Pro, Unix, Use of Internet.

**DESIRABLE:-**

- i) Experience of working in unix environment

**Age Limit** : Between 18 to 25 Years.

## 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.