



केन्द्रीय माध्यमिक शिक्षा बोर्ड



(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002

No.: CBSE/ACAD/AP&JD-ADMIN/2014-01/RD-IX

Date: 05.02.2014

WALK IN INTERVIEWS

The CBSE will hold WALK-IN-INTERVIEWS for the engagement of **Library Trainees**. These posts are purely temporary. Selected candidates will be posted at CBSE offices located in Delhi. Preference will be given to the candidates residing in Delhi/NCR. The tenure/ engagement may be extended as per the requirements and on the basis of satisfactory performance.

Name of the Position: - Library Trainee

Tentative No. of Posts: 03 (Three)

Place of Posting: - CBSE offices at Delhi

Age: - Maximum 25 years (As on last date of application form submission)

Salary/fee: - ₹ 10,000 consolidated per month and/or commensurate to the qualifications & experience of the candidate.

Nature of Appointment: - Six months on purely contract basis.

Nature of Work:-

- The nature of work will include handling various library housekeeping processes, both traditional and automated using GRANTHALAYA library software, work processes at the library counter, Network Assisted Server-CD Mirroring Server etc.
- They may be required to work till late on working days, Saturdays, Sundays and holidays as per library requirements.
- Other duties assigned by senior officers' time to time.

Qualifications:-

Minimum Essential Qualifications:-

- Diploma in Library and Information Science from a recognized University /Institute.

Experience:-

- At least six months relevant working experience.

Desirable Qualifications:-

- B.Lib & I.Sc/ M.Lib & I.Sc from a recognized University /Institute.
- Knowledge of relevant IT applications.

Important Instructions:

1. The walk in interviews will be held on **24.02.2014** at "Shiksha Sadan", Academic & Training Wing, 17, Rouse Avenue, Central Board of Secondary Education, Near ITO, Opposite National Bal Bhawan, New Delhi 110002.
2. The applicants are required to register on-line from **06.02.2014** to **20.02.2014** on the web link provided on <http://www.cbseacademic.in/>

3. Names of short listed candidates for the walk in interviews will be displayed on the CBSE's website <http://www.cbseacademic.in>. The candidates are advised to view the website and appear for the interview accordingly.
4. The candidates must bring original certificates for verification and submit detailed Curriculum Vitae with a recent attested colored photograph along with copies of all relevant certificates (including character certificate and residential proof) duly attested by the Head of an educational institution (or) any Gazetted officer at the time of interview.
5. CBSE may relax any of the conditions / eligibility criteria as its discretion.
6. CBSE has the right to set different as well as higher norms, while short listing, taking into the requirements of the concerned units/departments. Mere fulfillment of qualification requirements does not entitle candidate to be called for interview. Board reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other relevant achievements.
7. CBSE reserves the right to fill or not fill any or all the posts advertised.
8. Direct nominations can also be made by an eminent scholar/expert/professional or reputed group for advertised positions to the undersigned on or before the last date of online registration. For consideration of such nominations (if any), the decision of the Chairman, CBSE will be final and conclusive.
9. The invitation to candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
10. CBSE reserves the right to screen and call only such candidates as are found *Prima facie* suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed conditions would not entitle one to be called for interview.
11. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview / outcome of interview.
12. CBSE may consider candidates whose area of specialization lie outside those stated herein, provided these persons have an outstanding record.
13. The candidate is responsible for the correctness of the information provided in the application.
14. If it is found at a later date that any information given in the application is incorrect / false the candidature / appointment is liable to be cancelled / terminated.
15. All advertised jobs require full devotion and consume a lot of time, so selected candidates may not be allowed to take other assignments / employment or study in regular mode in Government and Semi-Government Organizations, Private Organizations, Public Undertakings, University and Educational Institutions etc. Candidates must apply through their present Institutions/ organization/employers and submit *No Objection Certificate* at the time of registration/Interview. All candidates employed with private Organizations / Institutions / Universities etc. must attach a copy of last two years "Form-16".
16. Any subsequent amendments/modifications etc. on the matter will be notified only in the CBSE Academic website <http://www.cbseacademic.in>
17. In case of recruitment to the advertised positions, the CBSE may conduct examination/ seminar/ presentation/written test/ computer test etc. as a method for further short listing of candidates as may be decided by the competent authority.
18. The CBSE reserves the right to offer a post at a level lower or higher than that applied for, depending upon the qualifications, experience and performance of the candidate.
19. The CBSE reserves the right to draw up reserve panel/waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential/new vacancies.
20. The CBSE reserves the right to consider "in absentia" candidature of those who may not have applied or who may have applied but are not able to appear for the interview.

21. All candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications/experience laid down in the advertisement.
22. Application sent other than ONLINE is liable to be rejected.
23. Canvassing in any form may lead to cancellation of candidature.
24. Grading system, followed by a recognized Board/Institute/University shall also be considered eligible.
25. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment/extension letter, the Board reserves the right to modify/ withdraw/ cancel any communication made to the candidate/selected/appointed person.
26. CBSE will not pay any TA/DA etc. for appearing in the interview even if a scheduled interview is not held.

IMPORTANT DATES:

Sl. No.	Event	Date
1.	Starting of on-line Registration(Application/ form submission)	06.02.2014
2.	Last date of online Registration (Application/form submission)	20.02.2014
3.	Tentative date of display of list of shortlisted candidates/Interview schedule with details at CBSE website http://www.cbseacademic.in	21.02.2014
4.	Tentative date of Interview at Academic & Training Wing, CBSE	24.02.2014

(Ram Shankar)
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CBSE