

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Ministry of Human Resource Development, GOI)

SHIKSHA KENDRA, 2, COMMUNITY CENTRE,

PREET VIHAR, DELHI-110092

Online applications for the following posts are invited:

Name of post	Method of Recruitment	Pay Band	Pay Scale	Grade Pay	Maximum age as on closing date of application	Vacancies						Total Vacancies	Place of posting
						UR	SC	ST	OBC	P H	Ex servic eman		
Joint Secretary	Deputation	PB-4	Rs. 37400-67000/-	Rs. 8700/-	56 years							02	Any of the Regional Offices
Joint Director (Accreditation Unit)	Deputation/Absorption/Contract	PB-3	Rs. 15600-39100/-	Rs. 7600/-	56 years							03	Delhi/Any of the Regional Offices
Joint Director (Inclusion Cell)	Direct	PB-3	Rs. 15600-39100/-	Rs. 7600/-	50 years	01						01	Delhi/Any of the Regional Offices
Joint Director (Vocational)	Composite method	PB-3	Rs. 15600-39100/-	Rs. 7600/-	56 years							01	Delhi/Any of the Regional Offices
Assistant Secretary (IT)	Deputation/Short term Contract	PB-3	Rs. 15600 - 39100/-	Rs. 6600/-	56 years							03	Any of the Regional Offices
Assistant Secretary	Direct	PB-3	Rs. 15600-39100/-	Rs. 6600/-	40 years	01	01		02			04	Any of the Regional Offices
Deputy Director (Voc.)(Industrial/School Coordination)	Direct/Deputation/Absorption/Contract	PB-3	Rs. 15600-39100/-	Rs. 6600/-	50 yrs for Direct 56 yrs for Deputation/Absorption/Contract	02						02	Delhi/Any of the Regional Offices
Deputy Director (Accreditation Unit)	Direct/Deputation/Absorption/Contract	PB-3	Rs. 15600 - 39100/-	Rs. 6600/-	50 yrs for Direct 56 yrs for Deputation/Absorption/contract	03			01			04	Delhi/Any of the Regional Offices
Deputy Director (Inclusion Cell)	Direct	PB-3	Rs. 15600 - 39100/-	Rs. 6600/-	50 yrs	02						02	Delhi/Any of the Regional Offices
Assistant Director (Vocational)	Direct	PB-3	Rs. 15600 - 39100/-	Rs. 5400/-	35 yrs	04			01			05	Delhi/Any of the Regional Offices

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Analyst	Direct	PB-3	Rs. 15600-39100/-	Rs. 5400/-	35 yrs	02	01		02			05	Delhi/Any of the Regional Offices
Assistant Director (Inclusion Cell)	Direct	PB-3	Rs. 15600-39100/-	Rs. 5400/-	35 yrs	02						02	Delhi/Any of the Regional Offices
Assistant Programmer	Direct	PB-2	Rs. 9300-34800/-	Rs. 4600/-	30 years			01	01			02	Any of the Regional Offices
Section Officer (Affiliation)for CBSEi	Direct	PB-2	Rs. 9300-34800/-	Rs. 4600/-	40 yrs	01						01	Delhi/Any of the Regional Offices
Section Officer (Legal)	Direct/Deputation	PB-2	Rs. 9300-34800/-	Rs. 4600/-	40 yrs for direct 56 yrs for deputation	02			01			03	Delhi/Any of the Regional Offices
Superintendent (Legal)	Direct	PB-2	Rs.9300-34800/-	Rs. 4200/-	35 years	01						01	Any of the Regional Offices
Assistant	Direct	PB-1	Rs.5200-20200/-	Rs. 2400/-	27 years	03			06			09	Any of the Regional offices.
Public Relations Assistant	Direct	PB-1	Rs.5200-20200/-	Rs. 2400/-	25 years	03						03	Any of the Regional Offices
Senior Assistant (Computer)	Direct	PB-1	Rs.5200-20200/-	Rs. 2400/-	27 years	02	01		01			04	Any of the Regional Offices.
Executive Assistant	Direct	PB-1	Rs.5200-20200/-	Rs. 2400/-	30 years	13	02	01	06	01 (HH)	02	22	Any of the Regional Offices.
Stenographer	Direct	PB-1	Rs.5200-20200/-	Rs. 2400/-	27 years	08	01		03	01 (OH)		12	Any of the Regional Offices.
Junior Assistant (Computer)	Direct	PB-1	Rs.5200-20200/-	Rs. 1900/-	27 years	03	01	01	01		01	06	Any of the Regional Offices.
Junior Assistant	Direct	PB-1	Rs.5200-20200/-	Rs. 1900/-	27 years	18	02	01	15	03 *	04	36	Any of the Regional Offices.
Hindi (Typist)	Direct	PB-1	Rs.5200-20200/-	Rs. 1900/-	27 years	03	01		01			05	Any of the Regional Offices.

*03 (01 HH, 01 OH – Locomotors and 01 VH – 40% to 70%)

Contd/-

- Note:** (i) The number of vacancies may increase or decrease.
(ii) The management reserves the right to short list the candidates on merit, experience, written and/or skill test.
(iii) Reservation for SC/ST/OBC/PWD/Ex Serviceman will be as per Govt. of India rules.
(iv) Relaxation in age limit will be as per Govt. of India rules which is presently as follows:
- a. SC/ST - 5 Years
 - b. OBC - 3 Years
 - c. PWD - 10 Years
 - d. Ex serviceman/Women - 10 Years

Maximum age shall be reckoned as on last date of closing of application.

1. Online applications can be uploaded on www.cbse.nic.in within 30 days from the date of publication of this advertisement.
2. An application fee of Rs. 500/- shall be payable online (bank e-challan) by the male candidates of General and OBC Categories for Direct Recruitment and Contractual basis posts.
3. An application fee of Rs. 250/- is payable online (bank e-challan) by the Women candidates of General and OBC Categories for Direct Recruitment and Contractual basis posts.
4. SC/ST/PWD/Ex Servicemen and Regular Departmental candidates are exempt from paying application fee.
5. No fee is payable for the posts to be filled on deputation.
6. Copies of certificates are not to be uploaded. The same shall be verified at the time of interview.
7. Submission of false information shall lead to cancellation of application.
8. All the communication with the candidates will be made via e mail only.
9. **For details please visit www.cbse.nic.in.**

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(JOINT SECRETARY (A&L))

GENERAL CONDITIONS FOR UPLOADING THE APPLICATIONS

Special Instructions for candidates applying on Deputation/Absorption posts:-

The candidates should make an online application and print out of the same should be sent through proper channel within 30 days of publication of vacancies alongwith following documents:

- No Objection Certificate/Cadre Clearance Certificate.
 - Attested photocopies of APAR/ACRs for the preceding 05 years.
 - Certificate to this effect that no vigilance case is pending/contemplated against the officer.
 - List of Penalties (if any) imposed during preceding 10 years.
 - Applications received through proper channel only will be considered.
1. The Board reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for interview.
 2. Separate applications are to be submitted for each post alongwith requisite fee. Incomplete applications shall be liable to be rejected.
 3. **HOW TO APPLY** : Candidate must have (01) copy of his recent passport size photograph scanned after signing below photograph for uploading. Kindly note that only "ON LINE" applications shall be accepted.

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

STEP 2: Read the advertisement carefully.

STEP 3: Click on the box "Apply Online ", On line application form shall appear on the screen.

STEP 4: Select the post you want to apply and 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 "Submit Application" button. A unique registration no. shall appear on the screen, note down this number.

STEP 6: Upload the photograph with signature below it.

STEP 7: Generate e-challan (if applicable) for making payment in bank.

Note:

1. Applications which do not meet all criteria given in this advertisement / incomplete applications will be rejected.
2. 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.
3. At the time of written examination/interview, if a candidate is found guilty of using unfair means or impersonating 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 unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination / interview either permanently or for a specified period from any examination or selection held by the Board.
4. Fee once paid will not be refunded on any account nor would this fee be held in reserve for future examination / selection.
5. Applications which are incomplete in any respect will be rejected and the fee will be forfeited.

6. 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
7. No correspondence or personal enquires shall be entertained by the Board.
8. Board may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
9. 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 for verification. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview.
10. 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. Ex-serviceman 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.
11. 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.
12. Canvassing in any form will be treated as disqualification.
13. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
14. No candidate is permitted to use Calculator, Cell Phone, Pager or any other instruments in the examination hall.
15. 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.
16. 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 sheets for Technical/ Professional qualification/Academic qualification as a proof for eligibility.
 - VI. Certificate for belonging to "Ex-Service man category" (if applicable)
 - VII. Certificate of belonging to Physically Handicapped Category.
 - VIII. If any of the required documents mentioned above is found to be missing or unsatisfactory, candidature of the applicant shall automatically stand cancelled at any stage of recruitment, or later stage. 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

Js.al.cbse@gmail.com

Sd/-
Joint Secretary (A&L)

JOINT SECRETARY (PURELY ON DEPUTATION BASIS):

Pay Scale: PB 4 of Rs. 37400-67000 with Grade Pay of Rs. 8700/-

Essential:

Educational Qualifications:-

A. Bachelor's Degree from a recognized university.

Experience:

1. Officers of Central Govt./State Govt./Statutory Bodies or Autonomous Organizations:
 - A. Holding analogous post,
OR
 - B. 05 years service in the PB 3 of Rs. 15600-39100/- with GP of Rs 7600/- or equivalent
OR
 - C. 10 years service in PB 3 of Rs. 15600-39100/- with GP of Rs. 6600/- or equivalent
2. Possessing experience in the following fields: - Examination/Policy Planning/Administration including general administration/accounts/Court cases/Legal and vigilance matters/organizing seminars, conferences and workshop for key personnel.

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

JOINT DIRECTOR (ACCREDITATION) (ADMINISTRATION & ACADEMIC) ON DEPUTATION/ABSORPTION/CONTRACT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 7600/-

ESSENTIAL QUALIFICATION FOR (ADMINISTRATION):-

1. Bachelor's Degree from a recognized university.

ESSENTIAL EXPERIENCE FOR (ADMINISTRATION):

- i. Holding analogous posts;
OR
With 06 years regular service in PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 6600 or equivalent.
- ii. 08 years in a supervisory capacity dealing with administration / finance / establishment matters in Government / Autonomous / PSUs / Reputed Private Organizations.

DESIRABLE QUALIFICATION FOR (ADMINISTRATION):

- (i) Masters in Business Management.

ESSENTIAL QUALIFICATION FOR (ACADEMIC):-

1. Post Graduate Degree from a recognized university.
2. Bachelor's Degree in education from a recognized university
3. NET Qualified.

ESSENTIAL EXPERIENCE FOR (ACADEMIC):

- i. Holding analogous posts;
OR
With 06 years regular service in PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 6600 or equivalent.
- ii. 08 years in an organization dealing with education.

DESIRABLE QUALIFICATION FOR (ACADEMIC):

- (i) Doctorate Degree or equivalent Academic works/publications.
- (ii) Master's Degree in Business Administration.

Age limit: 56 years as on closing date of the application.

JOINT DIRECTOR (INCLUSION CELL) ON DIRECT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 7600/-

Essential:-

1. Masters Degree in Psychology/Child Development/Social Work with at least 55% marks or its equivalent from a recognized university/Institute.
2. NET/SLET or equivalent and/or academic work/publications.
3. Diploma in Guidance and Counseling/Special Education/ Child Development from a recognized University/Institute.

EXPERIENCE:

- i. At least 07-08 years of professional experience in special education, its governance/planning/management.

COMPETENCIES:

- i. Good interpersonal skills, including the ability to work in a team and a multi-cultural environment;
- ii. Good analytical skills and logical mind-set to do situation analyses and formulate options and recommendations;
- iii. Sound knowledge of the general and education – specific situations in India;
- iv. Good leadership to manage the unit and develop capacities of staff in the unit;
- v. Strong writing and editing skills to communicate information and knowledge into various formats;
- vi. Practical experience in developing and implementing education projects in India;
- vii. Excellent knowledge of Hindi and English. Good knowledge of the other Indian language would be an asset.

DESIRABLE:

- (i) PhD in above discipline.
- (ii) M.Ed/M.Phil /Post Graduate Degree in special education or equivalent.
- (iii) Experience in organizing seminars, in – service courses, orientation programmes for teachers, symposia etc at National and International Level.
- (iv) Bachelor of Education (B.Ed.) degree from a recognized university/institute. Preferably in Special Education.

AGE LIMIT: 50 years as on closing date of the application.

JOINT DIRECTOR (VOCATIONAL) ON COMPOSITE METHOD BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 7600/-

ESSENTIAL QUALIFICATION:-

1. Bachelor's Degree in Vocational Education/Allied/B.Tech in any Engg. Discipline.

EXPERIENCE:

- i. Holding analogous posts;
OR
With 06 years service in PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 6600 or equivalent.
- ii. 10 years in administration of vocational education and curriculum dev. of vocational education and training.

DESIRABLE QUALIFICATION:

- (i) Doctorate Degree or equivalent Academic works/publications.

Age limit: 56 years as on closing date of the application.

ASSISTANT SECRETARY (IT) ON DEPUTATION/SHORT TERM CONTRACT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of 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 Pay Band 3 of Rs. 15600-39100 with GP of Rs. 5400/-

OR

10 years experience in the Pay Band 2 of Rs. 9300-34800 with 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 as on closing date of the application.

ASSISTANT SECRETARY ON DIRECT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 6600/-

Essential:

Educational Qualifications:-

A. Bachelor's Degree from a recognized university.

Experience:

- A. Officers of Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations/PSUs/Reputed Private Organizations in Supervisory Capacity with experience in General Administration/Establishment/Accounts/Examination in the following grades:
- I. Holding analogous post on regular basis,
OR
 - II. 03 years experience in PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/-
OR
 - III. 05 years regular service in PB 2 OF Rs. 9300-34800 with Grade Pay of Rs. 4600/-

(Candidates drawing equal emoluments in organizations where Central Pay Scales are not followed will also be considered).

Desirable Educational Qualifications:

- 1. Master's Degree from a recognized university in Public Administration /Management.
- 2. Good working of English and Hindi.
- 3. General Awareness.

Age limit: Not exceeding 40 years of age as on closing date of the application.

DEPUTY DIRECTOR (VOCATIONAL)(INDUSTRIAL/SCHOOL COORDINATION)
ON DIRECT/DEPUTATION/ABSORPTION/CONTRACT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 6600/-

Essential:-

1. Bachelor's Degree from a recognized university.

EXPERIENCE:

- i. Holding analogous posts with requisite qualifications;
OR
With 06 years service in PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 5,400/- or equivalent grade.
- ii. 15 years experience of working with CEOs/General Managers (for industry coordination) and Principals (for school coordination) dealing with liaison work.

DESIRABLE:

- (i) Masters Degree in Management.

Age limit: Not exceeding 50 years of age as direct recruitment and 56 years of age on deputation/absorption/contract basis as on closing date of the application.

DEPUTY DIRECTOR (ACCREDITATION UNIT) ON DIRECT/DEPUTATION/ABSORPTION/CONTRACT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 6600/-

Essential:-

1. Post Graduate Degree from a recognized University.
2. Bachelors Degree in Education from a recognized University.
3. NET Qualified.

EXPERIENCE:

- i. Holding analogous posts with requisite qualifications;
OR
With 06 years experience in PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 5400 or equivalent grade.
- ii. 06 years in an organization dealing with Education.

DESIRABLE:

- (i) Doctorate Degree or equivalent Academic Work/Publications.
- (ii) Masters Degree in Business Administration.

Age limit: Not exceeding 50 years of age as direct recruitment and 56 years of age on deputation/absorption/contract basis as on closing date of the application.

DEPUTY DIRECTOR (INCLUSION CELL) ON DIRECT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 6600/-

Essential:-

1. Masters Degree in Psychology/Child Development with at least 55% marks or its equivalent from a recognized university/Institute.
2. NET/SLET or equivalent and/or academic work/publications.
3. Diploma in Guidance and Counseling/Special Education/ Child Development from a recognized University/Institute.

EXPERIENCE:

- i. At least 05-06 years of professional experience in special education, its governance/planning/management.

COMPETENCIES:

- i. Good interpersonal skills, including the ability to work in a team and a multi-cultural environment;
- ii. Good analytical skills and logical mind-set to do situation analyses and formulate options and recommendations;
- iii. Strong writing and editing skills to communicate information and knowledge into various formats;
- iv. Excellent knowledge of Hindi and English. Good knowledge of the other Indian language would be an asset.

DESIRABLE:

- (i) PhD in Psychology.
- (ii) M.Ed/M.Phil /Post Graduate Degree in special education or equivalent.
- (iii) Experience in organizing seminars, in – service courses, orientation programmes for teachers, symposia etc at National and International Level.
- (iv) Bachelor of Education (B.Ed.) degree from a recognized university/institute. Preferably in Special Education.

AGE LIMIT: 50 years as on closing date of the application.

ASSISTANT DIRECTOR (VOCATIONAL) ON DIRECT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/-

Essential

Educational Qualifications

1. Bachelors Degree in Vocational Education/B.Tech in any Engineering Discipline/Bachelors Degree or equivalent in relevant Vocational Trade as (Agro Production & Marketing/Engineering & Technology/Finance, Business & Management/Hospitality & Tourism/Health, Wellness & Nutrition/Media, Entertainment and Production).

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

ANALYST ON DIRECT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/-

Essential:-

1. Bachelors Degree from a recognized university.
2. MBA from a recognized university.

EXPERIENCE:

- i. 03 years experience in Govt./Autonomous/Reputed Private Educational Organizations in PB 2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/- or equivalent gross pay.

Age limit: 35 years as on closing date of the application.

ASSISTANT DIRECTOR (INCLUSION CELL) ON DIRECT BASIS:

Pay Scale: PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/-

Essential:-

1. Masters Degree in Psychology/Child Development with at least 55% marks or its equivalent from a recognized university/Institute.
2. NET/SLET or equivalent and/or academic work/publications.
3. Diploma in Guidance and Counseling/Special Education/ Child Development from a recognized University/Institute.

EXPERIENCE:

- i. At least 02-03 years of professional experience in special education, its governance/planning/management.

COMPETENCIES:

- i. Good interpersonal skills, including the ability to work in a team and a multi-cultural environment;
- ii. Good analytical skills and logical mind-set to do situation analyses and formulate options and recommendations;
- iii. Strong writing and editing skills to communicate information and knowledge into various formats;
- iv. Excellent knowledge of Hindi and English. Good knowledge of the other Indian language would be an asset.

DESIRABLE:

- (i) PhD in Psychology.
- (ii) M.Ed/M.Phil /Post Graduate Degree in special education or equivalent.
- (iii) Experience in organizing seminars, in – service courses, orientation programmes for teachers, symposia etc at National and International Level.
- (iv) Bachelor of Education (B.Ed.) degree from a recognized university/institute. Preferably in Special Education.

AGE LIMIT: 35 years as on closing date of the application.

ASSISTANT PROGRAMMER ON DIRECT BASIS:

Pay Scale: PB 2 of Rs. 9300-34800 with Grade Pay of 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 (AFF.)FOR CBSEi ON DIRECT BASIS:

Pay Scale: PB 2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/-

Essential:

- I. 2nd Class Bachelor's Degree in any discipline from a recognized university.
- II. At least 05 years experience in PB 2 of Rs. 9300-34800 with Grade Pay of Rs. 4200/- or equivalent in the field of handling administrative/educational/selection/management in a Central or State Govt. or Autonomous Organization or Public Sector Undertaking.

Age Limit: For direct not exceeding 40 years as on closing date of application.

SECTION OFFICER (LEGAL) ON DIRECT/DEPUTATION BASIS:

Pay Scale: PB 2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/-

Essential:

- I. 2nd Class Bachelor's Degree from a recognized university.
- II. 2nd Class Law Degree from a recognized university.
- III. 05 years experience in PB 2 of Rs. 9300-34800 with Grade Pay of Rs. 4200/- in the field of handling legal cases in a Central or State Govt. or Autonomous organization or Public Sector Undertaking.

Age Limit: For direct not exceeding 40 years and for deputation not exceeding 56 years age as on closing date of application.

SUPERINTENDENT (LEGAL) -

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

Method of Recruitment : Through direct recruitment

Eligibility Conditions:

- i) At least second class Bachelor's Degree from recognized University
- ii) Diploma in Labour Laws/Diploma in Admn. Law from a recognized University / Institute.
- iii) At least 03 years experience in handling legal cases either in a Government or Autonomous or Public Sector Undertaking or in a Private Ltd. Co.

OR

In case of CBSE employees, Asstts. with atleast 3 years regular continuous service out of which at least 2 years in the field of handling legal cases, will be eligible for the post.

Age Limit : Not exceeding 35 years.

ASSISTANT (Direct)

Scale of Pay : PB-1 of Rs.5200-20200+ GP Rs.2400/-

Eligibility Conditions (for direct recruitment):

A) Essential:

- (i) Graduate from a recognized university
- (ii) Typing Speed of 35 w.p.m. or equivalent speed of 10500 KDPH on computer
- (iii) Working Knowledge of Computer such as Windows, MS Office, .net, handling of large database, Unix, Use of Internet.

B) Desirable:

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

Age Limit : Not exceeding 27 years.

PUBLIC RELATIONS ASSISTANT

Scale of Pay : PB-1 of Rs.5200-20200+ GP Rs.2400/-

Method of Recruitment : Direct Recruitment

Eligibility Conditions :

A) Essential:

- a) (i) Second Class Graduate from any recognized university
 - (ii) For departmental candidates, Junior Assistant 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
- Atleast 3 years experience in the field of Public Relations or connected area

B) Desirable:

- (i) Diploma / Certificate in Journalism or Public Relations
- (ii) Proficiency in English
- (iii) Good working knowledge of Hindi

Age Limit : Not exceeding 27 years as on the closing date of applications.

SENIOR ASSISTANT (COMPUTER)

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

Mode of Recruitment : Direct Recruitment

Eligibility Condition:

A) Essential:

- i) Graduates with atleast 50% marks with Post Graduate Diploma in Computer Applications/Information Technology/'O' level Certificate from DOEACC or Bachelor of Computer Applications OR B.Sc. Computer Science.
- ii) At least two years experience of working in a large data processing environment. Full knowledge of Windows, MS Office, .net, handling of large database, Unix, Internet, html, Web page Design.

B) Desirable : Experience of working in unix environment.

Age Limit : Not exceeding 30 years.

EXECUTIVE ASSISTANT -

Scale of Pay : PB-1 of Rs.5200-20200 + GP Rs.2400/-

Mode of Recruitment : Direct Recruitment

Eligibility Condition :

A) Essential:

- i) Graduate from a recognised university
- ii) Typing Speed of 40 w.p.m./or equivalent calculated speed on computer i.e. 12000 KDPH.
- iii) Working knowledge of Computer such as Windows, MS Office, .net, handling of large database, Internet, HTML, Webpage Design.

B) Desirable:

- i) Graduate of 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) A minimum of 5 years experience in any reputed concern/ organization with at least two years experience in a large data processing environment.
- iii) Experience of working in Unix environment
- iv) Knowledge in Shorthand.

Age Limit: Not exceeding 30 years.

STENOGRAPHER

Scale of Pay : PB-1 of Rs.5200-20200+ GP Rs.2400/-

Eligibility Conditions (for direct recruitment):

A) Essential:

- (i) Graduate from a recognized university
- (ii) Skill Test Norms,
 - Dictation:** 10 mts @ 80 w.p.m
 - Transcription:** 50 mts (Eng) 65 mts (Hindi) on Computers

Age Limit : Not exceeding 27 years.

JUNIOR ASSISTANT (COMPUTER)

Scale of Pay : PB-1 of Rs.5200-20200+ GP Rs.1900/-

Method of Recruitment : Direct Recruitment

Eligibility Conditions:

A) Essential:

- (i) Graduate with diploma in Computer Applications OR Graduate with 'O' Level certificate from DOEACC.
- (ii) Typing Speed of 35 w.p.m. or equivalent speed of 10500 KDPH on computer
- (iii) At least one year data entry/computer operation in a data processing centre. Working Knowledge of Computer such as Windows, MS Office, Fox-Base/Fox-Pro, Unix, Use of Internet.

B) Desirable:

Experience of working in Unix environment.

Age Limit : Not exceeding 27 years.

JUNIOR ASSISTANT

Scale of Pay : PB-1 of Rs. 5200-20200+ Grad Pay Rs. 1900/-

Eligibility Condition:

A) Essential:

- i) 12th Class or equivalent qualification from a recognized Board or University
- (ii) A typing speed of 35 w.p.m or equivalent speed of 10500 KDPH in English or 30 w.p.m. or equivalent speed of 9000 KDPH in Hindi on computer

Age Limit : Not exceeding 27 years.

HINDI TYPIST

Scale of Pay : PB-1 of Rs.5200-20200 + GP Rs.1900/-

Mode of Recruitment : Direct Recruitment

Eligibility Condition:

A) Essential:

- i) Senior Secondary or an equivalent examination
- ii) Speed in Hindi Typing with minimum speed of 30 w.p.m. or equivalent speed of 9000 KDPH on computer.

B) Desirable:

- (i) Experience of working in educational institution.
- (ii) A Bachelor's degree from a recognized University.

Age Limit - Not exceeding 27 years.