



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)

NO. CBSE/RECTT.CELL/ADVT./DEP/01/2023

DATE: 27.01.2023

VACANCY NOTIFICATION

Online applications are invited from eligible candidates for the post of Additional Internal Auditor and Financial Advisor (AIAFA) on deputation basis details are as under:-

Post Code	Name of the post	Number of posts	Normal Tenure of Deputation	Place of Posting
AC/01/23	Additional Internal Auditor and Financial Advisor (Level-12 of 7 th CPC)	02	03 years	Delhi

1. Online application to be submitted w.e.f. 01.02.2023 to 21.02.2023 along with all the relevant documents in online mode only.
2. The maximum age limit for applying the above said posts is 56 years as on closing date of application.
3. The period of deputation can be extended on year to year basis after normal tenure on deputation as per Gol norms subject to a maximum of 5 years. There is no provision for absorption on the post.
4. Applications which do not meet all criteria given in this advertisement / incomplete applications will summarily be rejected.
5. Candidate must fulfil all the educational qualifications and experience as on the closing date of application.
6. 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.
7. The Board reserves the right to shortlist the candidates based on their qualifications and experience for interview.
8. Interview on online or offline mode shall be conducted as per the discretion of the Board and accordingly intimation shall be sent to the shortlisted candidates only.
9. 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 deputation will be final and binding on the candidate.
10. No correspondence or personal enquiries shall be entertained by the Board.
11. The shortlisted candidates are required to submit all the documents pertaining to Qualification & Experience, Vigilance Clearance and NOC from parent department at the time of interview. These documents will be verified at the time of interview. If any candidate is found ineligible while verifying the documents, he/she shall not be allowed to attend interview.



" शिक्षा केन्द्र ", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली- 110092
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI- 110092

Phone (off.) : 011-22509256-59, 22041807-08, Website : www.cbse.gov.in, www.cbse.nic.in





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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. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of disconnection/ 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.
15. The Board reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.
16. The Board also reserves the right to cancel the deputation process as a whole or at any stage thereof for any of the posts without any prior notice or without assigning any reason thereof.
17. The above posts are advertised on Deputation Basis, therefore, the candidates from Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations/PSUs or Educational institutions run by Central/State Govt. are only eligible to apply.

Sd/-
Joint Secretary (Admn. & Legal)





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POST CODE: AC/01/23	ABSTRACT OF RECRUITMENT RULES FOR THE POST OF ADDITIONAL INTERNAL AUDITOR & FINANCIAL ADVISOR
Scale of Pay:	Level-12 of 7th CPC (PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 7600/-)
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>A. The person who have passed SAS/SOGE/JAO examination and are working on analogous post with confirmed service.</p> <p style="text-align: center;">OR</p> <p>The person who have passed SAS/SOGE/JAO examination and are working as Sr. Accounts Officer/Sr. Audit Officer in the Pay Scale of Rs. 15600-39100 +Grade pay of Rs. 6600 with minimum experience of 03 years in the grade.</p> <p style="text-align: center;">OR</p> <p>The person who have passed SAS/SOGE/JAO examination and having 05 years regular service in the Pay Scale of Rs. 15600-39100+ Grade pay of Rs. 5400 or equivalent.</p> <p>B. Possessing experience of handling Financial Budget/Accounts matters in a responsible capacity.</p>



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GENERAL CONDITIONS

Instructions for applying the posts:

1. The following documents should be uploaded in the online application form
 - a. Self-attested copies of Educational qualifications
 - b. Experience Certificate in respect of each experience claimed in the prescribed proforma (**ANNEXURE-I**).
 - c. ACRs of last 5 years, Vigilance clearance, list of Major and Minor penalties imposed during last 10 years alongwith "No Objection Certificate" for applying for the post and consent of the parent department to the effect that in the event of selection, official will be relieved.
 - d. Incomplete applications or found deficient in any manner will not be entertained.
 - e. No fees are required to be paid, while applying for the above posts.
 - f. Application(s) once submitted will not be withdrawn in any case.
 - g. Applications received without proper channel and/or not accompanying the document mentioned in the application form will not be considered and will be rejected. No communications will be entertained thereof.
2. Advance copy will not be entertained in any case.
3. The Board reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview:
4. A separate application is to be submitted for each post. Incomplete applications shall liable to be rejected.
5. Applications received after last date shall not be entertained. The Board will not be responsible for any postal delay.
6. **HOW TO APPLY:** Candidate must have two (02) copies of his/her recent passport size photographs (not more than 03 months old) before applying for any post. Kindly note that only "ON LINE" applications shall be acceptable and application in any other form shall not be acceptable. While applying, the E-mail ID (Valid for at least 12 months) AND one alternate E-mail ID are mandatory fields, without which the application will not be registered.





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- STEP 1:** Log on to <http://www.cbse.nic.in>
- STEP 2:** Read the advertisement content carefully and ensure that you meet the eligibility criteria of the post.
- STEP 3:** Click on the box "Apply Online ", online application form shall appear on the screen.
- STEP 4:** Fill up the online application form with your details. (Candidates are advised to take print of blank online form and fill it before actually entering the data online.)
- STEP 5:** Click the "SUBMIT" button. A unique registration no. shall appear on the screen, note this registration no. for future reference.
- STEP 6:** Go to "Print Application" option and enter your registration no. and date of birth to generate the pre-filled application. Take a print out of System Generated ONLINE APPLICATION form in A-4 size paper and sign at the space provided at the bottom of the application form.
- STEP 7:** Attach necessary documents as mentioned at S.No. 1 (Instructions for applying the posts).
- STEP 8:** The application along with other documents as mentioned above should be kept in an envelope superscripted with "APPLICATION FOR THE POST OF ADDL. IAFA" and sent to the following address:-

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

In case you face any difficulty in online registration inform us at:
techhelp.cbse@gmail.com, and rectt@cbse.gov.in.



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