



# 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/01/2022

DATE: 05.08.2022

### VACANCY NOTIFICATION

Online applications are invited from eligible candidates for the following posts on deputation basis:-

#### I. Administration And Accounts

Post Code	Name of the post	Number of posts	Normal Tenure of Deputation	Place of Posting
AD/01/22	Joint Secretary (Level-13 of the 7 <sup>th</sup> CPC)	04	03 years	In any of the offices of the Board.  02- Preferably in Delhi/ NCR  02- Preferably in Chennai/ Bengaluru/ Trivandrum
AC/01/22	Additional Internal Auditor and Financial Advisor (Level-12 of 7 <sup>th</sup> CPC)	02	03 years	Delhi
AC/02/22	Senior Accounts Officer (Level-11 of 7 <sup>th</sup> CPC)	01	03 years	Delhi
AC/03/22	Accounts Officer (Level- 10 of 7 <sup>th</sup> CPC)	03	02 years	Delhi

1. Online application to be submitted w.e.f. 05.08.2022 to 20.08.2022 along with all the relevant documents in online mode only. In no case, hard copy of documents shall be submitted offline.
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 except for the post of Accounts Officer (AC/03/22).
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.



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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 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.
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: AD/01/22	ABSTRACT OF RECRUITMENT RULES FOR THE POST OF JOINT SECRETARY (ADMN. CADRE)
Scale of Pay:	Level-13 of 7th CPC (PB-4 of Rs. 37400-67000 + Grade Pay of Rs. 8700/-)
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<b>Essential</b> <b>1. Educational Qualification</b> Bachelor's Degree from a recognized university or equivalent. <b>2. Experience</b> Officers of Central Govt./State Govt./Statutory Bodies or Autonomous Organizations:  Holding analogous post, <b>OR</b> With at least 05 years service in the PB-3 scale of pay of Rs. 15600-39100/- with GP of Rs. 7600/- or equivalent; <b>OR</b> With at least 10 years service in PB-3 scale of pay Rs. 15600-39100/- with GP of Rs. 6600/-. <b>AND</b> Possessing experience in the following fields:- Examination/ Policy Planning/ Administration including general administration/ accounts/ court / legal and vigilance matters/ organizing seminars, conferences and workshop for key personnel.



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POST CODE: AC/01/22	ABSTRACT OF RECRUITMENT RULES FOR THE POST OF ADDITIONAL INTERNAL AUDITOR & FINANCIAL ADVISOR (ACCOUNTS CADRE)
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><b>A. Essential</b></p> <p><b>1. Educational and Other Qualification</b></p> <p>(i) CA/ ICWAI/MBA (Finance)/ Bachelor's degree of a recognised University/ Institution with Economics / Commerce / Accounts as one of the subjects. <b>OR</b> Post Graduate Degree in Commerce/Finance/Accounts from a recognized university. <b>AND</b></p> <p>(ii) Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc. in Central/State Govt./Autonomous body.</p> <p><b>2. Experience</b></p> <p>(i) The person who have passed SAS/SOGE/JAO examination and are working on analogous post with confirmed service. <b>OR</b> 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. <b>OR</b> 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>(ii) Possessing experience of handling Financial Budget/Accounts matters in a responsible capacity.</p> <p><b>B. Desirable</b></p> <p>Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.</p>



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POST CODE: AC/02/22	ABSTRACT OF RECRUITMENT RULES FOR THE POST OF SENIOR ACCOUNTS OFFICER (ACCOUNTS CADRE)
Scale of Pay:	Level-11 of 7th CPC (PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 6600/-)
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p><b>A. Essential</b></p> <p><b>1. Educational and Other Qualification</b></p> <p>(i) Bachelor Degree of a recognised University/Institution with Economics/Commerce/Accounts as one of the subject, or having passed SAS/JAO(C) or equivalent examination.</p> <p style="text-align: center;"><b>OR</b></p> <p>Post Graduate Degree in Commerce/Finance/Accounts from a recognized university.</p> <p style="text-align: center;"><b>OR</b></p> <p>M.B.A. (Finance)/at least C.A. (Inter)</p> <p style="text-align: center;"><b>AND</b></p> <p>Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc.</p> <p><b>2. Experience</b></p> <p>(i) The Persons who have passed SAS/JAO or equivalent examination and are working on analogous post with confirmed service.</p> <p style="text-align: center;"><b>OR</b></p> <p>The person who have passed SAS/JAO or equivalent examination and are working as Sr. Accounts Officers/Sr. Audit Officer in the Grade Pay of Rs. 5400 with minimum experience of three years in the grade</p> <p style="text-align: center;"><b>OR</b></p> <p>The person who have passed SAS/JAO or equivalent examination and having Five years regular service in the Grade Pay of Rs. 4800 or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>The person who have passed SAS/JAO or equivalent examination and having Eight years regular service in the Grade Pay of Rs. 4200 or equivalent.</p> <p><b>B. Desirable</b></p> <p>Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.</p>





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POST CODE: AC/03/22	ABSTRACT OF RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER (ACCOUNTS CADRE)
Scale of Pay:	Level-10 of 7th CPC (PB-3 of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)
Mode of Recruitment :	Deputation basis (Only for 02 years)
Eligibility Conditions :	<p><b>A. Essential</b></p> <p><b>1. Educational and Others Qualification</b></p> <p>(i) Bachelor Degree of a recognised University/Institution with Economics/Commerce/Accounts as one of the subject, and having SAS/JAO(C) examination.</p> <p style="text-align: center;"><b>OR</b></p> <p>Post Graduate Degree in Commerce/Finance/Accounts from a recognized university.</p> <p style="text-align: center;"><b>OR</b></p> <p>M.B.A. (Finance)/at least C.A. (Inter)</p> <p style="text-align: center;"><b>AND</b></p> <p>Experience in the field of Accounts compilation, Budget, Internal Audit, Commercial Accounting etc.</p> <p><b>2. Experience</b></p> <p>(i) Person who have passed SAS/JAO or equivalent exam and working on analogous post</p> <p style="text-align: center;"><b>OR</b></p> <p>Person who have passed SAS/JAO or equivalent exam and are working as Jr. Accounts Officer in the Grade Pay of Rs. 4600 with minimum three year service</p> <p style="text-align: center;"><b>OR</b></p> <p>Sr. Accountant with 5 year regular service in Grade Pay of Rs. 4200.</p> <p><b>B. Desirable</b></p> <p>Having undergone training in cash and accounts at ISTM, Delhi or any other Central/State Training Institute.</p>



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### GENERAL CONDITIONS

#### 1. Instructions for applying the posts:

The following documents should be uploaded in the online application form

- Self-attested copies of Educational qualifications
  - Experience Certificate in respect of each experience claimed in the prescribed proforma (**ANNEXURE-I**).
  - 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.
  - Incomplete applications or found deficient in any manner will not be entertained.
  - No fees are required to be paid, while applying for the above posts.
  - Application(s) once submitted will not be withdrawn in any case.
  - 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.
- Advance copy will not be entertained in any case.
  - The Board reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview:
  - A separate application is to be submitted for each post. Incomplete applications shall liable to be rejected.
  - Applications received after last date shall not be entertained. The Board will not be responsible for any postal delay.
  - 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.

*In case you face any difficulty in online registration inform us at:*  
[techhelp.cbse@gmail.com](mailto:techhelp.cbse@gmail.com) and [rectt@cbse.gov.in](mailto:rectt@cbse.gov.in).



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**ANNEXURE-I**

Name of Organization

Address of the Organization

Dated .....

This is to certify that Shri/Ms.....S/o, D/o, W/o Shri..... was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To Dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/Specially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay Scale and last salary drawn	Duties performed/experience gained in brief in each post(please give details, if need be, in attached sheet)(in case of Medical posts, please mention field of specialization)			Place of posting	Worked at Supervisory level/middle management level/head of branch
(7)	(8)		(9)		(10)

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of competent authority

Stamp of competent authority