



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No.CBSE/Rectt.Cell/1(1)/2018/10985-11084

Date: 29.06.2018

NOTIFICATION

03/7

Consequent upon the recommendations of Cadre Review Committee, approval of the Finance Committee of the Board vide item No. IX in its meeting held on 25.06.2018 and its ratification by the Governing Body in its meeting held on 28.06.2018 and subsequent approval of the Secretary(SE&L), MHRD, Controlling Authority of the Board, the following amendments has been incorporated in the Secretarial Cadre:

i) The restructured **Secretarial Cadre** would be as under:

Name of the posts with pay scale	No of existing posts	No. of revised Posts	Method of Recruitment	Residency Period (for promotion)
Principal Private Secretary Level-12 (PB-3 of Rs.15600-39100 + GP of Rs.7600)	--	05	Promotion failing which by deputation	Senior Private Secretary with five years' service in the Pay Level 11 on regular basis.
Senior Private Secretary Level-11 (PB-3 of Rs.15600-39100 + GP of Rs.6600)	12+1	10	100% by promotion	Private Secretary with five years' service in the Pay Level 7 on regular basis.
Private Secretary Level-7 of 7 th CPC (PB-2 of Rs.9300-34800 + GP of Rs.4600)	12	18	100% by promotion	Personal Assistant with four years' service in the Pay Level 6 on regular basis.
Personal Assistant Level-6 of 7 th CPC (PB-2 of Rs.9300-34800 + GP of Rs.4200)	28	30	100% by promotion failing which by deputation	Stenographers with four years regular continuous service in the Level-4 with confirmation in the entry grade.
Stenographer Level-4 of 7 th CPC (PB-1 of Rs.5200-20200 + GP of Rs.2400)	71	50	100 % by direct recruitment	Not applicable

ii) None of the posts of Secretarial Cadre shall be merged to any other cadre for Promotional Avenue.

iii) The Revised Recruitment Rules are annexed.

This issues with the approval of the Competent Authority.

Anurag Tripathi

(ANURAG TRIPATHI)
SECRETARY

Distribution:

1. PS to Chairperson, CBSE
2. SPSs to Secretary/ Controller of Examinations/ Directors, CBSE
3. PS to JS(IT)/ Sr. PRO/ IAFA, CBSE
4. All the Regional Officers/ CoEs of the Board
5. The Assistant Director(OL) with a request to provide Hindi version.
6. All other officers of the Board upto the level of Section Officer
7. President, Shiksha Board Staff Welfare Association.
8. Scrap file/ Guard file/ Notice Board.

RECRUITMENT RULES FOR THE POST OF PRINCIPAL PRIVATE SECRETARY

01	Name of post:	Principal Private Secretary
02	Number of Posts:	03 (Three) 05 (five) - JPE
03	Classification:	Group-A
04	Pay Scale:	Level-12 of 7 th CPC (Pre-revised PB-3 of Rs. 15,600-39,100 + Grade Pay of Rs. 7600/-)
05	Whether Selection post or non-selection post:	Selection
06	Age Limit:	Not applicable
07	Educational & Other Qualifications required:	Not applicable
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes:	Not Applicable
09	Period of probation, if any	Not Applicable
10	Method of Recruitment:	100% by promotion.
11	In case of recruitment by promotion/ deputation / absorption grade from which promotion / deputation /absorption to be made	Promotion:- 05 years of regular service as Senior Private Secretary in Level-11 of 7th CPC (PB-3 of Rs.15600-39100 + GP of Rs.6600/). Educational Qualification is no bar.
12	If a Departmental Promotion Committee exists what is its composition.	(i) The Chairman, CBSE - in the Chair (ii) Representative of NVS/ KVS/Directorate of Education- Member (iii) Representative of SC/ST- Member (iv) The Secretary, CBSE- Member
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable

RECRUITMENT RULES FOR THE POST OF SENIOR PRIVATE SECRETARY

01	Name of post:	Senior Private Secretary
02	Number of Posts:	10 (Twelve) (Ten) <i>ape</i>
03	Classification:	Group-A
04	Pay Scale:	Level-11 of 7 th CPC (Pre-revised PB-3 of Rs. 15,600-39,100 + Grade Pay of Rs. 6600/-)
05	Whether Selection post or non-selection post:	Selection
06	Age Limit:	Not applicable
07	Educational & Other Qualifications required:	Not Applicable
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes:	Not Applicable
09	Period of probation, if any	Not Applicable
10	Method of Recruitment:	100% by promotion
11	In case of recruitment by promotion/ deputation / absorption grade from which promotion / deputation /absorption to be made	Promotion:- 05 years of regular service as Private Secretary in Level-7 of 7th CPC (PB-2 of Rs.9300-34800 + GP of Rs.4600/). Educational Qualification is no bar.
12	If a Departmental Promotion Committee exists what is its composition.	(i) The Chairman, CBSE - in the Chair (ii) Representative of NVS/ KVS/Directorate of Education- Member (iii) Representative of SC/ST- Member (iv) The Secretary, CBSE- Member
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable

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RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY

01	Name of post:	Private Secretary
02	Number of Posts:	18 (Eighteen)
03	Classification:	Group-B
04	Pay Scale:	Level-07 of 7 th CPC (Pre-revised PB-2 of Rs. 9300-34800 + Grade Pay of Rs. 4600/-)
05	Whether Selection post or non-selection post:	Selection
06	Age Limit:	Not applicable
07	Educational & Other Qualifications required:	Not Applicable
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes:	Not Applicable
09	Period of probation, if any	Not Applicable
10	Method of Recruitment:	100% by promotion
11	In case of recruitment by promotion/ deputation / absorption grade from which promotion / deputation /absorption to be made	Promotion:- (i) 04 years of regular service as Personal Assistant in Level-6 of 7th CPC (PB-2 of Rs.9300-34800 + GP of Rs.4200/-). (ii) Educational qualification is no bar.
12	If a Departmental Promotion Committee exists what is its composition.	(i) The Secretary, CBSE - in the Chair (ii) Representative of NVS/ KVS/Directorate of Education- Member (iii) Representative of SC/ST- Member (iv) The Joint Secretary (A&L), CBSE- Member
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable



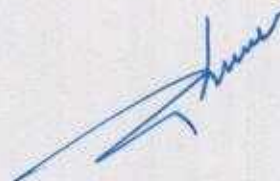
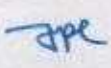

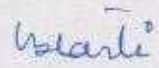
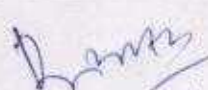







RECRUITMENT RULES FOR THE POST OF PERSONAL ASSISTANT

01	Name of post:	Personal Assistant
02	Number of Posts:	30 (Thirty)
03	Classification:	Group-B
04	Pay Scale:	Level-06 of 7 th CPC (Pre-revised PB-2 of Rs. 9300-34800 + Grade Pay of Rs. 4200/-)
05	Whether Selection post or non-selection post:	Selection
06	Age Limit:	Not applicable
07	Educational & Other Qualifications required:	Not Applicable
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes:	Not Applicable
09	Period of probation, if any	Not Applicable
10	Method of Recruitment:	100% by promotion
11	In case of recruitment by promotion/ deputation / absorption grade from which promotion / deputation /absorption to be made	Promotion:- 04 years of regular service as Stenographer in Level-4 of 7th CPC (PB-1 of Rs.5200-24200 + GP of Rs.2400/) and confirmed in the grade. Educational Qualification is no bar.
12	If a Departmental Promotion Committee exists what is its composition.	(i) The Secretary, CBSE - in the Chair (ii) Representative of NVS/ KVS/Directorate of Education- Member (iii) Representative of SC/ST- Member (iv) The Joint Secretary (A&L), CBSE- Member
13	Circumstances in which UPSC to be consulted in making recruitment.	Not Applicable

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RECRUITMENT RULES FOR THE POST OF STENOGRAPHER

01	Name of post:	Stenographer
02	Number of Posts:	50 (Fifty)
03	Classification:	Group-C
04	Pay Scale:	Level-04 of 7 th CPC (Pre-revised PB-1 of Rs. 5200-20200 + Grade Pay of Rs. 2400/-)
05	Whether Selection post or non-selection post:	Not Applicable
06	Age Limit for direct recruitment:	18-27 years (Age relaxation for SC/ST and other categories as applicable under Govt. of India rules would be applicable)
07	Educational & Other Qualifications required:	(i) Bachelors Degree from recognized University/ Institution. (ii) Skill test Norms:- Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 mts (Eng) 65 mts (Hindi) (On computer)
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees:	Not Applicable
09	Period of probation, if any	One year.
10	Method of Recruitment:	100% through direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption grade from which promotion / deputation /absorption to be made	NA
12	If a Departmental Promotion Committee exists what is its composition.	Not Applicable
13	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable
