

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

Date:- 19/04/2014

In continuation to corrigendum dated 22/02/14. Date of inviting online applications for the following posts has been extended up to 3/05/2014. The candidates who have applied earlier need not apply again.

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 Director (Accreditation Unit)	Deputation/Absorption/Contract	PB-3	Rs. 15600-39100/-	Rs. 7600/-	56 years for Deputation/Absorption 50 years for Contract							03	Delhi/Any of the Regional Offices
Joint Director (Inclusive Education Cell)	Direct	PB-3	Rs. 15600-39100/-	Rs. 7600/-	50 years	01						01	Delhi/Any of the Regional Offices
Joint Director (Vocational)	Composite method/Contract	PB-3	Rs. 15600-39100/-	Rs. 7600/-	56 years for deputation 50 years for contract							01	Delhi/Any of the Regional Offices
Deputy Director (Voc.)(Industrial/SchoolCoordination)	Direct/Deputation/Absorption/Contract	PB-3	Rs. 15600-39100/-	Rs. 6600/-	50 yrs for Direct/Contract 56 yrs for Deputation/Absorption	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/contract 56 yrs for Deputation/Absorption	03			01			04	Delhi/Any of the Regional Offices
Deputy Director (Inclusive Education Cell)	Direct	PB-3	Rs. 15600-39100/-	Rs. 6600/-	50 yrs	02						02	Delhi/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

- 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. upto 3rd May 2014
2. An application fee of Rs. 500/- shall be payable online (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 (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.

-Sd-
(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 15 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 box "SAVE". Downloaded registered application form bearing unique registration/control no. shall appear on the screen.

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

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

JOINT DIRECTOR (ADMINISTRATION)

EDUCATIONAL QUALIFICATION:-

ESSENTIAL:-

Bachelor's degree from a recognized university.

DESIRABLE:

(i) Master's degree in Business Management.

EXPERIENCE:-

08 years in a supervisory capacity, dealing with administration / finance / establishment matters in Government / Autonomous / PSUs / Reputed Private Organizations.

JOINT DIRECTOR (ACADEMICS)

EDUCATIONAL QUALIFICATION:-

ESSENTIAL:-

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

DESIRABLE:-

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

EXPERIENCE:-

08 years in an organization, dealing with education.

AGE LIMIT:-

For Deputation/Absorption: 56 years.

For Contract:- 50 years.

JOINT DIRECTOR (INCLUSIVE EDUCATION CELL) ON DIRECT BASIS:

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

Essential:-

1. Master's 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 disciplines.
- (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.

JOINT DIRECTOR (VOCATIONAL EDUCATION) ON COMPOSITE METHOD/CONTRACT BASIS:

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

QUALIFICATION:-

(i)ESSENTIAL:-

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

(ii) DESIRABLE QUALIFICATION:-

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

EXPERIENCE:

10 years in administration of vocational education and curriculum dev. of vocational education and training.

AGE LIMIT:-

For Deputation:- 56 years.

For Contract:- 50 years.

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/-

QUALIFICATION:-

ESSENTIAL:-

1. Bachelor's Degree from a recognized university.

DESIRABLE:-

- (i) Master's Degree in Management.

EXPERIENCE:-

15 years' experience of working with CEOs/General Managers (for industry coordination) and Principals (for school coordination) dealing with liaison work.

AGE LIMIT:-

For Direct/Contract: 50 years.

For Deputation/Absorption: 56 years.

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

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

QUALIFICATION:-

ESSENTIAL:-

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

DESIRABLE:-

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

EXPERIENCE:-

06 years in an organization dealing with Education.

AGE LIMIT:-

- (i) For Direct/Contract:- 50 years.
- (ii) For Deputation/Absorption:- 56 years.

DEPUTY DIRECTOR (INCLUSIVE EDUCATION CELL) ON DIRECT BASIS:

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

Essential:-

1. Master's 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.

SECTION OFFICER (AFF.)FOR CBSEiON 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/education/examinations/management in a Central or State Govt. or Autonomous Organization (including reputed private organizations) or Public Sector Undertaking.

Age Limit: Not exceeding 40 years.

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 (including reputed private organization) or Public Sector Undertaking.

Age Limit:

For direct:- 40 years.

For deputation:- 56 years.