

**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/FA/01/2024**

**Date:- 08.03.2024**

Online applications are invited for Direct Recruitment on All India Competitive Examination basis for the following posts:-

Post Code	Group	Details of Posts	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	Pw BD	ESM	Place of posting
				Vertical Reservation					Horizontal Reservation			
1/24	Group-A	Assistant Secretary (Administration) Pay Level-10	35	2	1	4	1	10	18	-	-	Any of the Board's Office.
2/24		Assistant Secretary (Academics) Pay Level-10	30	3	1	4	1	7	16	1		
3/24		Assistant Secretary (Skill Education) Pay Level-10	30	1	-	2	-	5	8	-		
4/24		Assistant Secretary (Training) Pay Level-10	30	3	1	5	2	11	22	1		
5/24		Accounts Officer Pay Level-10	35	-	-	-	-	3	3	-		
6/24	Group-B	Junior Engineer Pay Level-6	32	2	1	5	1	8	17	1	-	
7/24		Junior Translation Officer Pay Level-6	30	01	-	02	01	03	07	-		
8/24	Group-C	Accountant Pay Level-4	30	1	-	1	-	5	7	1	02	
9/24		Junior Accountant Pay Level-2	27	3	2	4	3	8	20	1		

No. of posts earmarked under PwBD categories are as under:

Group	Name of Posts Advt.	No. of vacancies under PwBD Cat.	Vacancies Earm. for PwBD	Categories of PwBD suitable for the post
Group 'A'	Assistant Secretary (Academics)	01	D, HH	A) B, LV B) D, HH C) OA, OL, BL, OAL, CP, LC, Dw, AAV D) SLD, MI E) MD Involving (a) to (d) above
	Assistant Secretary (Training)	01	OA, OL, BL, OAL, CP, LC, Dw, AAV	A) B, LV B) D, HH C) OA, OL, BL, OAL, CP, LC, Dw, AAV D) SLD, MI E) MD Involving (a) to (d) above
Group 'B'	Junior Engineer	01	D, HH	A) - B) D, HH C) OA, OL, CP, LC, Dw, AAV D) SLD, MI D) MD involving (b) to (d) above
Group 'C'	Accountant	01	B, LV	A) B, LV B) D, HH C) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV D) ASD (M), SLD, MI E) MD involving (a) to (d) above
	Junior Accountant	01	D, HH	A) LV B) D, HH C) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV D) ASD, SLD, MI E) MD involving (a) to (d) above

SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; NCL: Non Creamy Layer; EWS: Economically Weaker Section; UR: Unreserved; PWBD: Persons with Benchmark Disabilities;

ESM: Ex Service Man; B: Blind, LV: Low Vision, D: Deaf, HH: Hard Of Hearing, OA: One Arm, OL: One Leg, BA: Both Arms, BL: Both Leg, OAL: One Arm and One Leg, CP: Cerebral Palsy, LC: Leprosy Cured, DW: Dwarfism, AAV: Acid Attack Victims, ASD: Autism Spectrum Disorder (M: Mild, MOD: Moderate), SLD: Specific Learning Disability, MI: Mental Illness, MD: Multiple Disabilities.

The selected candidates shall be posted in any of the offices of the board i.e. Regional Offices, Centre of Excellence:-

Ajmer, Allahabad, Bhubaneswar, Bhopal, Bengaluru, Chennai, Chandigarh, Dehradun, Guwahati, Noida, Patna, Panchkula, Pune, Thiruvananthapuram, Vijayawada, Raebareli.

It may be noted that posting to Headquarters and any specific Regional Offices/CoEs will not be a matter of right, of any candidate, but will depend only on administrative requirement, if any. The candidature of the candidate bringing outside influence for seeking specific posting will be summarily cancelled.

The total number of vacancies and the reserved vacancies are provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing Government of India's guidelines at the time of finalization of result.

Only online applications will be accepted. Applications received by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.

**THE CANDIDATE MUST BE A CITIZEN OF INDIA.**

**IMPORTANT DATES:-**

<b>ONLINE REGISTRATION OF THE APPLICATION</b>	<b>FROM <u>12.03.2024</u> TO <u>11.04.2024</u></b>
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**Note:** - In case due to administrative reason the last date of the application has to be extended, the crucial date for determining of eligibility shall remain same i.e. 11.04.2024.

**1. BIFURCATION OF POSTS:-**

POST CODE	NAME OF POST	TOTAL POSTS	
1/24	Assistant Secretary (Administration)	18	
2/24	Assistant Secretary (Academics)	<b>Subject</b>	<b>No of posts</b>
		Hindi	01
		English	01
		Physics	01
		Biology	01
		Chemistry	01
		Education	01
		Psychology	01
		Physical Education	01
		Mathematics	01
		Commerce	01
		Economics	01
		History	01
		Political Science	01
		Geography	01
		Information Technology	01
Statistics	01		
	<b>Total</b>	<b>16</b>	
3/24	Assistant Secretary (Skill Education)	Information Technology & AI	02
		Agriculture	01
		Food Nutrition & Food Production	01
		BFSI & Marketing	02
		Tourism	01
		Beauty & Wellness	01
	<b>Total</b>	<b>08</b>	

		<b>Subject</b>	<b>No of posts</b>
4/24	Assistant Secretary (Training)	Education	02
		Mathematics	02
		Physics	02
		Chemistry	02
		Biology	02
		Commerce	02
		Information Technology & Computer Science	02
		Multimedia & Mass Communication	02
		Design	02
		English	02
		Hindi	02
		<b>Total</b>	<b>22</b>
		5/24	Accounts Officer
6/24	Junior Engineer	17	
7/24	Junior Translation Officer	07	
8/24	Accountant	07	
9/24	Junior Accountant	20	

## 2. **RESERVATION:-**

- (i) Reservation for SC/ST/OBC (NCL) CENTRE LIST/EWSs/PwBD/ESM will be applicable as per Govt. of India rules and Guidelines, notification and amendments from time to time.
- (ii) Candidate(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite certificate(s) on prescribed proforma from the Competent Authority, for availing such reservation.
- (iii) A person seeking appointment on the basis of reservation to OBC (NCL) CENTRE LIST must ensure that he/she possesses the caste/community certificate (applicable for Centre list only) and does not fall in creamy layer on the crucial date. **The crucial date for this purpose will be the last date i.e. 11.04.2024 for receipt of online application.**
- (iv) Caste certificate in prescribed proforma has to be produced by the candidates seeking reservation as SC/ST/OBC (NCL) CENTRE LIST from the Competent Authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC (NCL) CENTRE LIST. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the Central Government for that state.
- (v) SC, ST, OBC (NCL) CENTRE LIST, EWS candidates, who are selected on their own merit without relaxed standards/concession (except fees), will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC (NCL) CENTRE LIST and EWS candidates.
- (vi) SC, ST, OBC(NCL) CENTRE LIST and EWS candidates who qualify on the basis of relaxed standards viz age limit, experience or qualifications, extended zone of consideration (cut of marks) etc., irrespective of his/her merit position, is to be counted against reserved point and not against unreserved vacancies.
- (vii) The candidate seeking benefit of reservation must possess valid caste certificate on the prescribed format, by DoPT, issued by authority competent to issue such certificate in the state on the closing date of application. In case the caste or income certificate is not in the

prescribed format, the candidature will not be eligible for availing reservation benefit for appointment.

- (viii) EWS candidates should have EWS certificate for the Financial Year 2022-23 only.
- (ix) **Ex-Servicemen** who have already secured employment in Government Job in civil side in Group 'C' and 'D' posts on regular basis after availing of benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/she can avail of the benefit of reservation as ex-servicemen for subsequent employment if he/she immediately after joining civil employment, given self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014Estt (Res) dated 14<sup>th</sup> August, 2014 issued by DoPT.

(x) **RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PWBD):-**

- a) Blindness and low vision;
- b) Deaf and hard Hearing;
- c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) Autism, intellectual disability, specific learning disability and mental illness;
- e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.
- f) Definition of Specified Disabilities is provided in the Schedule of RPwBD Act, 2016. **Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:** Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer prescribed proformas for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

**Special Note for all Candidate(s) seeking reservation/relaxation benefits:** All those candidate(s) seeking reservation/relaxation benefits available for EWS/SC/ST/OBC-NCL/PwBD/Ex-SM must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/notice., on the closing date of the application i.e. **11.04.2024**.

**3. RECRUITMENT RULES FOR THE ADVERTISED POSTS:-**

Name of Post	Grp	Recruitment Rules
Assistant Secretary (Administration)	A	<b>Essential:</b> Bachelor's Degree from a recognized University/Institution. <b>Age: 35 years</b>
Assistant Secretary (Academics)	A	<b>Essential:</b> 1. Post Graduate Degree in the relevant subjects/areas from a recognized University/Institute. 2. B. Ed. degree from a recognized university/institute. 3. NET/SLET or equivalent or Doctorate Degree. <b>Desirable:</b> 1. M. Ed. / M. Phil. or equivalent. 2. Contribution to educational innovation, curricula design & technology

		<p>mediated teaching learning process.</p> <ol style="list-style-type: none"> <li>Experience in organizing seminars, in-service courses, orientation programmes for teachers. Symposia etc at National/International level.</li> <li>Good Academic acumen, Creativity, Writing, Presentation, Analytical and Communication Skills.</li> <li>B.Ed. in Special Education.</li> </ol> <p><b>Age: 30 years</b></p>
Assistant Secretary (Skill Education)	A	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Post Graduate Degree in any discipline from a recognized University/Institute.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Four years Bachelor Degree in Engineering or Technology/Vocational discipline from a recognized University or Institute.</li> <li>Ph. D or equivalent Academic Works/Publication in the area of Vocational Education.</li> <li>Experience in Designing &amp; running program in collaboration with Industry.</li> <li>Driving Technology based &amp; content based innovation to assess different skills and learning outcomes.</li> <li>Ability to understand research &amp; data collection process to gather information related to industry requirements &amp; futuristic job roles.</li> <li>Has innovated in course design and pedagogy to create high quality curriculum that meet industry needs and are aligned with regulatory requirements.</li> </ol> <p><b>Age: 30 years</b></p>
Assistant Secretary (Training)	A	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>Post Graduate Degree in the relevant subjects/areas from a recognized University/Institute.</li> <li>B. Ed. degree from a recognized university/institute.</li> <li>NET/SLET or equivalent or Doctorate Degree.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>M. Ed. / M. Phil. or equivalent.</li> <li>Contribution to educational innovation, curricula design &amp; technology mediated teaching learning process.</li> <li>Experience in organizing seminars, in-service courses, orientation programmes for teachers. Symposia etc at National/International level.</li> <li>Good Academic acumen, Creativity, Writing, Presentation, Analytical and Communication Skills.</li> </ol> <p><b>Age: 30 years</b></p>
Accounts Officer	A	<p><b>Essential:</b></p> <p>Bachelor's degree of a recognised University/ Institution with Economics/ Commerce/ Accounts/ Finance/ Business Studies/ Cost Accounting as one of the subject.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's degree of a recognised University/Institution and having SAS/JAO(C) examination conducted by any Account/Audit Services/Department of the Central/State Govt.</p> <p style="text-align: center;"><b>OR</b></p> <p>Post Graduate of a recognised University/Institution with Economics/ Commerce / Accounts/ Finance/ Business Studies/ Cost Accounting as one of the subject.</p> <p style="text-align: center;"><b>OR</b></p> <p>M.B.A. (Finance)/Chartered Accountant/ICWA.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Experience in the field of Accounts compilation, Budget, Internal Audit, and Commercial Accounting.</li> <li>Experience in the field of investments/fund management/securities.</li> </ol> <p><b>Age: 35 years</b></p>

Junior Engineer	B	<p><b>Essential:</b> B. E. / B. Tech. degree in Civil Engineering from a university/ institution recognized from AICTE.</p> <p><b>Age: 32 years</b></p>
Junior Translation Officer	B	<p><b>Essential:</b> Master's Degree of a Recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Bachelor Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a Recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Bachelor Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Bachelor Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the Bachelor Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at Bachelor Degree Level.</p> <p style="text-align: center;"><b>AND</b></p> <p>Recognized Diploma or Certificate Course in translation from Hindi to English and vice versa or three years' experience in of translation work from Hindi to English and vice versa in a Central or State Govt. Office, including Govt. of India undertaking.</p> <p><b>Age: 30 years</b></p>
Accountant	C	<p><b>Essential:</b> Bachelor's Degree from a recognized University/ Institution with Economics/ Commerce/ Accounts/ Finance/ Business Studies/ Cost Accounting as one of the subject.</p> <p style="text-align: center;"><b>AND</b></p> <p>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer</p> <p><b>Age: 30 years</b></p>
Junior Accountant	C	<p><b>Essential:</b> 12<sup>th</sup> Class from a recognized Board/University/Institution with Accountancy/Business Studies/ Economics/ Commerce/ Entrepreneurship/ Finance/ Business Administration/ Taxation/ Cost Accounting as one of the subject.</p> <p style="text-align: center;"><b>AND</b></p> <p>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer</p> <p><b>Age: 27 years</b></p>

The candidate should possess essential qualification at the time of online application submission. The candidate appearing in final year or whose result of final examination is awaited need not apply.

**4. AGE:-**

(i) The candidate(s) must have attained the minimum age of 18 years as on closing date of application i.e. 11.04.2024. The permissible relaxation in upper age limit for claiming age relaxation is as follows:

S. No.	Category of Persons	Extent of age Relaxation/ Concession
i.	SC/ST	5 Years

ii.	OBC(NCL) Centre List	<b>3 Years</b>
iii.	PwBD (UR) including women	<b>10 Years</b>
iv.	PwBD {OBC (NCL) Centre List} including women	<b>13 Years</b>
v.	PwBD (SC/ST) including women	<b>15 Years</b>
vi.	Ex-Servicemen (ESM)	<b>For Group A and B posts : 05 Years</b> <b>For Group C posts :</b> an ex-servicemen shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit. (Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidate should not indicate their category as Ex-Servicemen.)
vii.	Women	<b>10 Years</b>
viii.	Departmental Candidates	No Bar

**Note:** Maximum age shall be reckoned as on the closing date of application i.e. **11.04.2024**.

(ii) Candidate(s) should note that the Date of Birth as recorded in the Class 10<sup>th</sup>/Matriculation/Secondary Examination Certificate, or marks sheet of Matriculation Standard or equivalent issued by Central/State Board will be valid.

**5. EXAMINATION FEE:-**

Candidate(s) will have to make the payment of Application Fees through the on-Line Mode as under:

Unreserved/OBC/EWS	For Group-A posts: - Application fees of Rs.1500/- for each post. For Group- B & C: - Application Fees Rs.800/- for each post.
For SC/ ST/ PwBD/ Ex-Servicemen/ Women/Regular CBSE Employee(s)	NIL

**Note-I:** Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.

**Note-II:** Please note that fee submitted by any other mode like money order, demand draft, IPO etc. will be rejected. Fee once paid shall neither be refunded nor will the fee be adjusted under any circumstances.

**Note-III:** Any tax or Bank charges will be borne by the candidate(s).

**6. MODE OF PAYMENT (ONLINE MODE):-**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Candidate(s) are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same is not generated, the online transaction is not successful i.e. Payment Failure.
6. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. In such case, the candidate(s) are advised to login again using their Provisional Registration Number and Password and repeat the process of payment and check whether the e-Receipt is generated.

7. The amount of failed transactions will be automatically refunded to concerned net-banking/ credit/debit card account within a week.
8. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
9. To ensure the security of your data, please close the browser window once your transaction is completed.
10. There is facility to print application form containing fee details after payment of fees.

#### **7. PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:-**

- (i) Visually Impaired (VI) candidate(s) and candidate(s) whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidate(s) with Locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) can avail the assistance of Scribe for writing answers on their behalf. For engaging the scribe, candidate(s) will have to indicate the same while filling ONLINE application form.
- (ii) The facility of SCRIBE will be governed in accordance with the guidelines issued vide OM No. F. NO. 34-02/2015-DD-III dated 29<sup>th</sup> August, 2018 issued by Ministry of Social Justice and Empowerment “*Guidelines for conducting written examination for Persons with Benchmark Disability*”.

#### **8. THE SCHEME OF EXAMINATION :-**

- (i) **ASSISTANT SECRETARY (ADMIN CADRE):** There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 written (descriptive) test. On the basis of performance in written (descriptive) test, the candidates will be called for interview/Personal Interaction in the ratio of 1:5. Intimation to this effect will be uploaded on the website “cbse.nic.in” in due course. The scheme of examination is as given below:

##### **(a) Tier-1: Objective (MCQ) type (OMR Based) Examination:**

TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	DURATION OF THE TEST
Part-I	Current Affairs and General Awareness	30	60	2 ½ hrs
Part-II	General Mental Ability, Logical Reasoning and Analytical Ability	30	60	
Part-III	Arithmetical & Numerical Ability, Data Interpretation	30	60	
Part-IV	General Hindi, Comprehension and Communication Skill	15	30	
Part-V	General English, Comprehension and Communication Skill	15	30	
Part-VI	Basic Knowledge of Computer Operation	30	60	
<b>TOTAL</b>		<b>150</b>	<b>300</b>	

##### **(b) Tier-2: Written Examination:**

TEST	COMPONENT OF THE TEST	TOTAL MARKS	DURATION OF THE TEST
Part-I	Current Affairs and General Awareness of Economics, Social, Political, Scientific & Technological development in India. Indian History and Culture, Geography of India and the World, Growth of Indian Education System and School Boards.	160	3 hrs
Part-II	Administrative Theories, Administrative Behavior, Principles of Organization, Personnel Administration and Financial Administration, Accountability and Control, Public Policy, Planning, Techniques of Administrative Improvement and Administrative Reforms	80	
Part-III	Constitution of India, Polity, Governance, Administrative Law, Ethics, Integrity, Aptitude.	40	
Part-IV	Essay Writing (Hindi or English)	40	
<b>TOTAL</b>		<b>320</b>	



**(c) Interview: 80 marks**

Final merit will be based on the basis of performance in part (b) and (c).

- (ii) **ASSISTANT SECRETARY (ACADEMICS/TRAINING/SKILL EDUCATION):** There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 written (descriptive) test. On the basis of performance in written (descriptive) test, the candidates will be called for interview/Personal Interaction in the ratio of 1:5. Intimation to this effect will be uploaded on the website "cbse.nic.in" in due course. The scheme of examination is as given below:

**(a) Tier-1: Objective (MCQ) type (OMR Based) Examination:**

TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	DURATION OF THE TEST
Part-I	Current Affairs and General Awareness	50	100	2 ½ hrs
Part-II	Skills for academic and office work and analytical ability	50	100	
Part-III	General aptitude in areas associated to school education	50	100	
<b>Total</b>		<b>150</b>	<b>300</b>	

**(b) Tier-2: Written Examination: 320 marks  
Duration: 3 hrs**

Descriptive type questions on specific subject. Subject wise syllabus may be seen on the website [www.cbse.nic.in](http://www.cbse.nic.in).

**(c) Interview: 80 marks**

Final merit will be based on the basis of performance in part (b) and (c).

- (iii) **ACCOUNTS OFFICER:** There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 written (descriptive) test. On the basis of performance in written (descriptive) test, the candidates will be called for Interview/Personal Interaction in the ratio of 1:5. Intimation to this effect will be uploaded on the website "cbse.nic.in" in due course. The scheme of examination is as given below:

**(a) Tier-1: Objective (MCQ) type (OMR Based) Examination:**

TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	DURATION OF THE TEST
Part-I	Current Affairs and General Awareness	30	60	2 ½ hrs
Part-II	General Mental Ability, Logical Reasoning and Analytical Ability	30	60	
Part-III	Arithmetical & Numerical Ability, Data Interpretation	30	60	
Part-IV	General Hindi, Comprehension and Communication Skill	15	30	
Part-V	General English, Comprehension and Communication Skill	15	30	
Part-VI	Basic Knowledge of Computer Operation	30	60	
<b>TOTAL</b>		<b>150</b>	<b>300</b>	

**(b) Tier-2: Written Examination:**

TEST	COMPONENT OF THE TEST	TOTAL MARKS	DURATION OF THE TEST
Part-I	Commerce & Business Studies, Economics, Accounting, Financial/Cost Accounting, Budgeting, Annual Accounts, Taxation, Auditing, Investments and Financial Management, Store & Inventory Management, Financial Markets, Banking and General Financial Rules	160	3 hrs

Part-II	Current Affairs and General Awareness of Economics, Social, Political, Scientific & Technological Development in India. Indian History and Culture, Geography of India and the World	80	
Part-III	Constitution of India, Polity, Governance, Ethics, Integrity, Aptitude.	40	
Part-IV	Essay Writing (Hindi or English)	40	
<b>TOTAL</b>		<b>320</b>	

**(c) Interview:**

**80 marks**

Final merit will be based on the basis of performance in part (b) and (c).

**(iv) JUNIOR ENGINEER [Objective (MCQ) type (OMR Based) Examination]:**

TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	DURATION OF THE TEST
Part-I	General Intelligence, Reasoning and Analytical Ability	10	20	2 ½ hrs
Part-II	Quantitative Aptitude and Numerical Ability	10	20	
Part-III	Current Affairs and General Awareness	10	20	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	15	30	
Part-V	Knowledge of Computer Operations, Techniques of Project Management.	15	30	
Part-VI	<b>Building Materials:</b> Stone, Lime, Glass, Plastic, Steel, FRP, Ceramics, Aluminum, Fly Ash, Basic Admixtures, Timber, Bricks and Aggregates: Classification, Properties and Selection criteria: Cement: Type, Composition, Properties, Uses, Specifications and various Tests; Lime & Cement Mortars and Concrete: Properties and various Tests; Design of Concrete Mixes: Proportioning of aggregates and methods of mix design.	20	40	
Part-VII	<b>Design of Concrete and Masonry Structures:</b> Limit state design for bending, shear, axial compression   question and combined forces; Design of beams, slabs, Lintels, Foundations, Retaining walls, Tanks, Staircases: Principles of pre-stressed concrete designs including materials and methods; Earthquake resistant design of structures; Design of Masonry Structure.	20	40	
Part-VIII	<b>Construction Practice, Planning and Management:</b> Construction — Planning, Equipment, Site investigation and Management including Estimation with latest project management tools and network analysis for different Types of works; Analysis of Rate of various types of works; Tendering Process and Contract Management, Quality Control, Productivity, Operation Cost: Land acquisition; Labour safety and welfare.	20	40	
Part-IX	<b>Geo-technical Engineering and Foundation Engineering:-</b> <b>Geo-Technical Engineering:</b> Soil exploration — Planning & methods, Properties of Soil, classification, various tests and inter-relationships; Permeability &	15	30	

	Seepage, Compressibility, consolidation and shearing resistance, Earth pressure theories and stress distribution in soil; Properties and uses of geo- synthetics. <b>Foundation Engineering:</b> Types of Foundation & selection criteria, bearing capacity, settlement analysis, design and testing of shallow and deep Foundations; Slope Stability analysis, Earthen embankments, Dams and Earth retaining structures: types, analysis and design, Principles of ground modifications.			
Part-X	<b>Surveying and Geology</b> <b>Surveying:</b> Classification of Surveys, various methodologies, instruments & analysis of measurement of distances, elevation and directions: Field astronomy, global Positioning System; Map preparation; Photogrammetry; Remote sensing concepts; Survey Layout for culverts, canals, bridges, road/railway alignment and _ buildings, Setting out of Curves. <b>Geology:</b> Basic Knowledge of Engineering geology & its application in projects.	15	30	
	<b>Total</b>	<b>150</b>	<b>300</b>	

(v) **JUNIOR TRANSLATION OFFICER [Objective (MCQ) type (OMR Based) Examination]:**

TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	DURATION OF THE TEST
Part-I	General Knowledge and Current Affairs, Comparative Literature, Awareness about School Education, Examination Board and its Administration etc.	30	60	2 ½ hrs
Part-II	Reasoning & Mathematical Ability	20	40	
Part-III	History of Hindi and English Literature and Its Development Popular Hindi and English Novel, Play, Story, Essay, Critics and Poetry, Hindi and English Grammar and its usages, Modern Hindi and English Literature and Its Analysis, Art and Skills of Translation, Comparative Literature,	100	200	
<b>TOTAL</b>		<b>150</b>	<b>300</b>	

(vi) **ACCOUNTANT [Objective (MCQ) type (OMR Based) Examination]:**

TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	DURATION OF THE TEST
Part-I	General Knowledge and Current Affairs, School Education, Examination Board and its Administration etc.	20	40	2 ½ hrs
Part-II	Reasoning & Mathematical Ability	20	40	
Part-III	General Hindi & English, Comprehension and Communication Skills	20	40	
Part-IV	Financial Accounting, Accounting Standards, Indirect & Direct - Tax Management, MIS, Costing Techniques, Auditing, Cost & Management Accounting, Financial Management, Management Science, Operation & Project Management Control, Computer Applications in Business, Security Analysis and Investment Management, Management Control System etc.,	90	180	
<b>TOTAL</b>		<b>150</b>	<b>300</b>	

(vii) JUNIOR ACCOUNTANT [Objective (MCQ) type (OMR Based) Examination]:

TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	DURATION OF THE TEST
Part-I	General Knowledge and Current Affairs, School Education, Examination Board and its Administration etc.	20	40	2 hrs
Part-II	Reasoning & Mathematical Ability	20	40	
Part-III	General Hindi & English, Comprehension and Communication Skills	20	40	
Part-IV	Introduction of Government Accounting System and Government Budgeting. Fundamental Principles and Basic Concepts of Accounting: Financial Accounting - Nature and scope, Limitations of Financial Accounting, Basic Concepts and Conventions, Generally Accepted Principles. Basic Concepts of Accounting: Single and Double Entry System, Books of Original Entry, Bank Reconciliation, Journal, Ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Profit & Loss Appropriation Accounts, Balance Sheet, Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit making organizations' Accounts, Receipts and Payments, Income & Expenditure Accounts, Bills of Exchange, Self-Balancing Ledgers,	60	120	
<b>TOTAL</b>		<b>120</b>	<b>240</b>	

9. CRITERIA FOR SHORTLISTED AND FINAL SELECTION OF THE CANDIDATE:-

i) FOR GROUP – 'A' POST:

NAME	CUT-OFF MARKS (TIER – 1)
ASSISTANT SECRETARY (ADMINISTRATION/ ACADEMICS/ SKILL EDUCATION/ TRAINING)/ ACCOUNTS OFFICER	UR/EWS = 50%
	OBC = 45%
	SC/ST/PwBD = 40%
	CUT-OFF MARKS (TIER – 2)
	UR/EWS = 50%
	OBC = 45%
	SC/ST/PwBD = 40%

**Note:** The Board reserves the right to increase/decrease the shortlisting Criteria/Cut off marks for second stage/third stage/final stage/skill test/interview, as the case may be.

ii) Candidates are required to appear in single stage (Tier-1) MCQ examination for following posts:

SL NO	NAME OF POSTS
1	JUNIOR ENGINEER
2	JUNIOR TRANSLATION OFFICER

iii) **SKILL TEST**

SKILL TEST will be mandatory for the posts of Accountant and Junior Accountant and will be qualifying in nature. The criteria for qualifying skill test for the posts of Accountant and Junior Accountant is given as under:

NAME	CUT-OFF MARKS TO BE ELIGIBLE FOR SKILL TEST	CRITERIA FOR QUALIFYING SKILL TEST (STAGE-III/FINAL STAGE)
ACCOUNTANT	UR/EWS= 50%	A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer
JUNIOR ACCOUNTANT	OBC= 45% SC/ST/PwBD=40%	

**Note:** The cut off marks' criteria may increase/decrease subject to number of candidate(s) qualifying for the final stage i.e. Skill Test for Group-C post in the ratio of 1:10 of advertised post.

10. **EXPECTED LEVEL OF KNOWLEDGE FOR CONDUCTING EXAMINATION:-**

POST CODE	NAME OF THE POSTS	LEVEL
1/23	ASSISTANT SECRETARY (ADMINISTRATION) GROUP-A	GRADUATION
2/23	ASSISTANT SECRETARY (ACADEMICS) GROUP-A	GRADUATION/ POST-GRADUATION
3/23	ASSISTANT SECRETARY (SKILL EDUCATION) GROUP-A	GRADUATION/ POST-GRADUATION
4/23	ASSISTANT SECRETARY (TRAINING) GROUP-A	GRADUATION/ POST-GRADUATION
5/23	ACCOUNTS OFFICER, GROUP-A	GRADUATION
6/23	JUNIOR ENGINEER, GROUP-B	GRADUATION
7/23	JUNIOR TRANSLATION OFFICER, GROUP-B	POST-GRADUATION
8/23	ACCOUNTANT, GROUP-C	GRADUATION
9/23	JUNIOR ACCOUNTANT, GROUP-C	SENIOR SECONDARY

11. **Cities of Examination:**

The Tier 1 examination will be conducted in following cities:

City Code	City	State
101	VIJAYAWADA	ANDHRA PRADESH
102	GUWAHATI	ASSAM
103	PATNA	BIHAR
104	CHANDIGARH	CHANDIGARH
105	DELHI	DELHI
106	BENGALURU	KARNATAKA
107	THIRUVANANTHAPURAM	KERALA
108	BHOPAL	MADHYA PRADESH
109	PUNE	MAHARASHTRA
110	BHUBANESWAR	ODISHA
111	AJMER	RAJASTHAN
112	CHENNAI	TAMIL NADU
113	PRAYAGRAJ (ALLAHABAD)	UTTAR PRADESH
114	DEHRADUN	UTTARAKHAND

The cities/centres of examination will be decided by the Board though the preferences /options submitted by candidates. While every effort will be made to allot a Centre in one of the cities opted by the candidate, the Board reserves the right to allot a Centre

in the City other than that of Candidate's choice anywhere in India. The Board has the right to conduct the examination at all the cities or any one of the cities or any other cities depending upon the number of the candidates and other compulsions. In case the number of candidates in any of the notified City is very less for running the Examination Centre or any other specific reason, the Board at its discretion may not conduct the Examination in that City and the Candidates who had opted that city as 1st Choice may be allotted Examination Centre in other city opted as 2nd or 3rd choice or any other city. Further, the Board reserves the right to modify/cancel the city/centre opted by candidates due to administrative reasons, if any. Decision of the Board will be final. Under no circumstances, the City/Centre once allotted shall be changed.

The cities of examination for Tier – 2 examination and Skill Test will be informed to the shortlisted candidates separately.

- 12. MARKING SCHEME:** - In Tier – 1, Two (02) marks shall be awarded to every correct answer and 0.5 marks shall be deducted for every incorrect answer. Unanswered questions will not be given any marks. There is only one correct response for each question. Filling up/darkening more than one response in any question will be treated as wrong response and 0.5 marks as wrong response will be deducted.

There is no provision of re-evaluation in MCQ as well as written/descriptive examination. No request in this regard will be entertained for whatsoever reasons.

- 13. IMPORTANT NOTE FOR MULTIPLE CHOICE QUESTIONS:-**To answer a question, the candidates are required to mark only one option on the OMR sheet as per his/her choice/option for answer. However, if during the process of scanning of OMR sheets, more than one option is found marked by the candidate against a question, it will be treated as wrong response and 0.5 marks for wrong response will be deducted. Further, if any misprinting or ambiguity in any of the question is noticed by the subject experts at the time of verification of challenges of answer keys after conduct of examination, a policy decision will be taken as per the recommendation of subject experts.

**14. IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:-**

1. Candidates are advised to report at the allotted Examination Centre 2 hours before commencement of the examination. Since the biometric authentication may be introduced at the examination centres, so the candidates are advised to reach the examination centre well in time so as to save time loss in attempting their examination. In case the candidate reaches the examination centre at last minute, he/she may lose his/her examination time.
2. Candidates are NOT allowed to carry Instruments, Geometry or Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables and Water (loose or packed), Mobile Phone/Earphone/ Microphone/Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/devices in the Examination Hall/Room, except, if there is any exception.
3. The candidate must show, on demand, the Admit Card for admission in the examination room/hall. The Examination Centre Staff on duty is authorized to verify the identity of candidates and may take steps to verify and confirm the identity credentials. Candidates are scheduled to extend their full cooperation. A candidate

who does not possess the valid Admit Card shall not be entitled for examination under any circumstances.

4. A seat indicating Roll Number will be allotted to each candidate. Candidates should find and sit on their allotted seat only. In case, a candidate changes room/hall or the seat on his/her self-volition rather than the one allotted, the candidature of such candidate stand cancelled. No plea would be entertained at any stage.
5. The candidate should ensure that the question paper distributed to him/her is as per his/her applied post indicated in the Admit Card. In case, candidate in receipt of QP meant for different post than applied post, the same may be brought to the notice of the Invigilator concerned immediately before proceeding further filling up.
6. A candidate may approach the Centre Superintendent/Invigilator in the room for any assistance, first aid emergency or any other information during the course of examination.
7. The responses (answers) marked by the candidates on the OMR sheet may be analysed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidature of such candidates may be cancelled.
8. For those who are unable to appear on the scheduled date of examination for any reason, re-examination shall not be held under any circumstances.
9. Note: Candidates shall appear at their own cost at the Centre on date and shift as indicated in their Admit Card. Under no circumstance the Centre and shift provided in the Admit Card shall be changed.
10. Candidates **MUST** bring the following documents on the day of examination at the Examination Centre. Candidates who will not bring these will not be allowed to sit in the examination.
  - a. Printed copy of Admit Card downloaded from CBSE website.
  - b. One passport size photograph (same as uploaded on the Online Application Form) should be taken for pasting on the specific space in the attendance sheet, if required, at Centre during the examination
  - c. Any one of the authorized photo IDs (must be the original, valid, and non-expired) – PAN card/Driving License/Voter ID/Passport/Aadhaar Card (With photograph) E-Aadhaar with photograph/Ration Card with photograph.
  - d. PwBD certificate issued by the authorized medical officer, if claiming the relaxation under PwBD category
  - e. PwBD Certificate regarding physical limitation in an examination to write as per proforma given in Information Bulletin, if claiming the relaxation under PwBD category.
  - f. Letter of Undertaking for using Own Scribe as per proforma given in Information Bulletin, if claiming the relaxation under PwBD category.
15. **ROUGH WORK:-** All calculations/writing work are to be done only in the Rough Sheet available in test booklet or provided at the Examination Centre in the examination Room/Hall and on completion of the test, candidates must hand over the Rough Sheets to the Invigilator on duty in the Room/Hall.

16. **UNFAIRMEANS:-**

Unfair Means practice is an activity that allows a candidate to gain an unfair advantage over other candidates. It includes, but is not limited to the following:

- (i) At the time of MCQ/written/descriptive examination/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall/interview hall, wherever applicable, or bringing outside influence on the examination process, or resorting to any other unfair means in connection

with his/her candidature for the selection; or obtaining support for his/her candidature by any other 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 of the Board in accordance with applicable Law, Regulation & Rules etc.

- (ii) If it is found at any stage that any candidate has furnished any false information/particulars with regard to his/her qualification, category/caste and experience in the Application Form or in any document and/or misrepresented/suppressed any material information in the application form, for securing appointment in the Board, his/her service will be terminated forthwith at any stage in service i.e. during probation period or after confirmation of the service in the Board, without assigning any reason thereof.
- (iii) Canvassing in any form will be treated as disqualification.
- (iv) Being in possession of any item or article which has been prohibited or can be used for unfair practices including any stationery item (any kind of Paper/ Stationery/Textual material/ printed/ written material), communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;
- (v) Using someone else to write examination (impersonation) or copying;
- (vi) Breaching examination rules or any direction issued by CBSE in connection with examination from time to time;
- (vii) Assisting other candidate to engage in malpractices, giving or receiving assistance directly or indirectly of any kind or attempting to do so;
- (viii) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the Examination Centre;
- (ix) Threatening/intimidation any of the officials connected with the conduct of the examination or threatening any of the candidates;
- (x) Using or attempting to use any unfair means in connection with the examination;
- (xi) Manipulation and fabrication of online documents viz. Admit Card, Self-Declaration, etc.;
- (xii) Forceful entry/exit from Examination Centre/Hall;
- (xiii) Use or attempting to use of any electronic device (Mobile Phone/Earphone/ Microphone/Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/devices etc.) after entering in the Examination Centre;
- (xiv) Affixing/uploading of wrong /morphed /blank photographs/signatures on the Application Form/Admit Card/Proforma;
- (xv) Creating obstacles in smooth and fair conduct of examination.
- (xvi) Any other malpractices declared as Unfair Means by the CBSE.
- (xvii) found at any time in future that the candidate has used/uploaded the photograph, signature and certificate(s) of someone else in his/her Application Form/Admit Card or he/she has tampered his/her Admit Card, these acts of the candidate shall be treated as Unfair Means (UFM) practices on his/her part and he/she shall be proceeded with necessary actions under the applicable provisions.



(xviii) creating disturbance in smooth conduct of the examination at examination centre/venue

**17. PUNISHMENT FOR USING UNFAIR MEANS PRACTICES:-**

During the course of, before or after the examination if a candidate indulges in any of the above or similar practice, he/she shall be deemed to have used unfair means and **booked under UNFAIRMEANS (U.F.M.)** case shall be disqualified & debarred. **The candidate shall also be liable for criminal prosecution action and/or any other action as deemed fit under relevant provisions.** The result of the candidate(s) who indulge in Unfairmeans Practices will be cancelled and will not be declared.

**18. CHOICE OF MEDIUM OF QUESTION/EXAM PAPERS:-**

Medium of Examination will be bilingual i.e. both in Hindi and English.

**19. DISPLAY OF SCANNED IMAGE OF OMR ANSWER SHEET AND ANSWER KEY:-**

The OMR answer sheet and the Answer Keys of examination will be displayed on website of CBSE for which a public notice will also be issued on the website <https://cbse.nic.in>. The candidates may download the same within the stipulated time as notified in the Public Notice. The Answer Keys are likely to be displayed for two to three days to provide an opportunity to the candidates to challenge the answer(s) with a non-refundable prescribed fee of Rs.1000/- per question as processing charges, in case they are not satisfied with any of the answer(s). The challenges received against the provisional answer keys within stipulated time will be placed before the subject expert for finalization of answer keys. Challenges without payment of fee and those submitted on any other medium (viz. email/letter/representation) will not be considered. The subject experts will examine all the challenges received and then the final answer keys will be prepared by them. The decision of subject experts on the challenges shall be final and no further communication will be entertained. The candidates will not be informed individually about the status of their challenges. The result will be declared according to the final answer keys prepared by the subject experts.

**NO GRIEVANCE WITH REGARD TO ANSWER KEY(S) AFTER DECLARATION OF RESULT WILL BE ENTERTAINED.**

**20. GENERAL CONDITIONS:-**

1. The Board reserves the right to fill or not to fill or partially fill any of the above vacancies due to administrative reasons and also reserves the right to cancel/ restrict / modify/ alter the recruitment process, if required.
2. The Board reserves the right to short list the candidates based on merit, experience, written and/or skill test, as the case may be.
3. The Board reserves the right to change/amend the examination scheme, if so required, any time before the examination.
4. The Service conditions will be applicable as per the prevalent rules of CBSE Service Rules, 1985 & its subsequent amendments and including Govt. of India rules from time to time. Selected candidates, on appointment, are liable to be posted or subsequently transferred anywhere in India in any of the offices of the Board, as these post(s) carried all India transfer liability. The candidature of the candidate bringing outside influence for seeking posting will be summarily cancelled.
5. The applicants must fulfil the essential requirements/qualifications of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before

applying that they possess the minimum essential qualifications laid down for various posts. No enquiry seeking advice as to eligibility will be entertained.

**Note:** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for MCQ/Written/Descriptive Examination /Skill Test/Interview, as the case may be.

THE CANDIDATES SHOULD, THEREFORE, MENTION HIS/HER ALL QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATION.

6. There is no provision of re-evaluation/re-checking of OMR/answer sheets/answer scripts in respect of examinations conducted by CBSE. No correspondence in this regard shall be entertained.
7. The Board reserves the right to cancel/withdraw/delete any question/questions from the question paper and the marks scored shall be prorated out of the maximum marks.
8. The number of vacancies for the post(s) included in this recruitment notification are tentative and may increase or decrease as per administrative requirement.
9. The recruitment shall be in accordance with the recruitment rules notified by CBSE.
10. Qualification acquired by the candidates should be strictly in accordance with the notified / prescribed qualifications only and necessary certificates should be produced at the time of interview/document verification/Selection as the case may be. All the educational qualifications mentioned should be from a University/Institute/Board recognized by Govt. of India/approved by the Government Regulatory bodies and the result should have been declared on or before the last date for submitting the online Application Form i.e. 11.04.2024. Proper documents from Board/University for having declared the result on or before the last date for submitting the online application form i.e. 11.04.2024 have to be submitted as and when asked for. The date of passing the examination which is reckoned for eligibility will be the date of passing mentioned on the mark sheet/provisional certificate.
11. Candidate(s) claiming experience has to produce Certificate(s) in the prescribed proforma from the Head(s)/Authorised person of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained on the post(s) with duration(s). Experience certificate should be issued in prescribed proforma for relevant post.
12. The cut-off date/crucial date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be last date for receipt of online application i.e. 11.04.2024. Before applying, applicants must satisfy themselves about their eligibility as on 11.04.2024.
13. The Reservation policy of Govt. of India applicable for direct recruitment on all India basis will be followed.
14. Candidates are required to apply through "Online" mode only for the post(s) as per the advertisement/vacancy circular. The Application Form in any other mode will **not be entertained**.
15. The Board reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for MCQ/written /interview due to administrative reasons.
16. Verification of documents shall be carried out by CBSE before issuance of offer of appointment.
17. The candidate must have certificates of minimum required qualification at the time of submission of application.

18. Candidates also note that their candidature will remain provisional, even after successful completion of **process**, till the genuineness of the document related to Education, Experience, Caste etc. are verified by the issuing Authority.
19. At any stage of the recruitment process, including after recruitment or joining, if any of the following is detected that, furnished wrong information, submitted fabricated/tempered documents or has suppressed relevant information or uploaded non-human or irrelevant photograph, said application will liable to be removed, disqualified, prosecuted and debarred for future appointment in CBSE her/his application/appointment will be rejected forthwith.
20. If it is found at any stage that any candidate has furnished any false information/particulars with regard to his/her qualification, category/caste and experience in the Application Form or in any document and/or misrepresented/suppressed any material information in the application form, for securing appointment in the Board, his/her service will be terminated forthwith at any stage in service i.e. during probation period or after confirmation of the service in the Board, without assigning any reason thereof.
21. The candidates should submit only one application for a post. Multiple applications submitted by a candidate against a specific post will not be considered for recruitment process and may be rejected.
22. **A candidate may apply for more than one post if he/she is eligible. In such cases, the candidate will have to pay the requisite fee separately for each post as applicable. However, for the post of Assistant Secretary (Academics/Training/ Skill Education), eligible candidates can apply for one/single subject only.**
23. Candidates must read carefully the instructions contained in the online application format/vacancy circular/information bulletin on the website for filling up the Application Form. Candidate not adhering with the instructions will liable to be summarily rejected.
24. CBSE do not edit/modify/alter any information entered by the candidates after completion of application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution before filling up correct details in the Application Form.
25. In case any discrepancy or variation in the translated version of this advertisement in Hindi in that case, the text provided in the English version shall be treated as final.
26. The Confirmation Page of the online Application Form will be generated only after successful payment by the candidate. In case, the confirmation page is not generated after payment of fee, the candidate may have to approach the concerned Bank/Payment Gateway. CBSE shall not be responsible for any refund under these circumstances.
27. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are active & in use as relevant/important information/communication will be sent on the registered e-mail address and/or through SMS on registered mobile number only. CBSE shall not be responsible for any non-communication/mis-communication with a candidate in the email address or mobile number given by him/her.
28. Candidates shall appear at their own cost at the Examination Centre on the date, shift and time indicated on their Admit Cards.
29. Candidates are advised to visit the website and check their e-mails regularly for latest updates. Board will not provide updates to candidates by replying to their e-mails regarding the conduct of examination.
30. Any candidate found to be misleading by providing inaccurate information will be debarred from taking this recruitment examination and his/her candidature for any post will automatically be treated as rejected.

31. The candidates will be called to participate in the selection process based on the information provided by them online. The responsibility to ensure that they fulfil the eligibility lies on the candidates only. Therefore, the candidates before applying for the posts, must ensure their eligibility for the post(s) applied for.
32. The list of short-listed candidates for recruitment to all the posts included in this recruitment notification will be displayed on the CBSE website. No separate correspondence will be entertained in this regard.
33. CBSE may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/ her candidature shall be summarily rejected.
34. Mere qualifying Stage-I/II/Interview/Skill Test will not confer any right of appointment unless the Board is satisfied that the candidate is suitable in all respects and fulfils the required conditions/criteria of the recruitment & rules to the post(s).
35. The candidate's response sheet and other related papers/documents of examination in respect of this recruitment shall be kept as record for two months only from the date of publication of result.
36. Selected candidates will initially be on probation as per the applicable rules, which can be extended at the discretion of the Competent Authority. During the probation period, services of probationer can be terminated at any time by giving 30 days or in lieu of one month salary.
37. The application printout will required to be submitted at the time of interviews/ document verification along with the self-attested copies of certificates in support of Age, Qualification, Experience, Caste, Non-Creamy Layer, Physical disability & Economically Weaker Section (EWS), as applicable.
38. The name of the candidate and his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the Class 10 marks sheet/certificate.
39. The e-Admit Card would be issued to the candidates through the CBSE website subject to the fulfillment of the eligibility conditions and receipt of prescribed application fee.
40. Candidate may please note that Admit Cards will not be sent by post.
41. The candidates have to appear in the examination at the given Examination Centre on the date and shift/timing as indicated in his/her e-Admit Card only.
42. For any query the applicant should approach the Help Line Number 011-22240112 between 09:00 am to 05:30 pm on working days or email their query on [srd24@cbseshiksha.in](mailto:srd24@cbseshiksha.in) . The emails sent on other mail-ids will not be entertained.
43. The candidates are advised to read the instructions on the Admit Card carefully and strictly follow them during the examination.
44. The requests for any correction in the particulars (name/photo/signature/category) shown on admit card will not be entertained. However, in case of any other discrepancy related to date of examination, details of examination centre/city etc., the candidate may immediately approach the Help Line Number 011-22240112 between 09:00 am to 05:30 pm on working days or email his/her query on [srd24@cbseshiksha.in](mailto:srd24@cbseshiksha.in) . All such queries shall be entertained till the date specified on the CBSE website. The emails sent on other mail-ids will not be entertained.
45. Candidate must not mutilate the Admit Card or change any entry made therein.

46. Candidates are advised to preserve their Admit Cards in good condition for future reference.
47. No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
48. Mere issuance of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of selection process.
49. Decision of the Board in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of MCQ/Written/descriptive examination/Skill Test/Interview and any other matter relating to recruitment will be final and binding on the candidate.
50. Board may, at its discretion, hold re-examination/re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s due to administrative reasons.
51. Appointment of selected candidates is subject to his/her being declared medically fit as per the medical standard prescribed by the Board/Govt. of India.
52. Board will not be responsible for inadvertent error at any stage of recruitment process and reserves right to correct such errors in future, if noticed.
53. Verification of original documents and format of certificates:
  - A. Candidates shortlisted for Document Verification are required to produce all original documents along with two sets of self-attested photo copies of all documents at the time of document verification.
  - B. All Certificates should be either in English or Hindi only. Where certificates are not in English/Hindi, self-attested translated version (In Hindi/English) should be produced wherever/whenever required. Certificates produced during the document verification should be strictly in the prescribed proformas.
  - C. No additional time will be given to the candidates for producing their original certificates on the date of their document verification and the candidature of such candidates is liable to be forfeited.
  - D. Documents to be brought by candidates in original (as applicable) for verification are as indicated below:-
    - i. Matriculation/X Class/High School Examination Certificate or Equivalent certificate as Proof for Date of Birth. (The candidates' name and the father/ mothers' name mentioned in the application will be verified with reference to the names mentioned in this certificate.)
    - ii. Educational and Technical Certificate/Diploma/Degree from a recognized Board/University or equivalent (As applicable).
    - iii. SC/ST certificate in the format as per prescribed proforma.
    - iv. OBC-NCL certificate in the format as per prescribed proforma(s)
    - v. Non creamy layer declaration by OBC candidates as per prescribed proforma
    - vi. Income & Asset certificate for Economically Weaker Section prescribed proforma
    - vii. Original discharge certificate for Ex-servicemen.
    - viii. Medical Certificate for Persons with Benchmark Disabilities (PwBD) as per prescribed proformas as applicable.
    - ix. Certificate for persons having physical limitation to write, and Scribe is essential for examination as per prescribed proformas.
    - x. Self-declaration for Ex-servicemen as per prescribed proformas
    - xi. No Objection Certificate from serving employees with date of appointment.
    - xii. Legal document in case of formal change of name viz. their original marriage certificate / affidavit in original etc.
    - xiii. Decree of divorce/judicial separation from the competent Court of Law as applicable and Affidavit stating that the candidate has not remarried.
    - xiv. Ex-Servicemen candidates who secure civil employment after applying for this notice should give self-declaration to the concerned employer about the details of

application against this notice, as soon as they join. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during document verification.

**NOTE-1:** Candidates who wish to be considered against vacancies reserved / or seeking age-relaxation must submit the requisite/ relevant certificate in original from the competent authority, in the prescribed format at the time of Document Verification. Otherwise, their claim for EWS/SC/ST/OBC-NCL/Ex-SM/PwBD status will not be entertained and their candidature/ applications will be considered under General (UR) category, if eligible. The certificates should be as per the prescribed proformas.

**NOTE-2:** The Educational Qualification Certificates for regular Degree should contain the date of issue. In case, date of issue of these certificates is after the closing date of the notice, then the consolidated mark sheet with date of declaration of the result of final qualifying exam or individual mark sheets of all the semesters with date of declaration of result of each semester should be submitted. In case of non-availability of date in any of these certificates, then a certificate from the Institution/University to this effect (indicating date of declaration of result) should be produced at the time of document verification.

**NOTE-3:** If the OBC-NCL certificate uploaded by the candidate(s) on CBSE website at the time of online registration becomes older than 1 year at the time of document verification, then in such cases candidate(s) are required to produce latest OBC-NCL certificate, which should not be older than 1 year.

54. **RESOLUTION OF TIE CASES** In cases where more than one candidate secures the equal aggregates marks, tie will be resolved by applying the following methods one after another:  
i) Date of Birth, with older candidates placed higher. ii) Alphabetical order in which names of the candidates appear.
55. The candidates may raise their legal dispute arising out of this Recruitment notice, if any to the exclusive jurisdiction of the courts of Delhi only.

**Sd/-  
SECRETARY (CBSE)**

\*\*\*\*\*

**FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993\*\*.

Date \_\_\_\_\_

**District Magistrate/Deputy Commissioner**

**Seal of Office**

*-	The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC
**-	As amended from time to time
Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
List of authorities empowered to issue Caste/Tribe Certificate Certificates:	
I.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
II.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
III.	Revenue Officers not below the rank of Tehsildar
IV.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

**NOTE-I :** a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below:-

- I. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- II. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- III. Revenue Officer not below the rank of Tehsildar
- IV. Sub-Divisional Officer of the area where the candidate and/or his family resides

**NOTE-II:** The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**NOTE-III:** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per prescribed proforma issued by the competent authority on or before the Closing Date as stipulated in this Notice.

**PROFORMA-I-A**

**FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)**

I ..... Son/daughter of Shri.....resident of village/town/city..... district..... state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:.....

Full Name:.....

Address.....



**FORMAT FOR SC/ST CERTIFICATE (The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)**

This is to certify that Shri/Srimati/Kumari\* ..... son/daughter of ..... of village/town\*..... in District/Division\*..... of the state/Union Territory\*..... belongs to the Caste/Tribes which is recognized as a Scheduled Castes/Scheduled Tribes\* Under:

- \*The Constitution Scheduled Castes Order 1950.
- \*The Constitution Scheduled Tribes Order 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Reorganisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment)Act 1976]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
- \*The Constitution (Pondicherry) Scheduled Castes Orders, 1964
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (SC) Orders (Amendment) Act, 1990
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
- \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002
- \*The Constitution (Scheduled Caste) Order (Amendment) Act 2007

**2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.**

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Srimati/Kumari\*.....Father/Mother of Shri/Srimati/Kumari\*.....of village/town\*..... in District/Division\*.....of the State/Union Territory\* .....who belong to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by .....the dated.....

**3. Shri/Srimati/Kumari and/or\* his/her family ordinarily reside(s) in village/town\* of District/Division\* of the State/Union Territory\*\* of.....**

Place.....  
Date.....

Signature.....  
Designation.....  
(with seal of Office)

\*Please delete the words which are not applicable

@ Please quote specific presidential order.

% Delete the paragraph which is not applicable.

**Note:** (a) The term "ordinarily reside(s)" used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**\*\*Officers competent to issue Caste/Tribe certificates:** 1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and/or his/her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Aminidivi islands).

**NOTE:** ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**GOVERNMENT OF .....**  
**(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date.....

**VALID FOR THE YEAR .....**

This is to certify that Shri/Smt./Kumari ..... Son/daughter/wife of ..... permanent resident of ..... Village/Street ..... Post Office ..... District ..... in the State/Union Territory ..... Pin Code ..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income\* of his/her 'family\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His / her family does not own or possess any of the following assets\*\*\*;

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size  
Attested photograph of  
the applicant

Signature with seal of Office .....  
Name .....  
Designation .....

\*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING  
AGERELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-  
SERVICEMAN**

**A. Form of Certificate applicable for Released/Retired Personnel**

It is certified that No..... Rank..... Name..... whose  
date of birth is..... has rendered service from..... to ..... in  
Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil  
Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority\*\*

SEAL

Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank ..... Name..... is serving in the Army/Navy/Air Force from .....

2. He is due for release retirement on completion of his specific period of assignment on .....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority\*\*

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name ..... whose date of birth is.....is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on..... and is on extended assignment till .....

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the Competent Authority\*\*

SEAL

\*\*Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs.

Army - Military Secretary Branch, Army Hqrs. New Delhi

Navy - Directorate of Personnel, Naval Hqrs. New Delhi

Air Force - Directorate of Personnel Officers, Air Hqrs. New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.

Army - By various Regimental Record Offices

Navy - BABS, Mumbai

Air Force - Air Force Records, New Delhi

**DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.**

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this notice, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex- servicemen.

**I also hereby declare the following facts:**

a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.

b) I have availed Ex-Servicemen quota for securing civil employment and I have given self- declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable)

Place:

Signature:

Date: Roll

Name:

No:

**FORM-V**

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent Attested Photograph (Showing only) Person disability	PP Size face of the with
---	---

Certificate No.: ..... Date: .....

**This is to certify that I have carefully examined**

Shri/Smt/Kum.....  
.....son/ wife/ daughter of Shri ..... Date of Birth  
..... Age..... Years, Male/Female.....  
(DD/MM/YYYY)

Registration No. .... Permanent Resident of House No.  
..... Ward/Village/Street.....Post  
Office..... District..... State....., whose photograph  
is affixed above, and am satisfied that:

(A) He/she is a case of:

\*Locomotor Disability

\*Dwarfism

\*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is.....

(1) He/She has .....% (in figure)..... percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/ her.....(part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing signature

Signature/Thumb impression of the person in whose favour disability certificate is issued
---

Signature and Seal of Authorized Signatory of notified Medical Authority)

**FORM-VI**  
**CERTIFICATE OF DISABILITY**  
**(IN CASES OF MULTIPLE DISABILITIES)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.:..... Date:.....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
 ..... son/wife/daughter of  
 Shri..... Date of Birth..... (DD/MM/YYYY)

Recent PP Size Attested Photograph (Showing face only) of the Person with disability
--

Age .....years, Male/Female.....Registration No. .... Permanent Resident of  
 House No. .... Ward/Village/Street .....whose photograph is affixed above and are  
 satisfied that:

(A) He/She is a case of **Multiple Disability**. His/Her extent of permanent physical impairment/disability has been  
 evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant  
 disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			
16.	Chronic Neurological			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B)In the light of the above, his/her over all permanent physical impairment as per guidelines (to be  
 specified), is as follows:

In figures: .....percent In words: .....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) Not necessary, or

ii) is recommended/after .....Year .....months, and therefore this certificate  
 shall be valid till ..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears



**4. The applicant has submitted the following documents as proof of residence**

Nature of Document	Date of issue	Details of authority issuing signature

**5. Signature and seal of the Medical Authority**

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

Central Board of Secondary Education

**FORM-VII**  
**CERTIFICATE OF DISABILITY**  
**(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Certificate No.:..... Date:.....

1. This is to certify that we have carefully examined Shri/Smt./Kum  
 ..... son/wife/daughter of Shri.....  
 ..... Date of Birth..... (DD/MM/YYYY)

Recent PP Size Attested Photograph (Showing face only) of the Person with disability
--

Age .....years, Male/Female.....Registration No. .... Permanent Resident of  
 House No. .... Ward/Village/Street .....whose photograph is affixed above and I am  
 satisfied that He/She is a case of

**Disability.** His/Her extent  
 of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the  
 disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(B)In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: .....percent In words: .....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) Not necessary, Or

ii) is recommended/after .....Year .....months, and therefore this certificate shall be valid till

..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	Date of issue	Details of authority issuing signature

<p><i>Countersigned [(Countersignature and seal of the CMO/Medical Supdt.)Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]</i></p>	<p><i>(Authorised Signatory of notified Medical Authority)</i>  <i>(Name and Seal)</i></p>
--	--

Signature/Thumb impression of the person in whose favour disability certificate is issued

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

Central Board of Secondary Education

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE**

This is to certify that, I have examined Mr/Ms/Mrs ..... (name of the candidate with disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o ..... a resident of ..... (Village /District/State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation

Name of Government Hospital / health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing**

1. This is to certify that, we have examined Mr./Ms./Mrs. .... (name of the candidate), S/o /D/o ..... , a resident of .....(Vill/PO/PS/District/State), aged ..... yrs., a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.
2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

Signature & Name	Signature & Name	Signature & Name	Signature & Name	Signature & Name
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available) *	Occupational therapist (if available) *	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Place:

Date:

Name of Government Hospital/Health Care Centre with Seal

\*The Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District”.

**LETTER OF UNDERTAKING FOR USING SCRIBE**

**NOTE: Candidates Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with loco motor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.**

**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

- 1. Name of the Candidate.....
- 2. Roll No.....
- 3. Name of Center.....
- 4. Qualification of Candidate .....
- 5. Disability Type .....
- 6. Name of the.....
- 7. Date of Birth of the Scribe .....
- 8. Father's Name of the Scribe.....
- 9. Address of the Scribe:  
(a) Permanent Address.....  
.....  
(b) Present Address.....  
.....
- 10. Educational Qualification of the Scribe.....  
.....  
.....
- 11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cmx 4.5cm (The colour photograph should not be more than 3 months old.

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the CBSE regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)

**Left thumb impression of the Candidate in the box given above**

(Signature of the Scribe)

**Left thumb impression of the Scribe in the box given above**

**Signature of the Invigilator**