

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, GOI)

**SHIKSHA KENDRA, 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI-110301**

Online applications are invited from the eligible candidates for filling up the post of Executive Assistant in the CBSE, the details of which is given hereunder:-

Name of Post	Scale of Pay	Mode of recruitment	No. of vacant posts with reservation	Place of posting
EXECUTIVE ASSISTANT	Pay Band-1 of ₹ 5200-20200+Grade Pay ₹ 2400/-	Through direct recruitment	04 (01 OBC+03UR)	Hqrs. Delhi/Any of the Regional Offices of the Board in the country

Note : The management reserves the right to short list the candidates.

The selected candidates shall be governed by the restructured defined contributory pension system as per the provision contained in the Ministry of Finance, Department of Economics Affairs (ECB& PR Division) Notification No.5/7/2003-ECB&PR dated 22.12.2003 effective from 1.4.2004. LTC, Medical Facilities are also available in the Board under the Service Rules.

AGE RELAXATION:

1. There shall be no age bar for employees of the Board in respect of the posts in which recruitment examination is conducted.
2. There shall be age relaxation of 10 years for women candidates applying to the posts where recruitment is on the basis of All India Recruitment Test.
3. Age relaxation to SC, ST, OBC, Persons with Disabilities & Ex-serviceman will be given in accordance with the DoP&T guidelines.

Age limit will be calculated as on closing date of submission of online application i.e. 27.03.2012.

The detailed advertisement and procedure of submitting application is given in the Annexure-I. The last date for online submission of application is 27.03.2012. A copy of eligibility conditions (Recruitment Rules) for the post of Executive Assistant are given in Annexure-II. Hard copy of the application form alongwith requisite fee and other required documents as mentioned in Annexure –I should reach the Board office by 15.04.2012.

(A. S. VERMA)
JOINT SECRETARY (A&L)
Email-id: js.al.cbse@gmail.com

SAMPLE OF THE WEB FORM TO BE FILLED ONLINE

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)
“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092

Post applied: Registration No:

Applying on: Direct Recruitment Basis

Personal Details	
1	Full Name (As per Certificate)
2	Date of Birth: (As per 10 th Certificate) (dd/mm/yyyy)
3	Gender: Male/Female
4	Marital Status Married/Unmarried
5	Father's Name
6	Mother's Name
7	Category Detail
	Category GN / OBC(Non Creamy Layer) / SC / ST
	Caste name
	Caste Certificate No
	Issuing Authority
	State of Origin/Domicile
8	Religion Buddhist/Christian/Hindu/Muslim/Sikh
9	Whether Ex-Serviceman yes/no
	If Yes length of service Years months
10	Whether you are a Person with Disabilities yes/no
	If Yes, Disability Certificate No
	Certificate Date:
	Issuing Authority
11	Fee Details (SC/ST/Women are exempted)
	DD Number
	DD Date (dd/mm/yyyy)
	Amount (Rs.):
	Bank Name
12	Contact Details
a	Email ID (Mandatory)#
b	Alternate Email ID#
c	Mobile No
d	Phone No
e	Address for Communication
	Line 1
	Line 2
	City
	State Pin
f	Permanent Address Line 1
	Line 1
	Line 2
	City
	State Pin

#Please ensure that the Email IDs are correct and valid. All communications with regard to the application will be sent by the Board on their valid Email ID only. Name of Post (automatic display)

13	Qualification Details						
	Exams Passed	Subject/Stream	Year of Passing	% of Marks	Class/Grade		
	10						
	12						
	Graduation						
	Post Graduation						
14	Working Experience (Start from present Employer)						
	Name of the Employer & Nature of Employment	Designation and Rank if any	Total period of service (DD/MM/YY)		Nature of duties performed	Pay Scale as per 6 th CPC, Grade Pay and Gross Salary	Years of Service (YY/MM)
			From	To		Pay Scale	
						Grade Pay	
						Gross Salary	
						Pay Scale	
						Grade Pay	
						Gross Salary	
						Pay Scale	
						Grade Pay	
						Gross Salary	
						Pay Scale	
						Grade Pay	
						Gross Salary	

Declaration

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the application are true and I shall furnish the necessary certificates in proof of the above at the time of Interview. If any information/details found to be incorrect/false at any stage of the selection or if any fact is found to have been concealed by me are detected even after the appointment, my services may be terminated. Further, I am aware that all communications with regard to the application will be sent by the Board on Email ID mentioned above.

Place:

Date:

Signature

PROCEDURE OF SUBMITTING ONLINE APPLICATION TO CBSE

1. Eligible candidates are requested to apply ON-LINE only through Board's website www.cbse.nic.in. No other means / photocopy of the application form given in the website/ mode of Application will be accepted.

Closing Date for on-line registration in Website	27.03.2012
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2. Candidate should preferably have a valid e-mail ID. In case a candidate does not have a valid personal e-mail ID, it is desirable that in his/her own interest, he/she should create his/her new e-mail ID before applying on-line, so as to ensure faster receipt of communication.

Note:- Please ensure that the Email IDs are correct and valid. All communications with regard to the application will be sent by the Board on their valid Email ID only.

3. Candidates are advised to keep the Demand Draft or Bankers' Cheque, obtained from any scheduled Bank (as per details given below under point number 4), particulars of educational qualifications, work experience details, caste certificate details, ex-serviceman details, and other personal details ready, as these details are required to be entered in the ONLINE APPLICATION. Without details of the Demand Draft / Bankers' Cheque, the system will not accept the application.

4. APPLICATION FEE & POSTAL CHARGES (NON REFUNDABLE)

A crossed Demand Draft (valid for minimum next 06 months) issued from any scheduled bank drawn in favour of "SECRETARY, CENTRAL BOARD OF SECONDARY EDUCATION "payable at "DELHI" for the amount given below is required to be enclosed with downloaded registered application form as "NON-REFUNDABLE PROCESSING FEE": Note: Candidate must write their Name, Father's name & Control No. on the back of the Demand Draft. Control No. shall be available on the top of the downloaded registered application form.

	Executive Assistant
SC/ST/Women/Person with Disabilities	Nil
All Others (General, OBC etc)	₹ 50/-

In case of already employed, applications (hard copy) should be routed through proper channel alongwith requisite documents.

6. **HOW TO APPLY** : Candidate must have two (02) copies of his recent passport size photographs before applying for any post. Kindly note that only "ON LINE" application shall be acceptable and application in any other form shall not be acceptable. While applying, the demand draft details (valid for minimum next 06 months) and email ID (Valid for at least 12 months) AND one alternate Email ID are mandatory fields, without which the application will not be registered.

STEP 1: Login to <http://www.cbse.nic.in>

STEP 2: Read the advertisement content carefully.

STEP 3: Click on the box "Apply Online ", On line application form shall appear on the screen.

STEP 4: Fill up the online application form with your details. (Candidates are advised to take print of blank online form and fill it before actually entering the data online.

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STEP 5: Click the box "SAVE". Downloaded registered application form bearing unique control no. shall appear on the screen. Take a print-out.

STEP 6: After applying ONLINE, take a print out of System Generated ON-LINE APPLICATION Form in A-4 size paper, firmly paste your recent passport size photograph (*preferably taken by Digital Camera*) affixing your signature at the appropriate space provided at the right hand top corner of the application form and again sign at the space provided at the bottom of the application form.

STEP 7: Attach following documents to the System Generated ON-LINE

APPLICATION FORM:-

- a. Attested copy of School leaving certificate/10th Board pass certificate in support of date of birth.
- b. Attested copies certificates and testimonials in proof of educational qualification.
- c. Year wise/semester-wise mark sheets in respect of all the academic and technical examinations, in which you have passed.
- d. Medical Certificates issued by the Competent Authority, specifying the extent of disability, in case of PH candidates.
- e. Attested copy of Caste / Status certificate in the prescribed form in case of candidates belonging to SC/ST/OBC/PH/ Ex-Serviceman category issued by competent authority. OBC category candidates claiming reservation / age relaxation should submit the caste certificate in the format as given in the Appendix 3 read with Annexure 'A' to the G.I. Deptt. Of Per. & Trg. O.M. No. 36033/28/94-Estt. (Res.) dated 02/07/97 under G.I. Dett. of Per. & Trg. letter no. 36012/22/93-Estt. (SCT) dated 15-11-93 and modified vide G.I. Deptt. Of Per. & Trg., O.M. No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, failing which the benefit of reservation or age relaxation will not be given to them.
- f. Demand Draft / Banker's Cheque/Pay Order for the required amount as mentioned under point number 4 above. Paste a recent passport size photograph on the downloaded registered application form, put your signature and attach Original "Demand Draft" (with name, father's name and control no. on the reverse side).
- g. Experience Certificate, No Objection Certificate of the present Employer etc

STEP 8: Keep the above documents in an envelope. The envelope should be super scribed with "APPLICATION FOR THE POST OF **EXECUTIVE ASSISTANT**."

Send it by Registered Post/Speed post to :

**The Joint Secretary (A&L), Central Board of Secondary Education, Shiksha Kendra,
2, Community Centre, Preet Vihar, Delhi-110092**

Procedure of Selection

Selection for the posts of Executive Assistant will be made on the basis of written test comprising of General English, General Knowledge and Mathematics etc. and followed by Computer Knowledge/Speed test and interview to be decided by the Board.

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Note:

1. Applications which do not meet all criteria given in this advertisement/incomplete applications will be summarily rejected.
2. Candidate should possess required educational qualification and experience as on closing date of application.
3. In case of exceptionally qualified candidates, the experience condition may be relaxed by the Board.
4. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies / testimonials.
5. At the time of written examination/interview, if a candidate is or has been found guilty of using unfair means during the test/interview; or impersonating or procuring impersonation by any person; or misbehaving in the examination hall / interview hall or taking away the question booklet, answer sheet, from the examination hall; or resorting to any other irregular or improper means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such a candidate may in addition to rendering himself/herself liable to criminal prosecution, will be liable to be disqualified from the examination / interview for which he / she is a candidate to be debarred, either permanently or for a specified period from any examination or selection held by the Board.
6. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future examination / selection.
7. Applications which are incomplete in any respect will be rejected and the fee will be forfeited.
8. Candidates serving in Government / Public Sector Undertakings (including Boards) are required to produce a "No Objection certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered.
9. Decision of the Board in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Board reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate
10. No correspondence or personal enquires shall be entertained by the Board.
11. Board may, at its discretion, hold re-examination / re-interview wherever necessary in respect of a centre / venue / specified post or candidate/s.
12. The successful candidates in written test are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of interview. These documents will be verified at the time of interview. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview.

13. Candidates belonging to SC / ST / OBC / Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate should not be more than one year old. THE COMPETENT AUTHORITY FOR THE ISSUE OF THE CERTIFICATE TO An Ex-serviceman candidate has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
14. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Board and receiving satisfactory report from referees.
15. Canvassing in any form will be treated as disqualification.
16. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
17. No candidate is permitted to use Calculator, Cell Phone, Pager or any other instruments in the examination hall.
18. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last dates as mentioned for the posts, to avoid the possibility of disconnection / inability / failure to log on the Board's website on account of heavy load on internet / website jam. The Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Board.
19. Candidates shortlisted in the written test/computer knowledge test/speed test shall be called for the interview as the case may be, at specified date, time & place. Before the interview candidate shall have to produce the following documents (in original) along with their self attested photocopies:
 - I. Caste Certificate (for SC/ST & OBC candidates)
 - II. Income Certificate for proof against belonging to non-creamy layer (for OBC candidates)
 - III. Domicile Certificate (for SC/ST & OBC candidates)
 - IV. High School Certificate containing "Date of birth"
 - V. Certificate & Mark sheet for Technical/ Professional qualification as a proof for eligibility.
 - VI. Certificate for belonging to "Ex-Service man category" (if applicable)
 - VII. Certificate for belonging to "dependent of freedom fighter category" (if applicable)
 - VIII. Certificate of State Medical Board for belonging to Physically Handicapped Category.
 - IX. If any of the required documents mentioned above is found to be missing or unsatisfactory, candidature of the applicant shall automatically be cancelled at any stage of recruitment, even after appearing in the interview. The responsibility of the same shall be entirely of the candidate and Board shall not be responsible in any of such cases.

In case you face any difficulty in online registration inform us at antriksh.cbse@nic.in, kamalcbse@gmail.com, js.al.cbse@gmail.com.

ANNEXURE-II

Recruitment Rules for the post of Executive Assistant

- Scale of Pay** : Pay Band 1 of `5200-20200 + GP `2400
- Method of Recruitment** : Through Direct Recruitment
- Eligibility Conditions** : **1) Essential:-**
- i) Graduate of a recognised university
 - ii) Typing Speed of 40 w.p.m./or equivalent calculated speed on computer i.e. 8000 KDPH.
 - iii) Full knowledge of windows, MS Office, Fox base/Fox pro, Unix, Internet, HTML, Webpage Design.
- 2) Desirable:- Qualifications-**
- i) Graduate of a recognised university.
Preference will be given to those having 50 % & above marks with post graduate diploma in Computer Applications/ Information Technology/”O’ level certificate from DOEACC
 - ii) At least two years experience of working in a large data processing environment.
 - ii) Experience of working in Unix environment.
 - iv) Knowledge in Shorthand.
- Age Limit** : 30 years (Upper age relaxation to SC/ST/ OBC/Persons with Disabilities/Ex-serviceman will be given as per Govt. of India rules.)
