



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development, Govt. of India)



NO:- CBSE/RECTT.CELL/ADVT./FA/01/2019/

DATE:- 15.11.2019

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

Post Code	Name of the Posts	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	PwBD	ESM	Place of Posting	
			<b>Vertical Reservation</b>							<b>Horizontal Reservation</b>		
1/19	<b>ASSISTANT SECRETARY</b> LEVEL-11 OF 7 <sup>TH</sup> CPC (PB-3 OF RS. 15600-39100 + GP OF RS. 6600) <b>GROUP- A</b>	40	1	1	3	1	8	14	1	NA	Any of the Board's Office with All India Service Responsibility	
2/19	<b>ASSISTANT SECRETARY (IT)</b> LEVEL-11 OF 7 <sup>TH</sup> CPC (PB-3 OF RS. 15600-39100 + GP OF RS. 6600) <b>GROUP- A</b>	40	0	1	1	1	4	7	-	NA		
3/19	<b>ANALYST (IT)</b> LEVEL-10 OF 7 <sup>TH</sup> CPC (PB-3 OF RS. 15600-39100 + GP OF RS. 5400) <b>GROUP- A</b>	35	3	0	3	2	6	14	1	NA		
4/19	<b>JUNIOR HINDI TRANSLATOR</b> LEVEL-6 OF 7 <sup>TH</sup> CPC (PB-2 OF RS. 9300-34800 + GP OF RS. 4200) <b>GROUP- B</b>	30	1	1	1	0	5	8	-	NA		
5/19	<b>SENIOR ASSISTANT</b> LEVEL-4 OF 7 <sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP OF RS. 2400) <b>GROUP- C</b>	30	9	4	16	5	26	60	2	<b>31</b>		
6/19	<b>STENOGRAPHER</b> LEVEL-4 OF 7 <sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP OF RS. 2400) <b>GROUP- C</b>	27	3	1	6	2	13	25	2			
7/19	<b>ACCOUNTANT</b> LEVEL-4 OF 7 <sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP OF RS. 2400) <b>GROUP- C</b>	30	0	1	2	1	2	6	1			
8/19	<b>JUNIOR ASSISTANT</b> LEVEL-2 OF 7 <sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP OF RS. 1900) <b>GROUP- C</b>	27	30	15	54	20	85	204	10			
9/19	<b>JUNIOR ACCOUNTANT</b> LEVEL-2 OF 7 <sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP OF RS. 1900) <b>GROUP- C</b>	27	2	1	7	1	8	19	1			

No. of posts earmarked under PwBD Categories are as under:-

**Table – A : Vacancies distribution under PwBD Categories**

Group	Name of Posts advertised	No. of vacancies under PwBD Category	Vacancies Earmarked for PwBD	Categories of PwBD suitable for the post
Group 'A'	Assistant Secretary	01	Blind & Low Vision	OL, BL, OA, HH, B, LV
	Analyst (IT)	01	Deaf & Hard of Hearing	OA, OL, BL, HH
Group 'C'	Senior Assistant	02	Blind & Low Vision and Deaf & Hard Hearing	OA, OL, BL, OAL, B, LV, HH, Category (D) and (E)
	Stenographer	02	Locomotor disability (OA, OL, BL, OAL)	OA, OL, BL, OAL
	Accountant	01	Deaf & Hard of Hearing	OL, BL, LV, HH
	Junior Accountant	01	Locomotor disability (OA, OL, BL, OAL)	OL, BL, LV, HH

**Table – B : Vacancies distribution under PwBD Categories**

JUNIOR ASSISTANT = Total 10 Posts (Details of no. of posts earmarked for respective sub-categories of PwBD)

Category/ Name of disabilities			
a) Blindness and Low Vision;	b) deaf and hard of 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
03	02	01	04



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in

CBT: COMPUTER BASED TEST; 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;

**THE SELECTED CANDIDATES SHALL BE POSTED IN ANY OF THE OFFICES OF THE BOARD IN THE COUNTRY I.E. REGIONAL OFFICES, CENTRE OF EXCELLENCE LOCATED IN ANY OF THE FOLLOWING CITIES:-**

**AJMER, ALLAHABAD, BHUBANESHWAR, BHOPAL, BENGALURU, CHENNAI, CHANDIGARH, DEHRADUN, GUWAHATI, NOIDA, PATNA, PANCHKULA, PUNE, KAKINADA, THIRUVANANTHAPURAM**

IT MAY BE NOTED THAT POSTING TO BOARD HEADQUARTERS AND REGIONAL OFFICES IN DELHI WILL NOT BE A MATTER OF RIGHT, BUT WILL DEPEND ON ADMINISTRATIVE REQUIREMENT, IF ANY.

**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.**

### **IMPORTANT DATES**

<b>ONLINE REGISTRATION OF THE APPLICATION</b>	<b>FROM 15.11.2019 TO 16.12.2019</b>
---	--------------------------------------

### **1. RESERVATION**

1. 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.
2. 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.
3. 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 closing date for receipt of online application.**
4. 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 and the village/town the candidate is ordinarily a resident of. 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.
5. SC, ST, OBC(NCL) CENTRE LIST, EWS candidates, who are selected on their own merit without relaxed standards, 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.

6. 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 etc., irrespective of his/her merit position, is to be counted against reserved point and not against unreserved vacancies.
7. **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. 36034/1/2014-Estt (Res) dated 14<sup>th</sup> August, 2014 issued by DoP&T.
8. **Reservations for Persons with Benchmark Disabilities (PwBD):**
  1. Blindness and low vision;
  2. Deaf and hard Hearing;
  3. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
  4. Autism, intellectual disability, specific learning disability and mental illness;
  5. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.
  6. Definition of Specified Disabilities are provided in the Schedule of RPwBD Act, 2016.
  7. **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.
9. The suitability of posts will be determined at the time of the final selection in accordance with the provisions of laid down in the Revised PwBD Act 2016.

## 2. RECRUITMENT RULES FOR THE ADVERTISED POSTS

<p><b>ASSISTANT SECRETARY</b></p> <p>LEVEL 11 OF 7<sup>TH</sup> CPC (PB-3 OF RS. 15600-39100 + GP RS. 6600/- OF 6<sup>TH</sup> CPC)</p>	<p><b>A) Essential:</b></p> <p><b>Educational Qualifications:-</b></p> <p>(i) Bachelor's Degree from a Recognized University</p> <p><b>Experience</b></p> <p>A. Officers of Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations/PSUs/Reputed Private Organizations in Supervisory Capacity with experience in General Administration/Establishment/Accounts/Examination in the following grades:</p> <p>I. Holding analogous post on regular basis in PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 6600/- (Level 11 of 7<sup>th</sup> CPC)</p> <p style="text-align: center;"><b>OR</b></p> <p>II. 03 years' regular service in PB 3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/- (Level 10 of 7<sup>th</sup> CPC)</p> <p style="text-align: center;"><b>OR</b></p> <p>III. 05 years' regular service in PB 2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (Level 7 of 7<sup>th</sup> CPC)</p> <p>(Candidate drawing equal emoluments in organizations where Central Pay Scales are not followed will also be considered.)</p> <p><b>B) Desirable:</b></p> <p>1) Master's Degree from a recognized university in Public Administration/Management.</p> <p>2) Good working of English and Hindi.</p> <p>3) General Awareness.</p> <p><b>Age Limit:</b> 40 Years</p>
<p><b>ASSISTANT SECRETARY (IT)</b></p> <p>LEVEL 11 OF 7<sup>TH</sup> CPC (PB-3 OF RS. 15600-39100 + GP RS. 6600/- OF 6<sup>TH</sup> CPC)</p>	<p><b>Essential:</b></p> <p><b>Educational &amp; Other Qualifications:-</b></p> <p>i) B.E./B.Tech (IT)/M.SC. (IT)/MCA from a recognized University/Institution.</p> <p>ii) Working Experience in development of online applications, using dot net Technologies, SQL Server, Visual Basic dot net, C# dot net, Fox Pro.</p> <p style="text-align: center;"><b>AND</b></p> <p>03 years service in Pay Band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/-(Level-10 of 7<sup>th</sup> CPC)</p> <p style="text-align: center;"><b>OR</b></p> <p>06 years experience in the Pay Band-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (Level-7 of 7<sup>th</sup> CPC)</p> <p><b>Desirable:</b></p> <p>i) Experience in the field of Internet Technology, Software Engineering &amp; Web Designing.</p> <p>ii) Experience in Data Processing/Data Management or Large Volume Examination Data.</p> <p><b>Age Limit:</b> 40 Years</p>
<p><b>ANALYST (IT)</b></p> <p>LEVEL 10 OF 7<sup>TH</sup> CPC (PB-3 OF RS. 15600-39100 + GP RS. 5400/- OF 6<sup>TH</sup> CPC)</p>	<p><b>Essential:</b></p> <p><b>Educational &amp; Other Qualifications:-</b></p> <p>i) B.E./B.Tech (IT)/M.SC. (IT)/MCA from a recognized University/Institution.</p> <p>ii) 05 Years of working experience in development of online applications, using dot net Technologies, SQL Server, Visual Basic dot net, C# dot net, Fox Pro in reputed Institutions/organizations.</p> <p><b>Age Limit:</b> 35 Years</p>

<p><b>JUNIOR HINDI TRANSLATOR</b></p> <p>LEVEL 6 OF 7<sup>TH</sup> CPC (PB-2 OF RS. 9300-34800 + GP RS. 4200/- OF 6<sup>TH</sup> CPC)</p>	<p><b>Essential:</b> <b>Educational &amp; Other Qualifications:-</b></p> <p>Master's Degree of Recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree Level. OR 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 Degree Level. OR 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 Degree Level. OR 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 Degree Level. OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree Level. AND Recognized Diploma or Certificate Course in translation from Hindi to English and vice versa or three year's 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 Limit:</b> 30 Years</p>
<p><b>SENIOR ASSISTANT</b></p> <p>LEVEL 4 OF 7<sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP RS. 2400/- OF 6<sup>TH</sup> CPC)</p>	<p><b>A) Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduate from a Recognized University</li> <li>2. Typing Speed of 40 w.p.m. or equivalent calculated speed on computer i.e. 12000 KDPH.</li> <li>3. Knowledge of Computer such as Windows, MS Office, .net, handling of large database, Internet, HTML, Webpage Design.</li> </ol> <p><b>B) Desirable:</b></p> <ol style="list-style-type: none"> <li>(i) Preference will be given to those having 50% &amp; above marks with post graduate diploma in Computer Applications/Information Technology/'O' level certificate from DOEACC.</li> <li>(ii) A minimum of 3 years' experience in any reputed concern/organization with at least two years' experience in a large data processing environment.</li> </ol> <p><b>Age Limit:</b> 30 Years</p>
<p><b>STENOGRAPHER</b></p> <p>LEVEL 4 OF 7<sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP RS. 2400/- OF 6<sup>TH</sup> CPC)</p>	<p><b>Eligibility Condition:</b></p> <p><b>A) Essential:</b></p> <ol style="list-style-type: none"> <li>i) Bachelor's Degree from the recognized university/Institution.</li> <li>ii) Skill Test Norms: Dictation : 10 minutes @ 80 w.p.m. Transcription : 50 mts (Eng) 65 mts (Hindi) on computer.</li> </ol> <p><b>Age Limit:</b> 18-27 Years</p>
<p><b>ACCOUNTANT</b></p> <p>LEVEL 4 OF 7<sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP RS. 2400/- OF 6<sup>TH</sup> CPC)</p>	<p><b>Essential Condition:</b> <b>Educational:</b> Bachelor's degree from a recognized University/ Institution with Commerce/Accounts as one of the subject</p> <p><b>Other Qualifications:</b> Officials from Central/State/Statutory/Autonomous/ PSUs Organisations Jr. Accounts/Jr. Asstt/LDC serviced under Central/State Govt.:</p> <ol style="list-style-type: none"> <li>I. Holding a post of Accountant or analogous post on regular basis; or Jr. Accountant/ Jr. Assistant / LDC or equivalent with 3 years qualifying regular service in the grade.</li> </ol> <p><b>Desirable: 2 years Experience of Account &amp; Audit in an Established Organization.</b></p> <p><b>Age Limit:</b> Not exceeding 30 Year</p>

<b>JUNIOR ASSISTANT</b> LEVEL 2 OF 7 <sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP RS. 1900/- OF 6 <sup>TH</sup> CPC)	<b>Eligibility Condition:</b> <b>A) Essential:</b> i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. ii) A Typing speed of 35 w.p.m. or equivalent speed of 10500 KDPH in English or 30 w.p.m. or equivalent speed of 9000 KDPH in Hindi on Computer. <b>Age Limit:</b> Between 18 and 27 Years
<b>JUNIOR ACCOUNTANT</b> LEVEL 2 OF 7 <sup>TH</sup> CPC (PB-1 OF RS. 5200-20200 + GP RS. 1900/- OF 6 <sup>TH</sup> CPC)	<b>Essential:</b> <b>Educational:-</b> Bachelor's degree from a recognized University/ Institution with Commerce/Accounts as one of the subject. <b>Desirable:</b> 1 years Experience of Accounts & Audit in an Established Organization. <b>Age Limit:</b> Not exceeding 27 Years

**Note 1:- REPUTED PRIVATE ORGANIZATIONS MEANS :-**

The Private Company/organization having minimum annual turnover of Rs. 100 crores, for last 5 years.

**OR**

The firm and Company having minimum 100 employees on its roll.

**Note 2:-** The candidate(s) claiming post qualification work experience of reputed private organizations have to submit following documents in addition:

- 1) Salary Slip(s).
- 2) Income Tax Return (ITR) for 05 years and Form 16

**3. AGE**

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

Sl No	Category	Age-relaxation permissible beyond the upper age limit
1	SC/ST	5 Years
2	OBC(NCL) CENTRE LIST	3 Years
3	PwBD (UR)	10 Years
4	PwBD (OBC(NCL) CENTRE LIST)	13 Years
5	PwBD (SC/ST)	15 Years
6	Ex-Servicemen (ESM)	05 Years for Group – A Posts 03 Years for Group – B and C Posts  (Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as Ex-Servicemen.)
7	Women	10 Years
8	Departmental Candidates	No Bar

**Note:-** Maximum age shall be reckoned as on last date of closing of application.

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

#### 4. EXAMINATION FEE

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

<b>Unreserved/OBC/EWS</b>	<b>For Group- A posts:-</b> Application Fees of Rs. 1500/- for each post. <b>For Group- B &amp; C posts:-</b> Application Fees Rs. 800/- for each post.
<b>For SC/ ST/ PwBD/ Ex Servicemen/ Women/ Regular CBSE Employee(s)</b>	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:** Fee once paid shall neither be refunded nor the fee be adjusted under any circumstances.

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

#### 5. 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, IMPS, Cash Cards/ Mobile Wallets.
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. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidate(s) are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. 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 cannot be generated, online transaction may not have been successful.
7. 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.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

#### 6. PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:

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.

7. 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. GUIDELINES FOR CANDIDATE(S) WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY**

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**9. GUIDELINES FOR VISUALLY IMPAIRED CANDIDATE(S)**

1. Visually Impaired candidate(s) (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
2. The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

**10. OPTION FOR POSTING**

1. The candidates may give their 3 (Three) preferences among the offices of CBSE located in following cities for posting on selection. The posting will be decided on the basis of availability of the posts and requirement of the Board. However, mere exercising the option for posting does not confer any right for selection/posting and successful candidates can be posted in any of the Board’s offices in the Country on selection.

SI No	Option(s)
1	Delhi/Noida
2	Dehradun/Panchkula/Chandigarh
3	Allahabad/Patna
4	Bhubaneshwar/Guwahati
5	Chennai/Trivandrum
6	Pune/Bengaluru
7.	Ajmer/Bhopal

**11. Action against candidates found guilty of misconduct**

- a. At the time of CBT/written 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 resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination/interview either permanently or for a specified period from any examination or selection of the Board.
- b. If it is detected that any candidate has furnished any false information/particulars with regard to his/her qualification, category/cast and experience in the Application Form or in any document and/or misrepresented/suppressed any material fact in the application form, for securing appointment in the Board, his/her service will be terminated forthwith during probation period or even after confirmation of the service in the Board.
- c. Canvassing in any form will be treated as disqualification.

## 12. THE SCHEME OF EXAMINATION AND DETAILED SYLLABUS

SI No	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II	
1	ASSISTANT SECRETARY	<b>MCQ TEST</b>			<b>INTERVIEW MAX MARKS= 100</b>	
		SUBJECT	NO OF QUESTIONS	MARKS		
		<b>(A) GENERAL ASSESSMENT= 100 MARKS</b>				
		General Knowledge and Current Affairs (Bilingual)	20	40		
		Reasoning & Mathematical Ability (Bilingual)	15	30		
		General Hindi & English	15	30		
		<b>Total (A)</b>		<b>50</b>		<b>100</b>
		<b>(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 300 MARKS</b>				
		Service and Establishment Matter (Bilingual), Retirement Benefits Matter (Bilingual), General Financial Rules -2017, Audit, Purchase, Procurement, Tendering Process and GeM (Bilingual), RTE Act, Education Policy and Schools Administration and Examination Matters (Bilingual), Knowledge of Computers, RTI, Act 2005, ESI, EPF, ID Act, Minimum wages, Bonus, Gratuity, Other Legal Matters and Court Procedures (Bilingual), Principal of Management, HR and Administration (Bilingual), Training and Development (Bilingual), Estate, Housekeeping, Security, Land and Building Management (Bilingual), Vigilance and Enquiries (Bilingual), CGHS and Medical Attendance Rules (Bilingual)	150	300		
		<b>Total (B)</b>		<b>150</b>		<b>300</b>
<b>Total (A+B)</b>		<b>200</b>	<b>400</b>			
<b>TIME DURATION= 3 HOURS</b>						
<b>TOTAL CUMULATIVE MARKS OF STAGE-I AND STAGE-II = 500</b>						

SI No	Post	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II	
2	ASSISTANT SECRETARY (IT)	<b>MCQ TEST</b>			<b>INTERVIEW MAX MARKS= 100</b>	
		SUBJECT	NO OF QUESTIONS	MARKS		
		<b>(A) GENERAL ASSESSMENT= 100 MARKS</b>				
		General Knowledge and Current Affairs (Bilingual)	20	40		
		Reasoning & Mathematical Ability (Bilingual)	10	20		
		General Hindi & English	20	40		
		<b>Total (A)</b>		<b>50</b>		<b>100</b>
		<b>(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 300 MARKS</b>				
		Windows and Web Application Programming using ASP.NET (C# and Visual Basic), API's, Web Services, HTML/CSS, JSON, SQL, Visual Fox Pro, JSP, Data Security, Data Analysis, LAN/WAN, and Networking Security, Knowledge of Windows/Linux Server	150	300		
		<b>Total (B)</b>		<b>150</b>		<b>300</b>
<b>Total (A+B)</b>		<b>200</b>	<b>400</b>			
<b>TIME DURATION= 3 HOURS</b>						
<b>TOTAL CUMULATIVE MARKS OF STAGE-I AND STAGE-II = 500</b>						

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II	
3	ANALYST (IT)	<b>MCQ TEST</b>			<b>INTERVIEW MAX MARKS= 50</b>	
		SUBJECT	NO OF QUESTIONS	MARKS		
		<b>(A) GENERAL ASSESSMENT= 100 MARKS</b>				
		General Knowledge and Current Affairs (Bilingual)	20	40		
		Reasoning & Mathematical Ability (Bilingual)	10	20		
		General Hindi & English	20	40		
		<b>Total (A)</b>	<b>50</b>	<b>100</b>		
		<b>(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 250 MARKS</b>				
		Knowledge of Android App Development covering: Android Studio, Gradle J Unit, J2SE, XML, JSON, REST API, Firebase API, SQLite, JAVA, Java threads and networking, Spring & Hibernate, OOPS Concepts, Knowledge of RDBMS like Oracle/MS SQL/MongoDB/PostGres/MySQL, SQL Queries, Stored Procedures, Data interoperability through JSON, XML, Web Services, Familiar with Linux Operating System, Hands on Knowledge Softwares likes Image editing software (Adobe Photoshop), Animation Software (3D Max, Autodesk Maya) for 3D Graphic Designing, Animation, Visualizer, Texturing, Rendering, Rigging, Knowledge of web development using HTML/HTML5, CSS, JavaScript, JQuery, AJAX	125	250		
		<b>Total (B)</b>	<b>125</b>	<b>250</b>		
<b>Total (A+B)</b>	<b>175</b>	<b>350</b>				
<b>TIME DURATION= 3 HOURS</b>						
<b>TOTAL CUMULATIVE MARKS OF STAGE-I AND STAGE-II = 400</b>						

SI No	Post	SYLLABUS FOR COMPUTER BASED TEST (CBT)			
4	JUNIOR HINDI TRANSLATOR	<b>MCQ TEST</b>			
		SUBJECT	NO OF QUESTIONS	MARKS	
		<b>(A) GENERAL ASSESSMENT= 100 MARKS</b>			
		General Knowledge and Current Affairs (Bilingual)	30	60	
		Reasoning & Mathematical Ability (Bilingual)	20	40	
		<b>Total (A)</b>	<b>50</b>	<b>100</b>	
		<b>(B) DOMAIN KNOWLEDGE AND ASSESSMENT = 200 MARKS</b>			
		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, Awareness about School Education, Examination Board and its Administration etc.	100	200	
		<b>Total (B)</b>	<b>100</b>	<b>200</b>	
		<b>Total (A+B)</b>	<b>150</b>	<b>300</b>	
<b>TIME DURATION= 2 ½ HOURS</b>					

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II		
5	SENIOR ASSISTANT	<b>MCQ TEST</b>			<b>SKILL TEST</b>  Typing Speed of 40 w.p.m. or equivalent calculated speed on computer i.e. 12000 KDPH.  <b>DURATION: 10 MINUTES</b>		
		SUBJECT	NO OF QUESTIONS	MARKS			
		<b>(A) GENERAL ASSESSMENT= 100 MARKS</b>					
		General Knowledge and Current Affairs (Bilingual)	20	40			
		Reasoning & Mathematical Ability (Bilingual)	15	30			
		General Hindi & English	15	30			
		<b>Total (A)</b>				<b>50</b>	<b>100</b>
		<b>(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 200 MARKS</b>					
		Service and Establishment Matter (Bilingual), Retirement Benefits Matter (Bilingual), General Financial Rules -2017, Audit, Purchase, Procurement, Tendering Process and GeM (Bilingual), Principal of Management and Training & Development (Bilingual), Computer Knowledge 'O' Level, School Education, Examination Board and its Administration etc.	100	200			
		<b>Total (B)</b>				<b>100</b>	<b>200</b>
<b>Total (A+B)</b>			<b>150</b>	<b>300</b>			
<b>TIME DURATION= 2 ½ HOURS</b>							

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II		
6	STENOGRAPHER	<b>MCQ TEST</b>			<b>Dictation</b> 10 minutes @ 80 w.p.m.  <b>Transcription</b> 50 mts (Eng)/65 mts (Hindi) on computer.		
		SUBJECT	NO OF QUESTIONS	MARKS			
		General Knowledge, Current Affairs and General Awareness about the Environment (Bilingual)	30	60			
		Reasoning & Mathematical Ability (Bilingual)	25	50			
		General Hindi & English	25	50			
		Basic Computer Knowledge	10	20			
		Awareness about School Education, Examination Board and its Administration etc.	10	20			
		<b>Total</b>				<b>100</b>	<b>200</b>
		<b>TIME DURATION: 2 HOURS</b>					

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT)				
7	ACCOUNTANT	<b>MCQ Test</b>				
		SUBJECT	NO OF QUESTIONS	MARKS		
		<b>(A) GENERAL ASSESSMENT= 100 MARKS</b>				
		General Knowledge and Current Affairs (Bilingual)	20	40		
		Reasoning & Mathematical Ability (Bilingual)	15	30		
		General Hindi & English	15	30		
		<b>Total (A)</b>			<b>50</b>	<b>100</b>
		<b>(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 200 MARKS</b>				
		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, School Education, Examination Board and its Administration etc.	100	200		
		<b>Total (B)</b>			<b>100</b>	<b>200</b>
<b>Total (A+B)</b>			<b>150</b>	<b>300</b>		
<b>TIME DURATION = 2 ½ Hours</b>						

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II
8	JUNIOR ASSISTANT	<b>MCQ TEST</b>			<b>SKILL TEST</b> A Typing speed of 35 w.p.m. or equivalent speed of 10500 KDPH in English or 30 w.p.m. or equivalent speed of 9000 KDPH in Hindi on Computer.  <b>DURATION: 10 MINUTES</b>
		SUBJECT	NO OF QUESTIONS	MARKS	
		General Knowledge, Current Affairs and General Awareness about the Environment (Bilingual)	30	60	
		Reasoning & Mathematical Ability (Bilingual)	25	50	
		General Hindi & English	25	50	
		Basic Computer Knowledge	10	20	
		Awareness about School Education, Examination Board and its Administration etc.	10	20	
<b>Total</b>			<b>100</b>	<b>200</b>	
<b>TIME DURATION: 2 HOURS</b>					

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT)			
9	JUNIOR ACCOUNTANT	<b>MCQ Test</b>			
		SUBJECT	NO OF QUESTIONS	MARKS	
		<b>(A) General Assessment= 100 Marks</b>			
		General Knowledge and Current Affairs (Bilingual)	25	50	
		Reasoning & Mathematical Ability (Bilingual)	15	30	
		General Hindi & English	10	20	
		<b>Total (A)</b>			<b>50</b> <b>100</b>
		<b>(B) Domain Knowledge and Assessment= 100 Marks</b>			
		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, School Education, Examination Board and its Administration etc.	50	100	
		<b>Total (B)</b>			<b>50</b> <b>100</b>
<b>Total (A+B)</b>			<b>100</b> <b>200</b>		
<b>TIME DURATION: 2 HOURS</b>					

### 13. EXPECTED LEVEL OF KNOWLEDGE FOR CONDUCTING CBT EXAMINATION

POST CODE	NAME OF THE POSTS	LEVEL
1/19	ASSISTANT SECRETARY, GROUP- A	Graduate Level
2/19	ASSISTANT SECRETARY (IT), GROUP- A	<b>For General Assessment</b> = Graduate Level <b>Domain Knowledge and Assessment</b> = Post Graduate level
3/19	ANALYST (IT), GROUP- A	<b>For General Assessment</b> = Graduate Level <b>Domain Knowledge and Assessment</b> = Post Graduate level
4/19	JUNIOR HINDI TRANSLATOR, GROUP- B	<b>For General Assessment</b> = Graduate Level <b>Domain Knowledge and Assessment</b> = Post Graduate level
5/19	SENIOR ASSISTANT, GROUP- C	Graduate Level
6/19	STENOGRAPHER, GROUP- C	Graduate Level
7/19	ACCOUNTANT, GROUP- C	Graduate Level
8/19	JUNIOR ASSISTANT, GROUP- C	Senior Secondary Level
9/19	JUNIOR ACCOUNTANT, GROUP- C	Graduate Level

#### 14. Criteria for shortlisting and final selection of the candidate

Based on the marks scored in Stage-I, candidates appearing for the post of Assistant Secretary, Assistant Secretary (IT), Analyst (IT), Junior Hindi Translator, Senior Assistant, Stenographer, Accountant, Junior Assistant and Junior Accountant will be shortlisted, category wise, to appear in the final stage for skill test /interview for the post(s) as the case may be.

1. **For Group – ‘A’ post** i.e. Assistant Secretary, Assistant Secretary (IT) and Analyst (IT) the successful candidates of Stage-I will be interviewed by the Selection Committee. The final merit list will be drawn category wise and post wise on the basis of consolidated marks scored in the CBT/Written exam and interview.

SL NO	NAME	CUT-OFF (STAGE-I)	MARKS
1	ASSISTANT SECRETARY	UR/ EWS	= 50%
2	ASSISTANT SECRETARY (IT)	OBC	= 45%
3	ANALYST (IT)	SC/ST/PWBD	= 40%

**Note-1:** The Board reserves the right to increase/decrease the shortlisting Criteria/Cut off marks for second stage/final stage/skill test/interview, as the case may be.

**Note-2:** The posts require the candidate(s) to undergo Interview/Final Stage, the candidate(s) will be shortlisted for **INTERVIEW** in the ratio of 1:3 of posts advertised, as the case may be. The cut-off marks criteria may be increased/decreased subject to number of candidate(s) qualifying for the final stage i.e. Interview for Group-A post in the ratio of 1:3 of the advertised post.

2. Candidates require to appear in Single Stage MCQ examination in CBT mode for following posts:

SL NO	NAME
1	JUNIOR HINDI TRANSLATOR
2	ACCOUNTANT
3	JUNIOR ACCOUNTANT

**Note-1:** The provisional selection list shall be prepared based on the marks obtained in CBT post wise and categories wise.

#### 3. **SKILL TEST**

Skill Test will be mandatory for the posts of Senior Assistant, Stenographer and Junior Assistant and will be qualifying in nature. The criteria for qualifying skill test for the posts of Senior Assistant, Stenographer and Junior Assistant is given as under:-

Sl No	Name	Cut-Off Marks to be eligible for Skill Test (Stage-I)	Criteria For Qualifying Skill Test (Stage-II/Final Stage)
1	SENIOR ASSISTANT	UR/EWS = 50% OBC=45% SC/ST/PWBD= 40%	Typing Speed of 40 w.p.m./or equivalent calculated speed on computer i.e. 12000 KDPH.
2	STENOGRAPHER		Dictation :10 minutes @ 80 w.p.m. Transcription :50 mts (Eng)/65 mts (Hindi) on computer.

3	JUNIOR ASSISTANT		A Typing speed of 35 w.p.m. or equivalent speed of 10500 KDPH in English or 30 w.p.m. or equivalent speed of 9000 KDPH in Hindi on Computer.
---	------------------	--	--

**Note-1:** The posts requires the candidate(s) to undergo Skill Test/Final Stage, the candidate(s) will be shortlisted for **SKILL TEST** in the ratio of 1:10 of posts advertised, as the case may be. The cut-off marks criteria may be increased/decreased 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 the advertised post.

**Note-2:** The provisional merit list for the post of Senior Assistant, Stenographer and Junior Assistant shall be drawn on the basis of marks scored in CBT/written exam (stage-I) only for the candidates who have successfully qualified the skill test.

**Note-3:** The Board reserves the right to increase/decrease the shortlisting Criteria/Cut off marks for second stage/final stage/skill test/interview as the case may be.

#### 15. **PROPOSED EXAMINATION CENTRES CITIES**

While applying online application, candidate(s) applying for Group-A post(s) must give 03 options and candidate(s) applying for the post of Group-B & C post(s) must give 05 options for fixation of the examination centre cities as per the list of the proposed examination centre cities for respective Group(s).

#### 16. **IMPORTANT INFORMATION FOR THE CANDIDATES**

1. The Board reserves the right to short list the candidates on merit, experience, written and/or skill test, as the case may be.
2. The Board reserves the right to amend/change/delete/cancel any of the Terms & Conditions/Guidelines at any stage of the recruitment process. The Board reserves the right to cancel the recruitment process as a whole or part at any stage/paper thereof for any or all posts without prior notice due to administrative reasons.
3. The Service conditions will be applicable as per the prevalent rules of CBSE Service Rules, 1985, subsequent amendments and 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 Service liability.
4. The applicants must fulfil the essential requirements 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 CBT/Written Test/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.**

5. 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 of submitting the online Application Form. Proper documents from Board/University for having declared the result on or before the last date of submitting the online application form 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.
6. 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.
7. The minimum length of work experience asked for the respective post(s) should be in continuation without any break. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for CBT/Written Test/Skill Test/Interview, as the case may be.
8. **For the candidates working in Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations/PSUs and applying through proper channel "No Objection/Cadre Clearance Certificate" shall be furnished at the time of document verification/interview, failing which their candidature will not be considered.**
9. Certificate to the effect that no vigilance/criminal case is pending/contemplated against the candidate, who are already working in Central/State Govt./UT Administration or Central/ State Autonomous/ Statutory Organizations/ PSUs/ Reputed Private Organization is also to be submitted by the candidates applying through proper channel as and when called. List of penalties/fine (if any) imposed during preceding 3-5 years has to be provided by the applicants applying through proper channel.
10. The Candidates not covered above will have to submit an undertaking/self-declaration to the effect that no criminal case is pending/contemplated against him/her.
11. Candidate has to submit document/certificate which is essentially required for ascertaining the genuineness of his/her candidature/ caste/ qualification/ experience etc as and when sought by the Board.
12. The candidates are advised to apply online as per the schedule notified in the advertisement. Application received through any other mode would not be accepted and summarily rejected.
13. The candidates may apply for more than one post, subject to fulfilling eligibility for the post(s).



14. All communication with the candidates will be made through email. Candidates are advised to fill their correct and active email addresses and mobile numbers in the online application as all correspondence will be made by the Board through E-mail.
15. Candidates also note that their candidature will remain provisional till the genuineness of the document related to Education, Experience, Caste etc. are verified from issuing Authority.
16. 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, candidates before applying for the post, must ensure his/her eligibility for the post(s) applied for.
17. The candidates declared successful will be issued Offer of Appointment to the post. The candidates will be required to submit the requisite documents along with Attestation Form for verification.
18. The Appointment letter to the candidates for joining to the post will be issued on successful verification of their educational qualification/experience/caste/attestation form/police verification/character antecedent/medical etc from the issuing authority.
19. Mere qualifying Computer Based Test (CBT) 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 for the appointment to the post(s).
20. The Board reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for interview/CBT on receipt of huge number of application.
21. Decision of the Board in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of CBT/Written Test/Skill Test/Interview and any other matter relating to recruitment will be final and binding on the candidate.
22. 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.
23. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Board/Govt. Of India.
24. In case any dispute arises on account of interpretation of question(s) in English and Hindi, the English version shall be final.
25. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last date as mentioned for the posts, to avoid the possibility of dis-connection / inability / failure to log on the Board's website on account of heavy load on internet / website jam. The Board does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reasons beyond the control of the Board.

26. The candidates/applicants must possess the essential education qualification and requisite experience on the closing date of submission of online application.
27. For the candidates claiming work experience from reputed private organization, the reputed private organizations means :-

The Private Company/organization having minimum annual turnover of Rs. 100 crores, for last 5 years.

**OR**

The firm and Company having minimum 100 employees on its roll.

28. Board will not be responsible for inadvertent error and reserves right to correct such errors.
29. **RESOLUTION OF TIE CASES** In cases where more than one candidate secures the equal aggregate 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.
30. Candidates are advised to visit only the Official website of CBSE – [www.cbse.nic.in](http://www.cbse.nic.in).
31. 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.
32. 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) (not older than one year from the date of document verification)
    - 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.

E. The candidates claiming post qualification work experience of reputed private organizations have to submit following documents in addition:

- 1) Salary Slip(s).
- 2) Income Tax Return (ITR) for 05 years and Form 16.

**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.

In case of any difficulty while submitting online registration/application please do write email at [cbsehelpdesk2019@gmail.com](mailto:cbsehelpdesk2019@gmail.com).

**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 etc.**

**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 Stipendary 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.....

**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-VII**  
**CERTIFICATE OF**  
**(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) (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.



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

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

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

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

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

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINE 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 – Prthopaedic specialist / PMR).

**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**

**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/ Srimati/ Kumari\* ..... son/daughter\* of  
..... Village/Town .....  
District/Division\*..... of the..... State/  
Union Territory\* belongs to the ..... Caste\*/Tribe which is recognised as a Scheduled  
Caste / Scheduled Tribe 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.

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\*..... father/mother\*of Shri/Srimati/Kumari..... of Village/ Town\* ..... inDistrict/Division\*.....of the State/Union Territory\*.....who belongs to the.....Caste\*/Tribe which is recognised as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory\* issued by the .....dated .....

3. Shri/Srimati/Kumari\* ..... and /or\* his/her\* family ordinarily resides inVillage/Town\* ..... District/ Division\* ..... of the State/ Union Territory\* of.....

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

State/ Union Territory.....

\* Please delete the words which are not applicable.

@ Please quote the 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 / 1st 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 Admin div islands).

**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).



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 include 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

**PROFORMA-VIII**

Name of Organization

Address of the Organization

Dated.....

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

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

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

Signature  
Name of competent authority  
Stamp of competent authority