



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

No. CBSE/RC/ADVT./01/2025/3836

DATE: 07.05.2025

VACANCY NOTIFICATION

Central Board of Secondary Education invites **online applications** from eligible candidates for filling up of post of Joint Secretary under Administrative Cadre on deputation basis:-

Post Code	Name of the post	Number of posts	Normal Tenure of Deputation (in years)	Place of Posting
JS/01/25	Joint Secretary	01	03	In any of the Office(s) of the Board

- Online application to be submitted **w.e.f. 08.05.2025 to 29.05.2025** along with all relevant documents in online mode only. In no case, any other mode of application is acceptable.
- The maximum age limit for applying the above said post is 56 years as on the closing date of receipt of application.
- The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
- The appointment on deputation shall be for terms of 3 years, extendable by another 03 years at discretion of the Board provided the incumbent has not attained the age of superannuation earlier. There will be no provision for absorption on the said post.
- Applications which do not meet eligibility criteria given in the vacancy notification or found incomplete/deficient will summarily be rejected.
- Candidate must fulfil the educational qualifications, experience and other criteria as on the closing date of application.
- Merely fulfilling the eligibility criteria would not entitle a Candidate to claim for Interview or selection against any post. Only the shortlisted candidates will be called for Interview and shall be required to submit the necessary documents in support of Age, Qualifications, Service Record/Experience, etc. and get the originals of the same verified at the time of Interview. If any candidate is found ineligible while verifying the documents, shall not be allowed to take up interview.
- Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information at the time of registration and submission of online application alongwith copies / testimonials.



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9. Interview shall be conducted (on online or offline mode) as per the discretion of the Board and accordingly intimation shall be sent to the shortlisted candidates only.
10. 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 conduct of interview, selection and any other matter relating to deputation shall be final and binding on the candidate.
11. The candidates shall be uploaded self-attested copies of all the documents pertaining to qualification, experience and NOC/APAR from their parent department at the time of filling up of online application form. If NOC/APAR is not uploaded at the time of submission of application form, same may be produced at the time of interview.
12. Canvassing in any form will be treated as disqualification.
13. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
14. 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 post, 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.
15. The Board reserves the right to amend/change/delete/cancel any of the condition/guidelines at any stage of the process.
16. The Board also reserves the right to cancel the deputation process as a whole or at any stage thereof for the post without any prior notice or without assigning any reason thereof.
17. The above post are advertised on Deputation Basis, therefore, the candidates from Central/State Govt./UT Administration or Central/State Autonomous/Statutory Organizations/PSUs or Educational institutions run by Central/State Govt. are only eligible to apply.

Sd/-
Joint Secretary (A&L)



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GENERAL CONDITIONS

1. Instructions for applying the posts:

The following documents should be attached with the printout of the online application form (duly filled-in) to be submitted by the applicant to his/her Cadre Controlling Authority/Parent Organization:

- Self-attested copies of Educational qualifications.
 - Experience Certificate in respect of each experience claimed in the prescribed proforma (ANNEXURE-I).
 - ACRs of last 5 years, Vigilance clearance, list of Major and Minor penalties imposed during last 10 years alongwith "No Objection Certificate" for applying for the post and consent of the parent department to the effect that in the event of selection, official will be relieved.
- Incomplete applications or found deficient in any manner will not be entertained
 - No fees are required to be paid, while applying for the above posts.
 - Application(s) once submitted will not be withdrawn in any case.
 - Applications received without proper channel and/or not accompanying the document mentioned in the application form will not be considered and will be rejected. No communications will be entertained thereof.
 - Advance copy will not be entertained in any case.
 - The Board reserves the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview:
 - Applications received after last date shall not be entertained. The Board will not be responsible for any postal delay.
 - HOW TO APPLY:** Candidate must have two (02) copies of his/her recent passport size photographs (not more than 03 months old) before applying for any post. Kindly note that only "ON LINE" applications shall be acceptable and application in any other form shall not be acceptable. While applying, the E-mail ID (Valid for at least 12 months) AND one alternate E-mail ID are mandatory fields, without which the application will not be registered.



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

STEP 2: Read the advertisement content carefully and ensure that you meet the eligibility criteria of the post.

STEP 3: Click on the box "Apply Online ", online application form appears 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 entering the data online.)

STEP 5: Click the "SUBMIT" button. A unique registration no. shall appear on the screen, note this registration no. for future reference.

STEP 6: Go to "Print Application" option and enter your registration no. and date of birth to generate the pre-filled application. 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 necessary documents as mentioned at S.No. 1 above.

STEP 8: Keep the above documents in an envelope. The envelope should be superscribed with **APPLICATION FOR THE POST OF "_____."** The application along with other documents as mentioned above should be sent to following address:-

The Joint Secretary (A&L),
Central Board of Secondary Education,
Integrated Office, Dwarka, New Delhi-110077.

18. The dully filled hard copy of application along with all necessary documents i.e. NOC/APARs etc. should reach CBSE within 21 days from the date of opening of link for filling up of online application form. However, if NOC/APAR is not uploaded at the time of submission of application form, same may be produced at the time of interview.

In case you face any difficulty in online registration inform us at:
techhelp.cbse@gmail.com and rectt@cbse.gov.in.



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POST CODE: JS/01/25	ABSTRACT OF RECRUITMENT RULES FOR THE POST OF JOINT SECRETARY
Scale of Pay:	Level-13 of 7 th CPC (PB-4 of ₹37400-67000 + Grade Pay of ₹8700/- as per 6 th CPC)
No. of posts	01
Mode of Recruitment :	Deputation basis
Eligibility Conditions :	<p>(A) Officer of Central Govt./State Govts./UT Administration/ Autonomus Organisation/ Autonomus Educational Organization of Central/State Govt/UT Administration:-</p> <p>(i) Holding analogous post.</p> <p style="text-align: center;">OR</p> <p>(ii) With at least 05 years regular service in Pay Level-12 of 7th CPC (PB-3 scale of pay of ₹15600-39100/- + Grade Pay of ₹7600/-) or equivalent</p> <p style="text-align: center;">OR</p> <p>(iii) With at least 10 years regular service in Pay Level-11 of 7th CPC (PB-3 scale of pay of ₹ 15600-39100/- + Grade Pay of ₹6600/-) or equivalent</p> <p style="text-align: center;">AND</p> <p>(B) Possessing experience in the following fields:-</p> <p>Conducting public examination/ examination policy planning/ functioning of school board/ administration including general administration/ accounts/ court/ legal and vigilance matters.</p>