

DETAILS OF ESSENTIAL/DESIRABLE QUALIFICATIONS, EXPERIENCE, AGE LIMIT AND JOB DESCRIPTION FOR THE POST OF SECRETARY, CBSE.

Method of appointment
Scale of Pay

Deputation

PAY BAND 4 (Rs. 37400-67000 + G.P. Rs.8700/-)

Eligibility

A. Officers of the All India Services/Central/ State Govts./UT Administration or Central/State/autonomous Educational Organizations.

i) Holding analogous posts on regular basis;

OR

ii) With 03 years regular service in the pay scale of Rs. 12000-375-16500 (pre-revised)/PB-3 Rs.15600-39100, GP Rs.7600 (revised) .

AND

B. i) Possess a Bachelor's Degree from recognized University/Institute, and

ii) With minimum five years of relevant experience in the areas of management / administration / finance / vigilance etc.

Relevant experience in education administration would be desirable.

Age limit:

Not exceeding 56 years as on 30-06-2010.

JOB DESCRIPTION

CBSE is an autonomous organization. Secretary is the Chief Administrative Officer of the Board and exercises all such powers and functions as are prescribed by the Board's regulations. Considering the nature of duties and responsibilities assigned to the post, the applicant should have adequate management skills to run the organization at New Delhi and its current eight Regional Offices. CBSE is a growing organization and hence the eligible officer should be ready to take new challenges and ensure smooth functioning of the Board, and should have adequate interest and experience to encourage innovations in the conduct of public examinations, and curriculum development, etc.

INSTRUCTIONS FOR SUBMITTING APPLICATION

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

Closing Date for on-line registration in Website	30.06.2010
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2. The Printout of the Online application form be sent by Post to Dr.G.L.Jambhulkar, Dy. Educational Advisor (School-3 Section), Department of School Education and Literacy, Room No.529-B wing, Shastri Bhawan, New Delhi on or **before 07.07.2010** along with the following documents:

- i) Forwarding letter of the department concerned
- ii) ACRs of last 5 years
- iii) Vigilance clearance
- iv) Integrity certificate
- v) List of Major and Minor penalties imposed during last 10 years, if any.
- vi) No Objection Certificate of the Cadre Controlling Authority to the effect that in event of the selection the official will be relieved.

Applications received after 7.7.2010 will not be considered

3. Candidate should 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. All communications with regard to the application will be sent on their valid E-mail ID only.

4. Incomplete applications will be rejected.

Note:

1. The tenure of deputation shall be ordinarily upto a period of three years. The terms and conditions of the deputation would be same as the standard terms and conditions prescribed by the Department of Personnel and Training vide OM No. 2/29/91(Pay II) dated 5.1.1994 as amended from time to time.
2. Ministry of Human Resource Development reserves the right to call only suitable candidates for test/interview. Decision of the Ministry of Human Resource Development in this regard shall be final. In case of large number of applications Ministry of Human Resource Development may fix a criteria on the basis of higher qualification/experience/trainings undergone.
3. Outstation candidates called for interview shall be entitled for second class AC rail fare to & fro from shortest route.