

**Government of India**  
**Ministry of Human Resource Development**  
**Department of School Education & Literacy**  
**(School-3)**

**VACANCY CIRCULAR**

The Department of School Education & Literacy, Ministry of HRD invites applications for appointment to the post of Chairman, Central Board of Secondary Education (CBSE), New Delhi. CBSE is an Autonomous Organization of the Department and the post of Chairman carries a pay scale of Rs. 37,400-67,000/- with grade pay of Rs. 10,000/-. The Board currently has over 15,500 schools, both in India and abroad, affiliated to it. It conducts public examinations at Class X and XII stage. The Board also conducts JEE (Mains), AIPMT, NET, CTET and JNV Admission tests.

2. 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 ten Regional Offices. CBSE is a growing Organization and hence the eligible officers should be ready to take up 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.

3. Method of recruitment: The post is to be filled up by transfer on deputation (including short term contract).

4. Eligibility : Officers of Central/State Govts./ Semi-Govt./Autonomous organizations are eligible to apply subject to the following:

i) Holding analogous posts on regular basis

**or**

ii) With 3 years of regular service in the post carrying the scale of pay of Rs. 37,400-67,000/- with grade pay of Rs. 8,700/- and possessing the following experience:

**Experience :**

(i) Essential:

3 years in Educational Administration at a senior level (of the grade of Director to Government of India or above)

(ii) Desirable:

5 years in 'Education' or 'Educational Administration' or both

**Age:** Not more than 56 years as on the closing date of the receipt of applications.

5. Applications, in duplicate, as per the format given below may be submitted through proper channel duly certifying the following:

i) Integrity Certificate,

ii) ACR dossiers for the last 5 years, i.e. upto 2013-14 and

iii) Vigilance Clearance Certificate

6. The vacancy circular and application form can also be downloaded from the website of the Ministry i.e. [www.education.nic.in](http://www.education.nic.in) and also from CBSE website i.e. [www.cbse.nic.in](http://www.cbse.nic.in)

7. Application, complete in all respect, may be sent within four weeks of the publication of this notice in the news papers to Sh. D.K. Bhawsar, Deputy Educational Adviser, Ministry of Human Resource Development, (Department of School Education & Literacy), Room No. 225 "C" Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110115.

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## FORMAT

**Application for the post of Chairman, Central Board of Secondary Education (CBSE), an Autonomous Organization, Ministry of Human Resource Development, Department of School Education and Literacy**

**Affix passport size photograph**

1	Name and Address (in Block letters):						
2	Date of Birth (in Christian era):						
3	Date of retirement under Central Govt. Rules:						
4	Educational Qualifications (use an extra sheet if required)	<b>Examination passed</b>	<b>University/ Board</b>	<b>Year</b>	<b>Subjects/Area</b>	<b>% of marks/ grade</b>	
		Graduation					
		Post Graduation					
		Research					
		Any other					
5	Publication, if any, in the relevant field, give brief details.						
6	Details of employment in chronological order. (use an extra sheet in case you desire to give more information)	<b>Office/ Institution</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Scale of pay &amp; basic pay</b>	<b>Nature of duties (in detail)</b>

7	Nature of the post currently held	Nature		With effect from
		Ad-hoc		
		Permanent		
8	State whether present employment is held on deputation/ contract basis alongwith date from the which the same is held			
9	Additional information, if any.	i)	Central Government	
		ii)	State Government	
		iii)	Semi-Govt./Autonomous Educational organizations	
10	Professional Training (give details)			
11	Work experience other than what has been prescribed in Vacancy Circular.			
12	Additional information, if any.			

**Date :**

**Place:**

**(Signature of the Applicant)**