

**F.No.1-66/2014-Sch-3**  
**Government of India**  
**Ministry of Human Resource Development**  
**(Department of School Education & Literacy)**  
**School 3-Division**

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**VACANCY CIRCULAR**

The Department of School Education & Literacy, Ministry of Human Resource Development invites application 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.37400-67000/- with grade pay of Rs. 10000/-**. The Board currently has over 15,500 schools, both in India and abroad, affiliated to it. It conducts public examination at class X and XII stage. The Board also conducts JEE(Mains), AIPMT, NET, CTET and JNV Admission Test.

2. The day to day affairs of the Board are managed by its Chairman. The Secretary to the Government of India, Ministry of Human Resource Development, Department of School Education & Literacy is the Controlling Authority of the Board.

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

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

i) Holding analogous post on regular basis,

or

With 3 years of regular service in the post carrying the scale of pay of Rs. 37400-67000/- with grade pay of Rs. 8700/- ,

**and**

(ii) Possessing the following experience:

(a) **Essential:**

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

(b) **Desirable :**

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

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

6. The appointment shall be made initially for a term of 5 years or till the date of superannuation, whichever is earlier.

7. Considering the nature of duties and responsibility 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 officer 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.

8. The applications, in duplicate as per the prescribed format given below may be submitted through proper channel, enclosing the following:-

- i) Integrity Certificate,
- ii) Vigilance Clearance, and
- iii) ACR/APAR dossiers of last 5 years i.e upto 2014-15

9. This vacancy circular and format for application can also be downloaded from the website of the Ministry i.e. [www.mhrd.gov.in](http://www.mhrd.gov.in) , of CBSE i.e. [www.cbse.nic.in](http://www.cbse.nic.in) and also of Department of Personnel & Training (DOP&T) i.e. [www.persmin.nic.in](http://www.persmin.nic.in) .

10. **The application with all relevant paper/ documents/ duly recommended by the Cadre Controlling Authority should reach Shri D K Bhawsar, Dy. Education Advisor, Department of School Education and Literacy, Room No. 225, 'C' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 within four weeks of the initial publication of this notice in news papers.**

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## FORMAT

Application for the post of Chairman in Central Board of Secondary Education (CBSE), an autonomous organization under the 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/State Govt. Rules, as applicable:						
4	Educational Qualifications:	Examination Passed	University/ Board	Year	Subjects/ Area	%age of Marks/Grade	
		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 extra sheet if required)	Office/ Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in detail)

7	Nature of the post currently held	Nature	With effect from
		Adhoc	
		Permanent	
8	State whether present employment is held on deputation/contract basis along with date from which the same is held.		
9	Additional details about the present employment.	i) Central Government	
		ii) State Government	
		iii) Semi Government/ Autonomous educational organization	
10	Professional training (give details)		
11	Work experience other than what has been prescribed in the Vacancy Circular.		
12	Additional information, if any.		

Date:

Place:

(Signature of the Applicant)