

**MINISTRY OF HUMAN RESOURCE DEVELOPMENT**  
**Department of School Education & Literacy**

**VACANCY CIRCULAR**

The Department of School Education & Literacy, Ministry of HRD invites application for the 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 10,500 schools, both in India and abroad, affiliated to it. It conducts public examination at class X and XII stage.

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 eight regional offices. CBSE is a growing organization and hence the eligible officer should be ready to take on new challenges and ensure smooth functioning of the Board, and should have adequate interest and experience to encourage innovations in the conduct of public examination, 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 the Central/ State Govts., Semi-Govt/autonomous organizations are eligible to apply subject to the following:

- i) Holding analogous post on regular basis, **or**
- ii) 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 possessing the following experience:

**Experience:**

**i) Essential :**

3 years in Educational Administration at a senior level (of 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. Application in duplicate, as per the format given below may be submitted through proper channel duly certifying the following:

- i) Integrity Certificate, and
- ii) ACR Dossiers of last 5 years, i.e. upto 2008-09.

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

7. Application, complete in all respect, may be sent by 18.08.2009 addressed to Dr. G.L. Jambhulkar, Dy. Educational Advisor, Ministry of Human Resource Development, (Department of School Education and Literacy), Room No. 529-C wing, Shastri Bhawan, New Delhi-110001.

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## *FORMAT*

### **Application for the post of Chairman in 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/State Govt. Rules:						
4	Educational Qualifications:	<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	<b>Nature</b>		<b>With effect from</b>	
		Adhoc			
		Permanent			
8	State whether present employment is held on deputation/contract basis alongwith date from the which the same is held.				
9	Additional details about present employment.	i) Central Govt.			
		ii) State Govt.			
		iii) Semi-Govt. /autonomous educational organizations.			
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)