

## WALK-IN-INTERVIEW

Applications are invited from eligible candidates having Good working knowledge in English / Hindi, Computer Operation (MS Office) maintenance of Students Records, Academic Records, verification etc. in respect of posts mentioned here under for filling up on temporary project post on contract basis for a period of 1year or as per need.

Sr. No.	Name of the post	No. of posts	Consolidated Salary	Essential Educational Qualification and Experience	Desirable
01	Section Officer	01	Rs. 13900/- (likely to be revised)	Post Graduate with exposure to schools / Educational Bodies.  5 years in some good and reputed organization / institutions.	Computer Skills including MS Office applications and internet use.  A retired person having age upto 65 years may also be considered according to suitability and merit.
02	Head Assistant	04	Rs. 13500/-	Bachelor's Degree from a recognized University.  2 years experience in office work/ board/ autonomous organization of repute.  Maximum age limit is 45 year	Computer skills including MS Office applications and internet use.
3.	Stenographer	02	Rs. 7600/-	Bachelor's Degree from a recognized University & knowledge of shorthand with desirable minimum speed in typing/ Computer typing.	

Walk in interviews will be held at Regional Office, Central Board of Secondary Education, PS- 1-2, Institutional Area, I.P., Extension, Patparganj, Delhi.

The applicants are required to register on-line from **11/03/2013 to 22/03/2013** on the web link provided on [www.cbse.nic.in](http://www.cbse.nic.in).

Short listed eligible candidates shall be informed date & time through phone/ mail for attending to walk in interview. The candidates are advised to appear for the interview accordingly on the date and time to be specified and will be informed separately.

The candidates must bring original certificates for verification and submit detailed Curriculum Vitae with a recent attested coloured photograph along with attested copies of all relevant certificates (including character certificate and residential proof etc.) by a Gazetted officer. Besides two names of references may also be submitted for verification at the time of interview. No TA/ DA will be paid for attending the interview.

CBSE reserves the right to cancel anyone or all the post without assigning any reason.

**Director (ROD)**