



**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organization under the Ministry of Human Resource Development Govt. of India)  
Shiksha Sadan, 17, Rouse Avenue, New Delhi 110002.

CBSE/VOC/JD/02/2012/352

Date: 15/02/2012

**WALK IN INTERVIEWS**

The CBSEi will hold WALK-IN-INTERVIEWS for the **Education Officer, Consultant, Project Coordinator, Content Researcher, Section Officer (IT), Coordinator, Accountant, Typist, Proof Reader** positions to be filled on short-term contract basis. These Posts are purely temporary. Selected candidates will be posted at CBSE offices located in Delhi. The contract may be renewed as per requirement and on the basis of satisfactory performance.

**A. Name of the Post: - Education Officer (On Contract)**

**Area:** - Monitoring & Mentoring / Teacher Training / Strategic Management & Leadership / Coordination

**Tentative No. of Posts:** 04 (Four)

**Place of Posting:** - CBSE offices at Delhi

**Age Limit:** - Preferably not above 62 years.

**Salary:** - Rs. 55,000 – 70,000 consolidated per month, commensurate to the qualifications & experience of the candidate. Higher start may be given to the deserving candidates.

**Nature of Appointment:** - On contract basis for a period of one year extendable/ renewable by every year up to a period of maximum five years.

**Qualifications:-**

Sl. No.	Area	Essential Qualification	Desirable Qualification	Experience
1.	Monitoring & Mentoring	<ul style="list-style-type: none"><li>• Post Graduation in any discipline with at least second division from a recognized University.</li><li>• Degree in Teacher Education from a recognized University/</li></ul>	<ul style="list-style-type: none"><li>• MPhil/PhD degree.</li><li>• M.Ed. degree</li><li>• Degree in Social Sciences/Commerce or related area</li><li>• Published work.</li></ul>	<ul style="list-style-type: none"><li>• Applicant should be from Central/State/Statutory Bodies, Autonomous Organisation/Reputed Private Organization and having experience in similar fields with at least five years service in PB3 scale of pay of Rs. 15600-39100/-+ Grade Pay of Rs. 7600/- or equivalent.</li><li><b>or</b></li><li>• With at least ten years service in PB3 scale of pay of Rs. 15600-39100/-+ Grade Pay of Rs. 6600/- or equivalent.</li><li><b>or</b></li><li>• Having 12 years experience as Principal of a Higher/Sr. Secondary School/Intermediate College.</li></ul>

		<ul style="list-style-type: none"> <li>Institute.</li> <li>Working Knowledge of Hindi and English.</li> </ul>		<ul style="list-style-type: none"> <li>or</li> <li>10 years experience as a Lecturer in NCERT/SCERT/State Institute of Education/Department of Education</li> <li>or</li> </ul> <p><b>Candidates should have leadership qualities and at least 12 years relevant experience in one or more of the following areas:</b></p> <ul style="list-style-type: none"> <li>Experience in organizing seminars in-service course, training programmes, orientation programmes for teachers, symposia, educational conferences, sports rallies and General Library meets etc.</li> <li>Experience of conducting University/Public/Board Level Examination.</li> <li>Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.</li> <li>Preparation and production of text books.</li> </ul>
2.	Teacher Training	<ul style="list-style-type: none"> <li>Post Graduation in any discipline with at least second division from a recognized University.</li> <li>Degree in Teacher Education from a recognized University/ Institute.</li> <li>Working Knowledge of Hindi and English.</li> </ul>	<ul style="list-style-type: none"> <li>MPhil/PhD degree.</li> <li>M.Ed. degree.</li> <li>Degree in Social Sciences/ Science or related area</li> <li>Published work.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant should be from Central/State/Statutory Bodies, Autonomous Organisation/Reputed Private Organization and having experience in similar fields with at least five years service in PB3 scale of pay of Rs. 15600-39100/-+ Grade Pay of Rs. 7600/- or equivalent.</li> <li>or</li> <li>With at least ten years service in PB3 scale of pay of Rs. 15600-39100/-+ Grade Pay of Rs. 6600/- or equivalent.</li> <li>or</li> <li>Having 12 years experience as Principal of a Higher/Sr. Secondary School/Intermediate College.</li> <li>or</li> <li>10 years experience as a Lecturer in NCERT/SCERT/State Institute/ Teachers' Training Institute/College/Department.</li> <li>or</li> </ul> <p><b>Candidates should have leadership qualities and at least 12 years relevant experience in one or more of the following areas:</b></p> <ul style="list-style-type: none"> <li>Experience in organizing seminars in-service course, training programmes, orientation programmes for teachers, symposia, educational conferences, sports rallies and General Library meets etc.</li> <li>Experience of conducting</li> </ul>

				<p>University/Public/Board Level Examination.</p> <ul style="list-style-type: none"> <li>Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.</li> <li>Preparation and production of text books.</li> </ul>
3.	Strategic Management & Leadership	<ul style="list-style-type: none"> <li>Post Graduation in any discipline with at least second division from a recognized University.</li> <li>Degree in Teacher Education from a recognized University/ Institute.</li> <li>Working Knowledge of Hindi and English.</li> </ul>	<ul style="list-style-type: none"> <li>MPhil/PhD degree.</li> <li>M.Ed. degree</li> <li>Degree in Management/ Communication or related area</li> <li>PG Diploma in Educational Administration</li> <li>Published work.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant should be from Central/State/Statutory Bodies, Autonomous Organisation/Reputed Private Organization and having experience in similar fields with at least five years service in PB3 scale of pay of Rs. 15600-39100/++ Grade Pay of Rs. 7600/- or equivalent.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>With at least ten years service in PB3 scale of pay of Rs. 15600-39100/++ Grade Pay of Rs. 6600/- or equivalent.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>Having 12 years experience as Principal of a Higher/Sr. Secondary School/Intermediate College.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>10 years experience as a Lecturer in NCERT/SCERT/State Institute of Education/Department of Education</li> </ul> <p><b>or</b></p> <p><b>Candidates should have leadership qualities and at least 12 years relevant experience in one or more of the following areas:</b></p> <ul style="list-style-type: none"> <li>Experience in organizing seminars in-service course, training programmes, orientation programmes for teachers, symposia, educational conferences, sports rallies and General Library meets etc.</li> <li>Experience of conducting University/Public/Board Level Examination.</li> <li>Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.</li> <li>Preparation and production of text books.</li> </ul>
4.	Coordination	<ul style="list-style-type: none"> <li>Post Graduation in any discipline with at least second division</li> </ul>	<ul style="list-style-type: none"> <li>MPhil/PhD degree.</li> <li>M.Ed. degree</li> <li>Degree in Technology/ Science/Management/ Communication or related area</li> <li>Published work.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant should be from Central/State/Statutory Bodies, Autonomous Organisation/Reputed Private Organization and having experience in similar fields with at least five years service in PB3 scale of pay of Rs. 15600-39100/++ Grade Pay of Rs. 7600/-</li> </ul>

		<p>from a recognized University.</p> <ul style="list-style-type: none"> <li>• Degree in Teacher Education from a recognized University/ Institute.</li> <li>• Working Knowledge of Hindi and English.</li> </ul>		<p>or equivalent.</p> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• With at least ten years service in PB3 scale of pay of Rs. 15600-39100/++ Grade Pay of Rs. 6600/- or equivalent.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Having 12 years experience as Principal of a Higher/Sr. Secondary School/Intermediate College.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• 10 years experience as a Lecturer in NCERT/SCERT/State Institute of Education/Department of Education</li> </ul> <p><b>or</b></p> <p><b>Candidates should have leadership qualities and at least 12 years relevant experience in one or more of the following areas:</b></p> <ul style="list-style-type: none"> <li>• Experience in organizing seminars in-service course, training programmes, orientation programmes for teachers, symposia, educational conferences, sports rallies and General Library meets etc.</li> <li>• Experience of conducting University/Public/Board Level Examination.</li> <li>• Examination Reforms with particular reference to improvement of mechanics of examination, internal assessment, scholastic and non-scholastic achievement.</li> <li>• Preparation and production of text books.</li> </ul>
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## **B. Name of the Post: - Consultant**

**Subject:** - Hindi/History/Political Science/Economics/Biology/Mathematics

**Tentative No. of Posts:** 06 (Six)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 60 years

**Salary:** - Rs. 30,000 – 50,000 consolidated per month, commensurate to the qualifications & experience of the candidate. Higher start may be given to the deserving candidates.

**Nature of Appointment:** - For a period of six months on contract basis; may be renewed as per requirement.

**Qualifications:-**

**Essential:-**

- Post Graduation in the subject mentioned (Hindi / History / Political Science/ Economics/ Biology/ Mathematics) or equivalent with at least second division from a recognized University.
- Minimum five years of experience in enrichment and support material production for classes I to XII.
- Excellent communication skill.

**Desirable:**

- PhD/NET/SLET or any equivalent qualification.
- Able to handle editing, proof reading and composing of material.

- Teacher experience of national / international curriculum.
- Computer skills including MS Office applications and Internet use. Desktop publishing will be considered an added qualification.
- Ability to organize seminars, workshops and training programmes.
- Excellent command over English and Hindi Language.
- Experience in aspects of Continuous and Comprehensive Evaluation (CCE).

### **C. Name of the Post: - Project Coordinator**

**Tentative No. of Posts:** 01 (One)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 60 years

**Salary:** - Rs. 40,000/- consolidated per month, commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of six months on contract basis; may be renewed as per requirement.

**Qualifications:-**

**Essential:-**

- Post Graduation in any discipline preferably in Heritage Studies with at least second division from a recognized University.
- Minimum seven years of experience at senior level.
- Excellent communication skill.

**Desirable:**

- PhD/M. Phil in Heritage Studies or related area.
- Degree in Art/Aesthetics/Medieval History/Ancient History, Culture & Archeology.
- Computer skills including MS Office applications and Internet use.
- Ability to organize seminars, workshops and training programmes.
- Excellent command over English and Hindi Language.
- Experience in project management.

### **D. Name of the Post: - Content Researcher**

**Tentative No. of Posts:** 02 (Two)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 45 years

**Salary:** - Rs. 30,000/- consolidated per month, commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of six months on contract basis; may be renewed as per requirement.

**Qualifications:-**

**Essential:-**

- Post Graduation in Heritage Studies or related area with at least second division from a recognized University.
- Minimum three years of experience at mid-level.
- Excellent communication skill.

**Desirable:**

- Experience in Art/Aesthetics/Medieval History/Ancient History, Culture & Archeology.
- Computer skills including MS Office applications and Internet use. Desktop publishing will be considered an added qualification.
- Excellent Communication Skills.

- Experience in research-work.

### **E. Name of the Post: - Coordinator**

**Tentative No. of Posts:** 02 (Two)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 40 years.

**Salary:** - Rs. 20,000-30,000 consolidated per month, commensurate to the qualifications & experience of the candidate. Higher start may be given to the deserving candidates.

**Nature of Appointment:** - For a period of six months on contract basis; may be renewed as per requirement.

**Qualifications:-**

**Essential:-**

- Post Graduation in Management/Communication/Public Relations/Hospitality & Tourism or related area with at least second division from a recognized University.
- Minimum one year of experience in any Corporate, Educational Institutes, hospitality or related area.

**Desirable:**

- Good communication skills.
- Knowledge of Computer Office applications & Secretarial Practices.
- Capable to work in flexible and extended hours

### **F. Name of the Post: - Section Officer (IT)**

**Tentative No. of Posts:** 01 (One)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 30 years.

**Salary:** - Rs. 20,000-30,000 consolidated per month, commensurate to the qualifications & experience of the candidate. Higher start may be given to the deserving candidates.

**Nature of Appointment:** - For a period of six months on contract basis; may be renewed as per requirement.

**Qualifications:-**

**Essential:-**

- First class Bachelor's Degree from a recognized University in Computer Science or Computer Application or Information Technology.
- Working knowledge of Windows, Linux, MS Office, databases, Internet, Tomcat Server, Java, J2EE, JSP, and MySQL.
- Minimum one year of experience in the field of Internet Technology, Software Engineering, Web Designing, Databases and etc.

**Desirable:**

- Candidates having minimum six months experience of working using Java, J2EE, JSP, Tomcat Server and MySQL in a Government Organization/ Autonomous Body/ Public Sector Undertaking/ University.

### **G. Name of the Post: - Accountant**

**Tentative No. of Posts:** 01 (One)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 45 years.

**Salary:** - Rs. 15,000-30,000 consolidated per month, commensurate to the qualifications & experience of the candidate. Higher start may be given to the deserving candidates.

**Nature of Appointment:** - For a period of six months on contract basis; may be renewed as per requirement.

**Qualifications:-**

**Essential:-**

- Post Graduation in Commerce/ MBA (Finance)/Chartered Accountant or related area with at least second division from a recognized University.
- Minimum 3 years of experience in bill processing, managing accounts across various departments in reputed organization/ State or Central Govt. organization/PSU/ University/Educational & research Institute etc.
- Excellent communication skill.

**Desirable:**

- Knowledge of Accounting Software like Tally, etc.
- Computer skills including MS Office applications and Internet use.

## **H. Name of the Post: - Typist**

**Tentative No. of Posts:** 02 (Two)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 45 years.

**Salary:** - Rs. 10,000-20,000 consolidated per month, commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of six months on contract basis; may be renewed as per requirement.

**Qualifications:-**

**Essential:-**

- Graduation in any discipline with at least second division from a recognized University.
- Minimum Hindi Typing Speed @30 w.p.m. and English Typing Speed @ 35 w.p.m. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
- Minimum two years working experience in Govt./international/ National Agency/Reputed Private Sector.

**Desirable:**

- Computer skills including MS Office applications and Internet use.
- Diploma in Computers and/or Office Management and Secretarial Practice.

## **I. Name of the Post: - Proof Reader**

**Tentative No. of Posts:** 02 (Two)

**Place of Posting:** - CBSE offices at Delhi

**Age:** - Preferably not above 45 years.

**Salary:** - Rs. 10,000-20,000 consolidated per month, commensurate to the qualifications & experience of the candidate.

**Nature of Appointment:** - For a period of six months on contract basis; may be renewed as per requirement.

**Qualifications:-**

**Essential:-**

- Graduation in any discipline with at least second division from a recognized University.
- Knowledge of Computer skills including MS Office applications and Internet use, Hindi/English type work.
- Minimum two years working experience in proof reading of books of Hindi/English manuscripts in Govt./international/ National Agency/Reputed Private Sector.

**Desirable:**

- Diploma/Certificate in proof reading or related area.
- Degree/Diploma/Certificate in translation.

The walk in interviews will be held on **29<sup>th</sup> February 2012** at **10.00 AM** onwards at **Central Board of Secondary Education, Shiksha Sadan, 17, Rouse Avenue, New Delhi 110002.**

The applicants are required to register on-line from **18.02.2012 (10:00 am)** to **26.02.2012 (5:30 pm)** on the web link provided on **www.cbse.nic.in**.

Names of short listed candidates for the walk in interviews will be displayed on the CBSE's website on **28.02.2012**. The candidates are advised to view the website and appear for the interview accordingly.

The candidates must bring original certificates for verification and submit detailed Curriculum Vitae with a recent attested colored photograph along with copies of all relevant certificates (including character certificate and residential proof) duly attested by the Head of an educational institution (or) any Gazetted officer at the time of interview. Eligibility criteria may also be relaxed in case of an outstanding candidate. No TA/DA will be paid for attending the interview.

**Ram Shankar**  
Joint Director (Vocational)