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केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Ministry of Education, Govt. of India)

No:CBSE/Rectt.Cell/14(88)/2025 **Date:02.12.2025**

Online applications are invited for Direct Recruitment Quota Examination 2026 (DRQ2026) on All India Competitive Examination basis for the following posts:-

Post Code	Group	Details of Posts	Max. Age	SC	ST	OBC NCL	EWS	UR	Total	PwBD	ESM	Place of posting
				Vertical Reservation						Horizontal Reservation		
01/25	A	Assistant Secretary Pay Level – 10	35	01	-	03	01	03	**08**	01	-	Any of the Board's Office.
02/25		Assistant Professor & Assistant Director (Academics) Pay Level – 10	30	02	01	02	01	06	**12**	-		
03/25		Assistant Professor & Assistant Director (Training) Pay Level – 10	30	01	-	02	-	05	**08**	-		
04/25		Assistant Professor & Assistant Director (Skill Education) Pay Level – 10	30	01	-	01	-	05	**07**	01		
05/25		Accounts Officer Pay Level – 10	35	-	-	-	-	02	**02**	-		
06/25	B	Superintendent Pay Level – 6	30	04	02	07	02	12	**27**	01	-	
07/25		Junior Translation Officer Pay Level – 6	30	01	01	02	-	05	**09**	01		
08/25	C	Junior Accountant Pay Level – 2	27	03	01	04	01	07	**16**	01	05	
09/25		Junior Assistant Pay Level – 2	27	05	03	10	03	14	**35**	01		

No. of posts earmarked under PwBD categories are as under:

Group	Name of Posts Advertised	No. of vacancies under PwBD Category	Vacancies Earmarked for PwBD	Categories of PwBD suitable for the post
'A'	Assistant Secretary	01	B) D, HH	A) B, LV B) D, HH C) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy D) MI E) MD involving (a) to (d) above
	Assistant Professor & Assistant Director (Skill Education)	01	C) OA, OL, BL, OAL, CP, LC, Dw, AAV.	A) B, LV B) D, HH C) OA, OL, BL, OAL, CP, LC, Dw, AAV. D) SLD, MI E) MD involving (a) to (d) above
'B'	Superintendent	01	D) SLD, MI E) MD involving (a) to (d) above	A) B, LV B) D, HH C) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy D) SLD, MI E) MD involving (a) to (d) above

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Group	Name of Posts Advertised	No. of vacancies under PwBD Category	Vacancies Earmarked for PwBD	Categories of PwBD suitable for the post
'B'	Junior Translation Officer	01	A) B, LV	A) B, LV B) D, HH C) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy D) ASD (M), SLD, MI E) MD involving (a) to (d) above
'C'	Junior Accountant	01	A) LV	A) LV B) D, HH C) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV D) ASD, SLD, MI E) MD involving (a) to (d) above
	Junior Assistant	01	B) D, HH	A) B, LV B) D, HH C) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy D) ASD, SLD, MI E) MD involving (a) to (d) above

SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Classes; NCL: Non Creamy Layer; EWS: Economically Weaker Section; UR: Unreserved; PWBD: Persons with Benchmark Disabilities; ESM: Ex Service Man; B: Blind, LV: Low Vision, D: Deaf, HH: Hard of Hearing, OA: One Arm, BA: Both Arms, OL: One Leg, BL: Both Leg, OAL: One Arm and One Leg, BLOA: Both Leg & One Arm, BLA: Both Legs Arms, CP: Cerebral Palsy, LC: Leprosy Cured, Dw: Dwarfism, AAV: Acid Attack Victims, MDy: Muscular Dystrophy, ASD: Autism Spectrum Disorder, SLD: Specific Learning Disability, MI: Mental Illness, MD: Multiple Disabilities.

The selected candidates shall be posted in any of the offices of the Board i.e. Regional Offices, Centre of Excellence/ ACCPD Raebareli and Sub-Regional Offices. Presently, the Regional Offices are located at Ajmer, Ahmedabad, Bhubaneshwar, Bhopal, Bengaluru, Chennai, Chandigarh/ Ludhiana, Dehradun, Delhi, Dubai, Gurugram, Guwahati, Hyderabad, Lucknow, Noida, Patna, Panchkula, Prayagraj (Allahabad), Pune, Kolkata, Raipur, Ranchi, Thiruvananthapuram, Vijayawada & Sub-Regional Offices: Srinagar/Jammu, Shimla, Gangtok, Agartala, Itanagar and ACCPD at Raebareli.

It may be noted that posting to Headquarters or any specific Regional Offices/Sub-Regional Offices/CoEs/ACCPD Raebareli will not be a matter of right, of any candidate, but will depend only on administrative requirement, if any. The candidature of the candidate bringing outside influence for seeking specific posting will be summarily cancelled.

The total number of vacancies and the reserved vacancies are provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing Government of India's guidelines at the time of finalization of result.

Only online applications will be accepted. Applications received by post/by hand/by mail etc. will not be accepted and will be summarily rejected. No correspondence will be entertained in this regard.

NATIONALITY/ CITIZENSHIP: The candidate must be a citizen of India.

IMPORTANT DATES:-

DURATION OF ONLINE REGISTRATION OF THE APPLICATION	**DURATION OF ONLINE APPLICATION W.E.F. 02.12.2025 TO 22.12.2025** **LAST DATE FOR SUBMISSION OF ONLINE APPLICATION (ON OR BEFORE 22.12.2025 UPTO 11.59 P.M.)** **LAST DATE OF SUBMISSION OF FEE - 22.12.2025 (ON OR BEFORE 11.59 P.M)**

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Note:- In case due to administrative reason the last date of the application has to be extended, the crucial date for determining of eligibility shall remain same i.e. **22.12.2025**.

1. RESERVATION:-

(i) Reservation for SC/ST/OBC (NCL) CENTRE LIST/EWS/PwBD/ESM will be applicable as per Government of India rules and guidelines, notification and amendments from time to time.

(ii) Candidate(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite certificate(s) on prescribed proforma from the Competent Authority, for availing such reservation.

(iii) A person seeking appointment on the basis of reservation to OBC (NCL) CENTRE LIST must ensure that he/she possesses the caste/community certificate (applicable for Centre list only) and does not fall in creamy layer on the crucial date. **The crucial date for this purpose will be the last date i.e. 22.12.2025 for receipt of online application.**

(iv) Caste certificate in prescribed proforma has to be produced by the candidates seeking reservation as SC/ST/OBC(NCL) CENTRE LIST from the Competent Authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC(NCL) CENTRE LIST. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities before the closing date of application issued by the Central Government for that state.

(v) SC, ST, OBC (NCL) CENTRE LIST, EWS candidates, who are selected on their own merit without relaxed standards/concession (except fees), will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the Unreserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC (NCL) CENTRE LIST and EWS candidates.

(vi) SC, ST, OBC(NCL) CENTRE LIST and EWS candidates who qualify on the basis of relaxed standards viz age limit, experience or qualifications, extended zone of consideration (cut of marks) etc., irrespective of his/her merit position, is to be counted against reserved point and not against unreserved vacancies.

(vii) The candidate seeking benefit of reservation must possess valid caste certificate in the prescribed format, by DoPT, issued by authority competent to issue such certificate in the state on the closing date of application. In case the caste or income certificate is not in the prescribed format, the candidate will not be eligible for availing reservation benefit(s) for appointment.

(viii) EWS candidates should have EWS certificate issued for the Financial Year 2024-25 and shall be valid for the year 2025-26.

(ix) **Ex-Servicemen (ESM)**

a. **Explanation:** An 'ex-serviceman' means a person:

i. Who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy and Air Force of the Indian Union, and

1. Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his pension; or

2. Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

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3. Who has been released from such service as a result of reduction in establishment;

or

ii. Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

or

iii. Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

iv. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

or

v. Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

vi. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

b. A Matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service with the Armed Forces of the Union shall be considered eligible for appointment to the reserved vacancies for ESM in Group "C" posts. Thus, those non-graduate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications or would not complete 15 years of service within one year from the closing date of receipt of applications are not eligible to apply for this examination. Such ESM candidates are not eligible for Group 'B' posts.

c. Ex-servicemen who have already secured employment in Government Job in civil side in Group 'C' and 'D' posts on regular basis after availing the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, he/she can avail of the benefit of reservation as ex-servicemen for subsequent employment if he/she immediately after joining civil employment, given self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014 Estt(Res) dated 14th August, 2014 issued by DoP&T.

(x) **RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):-**

a) Blindness and low vision;

b) Deaf and hard Hearing;

c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

d) Autism, intellectual disability, specific learning disability and mental illness;

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e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability.

f) Definitions of Specified Disabilities are provided in the Schedule of RPwBD Act, 2016. **Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate**: Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from **not less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation and shortlisted for Document Verification have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer prescribed proformas for the revised formats. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

(xi) **Special Note for all Candidate(s) seeking reservation/relaxation benefits:** All those candidate(s) seeking reservation/relaxation benefits available for EWS/SC/ST/OBC-NCL/PwBD/Ex-SM must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/notice on the closing date of the application i.e. **22.12.2025.**

2. RELAXATION IN THE UPPER AGE LIMIT:-

(i) The candidate must have attained the minimum age of 18 years as on closing date of application i.e. **22.12.2025**. The permissible relaxation in upper age limit for claiming age relaxation is as follows:

S. No.	Category	Age-relaxation permissible beyond the upper age limit
1)	SC/ST	**05 Years**
2)	OBC (NCL) Centre List	**03 Years**
3)	PwBD (Unreserved) including women	**10 Years**
4)	PwBD [OBC (NCL) Centre List] including women	**13 Years**
5)	PwBD (SC/ST) including women	**15 Years**
6)	Ex-Servicemen (ESM)	**For Group – A posts: 05 Years.** **For Group B and C posts:** an ex-servicemen shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit. (Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidate should not indicate their category as Ex-Servicemen.)
7)	Women	**10 Years**
8)	Departmental Candidates (i.e. Board's Regular Employees only)	**No Bar**

Note: Maximum age shall be reckoned as on the closing date of application i.e. **22.12.2025**.

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(ii) Candidate should note that the Date of Birth as recorded in the Class 10th/Matriculation/Secondary Examination Certificate, or marks sheet of Matriculation Standard or equivalent issued by Central/ State Board shall only be valid.

3. RECRUITMENT RULES FOR THE ADVERTISED POSTS:-

Name of Post	Group	Recruitment Rules
Assistant Secretary	**A**	**Essential:** Bachelor's Degree from a recognized University/ Institution. **Age Limit:** 35 years **Stages of Recruitment:** Tier-1: MCQ Based Preliminary Screening Examination. Tier-2: Objective Type (OMR based) & Descriptive Type written main examination. Tier-3: Interview
Assistant Professor & Assistant Director (Academics/ Training/ Skill Education)	**A**	**Essential:** Post Graduate Degree in any discipline with 55% marks (or equivalent grade) from a recognized University/ Institute with provision of applicable concession to the respective categories*. **Desirable:** i. B.Ed./M.Ed or equivalent from a recognized University/ Institute. ii. NET/SLET iii. NET-JRF iv. Doctorate Degree from a recognized University/ Institute. **Age Limit:** 30 years **Stages of Recruitment:** Tier-1: MCQ based preliminary screening examination. Tier-2: Objective Type (OMR Based) & Descriptive Type Written Main Examination. Tier-3: Interview#
Accounts Officer	**A**	**Essential:** Bachelor's degree of a recognized University/ Institution with Economics/ Commerce/ Accounts/ Finance/ Business Studies/ Cost Accounting as one of the subject. **OR** Bachelor's degree of a recognized University/Institution and having SAS/JAO(C) examination conducted by any Account/Audit Services/Department of the Central/State Govt. **OR** Post Graduate of a recognized University/Institution with Economics/ Commerce / Accounts/ Finance/ Business Studies/ Cost Accounting as one of the subject. **OR** M.B.A. (Finance)/Chartered Accountant/ICWA. **Desirable:** 1. Experience in the field of Accounts compilation, Budget, Internal Audit, and Commercial Accounting. 2. Experience in the field of investments/fund management/ securities. **Age Limit:** 35 years **Stages of Recruitment:**

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		Tier-1: MCQ based preliminary screening examination. Tier-2: Objective Type (OMR based) & Descriptive Type written main examination. Tier-3: Interview.
Name of Post	**Group**	**Recruitment Rules**
Superintendent	**B**	**Essential:** (i) Bachelor's Degree from a recognized University or equivalent. (ii) Working knowledge of Computer/Computer Applications such as Windows, MS-Office, handling of large database, Internet. **Age Limit:** 30 years **Stages of Recruitment:** Tier-1: MCQ based preliminary screening examination. Tier-2: Objective Type (OMR based) & Descriptive Type written main examination. **AND** A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (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) will be mandatory for the post, however, it will be qualifying in nature.
Junior Translation Officer	**B**	**Essential:** Master's Degree of a Recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree Level. **OR** Master's Degree of a Recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level. **OR** Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree Level. **OR** Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level. **OR** Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree Level. **AND** Recognized Diploma or Certificate Course in translation from Hindi to English and vice-versa or three years' experience in of translation work from Hindi to English and vice-versa in a Central or State Government Office, including Government of India undertaking. **Age Limit:** 30 years

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		Stages of Recruitment: Tier-1: MCQ based preliminary screening examination. Tier-2: Objective Type (OMR based) & Descriptive Type written main examination.

Name of Post	Group	Recruitment Rules
Junior Accountant	**C**	**Essential**: 12th Class from a recognized Board/ University/ Institution with Accountancy/ Business Studies/ Economics/ Commerce/ Entrepreneurship/ Finance/ Business Administration/ Taxation/ Cost Accounting as one of the subject. **AND** A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. **Age Limit:** 27 years **Stages of Recruitment:** Tier-1: MCQ (OMR Based) Examination Tier-2: Objective Type (OMR based) & Descriptive Type written main examination. **AND** A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer will be mandatory for the post, however, it will be qualifying in nature.
Junior Assistant	**C**	**Essential**: (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (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) **Age Limit:** 27 years **Stages of Recruitment:** Tier-1: MCQ (OMR Based) Examination Tier-2: Descriptive Type written main examination. **AND** A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (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) will be mandatory for the post, however, it will be qualifying in nature.

Note:

(i) *A relaxation of 5% may be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned

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above are permissible, based only on the qualifying marks without including any grace mark procedure.

(ii) #The candidates having desirable qualification i.e. B.Ed./ M.Ed. or equivalent will be compensated with additional points/ marks at the stage of interview which are restricted to 06 as given below within the total 30 marks allotted for interview:-

Either B.Ed. or M.Ed. or equivalent – 03 marks, NET/SLET – 03 marks, NET-JRF – 04 marks, Ph.D. – 05 marks, NET/SLET+Ph.D. – 06 marks.

(iii) The candidate should possess essential qualification at the time of submission of online application. The candidate appearing in final year or whose result of final examination is awaited need not apply.

4. EXAMINATION FEE:-

Examination Fee consists of 2 components: (i) **Application Fee** is not applicable for SC/ ST/ PwBD/ Ex-Servicemen / Women. (ii) **Processing Fee** is applicable for all (mandatory).

Candidate(s) will have to make the payment of Application/Processing Fees through the Online Mode only as under:-

For SC/ ST/ PwBD/ Ex-Servicemen/ Women			
Group	**Application Fee**	**Processing Fee**	**Total**
Group- A posts	-	₹ 250	₹ 250
Group- B posts	-	₹ 250	₹ 250
Group- C posts	-	₹ 250	₹ 250

For Unreserved/OBC/EWS			
Group	**Application Fee**	**Processing Fee**	**Total**
Group- A posts	₹ 1500	₹ 250	₹ 1750
Group- B posts	₹ 800	₹ 250	₹ 1050
Group- C posts	₹ 800	₹ 250	₹ 1050

For Board's Regular Employee(s) - Nil

Note-I: Applications without the prescribed fee will not be entertained and summarily rejected. No representation against such rejection would be entertained.

Note-II: Please note that fee submitted by any other mode like Money Order, Demand Draft, IPO etc. will be rejected. Fee once paid shall neither be refunded nor be adjusted under any circumstances.

Note-III: Any tax or Bank charges shall be borne by the candidate.

5. MODE OF PAYMENT (ONLINE MODE):-

The application form is integrated with the payment gateway and the payment process can be completed as per following instructions:

(i) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards (except Rupay CC on UPI, PPI Wallet and Credit Line), Internet Banking and UPI.
(ii) On successful completion of the transaction, an e-Receipt will be generated.
(iii) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidate(s) are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
(iv) Candidate(s) are required to take a printout of the e-Receipt and online Application Form containing fee details.

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(v) Fee submitted through any other mode apart from the points mentioned on (i) to (iv) will summarily be rejected.
(vi) Fee once paid will not be refunded under any circumstances.
(vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert your local currency to Indian Rupee based on prevailing exchange rates.

6. THE SCHEME OF EXAMINATION:-

(i) ASSISTANT SECRETARY:

There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 MCQ & Written (descriptive) Test. On the basis of performance in Tier-2, the candidates will be called for Interview/Personal Interaction in the ratio of 1:5. The scheme of examination is given below:

(a) Tier-1 Objective (MCQ) type (OMR Based) Examination:

		(DURATION OF THE TEST: 02 HRS)	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Current Affairs, General Awareness	20	60
Part-II	General Mental Ability, General Intelligence, Logical Reasoning and Analytical Ability	20	60
Part-III	Arithmetical & Numerical Ability, Data Interpretation	20	60
Part-IV	General Hindi Comprehension and Communication Skill	10	30
Part-V	General English Comprehension and Communication Skill	10	30
Part-VI	Basic Knowledge of Computer Proficiency	20	60
Total		**100**	**300**

(b) Tier-2 Objective type (OMR Based) and Descriptive (Written) Examination:

		(DURATION OF THE TEST: 03 HRS)			
		OBJECTIVE TYPE		**DESCRIPTIVE TYPE**	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Current Affairs	10	30	04	20
Part-II	Indian History and Culture	04	12	04	20
Part-III	Indian Economy	04	12	04	20
Part-IV	Indian Geography	04	12	04	20
Part-V	Science & Technology	04	12	04	20
Part-VI	Concepts, Issues and Dynamics of Public Administration and Management	08	24	04	20
Part-VII	Constitution of India, Polity, Governance	08	24	04	20
Part-VIII	English Language and Comprehension	08	24	02	10
Total		**50**	**150**	**30**	**150**

(c) Interview **50 marks**

Final merit will be based on the basis of performance in Tier-2 and Interview.

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(ii) ASSISTANT PROFESSOR & ASSISTANT DIRECTOR (ACADEMICS, TRAINING AND SKILL EDUCATION):

There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 MCQ & Written (descriptive) Test. On the basis of performance in Tier-2, the candidates will be called for Interview/Personal Interaction in the ratio of 1:5. The scheme of examination is given below:

(a) Tier-1 Objective (MCQ) type (OMR Based) Examination:

		(DURATION OF THE TEST: 02 HRS)	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Current Affairs, General Awareness	20	60
Part-II	General Mental Ability, General Intelligence, Logical Reasoning and Analytical Ability	20	60
Part-III	Arithmetical & Numerical Ability, Data Interpretation	20	60
Part-IV	General Hindi Comprehension and Communication Skill	10	30
Part-V	General English Comprehension and Communication Skill	10	30
Part-VI	Basic Knowledge of Computer Proficiency	20	60
Total		**100**	**300**

(b) Tier-2 Objective type (OMR Based) and Descriptive (written) Examination:

		(DURATION OF THE TEST: 03 HRS)			
		OBJECTIVE TYPE		**DESCRIPTIVE TYPE**	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Current Affairs	30	30	-	-
Part-II	General Studies	30	30	-	-
Part-III	Quantitative and Reasoning	20	20	-	-
Part-IV	NEP, NCF	30	30	-	-
Part-V	Education Systems	-	-	06	60
Total		**110**	**110**	**06**	**60**

(c) Interview **30 marks**

Final merit will be based on the basis of performance in Tier-2 and Interview.

(iii) ACCOUNTS OFFICER:

There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 MCQ & Written (descriptive) Test. On the basis of performance in Tier-2, the candidates will be called for Interview/Personal Interaction in the ratio of 1:5. The scheme of examination is given below:

(a) Tier-1 Objective (MCQ) type (OMR Based) Examination:

		(DURATION OF THE TEST: 02 HRS)	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Current Affairs, General Awareness	20	60
Part-II	General Mental Ability, General Intelligence, Logical Reasoning and Analytical Ability	20	60
Part-III	Arithmetical & Numerical Ability, Data Interpretation	20	60
Part-IV	General Hindi Comprehension and Communication Skill	10	30
Part-V	General English Comprehension and Communication Skill	10	30

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Part-VI	Basic Knowledge of Computer Proficiency	20	60
Total		**100**	**300**

(b) Tier-2 Objective type (OMR Based) and Descriptive (written) Examination:

				(DURATION OF THE TEST: 03 HRS)	
		OBJECTIVE TYPE		**DESCRIPTIVE TYPE**	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Commerce & Business Studies, Economics, Accounting, Financial/ Cost Accounting, Budgeting, Annual Accounts, Taxation, Auditing, Investments and Financial Management, Store & Inventory Management, Financial Markets, Banking and General Financial Rules	20	60	08	40
Part-II	Current Affairs and General Awareness of Economics, Social, Political, Scientific & Technological Development in India. Indian History and Culture, Geography of India and the World	15	45	08	40
Part-III	Constitution of India, Polity, Governance, Ethics, Integrity, Aptitude.	15	45	08	40
Part-IV	Essay Writing (Hindi or English)	-	-	02	30
Total		**50**	**150**	**26**	**150**

(c) Interview **50 marks**

Final merit will be based on the basis of performance in Tier-2 and Interview.

(iv) SUPERINTENDENT:

There will be two tier examination followed by Skill Test (qualifying in nature). Based on the marks scored in objective (MCQ) type (OMR Based) Tier-1 exam, the candidates in the ratio of 1:10 shall be allowed to appear in Tier-2 MCQ & Written (descriptive) Test. On the basis of performance in Tier-2, the candidates will be called for Skill Test (qualifying nature) in the ratio of 1:5. The scheme of examination is given below:

(a) Tier-1:Objective (MCQ) type (OMR Based) Examination:

		(DURATION OF THE TEST: 02 HRS)	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Current Affairs, General Awareness	20	60
Part-II	General Mental Ability, General Intelligence, Logical Reasoning and Analytical Ability	20	60
Part-III	Arithmetical & Numerical Ability, Data Interpretation	20	60
Part-IV	General Hindi Comprehension and Communication Skill	10	30
Part-V	General English Comprehension and Communication Skill	10	30
Part-VI	Basic Knowledge of Computer Proficiency	20	60
Total		**100**	**300**

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(b) Tier-2 Objective type (OMR Based) and Descriptive (Written) Examination:

				(DURATION OF THE TEST: 03 HRS)	
		OBJECTIVE TYPE		DESCRIPTIVE TYPE	
TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	NUMBER OF QUESTIONS	TOTAL MARKS
Part-I	Current Affairs	10	30	04	20
Part-II	Indian History and Culture	04	12	04	20
Part-III	Indian Economy	04	12	04	20
Part-IV	Indian Geography	04	12	04	20
Part-V	Science & Technology	04	12	04	20
Part-VI	Concepts, Issues and Dynamics of Public Administration and Management	08	24	04	20
Part-VII	Constitution of India, Polity, Governance	08	24	04	20
Part-VIII	English Language and Comprehension	08	24	02	10
Total		**50**	**150**	**30**	**150**

(v) JUNIOR TRANSLATION OFFICER:

There will be two tier examinations, based on the marks scored in objective (MCQ) type (OMR Based) Tier-1 exam, the candidates in the ratio of 1:5 will be allowed to appear in Tier-2 MCQ & Written (descriptive) Test. The scheme of examination is given below:

(a) Tier-1: Objective (MCQ) type (OMR Based) Examination:

		(DURATION OF THE TEST: 02 HRS)	
TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS
Part-I	Current Affairs, General Awareness	20	60
Part-II	General Mental Ability, General Intelligence, Logical Reasoning and Analytical Ability	20	60
Part-III	Arithmetical & Numerical Ability, Data Interpretation	20	60
Part-IV	General Hindi Comprehension and Communication Skill	10	30
Part-V	General English Comprehension and Communication Skill	10	30
Part-VI	Basic Knowledge of Computer Proficiency	20	60
Total		**100**	**300**

(b) Tier-2 Objective type (OMR Based) and Descriptive (written) Examination:

				(DURATION OF THE TEST: 03 HRS)	
		OBJECTIVE TYPE		DESCRIPTIVE TYPE	
TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	NUMBER OF QUESTIONS	TOTAL MARKS
Part-I	General Knowledge and Current Affairs, Comparative Literature, Awareness about School Education, Examination Board and its Administration etc.	15	45	06	30
Part-II	Reasoning & Mathematical Ability	15	45	-	-
Part-III	History of Hindi and English Literature and Its Development Popular Hindi and English Novel, Play, Story, Essay, Critics and Poetry, Hindi and English Grammar and its usages, Modern Hindi and English Literature and Its Analysis, Art	20	60	24	120
Total		**50**	**150**	**30**	**150**

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(vi) JUNIOR ACCOUNTANT:

There will be two tier examination followed by Skill Test (qualifying in nature). Based on the marks scored in objective (MCQ) type (OMR Based) Tier-1 exam, the candidates in the ratio of 1:10 shall be allowed to appear in Tier-2 MCQ & Written (descriptive) Test. On the basis of performance in Tier-2, the candidates will be called for Skill Test (qualifying nature) in the ratio of 1:5. The scheme of examination is given below:

(a) Tier-1:Objective (MCQ) type (OMR Based) Examination:

		(DURATION OF THE TEST: 02 HRS)	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Current Affairs, General Awareness	20	60
Part-II	General Mental Ability, General Intelligence, Logical Reasoning and Analytical Ability	20	60
Part-III	Arithmetical & Numerical Ability, Data Interpretation	20	60
Part-IV	General Hindi Comprehension and Communication Skill	10	30
Part-V	General English Comprehension and Communication Skill	10	30
Part-VI	Basic Knowledge of Computer Proficiency	20	60
Total		**100**	**300**

(b) Tier-2 Objective type (OMR Based) and Descriptive (Written) Examination:

		(DURATION OF THE TEST: 03 HRS)			
		OBJECTIVE TYPE		**DESCRIPTIVE TYPE**	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	General Knowledge, Current Affairs and General Awareness about the Environment.	10	30	05	25
Part-II	Reasoning and Mathematical Ability	05	15	-	-
Part-III	General Hindi and English	10	30	10	50
Part-IV	Basic Knowledge of Computer Operation	05	15	-	-
Part-V	Introduction of Government Accounting System and Government Budgeting. Fundamental Principles and Basic Concepts of Accounting: Financial Accounting – Nature and Scope, Limitations of Financial Accounting, Basic Concepts and Conventions, Generally Accepted Principles. Basic Concepts of Accounting: Single and Double Entry System, Books of Original Entry, Bank Reconciliation, Journal, Ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Profit & Loss Appropriation Accounts, Balance Sheet, Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Nonprofit making organizations' Accounts, Receipts and Payments, Income & Expenditure Accounts, Bills of Exchange, Self-Balancing Ledgers.	20	60	15	75
Total		**50**	**150**	**30**	**150**

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(vii) JUNIOR ASSISTANT:

There will be two tier examination followed by Skill Test (qualifying in nature). Based on the marks scored in objective (MCQ) type (OMR Based) Tier-1 exam, the candidates in the ratio of 1:10 shall be allowed to appear in Tier-2 Written (descriptive) Test. On the basis of performance in Tier-2, the candidates will be called for Skill Test (qualifying nature) in the ratio of 1:5. The scheme of examination is given below:

(a) Tier-1: Objective (MCQ) type (OMR Based) Examination:

		(DURATION OF THE TEST: 02 HRS)	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Current Affairs, General Awareness	20	60
Part-II	General Mental Ability, General Intelligence, Logical Reasoning and Analytical Ability	20	60
Part-III	Arithmetical & Numerical Ability, Data Interpretation	20	60
Part-IV	General Hindi Comprehension and Communication Skill	10	30
Part-V	General English Comprehension and Communication Skill	10	30
Part-VI	Basic Knowledge of Computer Proficiency	20	60
Total		**100**	**300**

(b) Tier-2: Descriptive (Written) Examination:

		(DURATION OF THE TEST: 02 HRS AND 15 MINUTES)	
TEST	**COMPONENT OF THE TEST**	**NUMBER OF QUESTIONS**	**TOTAL MARKS**
Part-I	Essay Writing: 200-250 words (Hindi or English)	01	50
Part-II	Application/ Letter Writing: 150-200 words (Hindi or English)	01	50
Part-III	Precis Writing (English only)	02	50
Total		**04**	**150**

Important Note

Based on the similarity in level and syllabus across various posts, certain posts have been grouped/bunching together solely for the purpose of conducting the Tier-I examination.

- ***A particular candidate applied for multiple posts shall be appearing in single test in Tier-I bunch-wise.***
    - ***For example, applicants for Post Codes 01/25 to 05/25 and 07/25 will appear for a single Tier-I test.***
    - ***Similarly, applicants for Post Codes 08/25 to 09/25 will also appear for a single Tier-I test.***
    - ***Due to its distinct nature of level and syllabus, Post Code 06/25 will have a separate Tier-I test.***

Please Note:- Candidates must submit separate applications for each post they wish to apply for. Only then the score obtained in the single Tier-I test be considered for all the relevant applied posts.

- ***This grouping/ bunching methodology does not apply to Tier-II examinations, except for the posts of Assistant Professor & Assistant Director (Academics, Training and Skill Education) under Post Codes 02/25 to 04/25.***

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- ***For these posts (i.e Post Codes 02/25 to 04/25), a single Tier-II test will be conducted as their level and syllabus remain same in Tier-II as well.***

- ***Candidates whose candidature have been rejected against advertisement no.*** *CBSE/Rectt. Cell/Advt/FA/01/2024 dated 08.03.2024* ***due to submission of multiple application forms MAY NOT BE included in the upcoming DRQ2026.***

Candidates who have applied against advertisement no. *CBSE/Rectt. Cell/Advt/FA/01/2024 dated 08.03.2024* ***for Design and Mass Communication but due to very less number of candidates, the recruitment process for the posts of these two subjects was cancelled and fee was refunded to these candidates to them MAY BE INCLUDED in the upcoming DRQ2026 however these categories of candidates are required to pay the prescribed fees.***

7. CHOICE OF MEDIUM OF QUESTION/EXAM PAPERS:-

Medium of Examination will be bilingual i.e. both in Hindi and English except for the Hindi & English Comprehension.

8. EXPECTED LEVEL OF KNOWLEDGE FOR EXAMINATION:-

POST CODE	NAME OF THE POSTS	LEVEL	
		TIER-1	TIER-2
01/25	Assistant Secretary	Graduation	Graduation
02/25	Assistant Professor & Assistant Director (Academics)	Graduation	Post-Graduation
03/25	Assistant Professor & Assistant Director (Training)	Graduation	Post-Graduation
04/25	Assistant Professor & Assistant Director (Skill Education)	Graduation	Post-Graduation
05/25	Accounts Officer	Graduation	Graduation
06/25	Superintendent	Senior Secondary	Graduation
07/25	Junior Translation Officer	Graduation	Post-Graduation
08/25	Junior Accountant	Secondary	Senior Secondary
09/25	Junior Assistant	Secondary	Senior Secondary

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9. CRITERIA FOR SHORTLISTING AND FINAL SELECTION OF THE CANDIDATE:-

The cut off marks for Tier-1 and Tier-2 will be 5% below the cut-off marks of the UR category candidates for OBC/EWS, and 10% below the cut-off marks of the UR category for SC/ST/PwBD respectively. The Board reserves the right to decrease the shortlisting Criteria/Cut off marks for Tier-2/Interview/Skill Test, as the case may be in case the requisite number of candidates is not available in OBC/EWS/SC/ST/PwBD categories. However, no candidate will be considered for the selection process if they secure less than 30% of the maximum marks in any tier of examination (Tier-1 and Tier-2) in any case.

10. CITIES OF EXAMINATION: The Tier-1 examination will be conducted in following cities:-

CITY CODE	REGIONAL OFFICE OF THE BOARD	JURISDICTION
101	AHMEDABAD	GUJARAT
102	AJMER	RAJASTHAN
103	BENGALURU	KARNATAKA
104	BHOPAL	MADHYA PRADESH
105	BHUBANESWAR	ODISHA
106	CHENNAI	TAMIL NADU
107	DEHRADUN	UTTARAKHAND
108	DELHI / NOIDA/ GURUGRAM	DELHI / NCR
109	GUWAHATI	ASSAM
110	LUDHIANA	PUNJAB
111	LUCKNOW	UTTAR PRADESH
112	PATNA	BIHAR
113	PRAYAGRAJ	UTTAR PRADESH
114	PUNE	MAHARASHTRA
115	PANCHKULA	HARYANA
116	RAIPUR	CHHATTISGARH
117	RANCHI	JHARKHAND
118	THIRUVANANTHAPURAM	KERALA
119	VIJAYAWADA	ANDHRA PRADESH

The allocation of cities/centres of examination shall be determined by the Board, taking into account the preferences/options submitted by candidates. While every effort will be made to allot a Centre in one of the cities selected by the candidate, the Board reserves the right to allot a Centre in the City other than that of Candidate's preferred choice anywhere in India. The Board has the right to conduct the examination at all the cities or any one of the cities or any other cities depending upon the number of the candidates and other logistical compulsions. In case the number of candidates in any of the notified City is very less/insufficient for establishing the Examination Centre or any other specific reason, the Board at its discretion may not conduct the Examination in that City and the Candidates who has selected that city as 1st Choice may be allotted Examination Centre in other city opted as 2nd or 3rd choice or any other city. Additionally, the Board reserves the right to modify/cancel the City/Centre opted by candidates due to administrative reasons, if any. The decision of the Board will be final and binding. Under no circumstances, the City/Centre once allotted shall be changed.

The cities of examination for Tier-2 examination and Interview/Skill Test will be informed to the shortlisted candidates separately.

11. MARKING SCHEME: - In Tier-1, Three (03) marks shall be awarded for every correct answer and One (01) mark shall be deducted for every incorrect answer. Unanswered questions will not be given any marks. There is only one correct response for each question. Filling up/darken more than one response in any question will be treated as wrong response and One (01) mark will be deducted.

There is no provision of re-evaluation for Tier-2 examination. No request in this regard shall be entertained for whatsoever the reasons may be.

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Further, if any misprinting or ambiguity in any of the question is noticed by the subject experts at the time of verification of challenges of answer keys after conduct of examination, a policy decision will be taken as per the recommendation of subject experts.

12. IMPORTANT INSTRUCTIONS FOR THE CANDIDATES: -

(i) Candidates are advised to report at the allotted Examination Centre 02 hours before commencement of the examination. Since the biometric authentication may be introduced at the examination centres, so the candidates are advised to reach the examination centre well in time so as to save time loss in attempting their examination. In case the candidate reaches the examination centre at last minute, he/she may lose his/her examination time.

(ii) Candidates are NOT allowed to carry Instruments, Geometry or Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables and Water (loose or packed), Mobile Phone/Earphone/ Microphone/Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/devices in the Examination Hall/Room, except, if there is any exception.

(iii) The candidate must show, on demand, the Admit Card for admission in the examination room/hall. The Examination Centre Staff on duty is authorized to verify the identity of candidates and may take steps to verify and confirm the identity credentials. Candidates are scheduled to extend their full cooperation. A candidate who does not possess the valid Admit Card shall not be entitled for examination under any circumstances.

(iv) A seat indicating Roll Number will be allotted to each candidate. Candidates should find and sit on their allotted seat only. In case, a candidate changes room/hall or the seat on his/her self-volition rather than the one allotted, the candidature of such candidate stand cancelled. No plea would be entertained at any stage.

(v) The candidate should ensure that the question paper distributed to him/her is as per his/her applied post indicated in the Admit Card. In case, candidate in receipt of QP meant for different post than applied post, the same may be brought to the notice of the Invigilator concerned immediately before proceeding further filling up.

(vi) A candidate may approach the Centre Superintendent/Invigilator in the room for any assistance, first aid emergency or any other information during the course of examination.

(vii) The responses (answers) marked by the candidates on the OMR sheet may be analyzed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidature of such candidates may be cancelled.

(viii) For those who are unable to appear on the scheduled date of examination for any reason, re-examination shall not be held under any circumstances.

(ix) Candidates shall appear at their own cost at the Centre on date and shift as indicated in their Admit Card. Under no circumstances, the Centre and shift provided in the Admit Card shall be changed.

(x) Candidates **MUST** bring the following documents on the day of examination at the Examination Centre. Candidates who will not bring these will not be allowed to sit in the examination.

a. Printed copy of Admit Card downloaded from CBSE website.
b. One passport size photograph (same as uploaded on the Online Application Form) should be taken for pasting on the specific space in the attendance sheet, if required, at Centre during the examination

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c. Any one of the authorized photo IDs (must be the original, valid, and non-expired)-PAN card/Driving License/Voter ID/Passport/Aadhaar Card (With photograph) E-Aadhaar with photograph/Ration Card with photograph.
d. PwBD certificate issued by the authorized medical officer, if claiming the relaxation under PwBD category
e. PwBD Certificate regarding physical limitation in an examination to write as per proforma given in Information Bulletin, if claiming the relaxation under PwBD category.
f. Letter of Undertaking for using Own Scribe as per proforma given in Information Bulletin, if claiming the relaxation under PwBD category.

13. ROUGH WORK:- All calculations/writing work are to be done only in the Rough Sheet available in test booklet or provided at the Examination Centre in the examination Room/Hall and on completion of the test, candidates must hand over the Rough Sheets to the Invigilator on duty in the Room/Hall.

14. UN-FAIR MEANS:-

Un-fair Means practice is an activity that allows a candidate to gain an un-fair advantage over other candidates. It includes, but is not limited to the following:

(i) At the time of MCQ/written/descriptive examination, if a candidate is found guilty of using un-fair means or impersonating or misbehaving in the examination hall, wherever applicable, or bringing outside influence on the examination process or resorting to any other un-fair means in connection with his/her candidature for the selection; or obtaining support for his/her candidature by any other means, such candidate will be liable to criminal prosecution and disqualified from the examination either permanently or for a specified period from any examination or selection of the Board in accordance with applicable Laws, Regulations & Rules etc.

(ii) If it is found at any stage that any candidate has furnished any false information/particulars with regard to his/her qualification, category/caste and experience in the Application Form or in any document and/or mispresented/suppressed any material information in the application form, for securing appointment in the Board, his/her service will be terminated forthwith at any stage in service i.e. during probation period or after confirmation of the service in the Board, without assigning any reason thereof.

(iii) Canvassing in any form will be treated as disqualification.

(iv) Being in possession of any item or article which has been prohibited or can be used for un-fair practices including any stationery item (any kind of Paper/ Stationery/Textual material/ printed/ written material), communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the examination in the paper concerned;

(v) Using someone else to write examination (impersonation) or copying;

(vi) Breaching examination rules or any direction issued by CBSE in connection with examination from time to time;

(vii) Assisting other candidate to engage in malpractices, giving or receiving assistance directly or indirectly of any kind or attempting to do so;

(viii) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the Examination Centre;

(ix) Threatening/intimidation any of the officials connected with the conduct of the examination or threatening any of the candidates;

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(x) Using or attempting to use any un-fair means in connection with the examination;

(xi) Manipulation and fabrication of online documents viz. Admit Card, Self-Declaration, etc.;

(xii) Forceful entry/exit from Examination Centre/Hall;

(xiii) Use or attempting to use of any electronic device (Mobile Phone/Earphone/ Microphone/Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/devices etc.) after entering in the Examination Centre;

(xiv) Affixing/uploading of wrong /morphed /blank photographs/ signatures on the Application Form/Admit Card/Proforma;

(xv) Creating obstacles in smooth and fair conduct of examination.

(xvi) Any other malpractices declared as Un-fair Means by the CBSE.

(xvii) If it is found at any time in future that the candidate has used/uploaded the photograph, signature and certificate(s) of someone else in his/her Application Form/Admit Card or he/she has tampered his/her Admit Card, these acts of the candidate shall be treated as Un-fair Means (UFM) practices on his/her part and he/she shall be proceeded with necessary actions under the applicable provisions.

(xviii) Creating disturbance in smooth conduct of the examination at examination centre/venue.

15. PUNISHMENT FOR USING UN-FAIR MEANS PRACTICES: -

During the course of, before or after the examination if a candidate indulges in any of the above or similar practice, he/she shall be deemed to have used un-fair means and **booked under UN-FAIR MEANS (U.F.M.)** case, shall be disqualified and debarred for a period of 02 (two) years from Board's examination. **The candidate shall also be liable for criminal prosecution action and /or any other action as deemed fit under relevant provisions.** The result of the candidate(s) who indulge in Un-fair means Practices will be cancelled and will not be declared.

16. DISPLAY OF SCANNED IMAGE OF OMR ANSWER SHEET AND ANSWER KEY OF TIER-1:-

The OMR answer sheet and the Answer Keys of Tier-1 examination will be displayed on website of CBSE for which a public notice will also be issued on the website https://cbse.gov.in. The candidates may download the same within the stipulated time as notified in the Public Notice. The Answer Keys are likely to be displayed for two to three days to provide an opportunity to the candidates to challenge the answer(s) with a non-refundable prescribed fee of ₹1000/- per question as processing charges, in case they are not satisfied with any of the answer(s). The challenges received against the provisional answer keys within stipulated time will be placed before the subject expert for finalization of answer keys. Challenges without payment of fee and those submitted on any other medium (viz. email/letter/representation) will not be considered. The subject experts will examine all the challenges received and then the final answer keys will be prepared by them. The decision of subject experts on the challenges shall be final and no further communication will be entertained. The candidates will not be informed individually about the status of their challenges. The result will be declared according to the final answer keys prepared by the subject experts.

NO GRIEVANCE WITH REGARD TO ANSWER KEY(S) TIER-1 AFTER DECLARATION OF RESULT OF TIER-1 WILL BE ENTERTAINED.

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17. GENERAL CONDITIONS: -

1. *Candidates who had applied for the posts of Assistant Secretary (Academics), Assistant Secretary (Skill Education) and Assistant Secretary (Training) against the Advertisement No. CBSE/Rectt. Cell/Advt/FA/01/2024 dated 08.03.2024* ***need not apply*** *again as their previous application shall be considered for the instant advertisement. However, those candidates have to register themselves to fill up the basic details as prescribed in the Online Application Portal for DRQ2026 and provide their previous Application Number. The data with respect to these candidates shall be available in the application portal and the same credentials may be used to access the portal and for download of Admit Cards, as applicable.*

   The posts for which their candidature shall be considered is as follows:-

S.No.	*Post in previous Advertisement dated 08.03.2024*	*Post in current Advertisement*
1.	*Assistant Secretary (Academics)*	*Assistant Professor & Assistant Director (Academics)*
2.	*Assistant Secretary (Skill Education)*	*Assistant Professor & Assistant Director (Skill Education)*
3.	*Assistant Secretary (Training)*	*Assistant Professor & Assistant Director (Training)*

2. The Board reserves the right to fill or not to fill or partially fill any of the above vacancies due to administrative reasons and also reserves the right to cancel/ restrict / modify/ alter the recruitment process, if required.

3. The Board shall reserve the right to shortlist the candidates based on merit, experience, written and/or skill test, as the case may be.

4. The Board reserves the right to change/amend the examination scheme, if so required, any time before the examination.

5. The Service conditions will be applicable as per the prevalent rules of CBSE Service Rules, 1985 & its subsequent amendments and including Govt. of India rules from time to time. Selected candidates, on appointment, are liable to be posted or subsequently transferred anywhere in India in any of the offices of the Board, as these post(s) carried all India transfer liability. The candidature of the candidate bringing outside influence for seeking posting will be summarily cancelled.

6. The applicants must fulfil the essential requirements/qualifications of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the minimum essential qualifications laid down for various posts. No enquiry seeking advice as to eligibility will be entertained.

   Note: The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for MCQ/Written/Descriptive Examination/Interview/Skill Test, as the case may be.

   THE CANDIDATES SHOULD, THEREFORE, MENTION HIS/HER ALL QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATION.

7. There is no provision of re-evaluation/re-checking of OMR/answer sheets/answer scripts in respect of examinations conducted by CBSE. No correspondence in this regard shall be entertained.

8. The Board reserves the right to cancel/withdraw/delete any question/questions from the question paper and the marks scored shall be prorated out of the maximum marks.

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9. The number of vacancies for the post(s) included in this recruitment notification are tentative and may increase or decrease as per administrative requirement.

10. The recruitment shall be in accordance with the recruitment rules notified by CBSE.

11. Qualification acquired by the candidates should be strictly in accordance with the notified / prescribed qualifications only and necessary certificates should be produced at the time of document verification/Selection as the case may be. All the educational qualifications mentioned should be from a University/Institute/Board recognized by Government of India/approved by the Government Regulatory bodies and the result should have been declared on or before the last date for submitting the online Application Form i.e. 22.12.2025. Proper documents from Board/University for having declared the result on or before the last date for submitting the online application form i.e. 22.12.2025 have to be submitted as and when asked for. The date of passing the examination which is reckoned for eligibility will be the date of passing mentioned on the mark sheet/provisional certificate.

12. Candidate(s) claiming experience has to produce Certificate(s) in the prescribed proforma from the Head(s)/Authorised person of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained on the post(s) with duration(s). Experience certificate should be issued in prescribed proforma for relevant post.

13. The cut-off date/crucial date for determining various eligibility criteria (Educational Qualifications, age limit etc.) will be last date for receipt of online application i.e. 22.12.2025. Before applying, applicants must satisfy themselves about their eligibility as on 22.12.2025.

14. The Reservation policy of Govt. of India applicable for direct recruitment on All India basis will be followed.

15. Candidates are required to apply through “Online” mode only for the post(s) as per the advertisement/vacancy circular. The Application Form in any other mode will **not be entertained.**

16. The Board reserves the right to fix criteria viz; screening test/qualification/experience etc. to shortlist the candidates to be called for MCQ/written examination/interview/skill test due to administrative reasons.

17. Verification of documents may be carried out by CBSE before issuance of offer of appointment.

18. The candidate must have certificates of minimum required qualification at the time of submission of application.

19. Candidates also note that their candidature will remain provisional, even after successful completion of process, till the genuineness of the document related to Education, Experience and Caste etc. are verified by the Issuing Authority.

20. At any stage of the recruitment process, including after recruitment or joining, if any of the following is detected i.e. furnished wrong information, submitted fabricated/tempered documents or has suppressed relevant information or uploaded non-human or irrelevant photograph, said application will liable to be removed, disqualified, prosecuted and debarred for future appointment in CBSE and his/her application/appointment will be rejected forthwith.

21. If it is found at any stage that any candidate has furnished any false information/particulars with regard to his/her qualification, category/caste and experience in the Application Form or in any document and/or mispresented/suppressed any material information in the

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application form, for securing appointment in the Board, his/her service will be terminated forthwith at any stage in service i.e. during probation period or after confirmation of the service in the Board, without assigning any reason thereof.

22. The candidates should submit only one application for a post. Multiple applications submitted by a candidate against a specific post will not be considered for recruitment process and shall summarily be rejected.

23. A candidate may apply for more than one post if he/she is eligible. In such cases, the candidate will have to pay the requisite fee separately for each post as applicable.

24. Candidates must read carefully the instructions contained in the online application format/vacancy circular/information bulletin on the website for filling up the Application Form. Candidate not adhering with the instructions will liable to be summarily rejected.

25. CBSE will not permit to edit/modify/alter any information entered by the candidates after completion of application process under any circumstances. Any request for change in information after submission of information shall not be entertained. Therefore, candidates are advised to exercise utmost caution before filling up correct details in the Application Form.

26. In case any discrepancy or variation in the translated version of this advertisement in Hindi in that case, the text provided in the English version shall be treated as final.

27. The Confirmation Page of the online Application Form will be generated only after successful payment by the candidate. In case, the confirmation page is not generated after payment of fee, the candidate may have to approach the concerned Bank/Payment Gateway. CBSE shall not be responsible for any refund under these circumstances.

28. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are active & in use as relevant/important information/communication will be sent on the registered e-mail address and/or through SMS on registered mobile number only. CBSE shall not be responsible for any non-communication/mis-communication with a candidate in the email address or mobile number given by him/her.

29. In case, if email is not delivered due to wrong email id/ inbox is full/ other administrative reasons, CBSE will not be responsible.

30. Candidate shall appear at his/her own cost at the Examination Centre on the date, shift and time indicated on their Admit Card.

31. Candidates are advised to visit the website and also check their e-mail regularly for latest updates. The Board will not provide any update to candidate by replying to their e-mail regarding the conduct of examination separately.

32. Any candidate found to be misleading by providing inaccurate information will be debarred from taking this recruitment examination and his/her candidature for any post will automatically be treated as rejected.

33. The candidates will be called to participate in the selection process based on the information provided by them online. The responsibility to ensure that they fulfil the eligibility lies on the candidate only. Therefore, the candidates before applying for the posts must ensure their eligibility for the post(s) applied for.

34. The list of shortlisted candidates for recruitment to all the posts included in this recruitment notification will be displayed on the CBSE website. No separate correspondence will be entertained in this regard.

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35. CBSE may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/ her candidature shall be summarily rejected.

36. Mere qualifying Stage-I/II/Skill Test will not confer any right of appointment unless the Board is satisfied that the candidate is suitable in all aspects and fulfils the required conditions/criteria of the recruitment & rules to the post(s).

37. The candidate's response sheet and other related papers/documents of examination in respect of this recruitment shall be kept as record for two months only from the date of publication of result.

38. Selected candidates will initially be on probation as per the applicable rules, which can be extended at the discretion of the Competent Authority. During the probation period, services of probationer can be terminated at any time by giving 30 days or in lieu of one month salary.

39. The application printout will required to be submitted at the time of document verification along with the self-attested copies of certificates in support of Age, Qualification, Experience, Caste, Non-Creamy Layer, Physical disability & Economically Weaker Section (EWS), as applicable.

40. The name of the candidate and his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the Class-X marks sheet/certificate.

41. The e-Admit Card would be issued to the candidates through the CBSE website subject to the fulfillment of the eligibility conditions and receipt of prescribed application fee.

42. Candidate may please note that Admit Cards will not be sent by post.

43. For any query the applicant should approach the Help Line Number 011-24050353 and 011-24050354 between 09:30 am to 05:30 pm on working days or email their query on drq2026@cbseshiksha.in. The emails/queries sent on other email ids shall not be entertained.

44. The candidates are advised to read the instructions given on the Admit Card carefully and strictly follow them during the examination.

45. The requests for any correction in the particulars (name/photo/signature/category) shown on admit card will not be entertained. However, in case of any other discrepancy related to date of examination, details of examination centre/city etc., the candidate may immediately approach the Help Line Number 011-24050353 and 011-24050354 between 09:30 am to 05:30 pm on working days or email his/her query on drq2026@cbseshiksha.in. All such queries shall be entertained till the date specified on the CBSE website. The emails/queries sent on other email ids shall not be entertained.

46. Candidate must not mutilate the Admit Card or change any entry made therein.

47. **Candidates are advised to preserve their Admit Cards in good condition for future reference.**

48. No Admit Card shall be issued to the candidate whose Application is found to be incomplete for any reasons (including indistinct/ doubtful photographs/ unsigned Applications) or who do not fulfill the eligibility criteria for the examination.

49. Mere issuance of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of selection process.

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50. Decision of the Board in all matters regarding Recruitment Process/Eligibility of the candidate/the documents to be produced/conduct of MCQ/Written/descriptive examination/Skill Test and any other matter relating to recruitment will be final and binding on the candidate.

51. The Board may, at its discretion, hold re-examination wherever necessary in respect of a centre/venue/specified post or candidate(s) due to administrative reasons.

52. Appointment of selected candidates is subject to his/her being declared medically fit as per the medical standard prescribed by the Board/Govt. of India.

53. The Board will not be responsible for inadvertent error at any stage of recruitment process and reserves the right to correct such errors in future, if noticed.

54. Verification of original documents and format of certificates:

A. Candidates shortlisted for Document Verification are required to produce all original documents along with three sets of self-attested photocopies of all documents at the time of document verification.
B. All Certificates should be either in English or Hindi only. Where certificates are not in English/Hindi, self-attested translated version (In Hindi/English) should be produced wherever/whenever required. Certificates produced during the document verification should be strictly in the prescribed proformas.
C. No additional time will be given to the candidates in normal circumstances for producing their original certificates on the date of their document verification and the candidature of such candidates is liable to be forfeited.
D. Documents to be brought by candidates in original (as applicable) for verification are as indicated below:-
   i. Matriculation/Class X/High School Examination Certificate or Equivalent certificate as Proof for Date of Birth. (The candidate's name and the father/ mother's name mentioned in the application will be verified with reference to the names mentioned in his/her certificate.)
   ii. Educational and Technical Certificate/Diploma/Degree from a recognized Board/University or equivalent (As applicable).
   iii. SC/ST certificate in the format as per prescribed proforma.
   iv. OBC-NCL certificate in the format as per prescribed proforma(s)
   v. Non creamy layer declaration by OBC candidates as per prescribed proforma
   vi. Income & Asset certificate for Economically Weaker Section as per prescribed proforma
   vii. Original discharge certificate for Ex-servicemen.
   viii. Medical Certificate for Persons with Benchmark Disabilities (PwBD) as per prescribed proformas as applicable.
   ix. Certificate for persons having physical limitation to write and Letter for Undertaking for using Scribe is essential for examination as per prescribed proformas.
   x. Self-declaration for Ex-servicemen as per prescribed proformas
   xi. No Objection Certificate from serving employees with date of appointment.
   xii. Legal document in case of formal change of name viz. their original marriage certificate / affidavit in original etc.
   xiii. Decree of divorce/judicial separation from the competent Court of Law as applicable and Affidavit stating that the candidate has not remarried.
   xiv. Ex-Servicemen candidates who secure civil employment after applying for this notification should give self-declaration to the concerned employer about the details of application against this Notification, as soon as they join. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during document verification.

NOTE-1: Candidates who wish to be considered against vacancies reserved / or seeking age-relaxation must submit the requisite/ relevant certificate in original from the competent authority, in the prescribed format at the time of Document Verification. Otherwise, their claim

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for EWS/SC/ST/OBC-NCL/Ex-SM/PwBD status will not be entertained and their candidature/ applications will be considered under General (UR) category, if eligible. The certificates should be as per the prescribed proformas.

NOTE-2: The Educational Qualification Certificates for regular Degree should contain the date of issue. In case, date of issue of these certificates is after the closing date of the notification, then the consolidated mark sheet with date of declaration of the result of final qualifying exam or individual mark sheets of all the semesters with date of declaration of result of each semester should be submitted. In case of non-availability of date in any of these certificates, then a certificate from the Institution/University to this effect (indicating date of declaration of result) should be produced at the time of document verification.

NOTE-3: If the EWS/OBC-NCL certificate uploaded by the candidate(s) on CBSE website at the time of online registration becomes older than 1 year at the time of document verification, then in such cases candidate(s) are required to produce latest EWS/OBC-NCL certificate, which should not be older than 1 year.

55. **RESOLUTION OF TIE CASES** In cases where more than one candidate secures the equal aggregates marks, tie will be resolved by applying the following methods one after another: i) Date of Birth, with older candidates placed higher. ii) Alphabetical order in which names of the candidates appear.

56. The candidates may raise their legal dispute arising out of this Recruitment Notification, if any to the exclusive jurisdiction of the courts of Delhi only.

Sd/-
SECRETARY (CBSE)

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PROFORMA-I

FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of_____ of village/town _____ in District/Division _____ in the_____ State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No._____dated_____*. Shri/Smt./Kumari_____ and/or his/her family ordinarily reside(s) in the_____ District/Division of the _____ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993**.

Date _____ **District Magistrate/Deputy Commissioner etc.**

Seal of Office

***-**	The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC
****-**	As amended from time to time
Note:	The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
List of authorities empowered to issue Caste/Tribe Certificate Certificates:	
I.	District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate.
II.	Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
III.	Revenue Officers not below the rank of Tehsildar
IV.	Sub-Divisional Officers of the area where the applicant and or his family normally resides.

NOTE-I :

a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

b. The authorities competent to issue Caste Certificate are indicated below:-

I. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

II. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.

III. Revenue Officer not below the rank of Tehsildar

IV. Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

NOTE-III: The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per prescribed proforma issued by the competent authority on or before the Closing Date as stipulated in this Notice

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. **PROFORMA-I-A**

FORM OF DECLARATION TO BE SUBMITTED BY THE OBC CANDIDATE (IN ADDITION TO THE COMMUNITY CERTIFICATE)

I ……. Son/daughter of Shri…….resident of village/town/city……. district……. state……hereby declare that I belong to the……..community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM No. 36033/1/2013-Estt. (Res.), dated: 27th May, 2013.

Signature:……

Full Name:……

Address.....

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PROFORMA-II

FORMAT OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA)

This is to certify that Shri*/ Srimati/ Kumari* ..... son/daughter* of ..... Village/Town ..... District/Division*..... of the..... State/ Union Territory* belongs to the ..... Caste*/Tribe which is recognised as a Scheduled Caste / Scheduled Tribe under: -

*The Constitution Scheduled Castes Order 1950.
*The Constitution Scheduled Tribes Order 1950.
*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;
*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;
[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Reorganisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment)Act 1976]
The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled *Tribes Orders (Amendment) Act, 1976
The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962
*The Constitution (Pondicherry) Scheduled Castes Orders,1964
*The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
*The Constitution (Sikkim) Scheduled Castes Order, 1978
*The Constitution (Sikkim) Scheduled Tribes Order, 1978
*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
*The Constitution (SC) Orders (Amendment) Act, 1990
*The Constitution (ST) Orders (Amendment) Ordinance Act,1991
*The Constitution (ST) Orders (Amendment) Ordinance Act,1996
*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002
*The Constitution (Scheduled Castes) Orders (Second Amendment) Act,2002.
*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati*..... father/mother*of Shri/Srimati/Kumari..... of Village/ Town* ..... inDistrict/Division*.....of the State/Union Territory*.....who belongs to the.....Caste*/Tribe which is recognised as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory* issued by the .....dated .....

3. Shri/Srimati/Kumari* ..... and /or* his/her* family ordinarily resides inVillage/Town* ..... District/ Division* ..... of the State/ Union Territory* of.....

Place..... Signature.....
Date..... Designation.....
(with seal of Office)

State/ Union Territory.....
* Please delete the words which are not applicable.
@ Please quote the specific presidential order.
% Delete the Paragraph, which is not applicable
Note: (a) The term "ordinarily reside(s)' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.
1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetteed Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admin div islands).

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PROFORMA-III

GOVERNMENT OF …….
(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No…….. Date……..……..

VALID FOR THE YEAR ……..

This is to certify that Shri/Smt./Kumari ……. Son/daughter/wife of …….. permanent resident of …… Village/Street …… Post Office …….. District …….. in the State/Union Territory …… Pin Code …….. whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income* of his/her 'family*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year …….. His / her family does not own or possess any of the following assets***;

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari ……. belongs to the …… caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size Attested photograph of the applicant

Signature with seal of Office ……
Name ……..
Designation ……

*Note: Income covered all sources i.e. salary, agriculture, business, profession, etc.
**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.
***Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

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PROFORMA-IV

FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING AGERELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMAN

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No..... Rank..... Name..... whose date of birth is..... has rendered service from..... to ..... in Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority**

SEAL

Delete the paragraph which is not applicable.

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B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. …….. Rank …….. Name…….. is serving in the Army/Navy/Air Force from ……

2. He is due for release retirement on completion of his specific period of assignment on …….

3. No disciplinary case is pending against him.

Place: .....

Date: .....

Signature, Name and Designation of the Competent Authority**

SEAL

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

Signature and Name of Candidate

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C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No..... Rank..... Name ..... whose date of birth is.....is serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on……. and is on extended assignment till ……..

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place:

Date:

Signature, Name and Designation of the Competent Authority**

SEAL

**Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs.
Army - Military Secretary Branch, Army Hqrs., New Delhi
Navy - Directorate of Personnel, Naval Hqrs., New Delhi
Air Force - Directorate of Personnel Officers, Air Hqrs., New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army - By various Regimental Record Offices
Navy - BABS, Mumbai
Air Force - Air Force Records, New Delhi

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PROFORMA-IV A

DECLARATION TO BE SUBMITTED BY EX-SERVICEMEN CANDIDATES REGARDING CIVIL EMPLOYMENT BY AVAILING EX-SERVICEMEN QUOTA.

I understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this notice, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex- servicemen.

I also hereby declare the following facts:

a) I have not secured any civil employment by availing Ex- Servicemen quota, before attending for document verification for the posts of this notice.

b) I have availed Ex-Servicemen quota for securing civil employment and I have given self- declaration/undertaking to my employer about the details of application(s) for various vacancies notified in this notice for which I have applied for, before joining the civil employment. Certificate for submission of self-declaration/undertaking from the present Employer is enclosed.

(Strikeout whichever is not applicable)

Place: Signature:

Date: Roll Name:

No:

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PROFORMA-V-A

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.: Date:

This is to certify that I have carefully examined Shri/Smt/Kum…… son/ wife/ daughter of Shri ……Date of Birth (DD/MM/YYYY) …..…… Age…… Years, Male/Female…… Registration No. …… Permanent Resident of House No. ……..... Ward/Village/Street…….. Post Office…… District…… State……, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:
*locomotor disability
*dwarfism
*blindness
(Please tick as applicable)

(B) The diagnosis in his/her case is……..……

(C) he/she has ……% (in figure)…….…… percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/ her…… (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	**Date of issue**	**Details of authority issuing signature**

(Signature and Seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued

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PROFORMA-V-B

FORM-VI

CERTIFICATE OF DISABILITY

(IN CASES OF MULTIPLE DISABILITIES)

[See rule 18(1) Rights of Persons with Disabilities Rules, 2017]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent passport Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.: Date:

1. This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____Date of Birth (DD/MM/YYYY)_____ Age ____ years, Male/Female _____ Registration No. ……..... Permanent Resident of House No._____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of **Multiple Disability.** His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (_____number and date of issue of the guidelines to be specified) for the disabilities ticked below and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1.	Locomotors Disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental-illness			
16.	Chronic Neurological Conditions			
17.	Multiple Sclerosis			
18.	Parkinson's Disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			
22.	Spine Deformity			
23.	Spine Injury			

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(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (_____number and date of issue of the guidelines to be specified), is as follows:

In figures: _____percent
In words:_____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:
i) Not necessary, or
ii) is recommended/after ……Year ……months, and therefore this certificate shall be valid till…… (DD/MM/YYYY)
@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	Date of issue	Details of authority issuing signature

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued

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PROFORMA-V-C

FORM-VII

CERTIFICATE OF DISABILITY

(IN CASES OTHER THAN THOSE MENTIONED IN FORMS V AND VI)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

[See rule 18(1) Rights of Persons with Disabilities Rules, 2017]

Recent passport Size Attested Photograph (Showing face only) of the Person with disability

Certificate No.:..... Date.....

1. This is to certify that we have carefully examined Shri/Smt./Kum .....

son/wife/daughter of Shri..... Date of Birth (DD/MM/YYYY).....

Age .....years, male/female.....Registration No. ..... Permanent Resident of House No. ..... Ward/Village/Street .....Post Office ..... District ..... State....., whose photograph is affixed above and am satisfied that he/she is a case of _____**Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (..... number and date of issue of Guidelines to be specified), and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental-illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			
20	Spine Deformity			
21	Spine Injury			

(Please strikeout the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:

i) Not necessary, or

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ii) is recommended/after ……Year ……months, and therefore this certificate shall be valid till…… (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs;

e.g. Single eye/both eyes;

£e.g. Left/Right/both ears

4. The applicant has submitted the following documents as proof of residence

Nature of Document	Date of issue	Details of authority issuing Certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

[Countersignature and seal of the CMO/Medical Supdt/Head of Govt. Hospital. in case the certificate is issued by a medical authority who is not a government servant (with seal)]

Signature/Thumb impression of the person in whose favour disability certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

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PROFORMA-V-D

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs …….. (name of the candidate with disability), a person with …… (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o …….. a resident of …… (Village /District/State) and to state that he / she has physical limitation which hampers his/her writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital / health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream / disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopedic specialist / PMR).

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Appendix-V-E

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e., persons having less than 40% disability and having difficulty in writing

1. This is to certify that, we have examined Mr./Ms./Mrs. ……. (name of the candidate), S/o /D/o ……. , a resident of ……. ……..(Vill/PO/PS/District/State), aged ……. yrs., a person with ……..… (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

Signature & Name	Signature & Name	Signature & Name	Signature & Name	Signature & Name
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available) *	Occupational therapist (if available) *	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer……..Chairperson				

Place:

Date:

Name of Government Hospital/Health Care Centre with Seal

*The Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District.

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PROFORMA-V-F

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy /muscular dystrophy/ candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm X 4.5cm (The colour photograph should not be more than 3 months old).

1. Name of the Candidate.....
2. Roll No…….
3. Name of Center……..
4. Qualification of Candidate ……..
5. Disability Type ……
6. Name of the Scribe.....
7. Date of Birth of the Scribe …....
8. Father's Name of the Scribe.....
9. Address of the Scribe:
   (a) Permanent Address .....
   .....
   (b) Present Address.....
   .....
10. Educational Qualification of the Scribe .....
    .....
    .....
11. Relationship, if any, of the Scribe to the Candidate……..
12. **DECLARATION:**

i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the CBSE regarding conduct of the candidates assisted by Scribe/Scribes at this examination and here by undertake to abide by them.

ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.

iii) We declare that the Scribe herself / himself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.

iv) We declare that the scribe has not acted/will not act as scribe to any other candidate of this examination.

(Signature of the Candidate)	(Signature of the Scribe)
Left thumb impression of the Candidate in the box given above	**Left thumb impression of the Scribe in the box given above**

Signature of the Invigilator

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