



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 | | Any of the Board's Office. |
| 01/25 | A | Assistant Secretary Pay Level – 10 | 35 | 01 | - | 03 | 01 | 03 | 08 | 01 | - | |
| 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 | 05 | |

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 |

| 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, Bhubaneswar, 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) |

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

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;

- 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) | <p>For Group – A posts: 05 Years.</p> <p>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.</p> <p>(Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidate should not indicate their category as Ex-Servicemen.)</p> |
| 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**.

- (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 | <p>Essential: Bachelor's Degree from a recognized University/ Institution.</p> <p>Age Limit: 35 years</p> <p>Stages of Recruitment: Tier-1: MCQ Based Preliminary Screening Examination. Tier-2: Objective Type (OMR based) & Descriptive Type written main examination. Tier-3: Interview</p> |
| Assistant Professor & Assistant Director (Academics/ Training/ Skill Education) | A | <p>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*.</p> <p>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.</p> <p>Age Limit: 30 years</p> <p>Stages of Recruitment: Tier-1: MCQ based preliminary screening examination. Tier-2: Objective Type (OMR Based) & Descriptive Type Written Main Examination. Tier-3: Interview[#]</p> |
| Accounts Officer | A | <p>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.</p> <p>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.</p> <p>Age Limit: 35 years</p> <p>Stages of Recruitment:</p> |

| | | <p>Tier-1: MCQ based preliminary screening examination.</p> <p>Tier-2: Objective Type (OMR based) & Descriptive Type written main examination.</p> <p>Tier-3: Interview.</p> |
|----------------------------|-------|---|
| Name of Post | Group | Recruitment Rules |
| Superintendent | B | <p>Essential:</p> <p>(i) Bachelor's Degree from a recognized University or equivalent.</p> <p>(ii) Working knowledge of Computer/Computer Applications such as Windows, MS-Office, handling of large database, Internet.</p> <p>Age Limit: 30 years</p> <p>Stages of Recruitment:</p> <p>Tier-1: MCQ based preliminary screening examination.</p> <p>Tier-2: Objective Type (OMR based) & Descriptive Type written main examination.</p> <p>AND</p> <p>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.</p> |
| Junior Translation Officer | B | <p>Essential:</p> <p>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.</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>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.</p> <p>AND</p> <p>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.</p> <p>Age Limit: 30 years</p> |

| | | |
|--|--|--|
| | | 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: 12 th 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) 12 th 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

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:

- 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.
- On successful completion of the transaction, an e-Receipt will be generated.
- 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.
- Candidate(s) are required to take a printout of the e-Receipt and online Application Form containing fee details.

- (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) | | | | | |
|---------------------------------------|---|----------------------------|--------------------|----------------------------|--------------------|
| TEST | COMPONENT OF THE TEST | OBJECTIVE TYPE | | DESCRIPTIVE TYPE | |
| | | 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.

(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) | | | | | |
|---------------------------------------|------------------------------|----------------------------|--------------------|----------------------------|--------------------|
| TEST | COMPONENT OF THE TEST | OBJECTIVE TYPE | | DESCRIPTIVE TYPE | |
| | | 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 |

| | | | |
|--------------|---|------------|------------|
| 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) | | | | | |
|---------------------------------------|--|----------------------------|--------------------|----------------------------|--------------------|
| TEST | COMPONENT OF THE TEST | OBJECTIVE TYPE | | DESCRIPTIVE TYPE | |
| | | 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 |

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

| (DURATION OF THE TEST: 03 HRS) | | | | | |
|--------------------------------|---|---------------------|-------------|---------------------|-------------|
| TEST | COMPONENT OF THE TEST | OBJECTIVE TYPE | | DESCRIPTIVE TYPE | |
| | | 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) | | | | | |
|--------------------------------|--|---------------------|-------------|---------------------|-------------|
| TEST | COMPONENT OF THE TEST | OBJECTIVE TYPE | | DESCRIPTIVE TYPE | |
| | | 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 |

(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) | | | | | |
|--------------------------------|--|---------------------|-------------|---------------------|-------------|
| TEST | COMPONENT OF THE TEST | OBJECTIVE TYPE | | DESCRIPTIVE TYPE | |
| | | 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 |

(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.**

- **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 |

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.

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

- 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 misrepresented/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;

- (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.

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.

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 misrepresented/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.

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.

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.

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

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)
