

CBSE Recruitment – Selection Process 2026

The CBSE recruitment selection process varies by post, all the posts have two tier examination (Tier 1 & Tier 2). But some posts have an interview but for some posts candidates will have to go through a typing skill test. Here is the post wise selection process.

- **Tier 1 Exam (for all posts):** It will consists of objective-type multiple-choice questions.
- **Tier 2 Exam (for all posts):** It will consists of objective-type multiple-choice questions and descriptive questions based on the post. Check exam pattern and syllabus below for more details.
- **Skill Test (For Superintendent, Junior Assistant & Junior Accountant):** The candidates who qualify the Tier 1 & Tier 2 exam will have to go through a typing skill test which will be qualifying in nature.
- **Interview (for Assistant Secretary, Assistant Professor & Assistant Director (ACADEMICS, TRAINING AND SKILL EDUCATION) & Accounts Officer):** Candidates who qualify the Tier 1 & Tier two exam will have to go through an interview.

Note: Junior Translator Officer will only have a two-tier examination.

[CBSE Recruitment 2025 out for 124 posts](#) – Check Now

CBSE Recruitment – Exam Pattern 2026

The CBSE Recruitment will have a two-tier examination process for all the posts. The level of exam for these posts will be as follows.

Post Code	Name of the Posts	Level	
		Tier-1	Tier-2
01/25	Assistant Secretary	Graduation	Graduation

Post Code	Name of the Posts	Level	
		Tier-1	Tier-2
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

The Tier 1 exam pattern for CBSE recruitment 2025 as same for all the posts. However the Tier 2 exam exam pattern differ by post. Here is the complete exam pattern.

CBSE Tier 1 Exam Pattern (Identical for all posts)

The Tier 1 exam pattern is same for all the posts including Assistant Secretary, Assistant Professor, Assistant Director (AD), Accounts Officer, Superintendent, Junior Translation Officer, Junior Accountant & Junior Assistant. Here is the tier 1 exam pattern details.

- **Exam Mode:** Objective (MCQ) type (OMR Based) Examination.

- **Total Marks:** 300.
- **No. of Questions:** 100.
- **Exam Time:** 120 minutes (2 Hours).
- **Marking Scheme:** 3 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.
- **Exam Language:** The exam will be bilingual (Both Hindi & English language).

Subjects	No. of Questions	Total Marks
Current Affairs, General Awareness	20	60
General Mental Ability, General Intelligence, Logical Reasoning & Analytical Ability	20	60
Arithmetical & Numerical Ability, Data Interpretation	20	60
General Hindi Comprehension & Communication Skill	10	30
General English Comprehension & Communication Skill	10	30
Basic Knowledge of Computer Proficiency	20	60
Total	100	300

CBSE Tier 2 Exam Pattern (For all posts)

The Tier 2 exam pattern for Superintendent & Assistant Secretary is same. However, for other posts tier 2 exam pattern differs. The candidates who pass the Tier 1 exam will be called for Tier 2 exam in the ratio of 1:10 except for the Junior Translator

Officer post for which the candidates will be called in the ration of 1:5. And the candidates who qualify the Tier 2 exam will be called for an interview / skill test based on the post (check selection process above) in the ration of 1:5. Here is the complete Tier 2 Posts wise exam pattern.

Common Exam aspects (Tier 2):

- **Exam Mode:** Objective type (OMR Based) and Descriptive (Written) Examination **except for the Junior Assistant Post** which will be descriptive written exam.
- **Exam Duration:** 180 minutes (3 Hours) **except for the Junior Assistant Post** for the duration will be 2 Hours 15 minutes.
- **Marking Scheme:** There is no negative marking in this exam.
- **Exam Language:** The exam will be bilingual (Both Hindi & English language).

1. CBSE Superintendent & Assistant Secretary Tier 2 Exam Pattern

The Tier 2 Exam Pattern for Assistant Secretary & Superintendent posts is same. This exam will be Objective as well as Descriptive type. The exam pattern for these posts is as follows.

Subjects	Objective Questions	Objective Marks	Descriptive Questions	Descriptive Marks
Current Affairs	10	30	04	20
Indian History and Culture	04	12	04	20
Indian Economy	04	12	04	20
Indian Geography	04	12	04	20
Science & Technology	04	12	04	20

Subjects	Objective Questions	Objective Marks	Descriptive Questions	Descriptive Marks
Public Administration & Management	08	24	04	20
Constitution of India, Polity, Governance	08	24	04	20
English Language & Comprehension	08	24	02	10
Total	50	150	30	150

2. CBSE Assistant Professor & Assistant Director (Academics, Training & Skill Education) – Exam Pattern

The Tier 2 Exam Pattern for Assistant Professor & Assistant Director (Academics, Training & Skill Education) posts is same. This exam will be Objective as well as Descriptive type. The exam pattern for these posts is as follows.

Subjects	Number of Questions (Objective)	Total Marks (Objective)	Number of Questions (Descriptive)	Total Marks (Descriptive)
Current Affairs	30	30	–	–
General Studies	30	30	–	–
Quantitative and Reasoning	20	20	–	–
NEP, NCF	30	30	–	–

Subjects	Number of Questions (Objective)	Total Marks (Objective)	Number of Questions (Descriptive)	Total Marks (Descriptive)
Education Systems	–	–	06	60
Total	110	110	06	60

3. CBSE Accounts Officer – Exam Pattern

The Tier 2 Exam for Accounts Officer will be Objective as well as Descriptive type. The exam pattern is as follows.

Syllabus	Number of Questions (Objective)	Total Marks (Objective)	Number of Questions (Descriptive)	Total Marks (Descriptive)
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
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
Constitution of India, Polity, Governance, Ethics, Integrity, Aptitude	15	45	08	40
Essay Writing (Hindi or English)	–	–	02	30

Syllabus	Number of Questions (Objective)	Total Marks (Objective)	Number of Questions (Descriptive)	Total Marks (Descriptive)
Total	50	150	26	150

4. CBSE Junior Translation Officer – Exam Pattern

The Tier 2 Exam for Junior Translation Officer will be Objective as well as Descriptive type. The exam pattern is as follows.

Subjects	Number of Questions (Objective)	Total Marks (Objective)	Number of Questions (Descriptive)	Total Marks (Descriptive)
General Knowledge and Current Affairs, Comparative Literature, Awareness about School Education, Examination Board and its Administration etc.	15	45	06	30
Reasoning & Mathematical Ability	15	45	–	–
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

5. CBSE Junior Accountant – Exam Pattern

The Tier 2 Exam for Junior Accountant will be Objective as well as Descriptive type. The exam pattern is as follows.

Subjects	Number of Questions (Objective)	Total Marks (Objective)	Number of Questions (Descriptive)	Total Marks (Descriptive)
General Knowledge, Current Affairs and General Awareness about the Environment	10	30	05	25
Reasoning and Mathematical Ability	05	15	–	–
General Hindi and English	10	30	10	50
Basic Knowledge of Computer Operation	05	15	–	–
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, Capital vs Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit Organizations' Accounts, Receipts & Payments, Income & Expenditure Accounts, Bills of Exchange, Self-Balancing Ledgers.	20	60	15	75
Total	50	150	30	150

6. CBSE Junior Assistant – Exam Pattern

The Tier 2 Exam for Junior Assistant will be Descriptive type only. The exam pattern is as follows.

Subjects	Number of Questions	Total Marks
Essay Writing: 200–250 words (Hindi or English)	01	50
Application/Letter Writing: 150–200 words (Hindi or English)	01	50
Precis Writing (English only)	02	50
Total	04	150

CBSE Recruitment – Syllabus 2026

The CBSE Recruitment Syllabus for Tier 1 exam is same for all the posts. However, the Tier 2 exam will have different syllabus for most of the posts but some posts still have identical syllabus. For more details check complete subject syllabus below.

CBSE Tier 1 – Syllabus (For all posts)

Tier 1 syllabus is same for all the posts. Here is the complete Tier 1 syllabus.

Assistant Secretary, Assistant Professor, Assistant Director (AD), Accounts Officer, Superintendent, Junior Translation Officer, Junior Accountant & Junior Assistant – Tier 1 Syllabus

Current Affairs & General Awareness Syllabus

- Major current Events and Issues of India and World
- Event of National and International Importance
- Persons and places in recent news
- Games and Sports related Activities etc.
- Social Media, Role of ICT and AI in Modern times

General Mental Ability, General Intelligence, Logical Reasoning and Analytical Ability Syllabus

- Analytical Reasoning
- Mental Ability: Number series, Letter series, Odd one out, Analogy
- Coding-Decoding, Problems Relating to Relations, Shapes, and their sub-sections

- Basic Numeracy: Elementary knowledge of Mathematical and Statistical Analysis
- Data Analysis (Tables, Bar diagram, Line graph, Pie-chart)

Arithmetical & Numerical Ability, Data Interpretation Syllabus

- **STATISTICS:** Collection of data, Classification of data, frequency, frequency distribution, tabulation, cumulative frequency. Representation of data – Bar diagram, Pie chart, histogram, frequency polygon, cumulative frequency curves (ogives), Measures of Central tendency: Arithmetic Mean, Median and Mode
- **ARITHMETIC:** (i) Number systems: Natural Numbers, Integers, Rational and Irrational numbers, Real numbers, Divisors of an Integer, prime Integers, L.C.M. and H.C.F. of integers and their Interrelationship. (ii) Average (iii) Ratio and proportion (iv) Percentage (v) Profit and Loss (vi) Simple and compound Interests (vii) Work and Time (viii) Speed, Time and Distance
- **ALGEBRA:** (i) Factors of polynomials, L.C.M. and H.C.F. of polynomials and their interrelationship, Remainder theorem, simultaneous linear equations, quadratic equations. (ii) Set.
- **GEOMETRY:** (i) Constructions and theorems regarding triangle, rectangle, square, trapezium and circles, their perimeter and area. (ii) Volume and surface area of sphere, right circular cylinder, right circular Cone and Cube.

General Hindi and General English Syllabus

- General Hindi: Hindi alphabet, punctuation, sentence structure, synonyms antonyms, idioms phrases, proverbs
- General English: Active/passive voice, parts of speech, sentence transformation, direct/indirect speech, punctuation, vocabulary, idioms, fill-in-the-blanks
- Comprehension: Reading comprehension in Hindi and English
- Communication Skills: Techniques for effective communication in both languages

Computer Syllabus

- **Computer Basics:** Organization, CPU, input/output devices, memory, ports, Windows Explorer
- **Software:** Basic knowledge of MS Office (Word, Excel, PowerPoint)
- **Internet & E-mails:** Browsing, searching, downloading/uploading, managing email, e-banking

- **Networking & Cyber Security:** Networking devices, security threats (hacking, viruses), preventive measures

CBSE Tier 2 – Syllabus (All Posts)

Tier 2 syllabus is different for all posts except for Superintendent & Assistant Secretary which shares the same syllabus. Here is the complete Tier 2 syllabus for all the posts recruited under CBSE Recruitment 2025.

CBSE Superintendent & Assistant Secretary Tier 2 – Syllabus

Current Affairs & General Awareness Syllabus

- National and International issues and events
- Sports
- Awards
- Persons in recent news
- Latest developments in Science and Technology
- Committee, Reports and Task Forces
- UN & International Agencies,
- Role of World Bank, IMF and WTO
- Trade Blocs viz; EU, EFTA, NAFTA, ASEAN, SAFTA etc.
- India in Global Scenario

Indian History and Culture

- Ancient & Medieval Period
- Salient features and Major Landmarks of Ancient and Medieval India
- Art
- History of Indian Culture covering the salient aspects of Arts Forms, Literature and Architecture from ancient to modern times.
- Major Dynasties and their Administrative System.
- Socio-Economic Conditions
- The Freedom struggle- its various stages and important contributors/contributions from different parts of the country.
- Modern Indian history (from about the middle of the eighteenth century until the present)- significant events, personalities, and issues
- Social and Religious Reform movements in the 19th and 20th centuries
- Growth of Indian Education System and School Boards

Indian Economy

- Basic Concepts of Economics
- Basic Knowledge of Budgeting, Banking, Public
- Finance, National Income, Stock Exchange and Share
- Market, Fiscal and Monetary Policies, Subsidies,
- Public Distribution System, e-Commerce
- Inflation- Concept, Impact and Control
- Major Sectors of Economy-Agriculture, Industry,
- Service, and Trade- Current Status, Issues & initiatives
- Major Economic Problems and Government Initiatives.
- Economic Reforms and Liberalization
- Meaning of liberalization, Privatization and globalization and their effects on economy, polity and social structure.

Indian Geography

- Broad physical features and Major physiographic divisions
- Natural Resources: Water, Forest, Soil
- Climate- Origin of Monsoon, Seasonal Climatic conditions, Distribution of rainfall and climatic regions
- Minerals – Iron, Manganese, Coal, Oil & Gas, Atomic minerals
- Major Industries and Industrial development
- Transportation– major transport corridors
- Environmental Problems and Ecological Issues
- Agriculture and Agro-based Activities
- Population: Growth, Distribution and Density, Sex ratio, Literacy, Urban and Rural Population

Science & Technology

- Electronics, Computers, Information and Communication Technology
- Space Technology including Satellites, Defence
- Technology, Nanotechnology
- The human body, Food and Nutrition, Health care
- Environmental and Ecological Changes and their Impacts
- Biodiversity, Biotechnology and Genetic Engineering
- Characteristics feature of life

Concepts, Issues and Dynamics Of Public Administration And Management Syllabus

- Administration and management: Meaning, nature, and significance, its role in developed & developing societies. Theories of public administration.

- Concepts of power, authority, legitimacy, responsibility and delegation
- Principles of organization: Hierarchy, Span of control and unity of command
- Functions of management, Corporate governance and social responsibility
- New dimensions of public management, management of change
- Attitude and foundational values of civil services: integrity, impartiality and non-partisanship, dedication to public service
- Legislative & Judicial control over administration: various methods and techniques of legislative & judicial control
- Administrative Ethics, Motivation and Moral

Constitution of India, Polity, Governance

- Development & Indian Constitution: Government of India Act: 1919 and 1935, Constituent Assembly, Nature of Indian Constitution, Preamble, Fundamental etc.
- Union and State Executive; Union and State Legislative, Judiciary
- President, Parliament, Supreme Court, Election Commission, Comptroller and Auditor General, Planning Commission, National Development Council etc.
- Local Self-Government & Panchayati Raj

Download the complete CBSE Superintendent & Assistant Secretary Tier 2 syllabus PDF from the link below.

Download CBSE Superintendent & Assistant Secretary Tier 2 – Syllabus PDF

**CBSE Assistant Professor & Assistant Director (Academics, Training & Skill Education)
– Syllabus**

1. Current Affairs (30 Questions – 30 Marks)

A. National & International Current Events

- Major national policies, committees, schemes
- International reports (UNESCO, UNICEF, OECD, UNDP, PISA)
- Global summits, agreements, educational indices

B. Education Sector Current Affairs

- New policies, reforms, institutional changes
- Digital education initiatives (DIKSHA, PM e-Vidya, SWAYAM, NISHTHA)

- Emerging trends: AI in education, adaptive learning, Ed-Tech

C. Social, Economic & Cultural Developments

- Human development, social welfare, inclusion
- Gender equity, child rights in education
- Youth skill development trends

D. Science, Technology & Innovation

- AI, ML, AR/VR, robotics and their role in education
- National Research Foundation (NRF) initiatives
- Cybersecurity & data privacy in education management

2. General Studies (30 Questions – 30 Marks)

A. Indian Polity & Constitution

- Constitutional provisions related to education
- RTE Act, Articles 21A, 14, 15, 19
- Centre-State relations in education
- Parliamentary committees & education funding

B. Governance & Public Administration

- Educational governance structures
- Policy implementation & monitoring
- RTI, e-governance, public service delivery
- Accountability, transparency, grievance redressal

C. Social Systems & Development

- Inclusive education, equity, universal access
- Tribal, minority & disadvantaged education
- Gender issues in education
- Child protection policies

D. Economics & National Development

- Budgeting in education
- Public expenditure on education
- Human capital formation
- Labour market, demographic dividend

E. History & Geography (Relevant to Education)

- Indian cultural heritage
- Important movements in education history

- Regional literacy variations, demographic patterns

3. Quantitative Aptitude & Reasoning (20 Questions – 20 Marks)

A. Quantitative Aptitude

- Number systems, fractions, ratios, averages
- Percentages, profit/loss, simple & compound interest
- Percentage-based education statistics
- Data interpretation (tables, graphs, charts)
- Basic statistical concepts (mean, median, mode; SD/variance basics)

B. Logical & Analytical Reasoning

- Analogies, classification, series
- Syllogisms, logical deductions
- Coding–decoding
- Statement–assumption, conclusion, argument
- Puzzle-type reasoning (education data scenarios)

C. Critical Thinking (PG-Level)

- Argument analysis
- Decision-making & problem solving in academic settings

4. NEP 2020 & NCF Frameworks (30 Questions – 30 Marks)

(The most important section for this post)

A. National Education Policy (NEP 2020) – PG-Level Concepts

- Vision, principles, 5+3+3+4 curricular structure
- Multidisciplinary education
- Holistic assessments
- Teacher education reforms
- Foundational Literacy & Numeracy (FLN)
- School complexes & governance reforms
- Academic Bank of Credits, NCeF
- Vocational/skill education integration
- Technology in education & digital public infrastructure
- Professional standards for teachers (NPST)
- Quality assurance, accreditation

B. National Curriculum Frameworks

- **NCF-FS (Foundational Stage)**
- **NCF-School Education (SE)**
- **NCF-ECCE**
- **NCF-Teacher Education (TE)**
- **NCF-Skill Education**

Key components of National Curriculum Frameworks (NCFs)

- Competency-based curriculum
- Learning outcomes
- Assessment reforms
- Inclusive pedagogy
- Multilingualism & mother tongue education
- Arts & sports integration

C. Key Policy Documents

- NIPUN Bharat Mission
- Samagra Shiksha guidelines
- PM SHRI Schools
- NAS, UDISE+ frameworks

5. Education Systems (Descriptive – 6 Questions, 60 Marks)

A. Educational Administration & Governance

- Central & State Boards: structure, functions, coordination
- CBSE governance, academic frameworks, examinations
- Quality assurance frameworks: SQAAF, accreditation systems
- School leadership & management
- Teacher recruitment, training, professional development

B. Curriculum & Pedagogy (Advanced)

- Curriculum design principles
- Pedagogical theories: Piaget, Vygotsky, Bruner, Bloom, Gardner
- Competency-based education
- Constructivism & experiential learning
- Assessment design (formative, summative, competency-based)

C. Teacher Education (Advanced)

- National Professional Standards for Teachers

- Teacher training models (pre-service & in-service)
- Reflective teaching, mentorship systems
- Leadership development in schools

D. Inclusive & Special Education

- Inclusive classroom pedagogy
- Children with special needs (CWSN)
- Universal Design for Learning (UDL)
- Gender inclusion & socio-emotional learning (SEL)

E. Education Technology & Digital Learning

- Digital pedagogy, LMS, MOOCs
- DIKSHA, SWAYAM, UDL principles
- AI-driven learning systems
- Data analytics in education

F. Research in Education

- Research design, qualitative & quantitative research
- Sampling, tools, methods
- Action research, case studies
- Educational statistics basics

G. Skill Education / Vocational Education

- NSQF framework
- NCrF (credit framework)
- Industry collaboration, work-based learning
- School-to-work transition models

H. Policy, Planning & School Development

- National/State education missions
- School audits, monitoring, evaluation
- Change management in education institutions

Download the complete Assistant Professor & Assistant Director (Academics, Training & Skill Education) syllabus PDF from the link below.

Download CBSE Assistant Professor & Assistant Director (Academics, Training & Skill Education) – Syllabus PDF

CBSE Accounts Officer – Syllabus

1. Commerce & Business Studies, Economics, Accounting, Financial/Cost Accounting, Budgeting, Annual Accounts, Taxation, Auditing, Financial Management, Inventory Management, Banking & GFR

A. Accounting & Financial Accounting

- Accounting Principles & Concepts
- Preparation of Financial Statements (Balance Sheet, P&L, Cash Flow)
- Journal, Ledger, Trial Balance
- Rectification of Errors
- Depreciation Methods
- Bank Reconciliation
- Bills of Exchange
- Branch & Departmental Accounting
- Final Accounts of Companies
- Accounting Standards (AS & Ind-AS basics)

B. Cost & Management Accounting

- Cost Concepts & Cost Classification
- Marginal Costing & Break-even Analysis
- Standard Costing & Variance Analysis
- Budgeting & Budgetary Control
- Process & Contract Costing
- Material, Labour & Overhead Costing
- Cost Sheet Preparation
- Responsibility Accounting
- Ratio Analysis & Financial Statement Analysis

C. Corporate Accounting & Financial Management

- Capital Structure & Cost of Capital
- Time Value of Money
- Capital Budgeting Techniques
- Working Capital Management
- Dividend Policy Concepts
- Financial Markets & Instruments
- Portfolio & Risk Management (Basics)

D. Auditing

- Types of Audit

- Internal Control, Internal Check
- Vouching & Verification
- Audit Planning & Audit Report
- Fraud, Error, Professional Ethics (CA Code of Ethics basics)

E. Taxation (Basic Graduation Level)

- Income Tax:
 - Residential Status, Income Heads
 - Deductions (80C–80U)
 - Tax Calculation Basics
- GST:
 - Basic Concepts, Supply, Input Tax Credit
 - GST Registration, Returns

F. Commerce & Business Studies

- Business Environment
- Business Ethics & CSR
- Forms of Business Organisation
- Management Principles (Fayol, Taylor)
- Human Resource Management (Basics)
- Marketing Management
- Organizational Structure & Behaviour

G. Budgeting & Government Financial Systems

- Principles of Government Budget
- Revenue & Expenditure Classification
- Annual Financial Statement
- Demand for Grants
- Public Accounts
- FRBM Concepts

H. Stores & Inventory Management

- Inventory Valuation (FIFO, LIFO, Weighted Average)
- EOQ, Reorder Level
- Store Keeping, Procurement, Stock Verification
- Materials Management & Logistics Basics

I. Banking & Financial Markets

- Indian Banking Structure
- RBI Functions, Monetary Policy

- NPA, Priority Sector Lending
- Capital Market, Money Market
- SEBI, NABARD, SIDBI – Basic Roles

J. General Financial Rules (GFR) 2017

- Procurement of Goods & Services
- Government Accounting
- Receipts & Payments
- Contract Management
- E-procurement Basics

2. Current Affairs & General Awareness (Economics, Social, Political, Scientific & Tech Development + History + Geography)

A. Economic & Financial Awareness

- Union Budget & Economic Survey
- Inflation, GDP, Fiscal Deficit, Repo Rate, etc.
- Banking & Monetary Policy Updates
- Government Schemes (Finance, Business, MSME, Taxation)
- Make in India, Start-up India, Digital India

B. Social & Political Awareness

- Social issues in India
- Government policies and reforms
- International organizations (WTO, IMF, World Bank, etc.)

C. Science & Technology

- Digital Payments, UPI
- AI, Cybersecurity Basics
- Recent technological developments

D. Indian History & Culture

- Ancient, Medieval, Modern India (basics)
- National Movement
- Cultural Heritage

E. Geography of India & World

- Physical, Economic & Political Geography
- Climate, Agriculture, Industry locations

3. Indian Constitution, Polity, Governance, Ethics, Integrity & Aptitude

A. Constitution & Polity

- Constitution Features
- Fundamental Rights, Duties, DPSP
- Parliament & Legislative Procedure
- President, PM, Cabinet, CAG
- Federal Structure, Amendments
- Judiciary Structure
- Constitutional & Statutory Bodies (CVC, CBI, UPSC, etc.)

B. Governance

- E-Governance
- Transparency & Accountability
- RTI Act
- Citizen Charter
- Public Service Delivery

C. Ethics & Integrity

- Ethical values in public service
- Integrity, Objectivity, Impartiality
- Work Culture & Professional Ethics

D. Aptitude (Basic)

- Logical reasoning basics
- Analytical ability
- Simple numerical aptitude (ratio, percentage, averages)

4. Descriptive Section – Essay Writing (Hindi or English)

Possible themes relevant to Accounts Officer exam:

- Financial accountability in public institutions
- Digital payments and transparency
- GST reforms
- Role of auditing in governance
- Fiscal discipline
- Women empowerment, education, social issues
- Technological advancement in India

Download the complete CBSE Accounts Officer syllabus PDF from the link below.

Download CBSE Junior Accountant Syllabus PDF

CBSE Junior Accountant – Syllabus

1. General Knowledge, Current Affairs & General Awareness about the Environment

A. General Knowledge (Senior Secondary Level)

- Indian Geography (physical, economic, political)
- Indian History (ancient, medieval, modern)
- Indian Polity: Constitution basics, Parliament, President, PM, CAG, Election process
- National symbols, important personalities, major institutions
- Basic science (physics, chemistry, biology fundamentals)

B. Current Affairs

- National & International current events
- Government schemes, policies, awards
- Sports, books & authors, important appointees
- Important committees and reports

C. Environmental Awareness

- Environmental conservation, pollution, climate change
- Renewable energy, sustainable development
- Environmental legislation (basic concepts)
- Biodiversity, wildlife conservation

D. Current Affairs Related to Economy & Governance

- Budget highlights
- Economic developments
- Banking & finance news (basic)

2. Reasoning & Mathematical Ability

A. Reasoning

- Analogy
- Classification
- Series (numbers & alphabet)
- Coding–decoding
- Direction sense
- Blood relations

- Non-verbal reasoning (patterns, shapes)

B. Mathematical Ability (Senior Secondary Basics)

- Number systems
- Fractions, decimals, percentages
- Ratio & proportion
- Average, profit & loss
- Simple & compound interest
- Time & work, time & distance
- Basic algebra (linear equations)
- Basic statistics: mean, median, mode

3. General Hindi & General English

(Both Objective and Descriptive)

A. General Hindi

- हिंदी व्याकरण: संधि, समास, तत्सम-तद्भव, पर्यायवाची, विलोम, मुहावरे, लोकोक्तियाँ
- वाक्य संरचना, शुद्ध अशुद्ध वाक्य
- गद्यांश आधारित प्रश्न
- पत्र, अनुच्छेद, रिपोर्ट लेखन (descriptive)

B. General English

- Grammar: parts of speech, tenses, subject–verb agreement
- Vocabulary: synonyms, antonyms, idioms & phrases
- Spotting errors, sentence rearrangement
- Cloze test, fill-in-the-blanks
- Reading comprehension
- Paragraph writing, letter writing, precis writing (descriptive)

4. Basic Knowledge of Computer Operation

- Basics of computer systems: input/output devices, memory, storage
- Operating systems (Windows basics)
- MS Office (Word, Excel, PowerPoint) – basic functions
- Internet: browsing, searching, uploading/downloading
- E-mail: composing, attachments, etiquette
- Computer security basics: viruses, malware, safe browsing
- Networking basics: LAN, WAN, Wi-Fi, routers (intro level)

5. Government Accounting System & Government Budgeting

A. Introduction to Government Accounting System

- Features of government accounting
- Consolidated Fund, Contingency Fund, Public Account
- Classification of government expenditure & receipts
- Grants, appropriations
- Role of CAG & basic auditing concepts
- Principles of government budgeting

B. Government Budgeting

- Revenue & capital budget
- Deficit concepts (basic)
- Demand for grants, expenditure control
- Budget formats & components (school-level understanding)

6. Fundamental Principles & Basic Concepts of Accounting

A. Meaning & Scope of Accounting

- Nature, scope, objectives
- Users of accounting information
- Limitations of financial accounting
- Accounting principles, concepts, conventions
- GAAP basics

B. Accounting Systems

- **Single Entry System**
- **Double Entry System**

C. Books of Original Entry

- Journal
- Subsidiary books
- Cash book (single, double, triple column)

D. Ledger & Trial Balance

- Posting & balancing
- Preparation of trial balance

E. Bank Reconciliation Statement

- Causes of differences
- Preparation of BRS

F. Rectification of Errors

- Types of errors
- Before & after preparation of trial balance

G. Financial Statements

- Manufacturing account
- Trading account
- Profit & loss account
- Profit & loss appropriation account
- Balance sheet (with adjustments)

H. Capital & Revenue Concepts

- Capital vs revenue expenditure
- Capital vs revenue receipts
- Deferred revenue expenditure

I. Depreciation Accounting

- Straight-line method
- Written-down value method
- Basic theory & importance

J. Valuation of Inventories

- FIFO, LIFO, Weighted Average (theoretical)
- Importance of stock valuation

K. Non-Profit Organizations' Accounts

- Receipt & payment account
- Income & expenditure account
- Balance sheet

L. Bills of Exchange

- Drawer, drawee, payee, dishonour, noting
- Journal entries for bills

M. Self-Balancing Ledgers

- Meaning, uses, advantages

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CBSE Junior Translation Officer – Syllabus

1. General Knowledge & Current Affairs, Comparative Literature, School Education System (Objective + Descriptive)

A. General Knowledge & Current Affairs

- Major national & international events
- Indian Polity, Constitution, Governance & Public Administration
- Social & Economic Development of India
- National Education Policy (NEP 2020) developments
- Important committees, commissions & government schemes
- Awards, books, authors, personalities, cultural heritage
- Current issues related to languages, translation, literacy & education

B. Comparative Literature (Hindi & English)

- Concept, scope & history of comparative literature
- Influence, adaptation, translation & transformation across languages
- Comparative analysis of Hindi and English literary texts
- Literary movements and cross-cultural influences
- Study of genres (poetry, prose, fiction, drama) in both languages

C. School Education, Examination System & Administration

- Structure of school education in India
- CBSE: roles, responsibilities, academic frameworks
- Examination reforms, evaluation systems, question paper design
- Child-centric education principles
- Administrative rules, academic guidelines & regulatory frameworks

2. Reasoning & Mathematical Ability (Objective Only)

A. Reasoning (Verbal & Non-Verbal)

- Analogies, similarities and differences
- Classification, coding-decoding
- Direction sense, ranking, ordering
- Syllogism, statement–arguments, statement–assumptions
- Blood relations
- Non-verbal reasoning: patterns, sequences, mirror images, figure classifications

B. Mathematical Ability (Basic to Moderate)

- Number system, averages, ratios & proportions
- Percentages, profit & loss, simple & compound interest
- Time & work, time–speed–distance
- Basic algebraic operations
- Data interpretation (tables, charts, graphs)

3. Hindi & English Literature, Grammar, Translation & Criticism (Objective + Descriptive)

A. History & Development of Hindi Literature

- Ancient, medieval & modern periods
- Bhakti, Rīti, Chāyāvād, Prayogvād, Nai Kavita
- Evolution of Hindi prose: novel, story, drama, essays
- Major Hindi literary movements & thinkers
- Notable Hindi writers & poets

B. History & Development of English Literature

- Old English, Middle English, Renaissance, Classical, Romantic, Victorian & Modern periods
- 20th–21st century literature: Postmodernism, Indian English literature
- Major literary movements
- Significant English novelists, poets, dramatists & critics

C. Hindi Grammar & Usage

- Samās, Sandhi, Alankār, Chhand
- Vocabulary, idioms, proverbs
- Sentence structure, transformation & correction
- Practical grammar for translation

D. English Grammar & Usage

- Parts of speech, tenses, voices, clauses
- Subject-verb agreement
- Vocabulary, idioms, phrasal verbs
- Sentence transformation & correction

E. Literary Criticism & Analysis

- Fundamental theories of criticism (classical, romantic, modern)
- Hindi & English critical approaches
- Analysis of poetry, drama & prose
- Feminist, structuralist, postcolonial and postmodern criticism

F. Popular Novels, Plays, Essays, Poetry (Hindi & English)

- Major works and authors in Hindi and English
- Plot, theme, character analysis
- Comparative study of selected works

G. Translation Theory & Practice

- Principles, methods and techniques of translation
- Literal vs contextual translation
- Challenges in literary translation
- Translation of idioms, cultural references & figurative language
- Hindi ↔ English translation practice (prose, official documents, essays, comprehension passages)

4. Descriptive Section Focus (30 Questions, 150 Marks)

Expectations at the **Post-Graduation level:**

- Long descriptive answers on literary theory
- Essay-type questions on comparative literature
- Analysis of poems, prose or excerpts
- Translation (Hindi to English & English to Hindi)
- Applied criticism
- Comprehensive writing on education, CBSE system, examination structure

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CBSE Junior Assistant – Syllabus

Here is the subject wise topics syllabus for CBSE Junior Assistant – Syllabus:

Current Affairs & General Awareness Syllabus

- Major current events in India and the world
- National and international issues
- Notable Persons and Places
- Government Schemes and Policies

- Sports Events and Achievements
- Political Developments
- Economic and Financial News
- Environmental Issues
- Awards and Honors
- Science and Technology Updates
- Important Days and Events
- Summits and Conferences
- Social media, ICT, and AI in modern times

Reasoning and Mathematical Ability (Bilingual) Syllabus

- Analytical reasoning
- Mental ability (number/letter series, odd one out, coding-decoding, etc.)
- Basic numeracy (math and statistical analysis)
- Data interpretation (tables, bar graphs, line graphs, pie charts)
- Arithmetic: Number systems, averages, ratios, percentages, profit and loss, etc.
- Algebra: Polynomials, LCM, HCF, linear equations, quadratic equations, set theory
- Statistics: Data collection, frequency distribution, representation (bar diagrams, pie charts), measures of central tendency (mean, median, mode)

General Hindi & General English Syllabus

- General Hindi: Hindi alphabet, punctuation, sentence structure, synonyms/antonyms, idioms, proverbs
- General English: Active/passive voice, parts of speech, sentence transformation, direct/indirect speech, punctuation, vocabulary, idioms, fill-in-the-blanks
- Comprehension: Reading comprehension in Hindi and English
- Communication Skills: Techniques for effective communication in both languages

Basic Knowledge of Computer Operation Syllabus

- Computer Basics: Organization, CPU, input/output devices, memory, ports, Windows Explorer
- Software: Basic knowledge of MS Office (Word, Excel, PowerPoint)
- Internet & E-mails: Browsing, searching, downloading/uploading, managing email, e-banking

- Networking & Cyber Security: Networking devices, security threats (hacking, viruses), preventive measures

Awareness about School Education, Examination Board, and its Administration, etc. Syllabus

- School Education: Knowledge of the structure of school education (primary, secondary, higher secondary), curriculum, teaching methods, and educational policies, including reforms and the role of schools in student learning.
- Examination Boards: Awareness of boards like CBSE, ICSE, and state boards that conduct exams, their guidelines, and their role in certifying students and ensuring fair assessments.
- Examination Administration: Understanding how exams are managed, including schedules, paper setting, evaluation, results, and handling exam-related issues.