



**CENTRAL BOARD OF SECONDARY EDUCATION**  
**(An Autonomous Organisation under the Ministry of Human Resource Development Govt. of India)**  
**“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE,**  
**PREET VIHAR, DELHI – 110 092**

No. CBSE/H.O/DIR-VOC/2013

08-05-2013

Circular No.: Acad-32/2013

To  
All the Heads of the Institutions  
Principal,

Kindly refer to office Circular No. Acad. -05/2013 dated 10<sup>th</sup> January 2013 & circular No. Acad-07/2013 dated 17<sup>th</sup> January 2013 issued by our Programme Officer (Vocational). Several queries were raised by schools therefore, it is clarified that there is **no compulsion** and only schools who are interested to offer Skill competency based vocational courses at Secondary Level (Class IX onwards) may opt any one or more of the following courses under National Vocational Education Qualification Framework (NVEQF).

1. Retail
2. Automobile
3. Security
4. Information Technology

Aforesaid vocational subject may be offered either as optional 6<sup>th</sup> subject along with the existing five regular academic subjects of secondary level of same curriculum.

OR

Above vocational subject can also be offered as compulsory sixth subject in class IX and X, wherein curriculums of five regular academic subjects are specially designed, so as to accommodate this course under NVEQF if the student opts for above vocational subject both in IX and X standard. In this case the CGPA for class IX and X for such students will be calculated considering the grade/ marks obtained in the said sixth subject along with the other specially designed five regular Academic subjects and the Board, in addition to CCE certificate will also issue **National Certificate for Work Preparation** of respective Industry Sector Skill Council.

Similarly, at Senior Secondary Level, Board would appreciate that all affiliated school offer atleast one or more Skill Based professional courses out of forty courses (may be seen in Annex. I), which will orient the students to explore new avenues and acquire pre- professional skill to face the challenges of life in future.

It is pertinent to mention here that, the Board has already developed course materials for IT and Retail, which are available at CBSE publication store and soft copy are available in CBSE website i.e., [www.cbseacademic.in](http://www.cbseacademic.in) including the aforesaid four areas and initiative has also been taken to prepare students handbook and Teacher manual for all other courses. **Schools are advised to follow above books/course material only.** Further, to ensure quality the Board has planned to organise Teacher Training programme from time to time and will provide mentors/ trainers to the schools in remote areas. The Board has also identified Skill Knowledge Providers, who will provide adequate assistance to the schools to offer such skill based professional courses and also help the schools to connect with the different industries for exposure visit, training and employment etc.

Therefore, you are requested to kindly choose and offer one or more of these competency based professional courses in your esteemed institution on priority basis from the academic session 2013-14. The information / consent form for the same with requisite fee (**no fees for Class IX and X**) in favour of Secretary, CBSE, Delhi may be sent on the following address:

Dr. Biswajit Saha  
Programme Officer (Vocational)  
Vocational Education Cell, 10<sup>th</sup> Floor  
Central Board of Secondary Education  
2 Community Centre, Shiksha Kendra  
Preet Vihar, Delhi-110092  
Email:- [pocbse@gmail.com](mailto:pocbse@gmail.com)  
Phone No. 011-22527184

Yours Sincerely,

**(P.I Sabu)**  
**Director (Voc.)**

**Copy to:**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi-110048.
3. The Director of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
4. The Director, Central Tibetan School Administration, ESS Plaza, Sector-3, Rohini, Delhi-85.
5. The Additional Director General Director General of Army Education, A-Wing, Sena Bhawan, DHQ-PO, New Delhi.
6. The Deputy Director of Education, Border Security Force, Block-10, CGO Complex, Lodhi Road, New Delhi-110003.
7. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army Welfare Education Society, West Block No.; 3, R.K. Puram, New Delhi-110022.
8. The Secretary & Director (HRDD), Govt. of Sikkim, Gangtok(Sikkim)-737101.
9. The Director of Education, Andaman and Nicobar Islands, Port Blair-744101.
10. The Director of School Education, Govt. of Aurnachal Pradesh, Civil Sectt. Itanagar-70111, Arunachal Pradesh.
11. The Director of Public Instruction, Chandigarh Administration, Sector-9, Chandigarh-160017.
12. The Director (IT), CBSE with a request to put the circular in the CBSE main website.
13. All the Regional Director / Officers of the CBSE, Delhi.
14. The Programme Officer (Vocational), CBSE, Delhi.
15. The PRO, CBSE.
16. All the Associate Professor/ Asstt. Professor of the CBSE, Delhi.
17. The Research Officer (Tech), CBSE with a request to put the circular on the CBSE Academic Website.
18. Associate Professor (Humanities & Languages), CBSE with a request to get the circular printed in the forthcoming issue of CENBOSEC.
19. PS to the Chairman, CBSE, Delhi.
20. PS to the Secretary, CBSE, Delhi.
21. PS to the Controller of Examinations, CBSE.
22. PS to the Director (Academic & Training), CBSE.



**(P.I Sabu)**  
**Director (Voc.)**