

CHAPTER III

OFFICERS OF THE BOARD

1. Chairman :—

The appointment, terms of office and powers of the Chairman have been laid down in clause 12 of the Constitution. In addition, the following powers have been delegated to the Chairman under clause 12 (7) of the Constitution :—

- (1) The Chairman of the Board shall have the right to attend and speak at meetings of all the Committees of the Board. When present he shall preside at all the meetings of the Board and its Committees.
- (2) The Chairman shall have power to appoint paper-setters, moderators and examiners on the recommendation of the Examination Committee on a remuneration fixed by the Board. In an emergency he can appoint such persons on an ad-hoc basis and shall report the matter to the Board at its next meeting.
- (3) The Chairman shall have power to appoint Tabulators, Scrutinisers, Co-ordinators, Checkers, Supervisors of Examinations, Invigilators, and other persons connected with the conduct of Board's examinations on a remuneration fixed by the Board.
- (4) The Chairman shall have the power to grant affiliation to educational institutions for the purpose of its examinations in accordance with the rules of affiliation approved by the Board.
- (5) The Chairman shall have the power to cancel the certificates issued by the Board for any of its examinations.
- (6) The Chairman shall exercise such other powers and functions as are laid down in the various Regulations.

2. Vice-Chairman :—

The appointment, the terms of office and powers of the Vice-Chairman shall be regulated by the relevant provisions of clause 12(9) of the Constitution. His main function shall be to assist the Chairman in all matters administrative and academic. In the absence of the Chairman he shall exercise all the powers and functions of the Chairman as laid down in the Regulations.

3. Secretary :—

The appointment, terms of office, powers and duties of the Secretary have been laid down in clause 13 of the Constitution. In addition, the Secretary shall exercise the following powers :—

- (1) The Secretary shall be the custodian of the official seal of the Board, Buildings, Gardens, Records and all other movable and immovable property of the Board as the Board shall commit to his charge
- (2) For purposes of sections 4-B and 6 of the Rajasthan Societies Registration Act, 1958 (Act No : 28 of 1958), the person in whose name the Board may sue or be sued shall be the Secretary of the Board.
- (3) All meetings of the Board and the Committees shall be convened through the Secretary. He shall be entitled to be present and to speak at any meeting of the Board but shall not be entitled to vote thereat.
- (4) The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman and shall be responsible for keeping the minutes and the proper maintenance of all the records of the Board.
- (5) All fees and dues payable to the Board, and all sums received by the Secretary, shall be credited without delay into the account of the Board with State Bank of India or any other Bank or Treasury approved by the Board.
- (6) Subject to the control of the Examination Committee, the Secretary shall be responsible for making arrangements for the holding of the Board's examinations.

- (7) Subject to the control of the Chairman, the Secretary shall be responsible for the proper printing and issue of examination papers.
- (8) The Secretary shall receive, and subject to the control of the Examination Committee, deal with applications from candidates for admission to the Board's examinations.
- (9) It shall be the duty of the Secretary, on behalf of the Board to issue to successful candidates, certificates in the prescribed form of having passed the Board's examinations.
- (10) The Secretary shall have charge of the Board's library and shall forward to Conveners of Committees of Courses, books received from authors or publishers, and shall at the request of Conveners circulate the same among the members.
- (11) The Secretary shall annually, in the month of June, prepare and circulate to all concerned a list of schools and colleges affiliated for the purposes of the Board's examinations specifying the optional subject or subjects in which affiliation has been granted.
- (12) The Secretary shall be responsible for the tabulation of the results and shall place the result before the Results Committee for necessary action.
- (13) The Secretary shall exercise such administrative and financial powers as have been delegated to him by the Board under the various Regulations. He shall also perform such other duties and functions as may be assigned to him by the Board from time to time or may be necessary for carrying out his duties.

(4) Deputy Secretary :—

The Deputy Secretary shall be appointed by the Chairman on such terms and conditions as are laid down by the Board. His main function shall be to assist the Secretary in all matters administrative and academic, and he shall be directly responsible to him for the work entrusted to his charge.

The Deputy Secretary of the Board shall be authorised to sign the daily entries in the Cash Book, Income Register, Expenditure Register, Abstract Income and Expenditure Registers, Imprest Register, Stock Registers and the Salary Register of the staff of the Board.
