



COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

Pragati House, 3rd Floor, 47 – 48 Nehru Place, New Delhi – 110 505
Telephones : 26411706, 26413820, email : council@cisce.org

REQUIREMENT: FOR POST OF ASSISTANT SECRETARY

Council for the Indian School Certificate Examinations (CISCE) recognized as a premier National Examination Board in the country is looking for competent individual for the post of **Assistant Secretary**. The candidate should be post graduate with a professional teaching degree from a recognized University and having at least ten years of teaching and administrative experience in a school/working in an examination board/or any other educational organization with similar functions. The total Gross Salary per month (CTC) is approximately ₹. 2.46 Lakhs.

Candidate should also possess experience in the following fields:

1. Examination procedures, external and internal assessment and continuous and comprehensive evaluation.
2. Organizing of seminars and orientation programmes for teachers and other stake holders.
3. Logistical Planning, arrangement and conduct of public examinations at the Board level.
4. Proficient in Computer usage.
5. Fluent in Written and spoken English with the ability to correspond independently.

Upper Age Limit: 55 years

Please note that the above posting is in New Delhi and is transferable to any other CISCE office in India.

Apply in confidence within 10 days super-scribing the post applied for on the envelope to:

The Chief Executive and Secretary
Council for the Indian School Certificate Examinations
Plot No. 35-36 Sector – 6, Pushp Vihar,
New Delhi – 110017.