

REQUIREMENT

Council for the Indian School Certificate Examinations (CISCE), a premier National Examination Board in the country invites applications from highly committed individuals for the post of "Education Officer".

The candidate should be a postgraduate with a professional teaching degree from a recognized university, having at least 5 years of teaching and/or administrative experience in a school/ Examination Board/ or any other educational organization with similar functions.

The candidate:

- should possess good communication skills.
- should have command in spoken and written English
- should have the ability to correspond independently.
- should be proficient in editing and proofreading, paying close attention to detail.
- should have excellent planning and organizing skills, with ability to work with minimal supervision to meet deadlines.
- should be proficient in use of Microsoft Word/Excel/PowerPoint etc.

The total gross salary offered per month (CTC) will be approximately Rs. 2.20 lakhs. The upper age limit for candidate is 40 years.

Applications should be sent in confidence, within 10 days of release of this advertisement, super scribing "Application for position of Education Officer" on a plain envelope -

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