

Requirement for the post of Assistant Officer for the Affiliation Division

The candidate should be a Graduate or a Postgraduate with a degree in Law from a recognized University and having at least **10 years** of administrative experience in an Educational Institute.

The candidate should:

- possess good communication skills in English and Hindi, in both spoken and written form
- have the ability to correspond independently
- be proficient in noting and drafting
- have excellent planning and organizing skills, with ability to work with minimal supervision to meet deadlines
- be proficient in the use of Microsoft Word/Excel/Power Point.

Upper age limit : 40 years

Salary : 1.23 lakhs per month (CTC)

Interested candidates are required to fill in the Microsoft form, the link for which is given below:

<https://forms.office.com/r/Hqu7Hk8ERK>

You may alternatively scan the QR Code given below to fill in the Microsoft form:



Also, send us your resume in confidence, **within 10 days**, superscribing “**Application for Assistant Officer for the Affiliation Division**” on the envelope to:

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

Requirement for the post of Assistant Officer for the Research Division

The candidate should be a Postgraduate in an academic subject from a recognized University and having at least **10 years** of experience in teaching / research or any other educational institute with similar functions.

The candidate should:

- possess good communication skills in English and Hindi, in both spoken and written form
- have the ability to correspond independently
- have excellent planning and organizing skills, with ability to work with minimal supervision to meet deadlines
- be proficient in the use of Microsoft Word/Excel/Power Point
- be proficient in editing and proof-reading, paying close attention to details
- have proficiency in designing documents / booklets / brochures would be an added advantage

Upper age limit : 40 years

Salary : 1.23 lakhs per month (CTC)

Interested candidates are required to fill in the Microsoft form, the link for which is given below:

<https://forms.office.com/r/Hqu7Hk8ERK>

You may alternatively scan the QR Code given below to fill in the Microsoft form:



Also, send us your resume in confidence, **within 10 days**, superscribing “**Application for Assistant Officer for the Research Division**” on the envelope to:

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

Requirement for the post of Office Assistant for the Examination Division

The candidate should be a Graduate or a Postgraduate in an academic subject from a recognized University and having at least **10 years** of experience in teaching and /or administrative experience in a school / Examination Board / or any other educational institute with similar functions.

The candidate should:

- possess good communication skills in English and Hindi, in both spoken and written form
- have the ability to correspond independently
- have excellent planning and organizing skills, with ability to work with minimal supervision to meet deadlines
- be proficient in the use of Microsoft Word/Excel/Power Point
- have expertise in data processing

Upper age limit : 35 years

Salary : 78,000/- per month (CTC)

Interested candidates are required to fill in the Microsoft form, the link for which is given below:

<https://forms.office.com/r/Hqu7Hk8ERK>

You may alternatively scan the QR Code given below to fill in the Microsoft form:



Also, send us your resume in confidence, **within 10 days**, superscribing “**Application for Office Assistant for the Examination Division**” on the envelope to:

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

Requirement for the post of Assistant Officer for the Kolkata Office

The candidate should be a Graduate or a Postgraduate in an academic subject from a recognized University and having at least **10 years** of experience in teaching and /or administrative experience in a school / Examination Board / or any other educational institute with similar functions.

The candidate should:

- possess good communication skills in English and Hindi, in both spoken and written form
- have the ability to correspond independently
- have excellent planning and organizing skills, with ability to work with minimal supervision to meet deadlines
- be proficient in the use of Microsoft Word/Excel/Power Point
- have expertise in data processing

Upper age limit : 40 years

Salary : 1.23 lakhs per month (CTC)

Interested candidates are required to fill in the Microsoft form, the link for which is given below:

<https://forms.office.com/r/Hqu7Hk8ERK>

You may alternatively scan the QR Code given below to fill in the Microsoft form:



Also, send us your resume in confidence, **within 10 days**, superscribing “**Application for Assistant Officer for the Kolkata Office**” on the envelope to:

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

Requirement for the post of Sports & Games Manager

The candidate should be a Graduate in Physical Education (B.P.Ed.) / Sports Management from a recognized University/Institute and having at least **10 years** of experience in the field of Sports & Games.

The candidate should:

- have right kind of expertise, aptitude and communication skills in English and Hindi, in both spoken and written form
- be able to handle correspondence and communication independently
- be able to work with minimal supervision to meet deadlines
- be proficient in the use of computer and knowledge of (MS Word/Excel/Power Point)
- be knowledgeable in various sporting disciplines
- have the ability to organize sporting events
- have some experience in National School Games, Khelo India Games and Sports or any other interaction with Government agencies in the organization of Games & Sports.

Upper age limit : 45 years

Salary : 1.02 lakhs per month (CTC)

Interested candidates are required to fill in the Microsoft form, the link for which is given below:

<https://forms.office.com/r/Hqu7Hk8ERK>

You may alternatively scan the QR Code given below to fill in the Microsoft form:



Also, send us your resume in confidence, **within 10 days**, superscribing “**Application for Sports & Games Manager**” on the envelope to:

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

Requirement for the post of Personal Secretary to the Chief Executive & Secretary

The candidate should be a Graduate or a Postgraduate from a recognized University and having at least **10 years** of experience in a similar position in an office or an educational institute.

The candidate should:

- have an excellent command of the English and Hindi languages, in both spoken and written form
- be able to handle correspondence and communication independently
- be able to work with minimal supervision to meet deadlines
- possess a good typing speed (45 wpm) and be able to take notes in short-hand
- have a sound knowledge of the various secretarial practices
- be able to organize, plan and prepare for various Board and Committee Meetings
- have the ability to prepare agenda and minutes of meetings
- possess the basic knowledge of Computer (MS Word, Excel, Power Point) to perform various online and computer related work

Upper age limit : 45 years

Salary : 1.23 lakhs per month (CTC)

Interested candidates are required to fill in the Microsoft form, the link for which is given below:

<https://forms.office.com/r/Hqu7Hk8ERK>

You may alternatively scan the QR Code given below to fill in the Microsoft form:



Also, send us your resume in confidence, **within 10 days**, superscribing “**Application for Personal Secretary to the Chief Executive & Secretary**” on the envelope to:

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