

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

REQUIREMENT FOR THE POST OF DEPUTY SECRETARY

The Council for the Indian School Certificate Examinations (CISCE), a private National Examination Board in the country, is looking for a competent individual for the post of Deputy Secretary. The candidate should have at least ten years of teaching and administrative experience in a school/working in an Examination Board/or any other Educational Organisation with similar functions.

Required Minimum Qualifications

Postgraduate with a professional teaching degree from a recognised University

Skills & Abilities

- Should possess excellent interpersonal skills.
- Should possess outstanding planning and organising skills.
- Should be focused and have sound decision making skills.
- Should be proficient in the use of Microsoft Word/Excel/PowerPoint etc.
- Should be fluent in written and spoken English.
- Should have the ability to correspond independently.

Job Description

- Logistical Planning, arrangement and conduct of public examinations at the Board level.
- Organise and conduct seminars, workshops and orientation programmes for the heads of schools, teachers and other stakeholders.
- Preparing documents, handbooks, circulars and other instructional materials.
- Handle academic tasks related to the examinations.

Age

Upper Age Limit : 50 Years

Salary

As per industry standards

Place of Posting

Please note that the above posting is in NOIDA, Uttar Pradesh and is transferable to any other CISCE office in India.

Interested candidates are required to fill in the Microsoft form, within 10 days of the Advertisement, a link for which is given below: **(please note that candidates who had applied in response to our advertisement dated 9th August 2023, need not apply again)**

<https://forms.office.com/r/CpMRRyLNB3>

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



Candidates are also required to send their resume in confidence, within 10 days superscribing “Application for Deputy Secretary “on the envelope to:

Council for the Indian School Certificate Examinations

Plot No. 35-36, Sector 6

Pushp Vihar, Saket

New Delhi 110017