

Requirement for the post of Deputy Officer

QUALIFICATION: Postgraduate with a professional teaching degree from a recognized University.

EXPERIENCE: At least 10 years of teaching and/or administrative experience in a school/ Examination Board/ or any other educational organization with similar functions. Experience gained after PG Degree, will only be considered

REQUIREMENTS:

- **Communication skills:** The candidate must possess excellent communication skills, both written and spoken. The candidate will be required to edit and design documents with accuracy, precision and without any flaws.
- **Interpersonal skills:** The candidate will be expected to negotiate and work collaboratively with resource persons, experts and other officials across disciplines and lead the panel when required.
- **Minimum Supervision:** The candidate will be required to multi-task effectively, independently manage own workload and balance competing priorities.
- **Conscientious and strict adherence to deadlines:** The candidate will also be expected to design and deliver assessment plans and modules strictly in compliance with the established regulations, procedures and timely accountability.
- **Foreknowledge of various National Policies including NEP, NCF and NPST etc.:** The candidate must have a robust understanding of National Education Policy and National Curriculum Framework and be abreast of innovative assessment practices and processes. The officer may be required to take relevant initiatives and develop mechanisms in alignment with various national Policies of Internally attained best practices, standard setting of accreditation, independently design and delivery of various training programs to improve the education standards and assessment processes.

Note: Shortlisted candidates may have to appear for a skill test followed by a personal interview.

Salary: Approximately Rs. 1.70 lakhs per month (CTC). (Higher salary may be considered for deserving candidates.) (Mediclaim Policy and Children's Education Allowance for school going children will be paid in addition to the mentioned CTC)

Upper Age Limit: 40 years. (As on 01-July-2024)

Present place of posting will be in Delhi. However, it is transferable to any place in India where the CISCE has its office/s.

Interested candidates are required to fill in the Microsoft form, a link for which is given below:
(the below link will remain active till 23.59 hrs. on 20 July 2024)

<https://forms.office.com/r/tQ7DVd0vYy>

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



Also, send us your resume in confidence, **by or before 20 July 2024**, superscribing “**Application for the post of Deputy Officer**” 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 (IT)

Job Description:

The Candidate will collaborate closely with functionaries in various departments of CISCE including Examinations, Finance, Administration, IT, Affiliation, Training, Academic and Research etc. to construct and deliver essential data and reports crucial for the efficient operations. The role will involve understanding business requirements, analysing existing database structures, and generating reports to support the daily functions of the CISCE. Upholding strict confidentiality standards regarding Personally Identifiable Information (PII) is paramount in this role.

Experience Required:

- Minimum 5 years hands-on experience in software development, demonstrating a strong aptitude for quick learning. Experience gained after Degree / PG Degree, will only be considered.
- Proficiency in analysing and designing tables and databases with meticulous attention to detail.
- Advanced proficiency in MS Office Suite, particularly Word, Excel, and Access.
- Hands-on knowledge of Agile methodologies and project management practices.
- Experience with low-code no-code solutions for developing workflows is advantageous.
- Familiarity with legacy DBMS systems such as FoxPro/Visual FoxPro is a plus.
- Proven ability to diagnose technical issues hindering business operations and recommend effective solutions.
- Experience in Business Intelligence (BI) and Analytics tools is beneficial.

Minimum Qualification:

- Bachelor's degree in Information Technology or related fields such as BCA, B.Sc. IT, B.Tech, B.E. (IT).

Responsibilities:

- Collaborate with the various functionaries to deliver time-sensitive data and reports to both internal and external stakeholders.
- Gain proficiency in the various IT portals of CISCE to ensure smooth functioning and accessibility within the IT framework.
- Generate on-demand reports and data sets to meet the evolving needs of the CISCE. Should be able to design new reports as per the requirements of the CISCE.
- Assist in the day-to-day IT operations of the CISCE.
- Support users from other departments in troubleshooting IT issues, ensuring minimal disruption to workflow.
- Proactively engage with existing IT Service Partners to prioritize and resolve issues efficiently.

Note: Shortlisted candidates may have to appear for a skill test followed by a personal interview.

Upper age limit: 40 years (As on 01-July-2024)

Salary: Approximately 1.38 lakhs per month (CTC) (Mediclaim Policy and Children's Education Allowance for school going children will be paid in addition to the mentioned CTC)

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

REQUIREMENT FOR THE POST OF SENIOR OFFICE ASSISTANT

The candidate must be an exceptional communicator, adept at multitasking, and capable of managing complex schedules and administrative tasks with precision and confidentiality.

Experience: 5 years of experience in a similar position in an office or an educational institution. Experience gained after Degree / PG Degree, will only be considered.

Educational Qualifications: Graduate or a Postgraduate from a recognized University.

Requirements:

- Exceptional organizational skills with a keen attention to detail.
- Strong written and verbal communication skills in English and Hindi.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to prioritize tasks and manage time effectively.
- Strong interpersonal skills and the ability to work collaboratively with a diverse group of individuals.
- Work with minimum supervision.

Key Responsibilities:

- Provide administrative support to the Senior level management functionaries for managing calendars, scheduling meetings, and coordinating travel arrangements.
- Prepare, edit, and distribute meeting agendas, minutes, and related documentation.
- Serve as the primary point of contact for internal and external communications, including handling correspondence and inquiries.
- Assist in the preparation of reports, presentations, and other documents for board meetings.
- Maintain confidential files and records, ensuring they are organized and up-to-date.

Note: Shortlisted candidates may have to appear for a skill test followed by a personal interview.

Upper age limit: 40years (As on 01-July-2024)

Salary: Approximately Rs.93,000/- per month (CTC) (Mediclaime Policy and Children's Education Allowance for school going children will be paid in addition to the mentioned CTC)

Present place of posting will be in Delhi. However, it is transferable to any place in India where the CISCE has its office/s.

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



Also, send us your resume in confidence, **by or before 20 July 2024**, superscribing “**Application for the post of Senior Office Assistant**” on the envelope to:

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

Requirement for the post of Junior Clerk-Cum-Typist

The candidate should be a Graduate in any stream from a recognised University and having at least 5 years of experience in the similar field in any organisation of repute. Experience gained after Degree / PG Degree, will only be considered

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 organising skills, with ability to work with minimal supervision to meet deadlines.
- be proficient in the use of Microsoft Word/Excel/Power Point.

Note: Shortlisted candidates may have to appear for a skill test followed by a personal interview.

Upper age limit: 35 years (As on 01-July-2024)

Salary: Approximately 80,000/- per month (CTC) (Mediclaim Policy and Children's Education Allowance for school going children will be paid in addition to the mentioned CTC)

Present place of posting will be in Delhi. However, it is transferable to any place in India where the CISCE has its office/s.

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