

**COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS  
NEW DELHI**

The Council for the Indian School Certificate Examinations (CISCE) a private national Examination Board in the country is looking for competent individuals for the posts:

**Education Officer**

The candidate should be a Postgraduate preferably with a degree in Law from a recognized University having at least **5 years** of administrative experience.

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 able to multitask
- be proficient in the use of Microsoft Word/Excel/Power Point.

**Upper age limit : 45 years**

**Salary : Approximately Rs. 2.74 lakhs per month (CTC)**

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

<https://forms.office.com/r/2t3A1FJWFn>

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 of the date of the advertisement**, superscribing the post applied for on the envelope to:

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

## Officer-Human Resource and Legal

The candidate should possess an MBA in Human Resource Management with a degree in Law from a recognized University having at least **5 years** of experience in Human resource and legal matters.

The candidate should:

- possess excellent 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 able to multitask
- be proficient in the use of Microsoft Word/Excel/Power Point.

**Upper age limit : 45 years**

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## **Assistant Officer- Research**

The candidate should be a Postgraduate from a recognised University having at least **5 years** of experience in teaching / Research or any other educational institute with similar functions. Preference will be given to those candidates who are knowledgeable with the NEP 2020 and NCF 2023, current examination reforms and research in the educational field.

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 able to multitask.
- 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.

**Upper age limit : 40 years**

**Salary : Approximately Rs 1.35 lakhs per month (CTC)**

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## Accounts Supervisor

The candidate should be a Commerce Graduate with CA/CMA/ CS (Inter) or a Postgraduate in Commerce from a recognized University having minimum 5 years of work experience in the Accounts department of an educational organization preferably in an ERP environment. Preference would be given to candidates who have a working knowledge of Income Tax & GST matters.

The candidate should:

- possess excellent 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 able to multitask
- be proficient in the use of Microsoft Word/Excel/Power Point.

**Upper age limit : 40 Years**

**SALARY – Approximately Rs.1.11 Lakhs per month (CTC)**

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**New Delhi -110017**

## Junior Clerk-Cum-Typist

The candidate should be a Graduate from a recognised University and having at least **5 years** of experience.

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 able to multitask
- be proficient in the use of Microsoft Word/Excel/Power Point.

**Upper age limit : 35 years**

**Salary : Approximately Rs. 77 thousand per month (CTC)**

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

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