

Notification for the post of Assistant Officer

MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none"> • Master's Degree in Mathematics or Science. • A professional Teaching Degree from a recognized University or UGC Net Qualified. Candidates with higher qualifications will be preferred.
EXPERIENCE:	Minimum 5 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.
AGE LIMIT:	Upper age limit - 40 years (As on 01-February-2025)
SKILL SETS:	<ul style="list-style-type: none"> • Thorough knowledge of the subject and the capability to design & develop syllabus in the subject area. • Conduct of assessment and development of assessment items • Development of item banks of CFQ in different subject areas. • 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. • Suitable Interpersonal skills to negotiate and work collaboratively with resource persons, experts and other officials across disciplines and lead the panel when required. • The candidate will be required to multi-task effectively, independently manage own workload and balance competing priorities. • 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. • The candidate must have a robust understanding of National Education Policy and National Curriculum Framework and be abreast of innovative assessment practices and processes. • Independently designing and delivery of various training programs to improve the education standards and assessment processes.
EMOLUMENTS:	<ul style="list-style-type: none"> • Approximately Rs. 1.50 lakhs per month gross emoluments. • Medclaim Policy and Children's Education Allowance for school going children will be paid in addition to the mentioned CTC.

INSTRUCTIONS

- 1) Shortlisted candidates may have to appear for a skill test followed by a personal interview.
- 2) Selected candidate can be posted at any place in India where the CISCE has its office/s.
- 3) Age and Experience criteria can be relaxed for deserving candidates.
- 4) Interested candidates are required to fill in the Microsoft form, a link for which is given below:
(the link below will remain active till 23.45 hrs. on 21 February 2025)

<https://forms.office.com/r/Z8uL3ewdce>

Also, send us your resume in confidence, **by or before 21 February 2025**, superscribing “**Application for the post of Assistant 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**