

Notification for the post of Jr. Clerk Cum Typist

MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none"> • Graduation Degree in any Stream. • Candidates with higher qualifications will be given preference
EXPERIENCE:	Minimum 5 years of experience in a similar field in any organization of repute. Experience gained after Graduation Degree will only be considered.
AGE LIMIT:	Upper age limit - 35 years (As on 01-February-2025)
SKILL SETS:	<ul style="list-style-type: none"> • Candidate should possess good communication skills in English and Hindi, in both spoken and written form. • Ability to draft documents and correspond independently. • Excellent planning and organizing skills, with ability to work with minimal supervision to meet deadlines. • Proficient in the use of Microsoft Word/Excel/Power Point.
EMOLUMENTS:	<ul style="list-style-type: none"> • Approximately Rs. 85 Thousands per month gross emoluments. • Mediclaim 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 Jr. Clerk Cum Typist**” 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**