

Notification for the post of “Assistant Officer – IT”

MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none"> • Bachelor's Degree in Information Technology or related fields such as BCA, B.Sc. IT, B. Tech, B.E. (IT). • Master's degree in the relevant field will be preferred.
EXPERIENCE:	<ul style="list-style-type: none"> • 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 analyzing 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.
AGE LIMIT:	Upper age limit - 40 years (As on 01-June-2025)
SKILL SETS:	<ul style="list-style-type: none"> • Leading the IT Technology projects of the CISCE from initiation to completion and bringing them fruition. • Work as a bridge between CISCE and its technology vendors to manage the development, deployment, maintenance and operations of the software applications, website/portal and cloud infrastructure that support CISCE's operations. • Manage timely execution and delivery of high-quality technology deliverables including software applications, feature enhancements, defect fixes and cloud infrastructure using industry standard best practices such as Agile, Scrum, etc. • Review design / architecture of proposed technology deliverables especially with respect to quality, scalability, security, compliance, privacy and make recommendations to the CISCE. • Define project success criteria and report results, metrics, test outcomes, deployment status, risks and mitigation activities. • Provide technological support to the CISCE's operating teams on all its activities including school affiliations, student registrations, conduct of exams, marks capture, result dissemination, etc.
EMOLUMENTS:	<ul style="list-style-type: none"> • Approximately Rs. 1.50 Lakhs per month gross emoluments. • Mediclaim Policy and Children's Education Allowance for school going children will be given in addition to the CTC mentioned above.

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 30th June 2025)

<https://forms.office.com/r/7T496RLwe6>