

Notification for the post of “Assistant Secretary – IT”

MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none"> • Master’s Degree: MBA (IT) or core IT such as MCA/M. Tech • Leading Industry Certifications – CSM (Certified Scrum Master), PMP (Agile) and/or Prince2.
EXPERIENCE:	<ul style="list-style-type: none"> • Minimum 10 years of extensive experience in technical project management, preferably in the Education domain and hands-on experience in project management best practices such as Agile. • Experience in gathering and analyzing business requirements involving complex workflows, multiple categories of users, data-handling and report generation. • Experience in preparation of REP, Tender Documents, Agreements, Contract Documentation, Scope of Work (SOW), SLA, OLA and coordinating, Liaisoning, supervising and managing the work of IT Vendors and service providers, suppliers, contractual work force and third-party agencies. • Experience in reviewing and making recommendations on technical designs and proposals especially with respect to quality, scalability, security and delivery risks. • Experience in diagnosing technical problems that hinder smooth business operations and recommending fixes and workarounds. • Experience in managing complete end-to-end lifecycle of cloud-hosted software applications including – requirements, design, development, testing, deployment maintenance and operations. • Experience in review and optimization of business processes (Business Process Re-engineering), user experience and stakeholder management practices. • Working knowledge of Data Base Management and Administration.
AGE LIMIT:	Upper age limit - 45 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 to 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. • Hands-on experience in coding and programming. • 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. 3.35 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.
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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>