

Notification for the post of “Deputy Secretary – Center of Excellence, Hyderabad”

MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none"> • Master’s Degree in Any Stream with B.Ed. • A professional Teaching Degree from a recognized University or UGC Net Qualified. Candidates with Doctorate Degree will be preferred.
EXPERIENCE:	Minimum 10 years of teaching and/or administrative experience in a school/ university/ examination board/ or any other educational organization with similar functions. Experience gained after PG Degree, will only be considered.
AGE LIMIT:	Upper age limit - 50 years (As on 01-June-2025)
SKILL SETS:	<ul style="list-style-type: none"> • Planning, implementation, and evaluation of all training programs (residential, online, offline, and hybrid). Capability to design, develop and conduct training programs. • Identification of training areas based on evolving academic and administrative needs. • Selection and engagement of credible training agencies and expert resource persons. • Managing studio operations for digital content creation and training resource development. • Managing the logistics and administration of examination-related functions in the southern region. • Monitoring training impact and submitting detailed reports. • Building partnerships with educational institutions and experts to enhance training quality. • Management of Staff, Procurement, Finance & Accounts as part of general administration matters at the Centre of Excellence, Hyderabad. • The candidate must have a robust understanding of the National Education Policy, National Curriculum Framework and other relevant policies, acts & regulations pertaining to education in India.
EMOLUMENTS:	<ul style="list-style-type: none"> • Approximately Rs. 5 Lakhs per month gross emoluments. • Medclaim Policy and Children’s Education Allowance for school going children will be given in addition to the CTC mentioned above. • Office Car along with driver for the discharge of duties.

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>