

Notification for the post of “Education Officer – 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), ITIL certification, PMP (Agile) or Prince 2 certification
EXPERIENCE:	<ul style="list-style-type: none"> • Minimum 10 years of extensive experience in IT related Project management, Large-scale Data migration and related projects. • Experience in gathering and analyzing business requirements involving complex workflows, multiple categories of users, data-handling and report generation. • 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.
AGE LIMIT:	Upper age limit - 45 years (As on 01-June-2025)
SKILL SETS:	<ul style="list-style-type: none"> • Coordination between the 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. • 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. • Establish best practices, templates, policies, tools and documentation including reporting systems and MIS, to further improve the efficiency of CISCE’s operations. • Very high degree of confidentiality and privacy of PII must be maintained at all times.
EMOLUMENTS:	<ul style="list-style-type: none"> • Approximately Rs. 3 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>