

## **COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS NEW DELHI**

The Council for the Indian School Certificate Examinations (CISCE) a private national Examination Board in the country is looking for competent individuals for the following posts for its Centre of Excellence at Habsiguda, Hyderabad:

### **1. Supervisor**

The candidate should:

- be a B.E. Civil / Mechanical from a recognized University.
- have at least **5 years** of working experience in a similar capacity.
- possess good communication skills in English, Hindi / Telugu, in both spoken and written form.
- have the ability to correspond independently.
- have excellent planning and organising skills, with ability to work with minimal supervision to meet deadlines.
- be able to multitask.
- be proficient in the use of Microsoft Word/Excel/Power Point.

**Upper age limit: 55 years**

**Salary: Approximately Rs. 1.14 lakhs per month (CTC)**

Roles and Responsibilities:

1. Management of vendors and related works
2. Liaison with local government bodies and other government related compliances.
3. Periodic compliance update for fire safety equipment and carrying out fire and safety drills at the CISCE COE
4. Checking and maintaining
  - a. STP
  - b. WTP
  - c. Fire Systems
  - d. UPS
  - e. CCTV
  - f. Access Controls
  - g. Building Management Systems
  - h. HVAC
  - i. Lifts
  - j. Fountain system
  - k. Room access systems
  - l. Basement dewatering
  - m. Diesel generators
    - i. Register for running the DG and utilization of diesel.
  - n. Maintenance of the AMC map for the COE

- o. Fumigation and Pest control of the COE
5. Supervision of housekeeping staff
  - a. Preparing rosters
  - b. Periodic checks to ascertain proper utilization of personnel deployed.
  - c. Ensuring optimum utilization of resources through manpower planning
6. Supervision of Security Guards
  - a. Preparing of rosters
  - b. Periodic check to ensure Guards are following protocol.
  - c. Development and implement SOP for Guards
7. MIS reports
  - a. Monthly MIS reports on the CISCE office
  - b. Monthly material usage report and optimization of said resources.
  - c. Monthly update on security and housekeeping personnel to ensure proper checks are carried out to ensure optimum usage of personnel.
8. Transport Management
  - a. Arrange transport for CISCE activities when required with the assigned driver.
  - b. Maintain the CISCE vehicle and ensure all serviced and other compliances to do with insurance and general health of the vehicle is always maintained.
  - c. Diesel registered to be maintained for use of the vehicle / movement register.
9. Supervision of Personnel
  - a. Plumber
  - b. Electrician
  - c. STP operator
  - d. Multi-skilled personnel – HVAC & Lifts
  - e. Gardner
  - f. Façade Cleaning personnel
  - g. IT vendor for servicing of laptops/printers/desktops etc.
  - h. Multi- Tasking Staff
10. Bill Payment reminder
  - a. TSSPDCL – Electricity Bill
  - b. Water Bill
  - c. GHMC Garbage Collection
  - d. AMC renewal
11. Periodic maintenance and checks of all utilities at the COE.
12. Stock maintenance of all items servicing the utilities and interiors in accordance with the requirement of the CISCE COE material stock availability.

13. Conducting an internal audit every quarter in accordance with the SOP to ensure compliance and submit an MIS report of the same every quarter to the officer in-charge.

Interested candidates are required to fill in the Microsoft form, a link for which is given below:

<https://forms.office.com/r/X7nrT4Ctak>

You may alternatively scan the QR Code given below to fill in the Microsoft form:



Also, **send us your resume** in confidence, **within 10 days of the date of the advertisement**, superscribing the post applied for on the envelope to:

**The Deputy Secretary (ISC)**  
**Council for the Indian School Certificate Examinations**  
**Plot No.: 35-36, Sector VI, Pushp Vihar, Saket**  
**New Delhi -110017**

## 2. Multi-Tasking Staff

The candidate should have at least passed intermediate, having at least **5 years** of experience in a similar capacity.

The candidate should:

- possess excellent communication skills in English and Hindi/ Telugu.
- Computer knowledge preferred.

**Upper age limit: 40 years**

**Salary: Approximately Rs. 61,000/- per month (CTC)**

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