



COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

PRAGATI HOUSE, 3rd FLOOR, 47-48, NEHRU PLACE, NEW DELHI - 110 505.

TELEPHONES: 29564831, 29564833, 26413820 E-MAIL: ces@cisce.org

FAX: 91-11-29564735

Chief Executive & Secretary

GERRY ARATHOON

M.A., B.Ed.

11th October 2017

To: Heads of all affiliated schools

SUBJECT: Training of Teachers for English at the Primary and Upper Primary Levels

Dear Principal,

As you are aware, the Council has prepared a Curriculum for Preschool to Class VIII. In order to provide its schools all required support and assistance in the transaction of the Curriculum, the Council is organising the following teacher training programmes at its office in Kolkata:

Training Programme details	Dates	Participation Fees
English at the Primary Level (Classes I – V)	16 th – 18 th November, 2017	Rs 3000/-
English at the Upper Primary Level (Classes VI- VIII)	23 rd – 25 th November, 2017	Rs 3000/-
Venue: Council for the Indian School Certificate Examinations 3 rd Floor, 5, Lala Lajpat Rai Sarani (Elgin Road), Kolkata-700 020 Tel: (033) 22816921/22/23 Fax: 22816924, E-mail: kolcisce@cisce.org		Total Seats for each programme: 40

Heads of schools may send their teachers for the above training programmes by logging in to the CAREERS Portal and clicking on the “*Training*” Tile, which will open the training dashboard. Click on the “*click to enrol button*” on the training programmes listed under “*Enrolment Started List*” and fill in the details of the teacher to be nominated for the selected training programme. Then click on “*Proceed to Payment*” to make online payment for the teachers nominated for the training programme. Provision has also been made to offer suggestions, if any, while filling in the nomination forms for the training programme.

The detailed User – Manual relating to the use of the Training Module is available in the Helpdesk of the CAREERS Portal at <https://careers.cisce.org/Helpdesk/Tutorials.aspx> .

The portal will be activated from **16th October** to enable schools to make online nominations for the above mentioned training programmes. It will be on first come first served basis. The portal will automatically close after the available number of seats are booked/ reserved.

With regards,

Yours sincerely,

Gerry Arathoon

Chief Executive & Secretary