

**INSTRUCTIONS FOR REGISTRATION OF PARTICIPANTS**  
**FOR TRAINING PROGRAMMES**

- Participants are requested to take a printout of the ICSE/ISC Registration Form, as applicable, fill in the details and hand over the same to the Heads of their schools.
- The Heads of Schools are requested to log in to the CAREERS portal and make on-line payment for the participant/s nominated by the school.
- Payment for the Training Programmes to be held in Delhi, Noida and Kolkata **should be made separately.**
- On Receipt of payment at the Council's end, a payment receipt will be generated.
- The copy of the payment receipt along with the completed Registration Form(s) should be mailed to:

**For ISC programmes to be held in Delhi:**

**Mr. Ricardo Soler**

**Assistant Secretary - ISC**

Council for the Indian School Certificate Examinations

Plot No 35 – 36, Sector VI, Pushp Vihar,

Saket, New Delhi – 110017

**Contact Details:** (011) 29564831 /32 /37

E-mail: [asisc@cisce.org](mailto:asisc@cisce.org)

**For ICSE programmes to be held in Noida:**

**Mrs Sangita Bhatia**

**Assistant Secretary - ICSE**

Council for the Indian School Certificate Examinations

E – 4, Sector 1, Noida - 201 301

**Contact Details:** 0120 4953100/101/102/103/104/105

E-mail: [asicse@cisce.org](mailto:asicse@cisce.org)

**For programmes to be held in Kolkata:**

**Mrs. Annu Arora Tandan**

**Education Officer**

Council for the Indian School Certificate Examinations

East Zone Office and Management Skills Centre

5, Lala Lajpat Rai Sarani, 3<sup>rd</sup> Floor, Kolkata -700 020

**Contact Details:** (033) 22816920, 22816921, Fax: 22816924

E-mail: [eokol@cisce.org](mailto:eokol@cisce.org)

## TEACHER TRAINING PROGRAMMES

- **Instructions** regarding the registration for the Training Programmes will be made available on the Council's website: [www.cisce.org](http://www.cisce.org) under the link “**TRAINING**”.
- The Participation Fee for each training programme is **₹ 1000** /- per day per participant at Council Offices and **₹ 2000**/- per day per participant in other cities. Payments must be made online. No seat shall be considered confirmed unless the PARTICIPATION FEE has been paid.
- Schools are requested to login to the **CAREERS Portal** and click on the “**Payment**” tile. Next click on ‘**Payments for Training**’ tile to enter all necessary details.
- The fee will neither be transferable to another programme nor refundable. The fees paid will be refunded only if the Council decides to cancel the programme due to unavoidable circumstances.
- The arrangements as well as all expenses for boarding, lodging, travel etc., are to be made and borne by the school.
- Participants are expected to attend all the sessions on all days of the programmes.
- All participants are requested to be present at the venue on the first day of the programme by 9.45 a.m. to complete registration formalities.
- The Programme will be from 10.00 a.m. to 5.00 p.m. on all days.
- Certificates of Participation will **ONLY** be issued to participants who attend the training programmes on all days of the concerned training programme.