

**Advertisement for the Post of Assistant Labour Welfare Officer  
on contract basis**

- Name of the post** : **Assistant Labour Welfare Officer -on contract basis**
- No. of Post** : **1(One)**
- Educational Qualification** : **Minimum graduate from a recognized university/institute.**
- Preferred qualification MSW/MBA from recognized University/Institute. Social work, labour welfare industrial relation or Personal Management from a recognized University/Institute**
- Consolidated emoluments** : **Rs. 16,000/- per month.**
- Experience** : **Minimum 05 years of practical experience in Labour Welfare Wok, industrial relations OR Personal Management from Ministry of Labour Department/ Manpower Department / Service Tax Department /PSU.**
- Having experience in working knowledge of handling of industrial disputes and their settlement and enforcement of applicable labour laws and liaisoning in following (i) minimum wages act (ii) industrial dispute act (iii) ESIC/EPF (iv) Bonus Act (v) Gratuity Act or any other applicable laws in an organization.**

**Necessary Instructions:-**

1. **The Last date of receipt of the application is 13th Jan 2017.**
2. Experience in the relevant field shall be calculated from the date of attaining the minimum Essential qualification(s).
3. The post advertised are meant for any location in India or in ICSIL HQ's as per the requirement
4. Selection will be through interview to be held at ICSIL office.
5. No TA DA will be paid for the interview.
6. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the requirement process without any further notice and without assigning any reason thereof.
7. Incomplete /illegible/unsigned/multiple applications, applications not in the prescribed format or those received after last date will be rejected.

8. ICSIL shall not be responsible for any postal delay/loss in transit at any stage of the recruitment process. No request in this regards will be entertained.
9. The final selection will be done subject to the candidates being found medically fit as per Company's medical rules.
10. Candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements as mentioned in this advertisement and that the particulars furnished by them are correct in all respects. Candidates furnished any false/incorrect information is liable to be rejected.

**The company reserves its right to modify, postpone or cancel the requirement, without assigning any reason.**

**The application should reach on or before 13th Jan 2017 latest by 4pm, either Online through (ICSIL Website) [www.icsil.in/jobs](http://www.icsil.in/jobs) or offline on the following address:**

***“Front Desk Officer Sub.O.P. Yadav  
Intelligent Communication Systems India Limited (ICSIL),  
Administrative Building, 1<sup>st</sup> Floor, Above Post Office,  
Okhla Industrial Estate, Phase- III  
New Delhi-110020  
Tel.: 011-26929051, 26830338, 26830347”***