

**Advertisement for the Post of Executive Officer - on contract basis**

<b>Name of the post</b>	<b>:</b>	<b>Executive officer on contract basis</b>
<b>No. of Post</b>	<b>:</b>	<b>1(One)</b>
<b>Educational Qualification</b>	<b>:</b>	<b>Minimum graduate , preferred diploma in office management and administration.</b>
<b>Consolidated emoluments</b>	<b>:</b>	<b>Rs. 20,000/- per month.</b>
<b>Experience</b>	<b>:</b>	<b>10 years of experience in office management and administration in a reputed organisation</b>

**Necessary Instructions:-**

1. The Last date of receipt of the application is 06th 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 different locations in India or ICSIL Hq's as per the requirement
4. No TA DA will be paid for the interview.

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

**The application should reach on or before 06th 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”***