

**Required Two Legal Assistant & Two Accounts Assistants purely on Contract Basis**

Applications from the eligible candidates are invited to fill up the post of Legal Assistants & Accounts Assistants on contract basis to be outsourcing the said manpower to Delhi Waqf Board.

Interested candidates must apply **ONLINE ONLY** by applying through ICSIL website [www.icsil.in](http://www.icsil.in) latest by 28.07.2017, 17:00 hours.

S.No	Name of Posts	No of Posts	Age limit	Qualification	Experience
1.	<b>Legal Assistants</b>	<b>02</b>	Maximum Age Limit 35 Years	Law Graduate	5 Years experience with knowledge of Urdu & Waqf Act.
2.	<b>Accounts Assistants</b>	<b>02</b>	Maximum Age Limit 35 Years	Commerce Graduate	(i) 5 Years experience with knowledge of Urdu & Tally.

**2- The remuneration would be paid on consolidated basis @ Rs.27000/- per month fixed by NAWADCO (Ministry of minority Affairs, Govt. of India).**

**Selection Criteria: – Selection of candidates will be done on the basis of experience with knowledge of Urdu.**

**Necessary Instructions:-**

- 1. ICSIL reserves the right to withdraw this advertisement at any time.**
- 2. Experience in the relevant field shall be calculated from the date of attaining the minimum Essential qualification(s).**
- 3. No TA DA will be paid at the time of interview.**
- 4. 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.**
- 5. Incomplete /illegible/unsigned/multiple applications, applications not in the prescribed format or those received after last date will be rejected.**
- 6. 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 furnishing any false/incorrect information are liable to be rejected.**
- 7. The above requirements are subject to change at any given point of time and the ICSIL reserves the right whether or not to fill up the post. No appeal will be entertained or accepted. It would not be obligatory on the part of the ICSIL to conduct the interview of every candidate who possesses**

the essential qualification and no representation in this regard will be entertained from any candidate.

8. The applicants must bring all original documents/ Certificate/Testimonials and KYC details viz Aadhar Card, Pan Card at the time of interview.

9. The appointment for the above post shall be “purely on Contract Basis”.

10. ICSIL reserves the right to restrict the number of candidates for screening without assigning any reason.

11. Reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement & other academic achievements.

12. No correspondence whatsoever will be entertained from candidates regarding conduct and result of screening and reasons for not being screened for above mentioned post.

13. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.

14. In case of selection, the engagement shall be subject to verification of original certificates/testimonials at the time of joining and completeness of other formalities otherwise the candidature shall be rejected.

**Note-:** Merely applying for the job does not entitle you for getting the Job & Validity of advertisement is 03 months from the date of advertisement.