

**ADVERTISEMENT FOR THE POST OF SR CONSULTANT/GENERAL
MANAGER (COMPANY SECRETARY AND LEGAL)
PURELY ON CONTRACT BASIS**

- Name of the post** : Sr Consultant/General Manager (Company Secretary and legal) purely on contract basis
- No. of Post** : 1 (one)
- Educational Qualification** : Minimum graduate and Company Secretary from institute of Company Secretaries of India and LLB from recognised university/ Institute.
- Age** : Maximum 62 years as on 01 Aug 2017.
- Consolidated emoluments** : Rs. 40,000/- per month (Negotiable)
- Experience** : Minimum 15 years of experience in the relevant field. Out of which minimum 05 years experience in each field of Company Secretary and legal.

Necessary Instructions:-

- 1 The Last date of receipt of the application is 15 Aug 2017.
- 2 Experience in the relevant field shall be calculated from the date of attaining the minimum Essential qualification(s).
- 3 The post advertised is meant for in ICSIL office in New Delhi.
- 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/appeal in this regards will be entertained.
- 9 The final selection will be done subject to the candidates being found medically fit in all respects

- 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 furnishing any false/incorrect information are liable to be rejected.
11. 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.
12. The applicants must bring all original documents/ Certificate/Testimonials and KYC details viz Adhar Card, Pan Card at the time of verification of documents and at the time of conducting of interview.
- 13 The appointment for the above post shall be on " purely contract basis".
14. ICSIL reserve the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement & other academic achievements.
15. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being interviewed for above mentioned post.
- 11 Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
17. 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.

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

The application should reach on or before 15 Aug 2017 latest by 4pm, offline on the following address:

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