

Intelligent Communication Systems India Ltd. (ICSIL)
Administrative Building, 1st Floor, Above Post Office
Okhla Industrial Estate, Phase-III, New Delhi-110 020

Advertisement for want of applications for the post of DEO to work on purely contractual basis and to be deployed in Delhi State Cancer Institute

Intelligent Communication Systems India Limited (ICSIL), a Public sector undertaking and a joint venture of Telecommunications Consultants India Ltd. (TCIL) A govt. of India Enterprises under Ministry of Communications and Delhi State Industrial & Infrastructure Development Corporation Ltd. (DSIIDC), an undertaking of Govt. of NCT of Delhi is **an empanelled government agency to outsource contractual manpower to various departments and establishments of Government of NCT of Delhi.**

Applications from the eligible candidates are invited to fill up Thirty Five (35) posts of **DEO'S** to be deployed **Delhi State Cancer Institute** on purely contractual basis to outsource the said manpower to Government Department.

Interested candidates must apply online latest by 7th August 2017, 17:00 hours through www.icsil.in. Applications sent by mail, in person, post/ courier will not be accepted.

1. PROFESSIONAL REQUIREMENTS (PREREQUISITES) / EDUCATIONAL QUALIFICATION.

S.No.	Name of Post	No of Posts	Age Limit	Qualification
1.	Data Entry Operator	35	35 years* as on 01-07-2017	<ul style="list-style-type: none">• B.SC/B.A/B.COM or equivalent from a recognized University/Institution• Fluency in application like MS Word, MS Excel, MS PowerPoint (Desirable : Diploma in Computer Application / Tally) <p>Typing Speed of Minimum 30 words per minutes in English/Hindi.</p> <ul style="list-style-type: none">• Experience: At least 3 months as office Assistant / DEO in a Super Speciality Medical Institution (at least 100 bedded) preferably in a Govt Medical Institution.

*Age relaxation of 01 year for each completed year of experience (maximum upto 05 years) may be given to those candidates who have experience of working in a Super speciality medical institution of at least 100 beds.

2. Remuneration:

- a. As per Minimum Wages Act of Govt. Of NCT of Delhi announced from time to time. Current Monthly Wages are Rs 17916/-.
- b. EPF @ 12 % and ESI @ 1.75 % monthly will be deducted from the wages in account of EPF and ESI employees' share or as applicable.
- c. Net Payable after deduction of EPF and ESI are Rs. 15802/-

3. Selection Process:-

Selection will be made through Screening of documents and typing test to be held at ICSIL office.

4. GENERAL TERMS & CONDITIONS:

- a. The Last date of receipt of the on application is 7-8-**2017** by 5:00 p.m. The application form can be downloaded from our website www.icsil.in.
- b. The applicants must also come with Qualification and experience Certificates/Testimonials and KYC details viz Aadhaar Card, PAN Card and mobile number. No application will be entertained without Aadhaar Card and PAN Card.
- c. 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 any post. No appeal will be entertained or accepted. It would not be obligatory on the part of ICSIL to call for selection every candidate who possesses the essential qualification and no representation in this regard will be entertained from any candidate.
- d. The appointments for the post of **DEO's** shall be on " purely contract basis."
- e. ICSIL reserves the right to restrict the number of candidates for selection to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement & other academic achievements.
- f. ICSIL also reserves the right of rejecting any or all the application without assigning any reasons therefore.
- g. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct selection process and reasons for not being called screening.
- h. The candidates applying for the Test should bear the cost of travelling and stay under their own arrangement and no refund will be allowed under any circumstances. The candidates must check their eligibility in terms of qualification and experience etc. from the website of ICSIL.
- i. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
- j. In case of selection, the employment shall be subject to verification of original certificates/testimonials and KYC details at the time of joining and completion of other formalities otherwise the candidature shall be rejected.
- k. ICSIL shall not be responsible for any postal delay / loss in transit at any stage of the recruitment process. No request in this regard will be entertained.
- l. The post advertised is meant for different locations in Delhi as per the requirement.
- m. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the recruitment process without any further notice and without assigning any reason thereof.
- n. Candidates are advised to ensure while applying that they fulfil the eligibility criteria and other requirements mentioned in this advertisement and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfil the eligibility criteria and/or does not comply with other requirements of this advertisement and/or he/she has furnished any false/incorrect information or has suppressed any material fact(s), their candidature is liable to be

rejected. If any of the above shortcomings are detected, even after appointment, their services are liable to be terminated without any notice.

- o. **ICSIL reserves its right to modify, postpone or cancel the requirement without assigning any reason.**
- p. Applications received in response to this advertisement will be valid for 3 (three) months from the date of conclusion of the advertisement.

Note:- Merely applying for the job dose not entitles you for getting the Job.