

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

WALK-IN INTERVIEWS for the following posts purely on Contractual Basis to outsource in Govt. of NCT of Delhi as per the schedule given below:

Interested candidates may come at the address, Date & Time mentioned below along with relevant Original Documents as well as a set of photocopies.

S.N.	NAME OF POST	MINIMUM EDUCATIONAL QUALIFICATION	MINIMUM EXPERIENCE REQUIRED	JOB DESCRIPTION	AGE LIMIT	WAGES	VALIDITY OF CONTRACT	Date , Time & Venue
1.	M.T.S.	Non-Matriculate (8 th Pass)	Desirable one year experience of rendering the services in the Offices of Assemblies/Parliament /Ministers/High Dignitaries.	Carrying of files and other papers in the office, physical maintenance of records of section, photocopying, sending of FAX etc, opening and closing of rooms, delivery of dak, dusting of furniture, cleaning of building/fixture and any other work to be assigned by the officers/officials of the Sectt.	18 years (minimum)	Minimum wages for Unskilled category. presently wages are Rs. 13584/- EPF deduction @12% & ESIC@1.75% will be deducted on above wages.	The initial period of contract may be of one year from the date of engagement of outsourced staff and may be extended further mutually also subject to the condition/policy/instructions of Govt. issued from time to time.	Date: 30.01.2018 Time: 11:00 AM Dy. Secretary, Legislative Assembly Secretariat (LAS), Old Secretariat, Delhi-110054

2	Driver	Matriculation and having driving license of LMV (Commercial)	Compulsory 02 years unblemished experience of driving vehicle in the Offices of Assemblies/Parliament /Ministers/High Dignitaries.	Driving of staff cars of officers and to deliver dak in the Govt. Offices including maintenance of vehicle handed over to the drivers.	-Do-	Minimum wages for Unskilled category. presently wages are Rs. 16468/- EPF deduction @12% & ESIC@1.75% will be deducted on above wages.	-Do-	31.01.2018 11:00 AM Dy. Secretary Legislative Assembly Secretariat (LAS) Old Secretariat, Delhi-110054
3	Watch & Ward (Without Arms)	Non-Matriculate (8 th Pass)	Desirable one year experience of rendering services in the Offices of Assemblies/Parliament /Ministers/High Dignitaries.	Watch and Ward of offices/rooms/building and any other work assigned by the officer/official with whom attached.	-Do-	Minimum wages for Unskilled category . presently wages are Rs. 14958/- EPF deduction @12% & ESIC@1.75% will be deducted on above wages.	-Do-	31.01.2018 2:00 PM Dy. Secretary Legislative Assembly Secretariat (LAS) Old Secretariat, Delhi-110054

TERMS & CONDITIONS:-

1. **Applicants are required to come for WALK-IN INTERVIEW on the dates mentioned in the advertisement along with the copies of the relevant documents pertaining to Qualification, Experience or any other document asked for, duly self attested with application.**
2. One time Registration fees of **Rs. 1000/- (Non-refundable)** shall be taken at the time of final Joining.
3. The interested applicants are advised to go through the Eligibility Criteria's carefully and ascertain themselves regarding their eligibility.
4. The shortlisted candidates shall be considered for deployment on purely contractual basis in various Departments of Legislative Assembly as per the requirement.
5. Final selection of candidates will be based on the performance in the interaction and as found eligible as per the prescribed criteria.
6. **ICSIL does not guarantee deployment of all shortlisted candidates from panel.**
7. No TA/DA will be provided to candidates for appearing for the Interaction.
8. The place of deployment will be Delhi/NCR. Candidates must be willing to travel to any place in Delhi/ NCR as part of their job. They may work on shift/ rotational basis as per department requirement.
9. Candidates must bring following documents (in Original and one copy of self attested documents) on the date of interaction for verification purpose otherwise they will not be allowed to appear in the interaction.
 - i. Class 8th Certificate for the Post of MTS & Watch & Ward
 - ii. Class X Certificate for the Post of Driver.
 - iii. Experience Certificate in relevant field.
 - iv. Pan Card
 - v. Aadhar card
 - vi. One Passport size photograph.
10. In case of 8th Class, the name of the candidate in the application form must be same as mentioned in Aadhar Card & Election Voter ID.

11. In case of 10th Class, the name of the candidate in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to Class X, the evidence to that effect should be furnished at the time of interaction.
12. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
13. ICSIL has right to accept or reject the application without assigning any reason thereof.
14. ICSIL has the right to withdraw this advertisement at any time.