

**APPLICATION INVITED FOR DATA ENTRY OPERATOR POSTS PURELY ON
CONTRACTUAL BASIS (OUTSOURCED) IN VARIOUS DEPARTMENTS IN THE
GOVERNMENT OF NCT OF DELHI**

Interested candidates must apply **ONLINE** through www.icsil.in (under Careers Section) latest by **18/03/18 , 17:00 hours.**

S.No.	Post Name	Qualification and Experience	Nature of Job	Selection Criteria	Remuneration (As per minimum wages Act of Delhi Govt.)
1.	DATA ENTRY OPERATOR	10+2 with knowledge of computers.	Office Work having knowledge of MS-OFFICE.	Minimum Typing Speed 30 wpm	16,468/- EPF & ESI will be deducted from the above amount
2.	DATA ENTRY OPERATOR	Graduate with knowledge of computers.	Office Work having knowledge of MS-OFFICE.	Minimum Typing Speed 30 wpm	17,916/- EPF & ESI will be deducted from the above amount

TERMS & CONDITIONS:-

1. Applicants are required to apply ONLINE from 26/2/2018 to 18/03/2018 through the website www.icsil.in (under Careers Section). No other mode of application will be accepted in any case.

2. Applicants after applying "ONLINE" as above, must submit Hard copies of the documents pertaining to Qualification, Experience or any other document asked for, duly self attested with application Job ID on the envelope within 7 working days after the last date of advertisement, at the following address.

Your "ONLINE" application will not be considered, in case hard copies of relevant documents as above are not received within the stipulated time as above.

Address- ICSIL Reception, Desk Officer (Mr. O.P. Yadav)
Intelligent Communication Systems India Limited (ICSIL),
Administrative Building, 1st Floor, Above Post Office,
Okhla Industrial Estate, Phase- III
New Delhi-110020

3. Candidates will be called for the Typing Test/interaction, as per requirement of the post through SMS/ E-mail.

4. One time Registration fees of Rs.1000/ (Non-refundable) shall be taken at the time of final joining. *(Fees of Rs. 200/- (Non-refundable) shall be taken at the time of typing test and balance Rs. 800/- (Non-refundable) will be taken at the time of issuance of provisional appointment letter.)*

5. The interested applicants are advised to go through the Eligibility Criteria's carefully and ascertain themselves regarding their eligibility.

6. The shortlisted candidates shall be considered for deployment on purely contractual basis in various Departments of Govt. of NCT, Delhi as per the requirement of the Department.

7. Final selection of candidates for the panel will be based on the performance in the interview/ interaction/ typing test and as found eligible as per prescribed criteria. **ICSIL does not guarantee deployment of all shortlisted candidates from panel.**

8. The deployment of the candidates from the panel to any department is subject to his/her suitability in the formal interaction conducted by user department. The shortlisted candidates will be kept in the panel of ICSIL for deployment in the departments.

9. No TA/DA will be provided to candidates for appearing for the Interview/ Interaction/ typing test.

10. 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.

11. The qualification of the candidates must be from recognized University/ Institution.

12. Candidates with last semester result awaited or incomplete degrees are not eligible to apply.

13. Candidates must bring following documents (in Original and one copy of self attested documents) on the date of Interview/ interaction for verification purpose otherwise they will not be allowed to appear in the Interview/ interaction/typing test.

- i. Class X Certificate
- ii. Class 10+2 Certificate
- iii. Graduate Degree
- iv. Pan Card
- v. Aadhar card
- vi. One Passport size photograph

14. 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 Interview/ interaction.

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

16. ICSIL has right to accept or reject the application without assigning any reason thereof.

17. Validity of Panel so prepared against this advertisement shall be 6 Months from the date of publication.

18. ICSIL has the right to withdraw this advertisement at any time.

19. Last Date of Online registration is 18/03/2018.