

Advertisement For Website

ONLINE APPLICATIONS ARE INVITED FOR THE POST OF Clerk Cum Computer Operator (CCCO) PURELY ON CONTRACTUAL BASIS (OUTSOURCED) in Govt. of NCT of Delhi.

Interested candidates must apply **ONLINE** through www.icsil.in (under **Careers Section**) latest by **10.05.2018**.

Name of the Post	Qualification and Experience	Nature of Job	Selection Criteria	Remuneration (per month in Rs.)
Clerk cum computer Operator(CCCO)	Bachelor degree, Minimum Typing speed 30 W.P.M , Good working knowledge of computer, 03(Three) years experience in relevant field in any reputed organization.	Processing the applications of welfare claims received from registered beneficiaries. Dispatch work of BOCW section.	Typing test followed by interaction with the candidates.	Rs. 18332/- As per Minimum wages Act (EPF & ESIC as per the Govt. rules/ Act to be deducted.)

TERMS & CONDITIONS:-

1. Applicants are required to apply ONLINE from **20.04.2018 to 10.05.2018** through the website www.icsil.in (under **Careers Section**). No other mode of application will be accepted in any case.
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 as per the requirement.
5. Final selection of candidates for the post will be based on the performance in the interaction conducted by client department and as found eligible as per prescribed criteria.
6. The deployment of the candidates to department is subject to his/her suitability by user department. **ICSIL does not guarantee deployment of all shortlisted candidates.**
7. No TA/DA will be provided to candidates for appearing for the Interaction.
8. The place of deployment will be Delhi/NCR only. Candidates must be willing to travel any place in Delhi as part of their job.
9. The qualification of the candidates must be from recognized University/ Institution.
10. 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.
11. In case of any query the candidate may call the Front Desk Officer Sh. O.P Yadav Telephone no 011-26929051/ 26830347/ 26830338.

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.

- i. Application form duly filled and signed.
- ii. Class X Certificate
- iii. Class 10+2 Certificate
- iv. Graduate Degree as mentioned above.
- v. Experience Letter
- vi. Pan Card
- vii. Aadhar card
- viii. Passport size photograph

14. The name and Date of Birth of the candidate in Aadhar Card & Pan Card shall be same.

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

18. Last Date of Online registration is 10.05.2018.