

Advertisement For Website

ONLINE APPLICATIONS ARE INVITED FOR THE POST OF SECRETARIAL ASSISTANT PURELY ON CONTRACTUAL BASIS (OUTSOURCED) IN AMBEDKAR UNIVERSITY GOVT. OF NCT OF DELHI.

Interested candidates must apply **ONLINE** only through official website www.icsil.in (under Careers Section) latest by 26.07.2018, 17:00 hours.

Details of the post are as under:

Post Name	No. of Post	Qualification	Experience	Age Limit	Job Responsibilities	Minimum Wages as per Govt. of NCT
Secretarial Assistant	01	Graduate in any discipline	03 Years experience in relevant field & Working knowledge of shorthand	18 - 56 years (As on last date of advt.)	Providing Secretarial Assistance to the Officers of the University. Should be well versed in typing/shorthand and attending telephonic calls/e-mails	Rs. 18,332/- (PF @12% & ESI @1.75% will be deducted from Rs. 18,332/-)

TERMS & CONDITIONS:-

1. Applicants are required to apply ONLINE latest by 26.07.2018 through the official website only 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. 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 & shortlisted candidates shall be considered for deployment on purely contractual basis as per the requirement.
5. 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.
6. No TA/DA will be provided to candidates for appearing for the Interaction.
7. The place of deployment will be Delhi/NCR only. Candidates must be willing to travel any place in Delhi as part of their job.

8. The qualification of the candidates must be from recognized University/ Institution.
9. 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.
10. In case of any query the candidate may call the Front Desk Officer Sh. O.P Yadav Telephone no 011-26929051/ 26830347/ 26830338.
11. Candidates with last semester result awaited or incomplete degrees are not eligible to apply.
12. 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 10th Certificate
 - iii. Class 12th Certificate
 - iv. Graduate Marksheet/Degree
 - v. Experience Certificate
 - vi. Pan Card
 - vii. Aadhar card
 - viii. One Passport size photograph
13. The name and Date of Birth of the candidate in Aadhar Card & Pan Card shall be same.
14. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
15. 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 **11.07.2018**.