

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

Walk-In-interview/Interaction for the post of **Administrative Assistant & Administrative Associate** Purely on Contractual Outsourced basis to be deployed in the **Geospatial Delhi Limited (GSDL department)**, Delhi and also for empanelment of candidates for deployment to other Govt. Departments in future.

The details of the vacancies are given as under:-

S. no	Name of Post	Essential/ Desired Educational Qualification	Experience	Job Description	Age Limit	Wages in Rs.	Total Number of posts	Date & Time of Walk-in- Interview
1	Administrative Assistant	Graduation in any field from recognized university	Minimum 1 year in the field of administration and good knowledge in noting/drafting/correspondance. Desirable:- Experience in PSUs/Central/State Govts. Preference for retired persons with above mentioned experience.	Drafting/ noting. Preparation and general caretaking of administration section.	Age limit: not more than 58 years.	18462/- + statutory benefits ESI, EPF etc. Age limit: not more than 58 years.	01	23/09/2019 Time: 9.30 AM to 11:30 AM
2	Administrative Associate	Graduation in any field from recognized university. PGD in HR/Personnel Mgt/Industrial Relations or Public Relations. Desirable Qualification: MBA in HR or Personnel Management or Industrial Relations or Public Relations.	Minimum 3 years experience in HR or Personnel Mgt. Desirable:- Experience in PSUs/Central/State Govts. Preference for retired persons with above mentioned experience.	Day to day administration issue/making a note/communication with vendors.	Age limit: not more than 58 years.	25,000/- + statutory benefits ESI, EPF etc. Age limit: not more than 58 years.	01	23/09/2019 Time: 9.30 AM to 11:30 AM

Candidates reporting between 9:30AM to 11:30 AM will be considered for walk in interview. Candidates coming after 11:30 AM will not be allowed.

TERMS & CONDITIONS:-

1. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be taken at the time of final Joining.
2. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
3. i) The short listing of candidates for the panel will be based on scrutiny of documents of their age, qualification, experience etc. and as found eligible as per prescribed criteria and subsequent interaction of candidate by the department.
ii) Finally selected candidates by the department shall be considered for deployment on purely contractual/outsourced basis.
4. ICSIL does not guarantee deployment of all shortlisted candidates.
5. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
6. The place of deployment will be anywhere in Delhi/NCR. They may work in shift(s)/ rotational basis as per departmental requirement. No extra conveyance will be paid by ICSIL.
7. The Candidates must fill in a form on the spot & paste photograph duly signed along with **Relevant Documents related to Qualification & Experience (in Original and one set of photocopies (self attested))** on the date of Interview for verification purpose otherwise they will not be allowed to appear in the interview.
8. The details of the candidate in the application form must be the same as mentioned in the certificate of Class 10th Certificate and PAN Card and Aadhar Card. In case the candidate has changed her name subsequent to Class 10th, the evidence to that effect should be furnished at the time of interaction/documents verification also.
9. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
10. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
11. ICSIL has the right to withdraw this advertisement at any time.

Date of Walk-in-Interview: 23/09/2019

Time of Walk-in-Interview: 9.30 AM to 11:30 AM

Venue of walk-in : Geospatial Delhi Limited (GSDL), 3rd Floor, 'C' wing, Vikas Bhawan-2, Civil Lines, Delhi- 110054

