

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

ICSIL intends to recruit candidates through **ONLINE APPLICATIONS** for the following posts in the Dialogue & Development Commission of Delhi (DDCD) as per details given below and also empanel candidates for deployment to other Delhi Govt. Departments in future on purely contractual basis:-

The details of the vacancies are given as under:-

S.No.	Name & No. of Post	Minimum Educational Qualification	Minimum Experience Required	Job Description	Age (in yrs.)	Wages (per month) (in Rs.)	Validity
1	Executive Secretary 1 No.	Master Or Bachelor Degree	Experience in the field of related Task forces Exceptional candidates without experience can be preferred	To assist Vice Chairman in scheduling appointments, correspondence, arrangements for travel ticketing, visas, approvals etc.	40 yrs.	36,000/-	Co-terminus with the tenure of the present government of NCT of Delhi which assumed office on 14.02.2015
2	Program Manager 1 No.	Master Or Bachelor Degree	Experience in the fields of related Task Forces	To define, set up and monitor all internal and external programs, projects and tasks. To closely follow the roadmap, drive publishing citizen engagement, crowd sourcing and be responsible to deliver up to date status, information and projects.	40 yrs.	36,000/-	Co-terminus with the tenure of the present government of NCT of Delhi which assumed office on 14.02.2015
3	Communications Co-ordinator 1 No.	Master or Bachelor Degree	Experience in the field of related Task forces. Candidates with degree in English or	To collect updates, project reports, schedules and all task activities and set up	40 yrs.	36,000/-	Co-terminus with the tenure of the present government of NCT of

			Humanities or Journalism or Mass Communicat ions will be preferred	infrastructure for publishing capacity and publish monitor, reach via digital, social and conventional (mainstream) media.			Delhi which assumed office on 14.02.2015
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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 Criteria's 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 bring 2 No. of passport size photographs with self attested photocopies of relevant documents related to qualification & experience along with corresponding Original Document for documents verification purpose.
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 his/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.

Last date for submitting the online application: 08/11/2019