

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 Personal Assistant Purely on Contractual Outsourced basis to be deployed in Delhi State Industrial Infrastructure Development Corporation (DSIIDC), 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	Educational Qualification	Experience	Consolidated Remuneration (P/M)	Total Number of posts	Date, Time & Venue for registration for walk-in-interview
1	Personal Assistant	Bachelor's Degree	Three years of experience as Data Mining & Analyst.	50,000/-	01	Date: 04/09/2020 Time: 10:30 hrs to 12:30 hrs (Registration shall close on 12:30 hrs) Venue: DSIIDC Business Center (A/4, State Emporia Building Baba Kharak Singh Marg New Delhi-110001) (opposite Delhi emporium):

TERMS & CONDITIONS:-

1. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be taken at the time of final Joining from the selected candidate.
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 candidate/(s) 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 form on the spot and paste photograph duly signed along with a set of self attested photocopies of relevant documents related to qualification and experience as per eligibility criteria mentioned.
Also Candidates must produce original documents (in support of educational qualifications and experience) at the time of document verification on the date of interview/interaction for document verification purpose otherwise they will not be allowed to appear in the interview/interaction.
 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.

Safety Instructions for Covid-19 have to be followed:-

- (i) Cover your mouth and nose with a cloth face **cover/mask** while entering in the office. Candidate/Applicant will be allowed to enter the premises only as per prescribed time slots sent to them for appearance in ICSIL.
- (ii) Sanitize your hands while entering the office.
- (iii) Social distancing is mandatory and should be followed at all times. A minimum distance of one meter should be maintained.
- (iv) **Candidate should have Aarogya Setu App down loaded in his/her mobile phone and shall be attended to only if the status is "Safe" (Green).**
- (v) Candidates having symptoms of flu/fever/cough & cold may avoid attending and intimate through e-mal in advance to ICSIL as soon as intimation of appearance is received.