

INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD. (ICSIL)

(Joint venture of Telecommunications Consultants India Limited (TCIL), A Govt. of India Enterprise and Delhi State Industrial & Infrastructure Development Corporation Limited (DSIIDC), an undertaking of Delhi Govt.)
Administrative Building above Post Office, Okhla Industrial Estate Phase-III
New Delhi-110 020

Phone: 011-40538951, 011-35001276

Application for the post of Company Secretary purely on contractual basis

ICSIL intends to recruit Company Secretary purely on contractual basis for its Headquarter at New Delhi through **ONLINE APPLICATIONS**. **Eligible and qualified candidates are required to submit their applications on ICSIL website: WWW.ICASIL.IN**

The candidate shall apply online through ICSIL website www.icsil.in (under Career section) within a window time slot given below:-

Opening time 15:00 Hrs on 12/11/2024

Closing time 15:00 Hrs 28/11/2024

Note: Candidate may apply for any job through ICSIL website only after depositing one time registration fee of Rs. 590/- (Non-refundable)

Eligibility and selection criteria is given below:

I Detailed Requirement

S. No.	Name of the Post	Eligibility Criteria			No. of Posts	Remuneration
		Minimum qualification	Experience	Upper Age limit		
1.	Company Secretary (CS)	Member of the Institute of Company Secretaries of India	Five years post qualification experience in relevant field and should have experience of conducting board meetings and AGM physically	45 years on the date of advertisement	01	Rs. 75,000/- Per Month consolidated (Including statutory deductions & other allowances as applicable)

II Selection Criteria

S. No.	Particulars	Weightage
1.	Interview/Interaction	100%

III TERMS & CONDITIONS:-

1. Candidates are advised to go through the link [How to apply for current Jobs](#) which is available on Current Job section under Career tab
2. Candidates are advised to enter complete details of their Educational Qualification (starting from high School To Highest level of qualification) and experience in their profile.
3. In order to apply for a post the candidate's profile must match the eligibility criteria mentioned in the advertisement for the post.
4. Candidates can update their profile.

5. For queries/assistance in this regard, may please contact the below mentioned officer.
Front Desk Officer
Intelligent Communication Systems India Ltd.
Administrative Building, 1st Floor, Above Post Office,
Okhla Industrial Estate, Phase – III, New Delhi-110020.
Phone Number :- [011-40538951](tel:011-40538951)
6. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
7. ICSIL does not guarantee deployment of all shortlisted candidates.
8. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
9. Candidates must produce original documents in respect of DOB, Qualification and Experience as per eligibility criteria on the date of document verification and interview/interaction otherwise they will not be allowed to appear in the interview/interaction.
10. 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.
11. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
12. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
13. ICSIL has the right to withdraw this advertisement at any time without any notice.
14. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
15. Incomplete application shall be summarily rejected.
16. Candidate must keep on watching our ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
17. In case the information filled in online form is incomplete and not matching the prescribed criteria, their application will be rejected on the basis of form filled and ICSIL is not liable to call them for document verification/any round of screening thereafter.
18. In case at any stage of recruitment process the documents/information provided by the candidate is found fake or misleading his/her candidature is liable to be rejected.

IV Last date for submitting online application: 28/11/2024.