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

Application for the post of Personal Secretary purely on contractual basis

Online applications are invited for the following posts purely on Contract basis for Intelligent Communication Systems India Limited (ICSIL)

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

Opening time 11:00 Hrs. on 04/08/2025

Closing time 11:00 Hrs. on 11/08/2025

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

Details of Posts:-

Name & Number of Post	Minimum Educational Qualification	Preferable qualification	Experience	Age Limit as on 31/07/2025	Remuneration (PM in Rs.)
Personal Secretary (01)	Graduation in any discipline with minimum one year diploma in computer applications along with typing speed of minimum 30 WPM.	Preference shall be given to applicant possessing diploma in secretarial practice.	Minimum three years post qualification experience working as Personal Secretary in a reputed organization	35 Years	30,000/- PM (Including statutory deductions and excluding allowances as applicable)

Job Purpose:

To provide comprehensive secretarial and administrative support to the Managing Director (MD), ensuring smooth operation of the MD's office.

Key Responsibilities:

- **Diary and Scheduling Management:**

This is a core function, involving scheduling meetings, appointments, and travel arrangements.

- **Communication and Correspondence:**

Handling email, phone calls, and other forms of communication on behalf of the MD, including drafting letters and documents.

- **Meeting Coordination:**

Organizing meetings, preparing agendas, taking minutes, and ensuring the MD is well-prepared.

- **Travel and Expense Management:**

Arranging travel, booking flights and accommodations, and managing expenses.

- **Administrative Support:**

Managing office supplies, filing, and other administrative tasks to keep the MD's workspace organized.

- **Confidentiality and Discretion:**

Handling sensitive information with discretion and maintaining confidentiality.

- **Liaison and Coordination:**

Acting as a point of contact for internal and external stakeholders, coordinating with different departments and parties as needed.

- **Project Support:**

Assisting with various projects, such as gathering information, preparing presentations, and organizing meetings.

- **Information Management:**

Maintaining records, filing, and retrieving information as needed.

- **Meeting Minutes:**

Preparing and distributing meeting minutes.

- **Other Duties:**

Performing various other tasks as assigned by the MD, which may include event planning, social media management, and other administrative duties.

Required Skills and Qualities:

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work under pressure and meet deadlines.
- Discretion and confidentiality.
- Ability to multitask and prioritize tasks.
- Strong problem-solving skills.
- A proactive and detail-oriented approach.

Key Attributes:

- Trustworthy and reliable
- Flexible and adaptable
- Problem-solver with initiative
- Polished and professional appearance

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
6. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
7. **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 for a fixed period or till expiry of contract or till regular incumbents join posts.
   iii) In case number of eligible applicants is disproportionally exceed number of positions, then short listing of applicants for interview may be made on the basis of any criteria as deemed fit and found to be rational by department.
8. ICSIL does not guarantee deployment of all shortlisted candidates.
9. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
10. 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.
11. 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.
12. 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.
13. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
14. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
15. ICSIL has the right to withdraw this advertisement at any time without any notice.
16. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
17. Incomplete application shall be summarily rejected.
18. Candidate must keep on watching our ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
19. 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.
20. 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.
21. **One month salary to be deducted from the selected candidate as security in two parts i.e. 50% in first month and 50% in second month. This shall be refunded to the candidate with saving bank interest as applicable after comply with following:-**
    1. **No Dues certificate is received from ICSIL.**
    2. **After completing contractual liabilities with ICSIL as per appointment letter.**