

Intelligent Communication Systems India Ltd. (ICSIL)

Administrative Building, 1st Floor, Above Post Office
Okhla Industrial Estate, Phase-III, New Delhi-110020

Date: 15/05/2025

Online applications are invited for the post of **Personal Secretary** purely on Contractual 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 19/05/2025

Closing time 11:00 Hrs. on 25/05/2025

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

Details of Post: -

Name & Number of Post	Minimum Educational Qualification	Preferable qualification	Experience	Age Limit as on 31/05/2025	Remuneration (Per Month 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/- Per Month + allowance as applicable

Job Descriptions:

To provide high-level administrative, secretarial, and operational support to the Managing Director, enabling smooth functioning of day-to-day activities and ensuring effective coordination related to manpower outsourcing operations with government departments.

Key Responsibilities:

a). Executive Assistance to MD

- Maintain and manage the MD's calendar, appointments, meetings, and travel schedules.
- Screen, prioritize, and respond to emails, phone calls, and correspondence on behalf of the MD.
- Draft, review, and format official letters, reports, memos, and presentations.
- Organize and coordinate meetings, prepare agendas, and take minutes.
- Handle confidential and sensitive information with discretion.

b). Coordination & Communication

- Act as a liaison between the MD's office and internal departments or external stakeholders, especially government departments utilizing outsourced manpower.
- Track and follow up on pending issues, approvals, and compliance related to manpower outsourcing and other related work.
- Assist in the preparation of proposals, letters and reports for client departments.

c). Office Management Support

- Maintain proper filing and documentation system (both physical and electronic).
- Support logistical arrangements for meetings, workshops, and field visits.
- Ensure timely submission of reports, project updates, and performance metrics.

d). Administrative Support

- Coordinate with HR, Finance and Operations Teams regarding manpower outsourcing issues escalated to the MD's office.
- Prepare MIS reports, dashboards, or updates required by the MD for review meetings.

Skills:

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Excellent written and verbal communication in English and Hindi.
- Strong organizational, time-management, and multitasking abilities.
- Ability to handle confidential matters professionally.
- Familiarity with government office procedures and formats is desirable.

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 ICSIL.

ii) Finally selected candidates by ICSIL 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 ICSIL.

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. 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.
11. 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.
12. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
13. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
14. ICSIL has the right to withdraw this advertisement at any time without any notice.
15. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
16. Incomplete application shall be summarily rejected.
17. Candidate must keep on watching our ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
18. 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.
19. 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.
20. **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.**