

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**. Candidates are required to submit their applications on ICSIL website: WWW.ICSIL.IN or through e-mail: HRDIVISION@ICSIL.IN or by speed post/Registered post/courier in sealed envelop at above mentioned address addressed to JGM (HR).

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	Max Age limit		
1.	Company Secretary	Company Secretary from 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	40 years on the date of advertisement	01	Negotiable Commensurate with Experience/Qualification/Skills

II Selection Criteria

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

III TERMS & CONDITIONS:-

- Interested applicants are advised to go through the Eligibility Criteria carefully and ascertain that they fulfill the eligibility criteria.
- Eligible candidates shall be called for document verification.
- Short listing of candidates shall be based on scrutiny of their documents in respect of age, qualification, experience etc.
- Only short listed candidates will be called for interview/interaction.
- ICSIL does not guarantee deployment of all shortlisted candidates.
- Candidate scoring max marks as per selection criteria shall be declared selected.
- ICSIL may prepare a panel of candidates as per their rankings during the selection process and may use it in case the selected candidate does not join.
- No TA/DA shall be paid to candidates for appearing for the Interview /documents verification etc. when called.

9. The place of posting will be ICSIL HQ at New Delhi.
10. Candidates must bring 2 (two) passport size photographs with self attested photocopies of relevant documents related to qualification and experience along with corresponding original documents for documents verification, whenever called.
11. Details of the candidate in the application form must be the same as mentioned in the class 10th examination passed certificate, PAN Card and Aadhar Card with full date of birth. In case the candidate has changed his/her name subsequent to Class 10th examination, evidence to that effect should be furnished at the time of interview/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.

IV Last date for submitting online application: 01/01/2023.

Intelligent Communication Systems India Ltd.

Administrative Building, 1st Floor, Above Post Office,
Okhla Phase-3, New Delhi-110020

Advertisement No:.....

Post Name:

Name of Applicant:

Father's/ Husband's Name:

Date of Birth: -

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Address :

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Pin

Phone No : Mobile No: Alternate No:

Email ID :

KYC Details : AADHAR No: PAN No:-

Qualification:

S.No.	Qualification	Stream / Subjects	Board / University	Passing Year	Percentage / Grade
1.	10 th Board				
2.	12 th Board				
3.	Graduation(College/University)				
4.	Company Secretary				

Experience details:

S.No.	Name of Organization	Designation	No. of Years	Brief Nature Of Work
1.				
2.				
3.				

I hereby declare that all the information given above is true to the best of my knowledge & belief. If any of the above information / details furnished by me is found to be incorrect / false, my candidature may be cancelled.

(Signature of Candidate)