

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

Ref No . ICSIL/04A/295/Company Secretary/V-2/2024

Date 13/09/2024

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.ICSIL.IN**

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

Opening time: - 12:00 Noon on 15/09/2024

Closing time: - 12:00 (Noon) on 30/09/2024

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	Three years post qualification experience in relevant field and should have experience of conducting board meetings and AGM physically	45 years as on 31/08/2024	01	Rs. 60,000/- 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. This engagement is purely contractual in nature and will not entitle any candidate to claim for regular / permanent employee in ICSIL.
2. Candidates are advised to go through the link How to apply for current Jobs which is available on the Current Job section under Career tab
3. 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.

4. In order to apply for a post the candidate's profile must match the eligibility criteria mentioned in the advertisement for the post.
5. Candidates can update their profile.
6. 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)

7. Interested applicants are advised to go through the Eligibility Criteria carefully and ascertain that they fulfill the eligibility criteria.
8. Eligible candidates shall be called for document verification.
9. Short listing of candidates shall be based on scrutiny of their documents in respect of age, qualification, experience etc.
10. Only short listed candidates will be called for interview/interaction.
11. ICSIL does not guarantee deployment of all shortlisted candidates.
12. Candidate scoring max marks as per selection criteria shall be declared selected.
13. 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.
14. No TA/DA shall be paid to candidates for appearing for the Interview /documents verification etc. when called.
15. The place of posting will be ICSIL HQ at New Delhi.
16. 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.
17. 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.
18. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
19. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
20. ICSIL has the right to withdraw this advertisement at any time.

IV Last date for submitting online application: 30/09/2024 by 12:00 noon.