

Intelligent Communication Systems India Ltd. (ICSIL)

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

Online applications are invited for the post of **Data Entry Operator** purely on Contractual / Outsourced basis to be deployed in **NCC department**, GNCT of Delhi.

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

Opening time 1700 hrs on 13/11/2022

Closing time 1700 hrs on 14/11/2022

The details of the vacancies are given as under: -

Name & Number of Post	Educational Qualification	Experience required	Other Qualification	Language Known	Age Limit up to	Job Description	Validity of Contract
Data Entry Operator (25 Nos.)	Graduate	One year	6 Months Computer Diploma/Certificate. (Knowledge of MS-Office: Word, Excel, Power Point)	English, Hindi	45 Years	Drafting Letters, Maintaining Registers, preparing monthly, quarterly, and yearly reports, preparing/uploading of various certificates.	6 Months

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)
E-mail id : ak.sharma@icsil.in

6. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be charged at the time of final joining from those candidates who will be issued appointment letters and come for joining.
7. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
8. 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.

9. ICSIL does not guarantee deployment of all shortlisted candidates.
10. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
11. 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.
12. 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.
The candidates shall follow all the Covid-19 SOPs during document verification and subsequent interview/interaction failing which they shall not be considered.
13. 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.
14. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
15. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
16. ICSIL has the right to withdraw this advertisement at any time without any notice.
17. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
18. Incomplete application shall be summarily rejected.
19. Candidate must keep on watching our ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
20. 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.
21. 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.