

Intelligent Communication Systems India Ltd. (ICSIL)

Administrative Building, 1st Floor, Above Post Office
Okhla Industrial Estate, Phase-III, New Delhi-110 020

Online applications are invited for the post of “**Data Entry Operator**” purely on Contractual Outsourced basis for empanelment of candidates for deployment in various departments of Govt. of NCT of Delhi.

Interested candidates must apply online through ICSIL website, www.icsil.in (under Career section) within a window time slot as given below: -

- **Opening time & date for online submission of application: 11:00 AM on 13/02/2023 (Monday)**
- **Closing time & date for online submission of application: 11:00 AM on 15/02/2023 (Wednesday)**

No other mode of application will be accepted in any case.

The details of the vacancies are given as under: -

Post Name	Educational Qualification	Desirable	Typing Speed	Remuneration
Data Entry Operator	Graduate in any discipline from any recognized university	0 to 3 Years' experience in the relevant field And One Year Diploma/Certificate in computer applications	Minimum 25 WPM	Rs. 22,146/- as per minimum wages of Govt. of NCT of Delhi

Preferences will be given to those who are having experience and maximum typing speed.

Note: -

1. Candidates are advised to go through the link [Jobs Applicant Guide](#) 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)

Terms & Conditions: -

1. The candidates will be required to appear for skill test and for Interaction. Also, the candidates will be called for verification of qualification criteria as per the eligibility for the said post. The Candidates are required to have valid email ID and active mobile number. All correspondences will be made through email/SMS only. The candidates must, therefore, regularly check their e-mail/ SMS on their registered e-mail ID and Mobile No.
2. Candidates are required to bring the original documents in support of all the educational qualification, experience, and its self-attested copies when they are called for the verification / screening of document / Typing Test/interaction. All communications shall be made through E-mail / SMS mentioned by the candidate while applying online. No Hardcopies of the documents are required to be sent by post.
3. Short listing of the candidates for the advertised post will be based on meeting the prescribed eligible Qualification criteria, typing test criteria and the performance during interaction.
4. Total Registration fees of Rs.1000/ (Non-refundable) shall be taken. A fee of Rs. 200/- (Non-refundable) shall be taken at the time of typing test and balance Rs. 800/- (Non-refundable) will be taken at the time of appointment.
5. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves their eligibility before submitting the online application. Documents produced physically at the time of document verification must match with the documents uploaded while applying for the job, otherwise the application will not be considered for further processes.
6. The shortlisted candidates shall be considered for deployment on purely contractual basis in any Government schools under Directorate of Education, Govt. of NCT of Delhi as per the requirement. Refusal to join assigned school may render the candidature cancelled.
7. Eligible candidates after the document's verification programme shall be called for interaction/ skill test etc. ICSIL does not guarantee deployment of all shortlisted candidates.
8. The deployment of the candidates to department is subject to his/her suitability in the skill test and formal interaction. The shortlisted candidates will be kept in the panel of ICSIL for deployment in the schools as and when required.
9. No TA/DA will be provided to candidates for appearing for the Interaction/ typing test.
10. The place of deployment will be Delhi only. Candidates must be willing to travel to any place in Delhi as part of their job. They may work on morning/evening shift as per school/department's requirement.
11. The qualification of the candidates must be from recognized University/ Institution as prescribed.
12. In case of any query, the candidate may call ICSIL reception, Telephone No's: 011- 40538951.
13. Candidates with last semester result awaited or incomplete degrees are not eligible to apply, and their application will be rejected.
14. Candidates must bring original and self-attested copies (one set) of all relevant documents (including educational/professional qualification from recognized institutions along with two passport size photographs.

15. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
16. Incomplete application shall be summarily rejected.
17. 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.
18. 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 or otherwise the evidence to that effect should be furnished at the time of interaction/documents verification also.
19. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
20. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
21. ICSIL has the right to withdraw this advertisement at any time without any notice.
22. Candidate must keep on watching ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
23. The panel will be valid for six months only from the date of its formation.

Safety Instruction for Covid-19 must be followed: -

- (i) Cover your mouth and nose with a cloth face cover/mask while entering in the office. Only candidate/Applicant will be allowed to enter the premises as per prescribed time slots sent to them for appearance in ICSIL or any other venue.
- (ii) Sanitize your hand while entering in the office
- (iii) [Social distancing](#) is mandatory and should always be followed. A minimum distance of two metres should be maintained.
- (iv) Candidates having symptoms of flu/fever/cough & cold may avoid attending and intimate through e-mail in advance to ICSIL as soon as intimation of appearance is received.
- (v) If any area is marked as containment zone from which candidate has to come or borders are sealed, such candidates may intimate ICSIL immediately as intimation of appearance is received from ICSIL.