

Intelligent Communication Systems India Ltd. (ICSIL)

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

ICSIL is providing **Data Entry Operator** purely on Contractual/outsourced basis for further deployment to various Government Schools/offices under Directorate of Education, Govt. of NCT of Delhi.

For this, ICSIL intends to empanel candidates for the post of Data Entry Operator as per details given below for deployment to various Government Schools/offices under Directorate of Education, Govt. of NCT of Delhi on purely Contractual/outsourced basis.

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: 12:00 PM on 09/12/2023 (Saturday)**
- **Closing time & date for online submission of application: 12:00 PM on 10/12/2023 (Sunday)**

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

The details of the vacancies are given as under: -

Post Name	Essential Qualification & Experience	Remuneration (per month)
Data Entry Operator	10+2 Pass and working Knowledge of MS Office Typing Speed: 30 wpm	• Rs.21,215/- As per Minimum wages Act of GNCTD

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)

[E-mail id: - ak.sharma@icsil.in](mailto:ak.sharma@icsil.in)

Terms & Conditions: -

1. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves their eligibility before submitting the online application.
2. The candidates will be required to appear for typing test, document verification and skill test/Interaction. 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.
3. Candidates are required to bring the original documents in support of all the essential educational qualification, experience and its self-attested copies when they are called for typing Test / document verification and interaction/skill test.
4. 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 after selection.
5. For appearing in the typing test, the applicants will be charged a fee of Rs. 200/-, if any candidate does not fulfil the required typing speed then he/she will not be entertained for further document verification/interaction/skill test and Rs. 200/- will not be refundable.
6. (i) The short listing of candidates for the panel will be based on typing test and scrutiny of their documents as prescribed eligibility criteria and as found eligible as per prescribed criteria and subsequent interaction/skill test of candidate by the department. Final selection will be on the basis of interaction and skill test taken by the client department.

(ii) In case number of eligible applicants is disproportionately exceed number of positions, then short listing of applicants for typing test / document verification / interaction /skill test may be made on the basis of any criteria as deemed fit and found to be rational.

(iii) Finally selected candidates shall be considered for deployment on purely contractual basis in any Government schools/offices under Directorate of Education, Govt. of NCT of Delhi as per the requirement for a fixed period or till expiry of contract. Refusal to join assigned school/office may render the candidature cancelled. ICSIL does not guarantee deployment of all selected candidates.
7. No TA/DA will be provided to candidates for appearing for the typing test/document verification/interaction/skill test.
8. 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 shift /evening shift/normal shift as per school/office's requirement.
9. The essential qualification of the candidates must be from recognized University/ Institution as prescribed.
10. In case of any query, the candidate may call ICSIL reception, Telephone No's: 011-40538951.
11. Candidates must bring original and self-attested copies (one set) of all the documents (including educational/professional qualification from recognized institutions) given below for the document verification purposes:
 - i. Class X Certificate & Marksheet

- ii. Class 10+2 Certificate & Marksheet
- v. Pan Card
- vi. Aadhar card
- vii. Five Passport size photographs

12. Candidate must furnish correct information regarding age, qualification etc. while submitting the form online.
13. Incomplete application shall be summarily rejected.
14. 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 typing test/document verification/any round of screening thereafter.
15. 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.
16. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
17. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
18. ICSIL has the right to withdraw this advertisement at any time without any notice.
19. Candidate must keep on watching ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
20. 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.
21. The panel will be valid for six months only from the date of its formation.