

Intelligent Communication Systems India Ltd. (ICSIL)

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

Advt. No: ICSIL/RC/10-A/ Education Dept./DEO/2025-26

Date: 28/08/2025

Online applications are invited to form the panel for filling the vacant position of Data Entry Operator purely on contractual outsource basis at various Government Schools/offices under the Directorate of Education, Government of NCT of Delhi.

The panel validity shall be six (06) months from the date of its formation

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

- **Opening time & date for online submission of application: 12:30 PM on 01/09/2025 (Monday)**
- **Closing time & date for online submission of application: 12:30 PM on 04/09/2025 (Thursday)**

Note: Candidate may apply for any job through the ICSIL website only after depositing a one-time registration fee of Rs. 590/- (Non-refundable).

The details of the vacancies are given as under: -

Post Name & No. of Posts	Essential Qualifications & Experience	Remuneration (per month)
Data Entry Operator	10+2 Pass and working Knowledge of MS Office Typing Speed: 30 wpm	• Rs.22,411/- As per the Minimum Wages Act of GNCTD

How to Apply:-

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.

Terms & Conditions

1. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.

2.
 - i) Out of total of 518 posts, currently 48 posts of Data Entry Operator are vacant. These vacancies have arisen due to resignations, terminations, and employees being on various types of leave including maternity leave. The number of vacancies are subject to change and may increase or decrease over the period of time.
 - ii) 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/interview of the candidate with the department. The panel of the final selected candidates will be utilized as per increasing order of their applications IDs.
 - iii) Finally selected candidates by the department from the panel shall be considered for deployment on a purely contractual/outsourced basis for a fixed period or till expiry of contract or till regular incumbents join posts
3. ICSIL does not guarantee deployment of all shortlisted candidates.
4. No TA/DA will be provided to candidates for appearing for the interaction/documents verification etc.
5. 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.
6. 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.
7. Candidates must bring 1 set of photocopies of all relevant documents and 2 photographs.
8. The details of the candidate in the application form must be the same as mentioned in 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.
9. Canvassing in any form shall disqualify the candidate. No candidate is permitted to influence the recruitment process by approaching any official of the organization directly or indirectly. This includes, but is not limited to, seeking recommendations, lobbying through intermediaries, or attempting to gain favor through political, personal, or other means. Any such act will lead to immediate disqualification from the current recruitment process and may also affect the candidate's eligibility for future opportunities with the organization.
10. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
11. ICSIL has the right to withdraw this advertisement at any time without any notice.
12. Incomplete application shall be summarily rejected.
13. Candidate must keep on watching our ICSIL website (www.icsil.in) for any corrigendum/notification in respect of this vacancy.
14. 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.
15. One month salary to be deducted from the selected candidate as security in two parts i.e. 50% in first month and 50% in second month. This shall be refunded to the candidate with saving bank interest as applicable after comply with following:-
 1. **No Dues certificate is received from the client department.**
 2. **After completing contractual liabilities with ICSIL as per appointment letter.**

16. The engagement is purely on a contractual/temporary basis for a fixed period and does not guarantee any claim for regular appointment in the organization.
17. The selected candidates will be engaged under specific project/scheme as per departmental requirements initially for a period, which may be extended maximum up to 04 years subject to consent of the client department and performance review by the client department. Extension beyond 4 years would require client department's specific approval by name of the candidates.
18. The selection may include personal interview/skill test, or written test, depending on the position.
19. Mere appearance in the walk-in interview does not guarantee selection.
20. The decision of the interview panel/committee shall be final and binding.
21. Candidates are expected to maintain professional behaviour during the process.
22. Any form of misconduct or indiscipline may result in disqualification.

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