

**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 following posts **purely** on Contractual Outsourced basis to be deployed in **Delhi Dispute Resolution Society (Regd.), Deptt. Of Law, Justice and Legislative Affairs, GNCTD.**  
The candidate shall apply online through ICSIL website, [www.icsil.in](http://www.icsil.in) (under Career section) within a **window time slot given below:-**

**Opening time 3:00 PM on 09/09/2023**

**Closing time 3:00 PM on 11/09/2023**

**Details of Posts:-**

<b>Name &amp; Number of Post</b>	<b>Essential Qualification</b>	<b>Desirable Qualification</b>	<b>Work Experience</b>	<b>Age Limit</b>	<b>Remuneration (PM in Rs.)</b>
Upper Division Clerk (UDC)  <b>3 Nos.</b>	<ul style="list-style-type: none"><li>• Bachelor's degree (3 Years or 5 Years) from a recognized University.</li><li>• One Year diploma in Secretarial Practice Course.</li><li>• English Typing Speed 40 WPM on computer.</li><li>• Basic drafting skill and proficiency in English.</li><li>• Proficiency in internet, MS Office, is essential</li></ul>	Shorthand: 80 WPM	<b>5</b> Years relevant work experience	<b>27</b> Years (on the discretion of Competent Authority, age relaxation can be given to candidates possessing exceptional qualification and /or experience	30,000/-  (EPF as per rules)
Administrative Assistant  <b>4 Nos.</b>	<ul style="list-style-type: none"><li>• Bachelor's degree (3 Years or 5 Years) from a recognized University or C.A. Inter.</li></ul> <p>Expert knowledge of Accounts (Proficiency in Tally, Financial Statement preparation, Book Keeping, Tax Regulations, Financial Reporting, Govt. E-Marketplace (GeM), etc.</p> <p><b>Computer Skills:-</b> proficiency in computer, Tally, Internet, MS Office, is essential.</p>	CA/CS/CMA /M.Com.	Relevant work experience should be at least <b>3</b> years	<b>30</b> Years (on the discretion of Competent Authority, age relaxation can be given to candidates possessing exceptional qualification and /or experience	40,000/-  (EPF as per rules)

<b>Assistant Directors</b>  <b>04 Nos.</b>	<p><b>Essential Qualification :-</b> Bachelor's degree in Law (LLB) from a recognized University with <b>5 Years</b> of practice as Lawyer</p> <p><b>Desirable Qualification:-</b> Certificate of 40 hours Training in Mediation</p> <p style="padding-left: 40px;">Master in Law (LLM) preferably in Alternate Dispute Resolution (ADR) or Master of Social Work (MSW)</p> <p><b>Work Experience:</b> Relevant work experience in the legal field should be at <b>least 5 Years</b></p> <p><b>Specialization:-</b> Expertise in mediation</p> <p><b>Legal Knowledge:-</b> Strong skills of drafting of settlements arrived through mediation, resolution skills, legal research skills, analytical thinking, attention to detail, excellent written and oral communication skills, and the ability to interpret and apply laws and regulations are essential.</p> <p><b>Leadership Abilities:-</b> Assistant Directors shall be responsible for supervising staff, managing projects, or making strategic decision. Therefore, leadership and managerial skills will be important.</p> <p><b>Computer skills:</b> proficiency in legal research, internet, MS Office, is essential.</p> <p><b>Age Limit:-</b> <b>35 Years</b> (on the discretion of Competent Authority, age relaxation can be given to candidates possessing exceptional qualification and /or experience.</p> <p><b>Remuneration:-</b> 60,000/- PM (EPF as per rules).</p> <p><b>Ethical Standards:-</b> A strong commitment to ethical standards and professional conduct is crucial.</p>
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#### **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)

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.

iii) In case number of eligible applicants is disproportionally exceed number of positions, then short listing of applicants for interview may be made on the basis of any criteria as deemed fit and found to be rational

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](http://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.