

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 “**Secretarial-cum-Office Assistant**” purely on Contractual Outsourced basis to be deployed in **Geospatial Delhi Limited**, Delhi.

The candidate shall apply online through ICSIL website, **www.icsil.in (under Career section)** within a window time slot between given below:

Note: Opening time 12:00 hrs (Noon) on 23/10/2023
Closing time 12:00 hrs (Noon) on 26/10/2023

Details of Posts:-

Name and No. of Post	Qualification	Experience	Job Profile	Wages (PM)
Secretarial-cum-Office Assistant (1 No.)	Graduate from a recognized university and CS (Intermediate) at least one group cleared. OR MBA from a recognized university and CS (Intermediate) at least one group cleared OR M.Com from a recognized university and CS (Intermediate) at least one group cleared. Preference will be given to final pass candidate of CS	Minimum Three Years of experience in handling the Secretarial & Office work Computer Literacy:- <ul style="list-style-type: none"> Should be well versed with MS-Word/MS Excell/MS Office PPT preparation Conducting /organizing various virtual meetings 	<ul style="list-style-type: none"> Drafting, preparing minutes of meetings, agenda etc. Assisting Company Secretary in the day to day matters Maintaining records of various meetings, agenda etc. Typing various letters, communication as assigned . Any other tasks assigned by Company Secretary time to time. Looking after the work of personal assistant /attending the calls as and when required	40,000/- PM (EPF as applicable)

TERMS & CONDITIONS:-

- Candidates are advised to go through the link [How to apply for current Jobs](#) which is available on Current Job section under Career tab
- 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.
- In order to apply for a post the candidate’s profile must match the eligibility criteria mentioned in the advertisement for the post.
- Candidates can update their profile.
- 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 after selection.
7. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
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.
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.
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.
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.