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 hiring of "**System Analyst**" purely on Contractual basis in the **Intelligent Communication Systems India Limited (ICSIL).**

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 06:15 PM on 28/03/2025**
Closing time 06:15 PM on 31/03/2025

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

I. Detail of the Requirement (For detail eligibility and other terms & conditions, (please see the point No. III as follows).

S. No.	Name of the Post	No. of Posts	Upper Age Limit	Remuneration
1.	System Analyst	01	40 years on the date of advertisement	Rs. 60,000/- Per Month consolidated (Including statutory deductions & other allowances as applicable)

II. Selection Criteria- Interview/Interaction

III. Eligibility Criteria and other terms & conditions:

S.N.	Qualification	Post Qualification Experience:
1.	Master's degree in computer application or M.Sc. (Computer Science) or M.Sc. (Information Technology) or M.B.A (Information Technology) from a recognized University or Institute or Bachelor of Engineering (B.E) / Bachelor of Technology (B.Tech.) in Computer Engineering or Computer Science or Computer Technology or Information Technology from a recognized University or Institute.	At-least Three years' work experience in the relevant field (as per job responsibility) having experience in Designing & Development of software using VB, .Net, PHP/JAVA, ASP.Net/ HTML/Drupal, JSP, D2K, SQL server/Oracle 8i/9i DBA, WIN NT/Linux with knowledge of Hardware and Networking preferably in a Government Office or Public Sector Undertaking or Autonomous Organization

    A. **Job Responsibility:** System Analyst is required to perform the following duties:
- Website administration -Uploading of content & Web Page Customization etc.
- Sending Bulk SMS & emails in bulk to applicants, necessary formalities on DLT portal (BSNL) for approval of SMS content templates, etc.
- Inhouse IT operation & Maintenance which includes day to day IT support/maintenance calls, Communication with ISPs viz Airtel/Jio, validation of requirement for a new devices and proposal of solution accordingly, Network & Digital support related services viz Internet, IP management, Anti-virus and Patch Management.
- Communication/Coordination with stakeholders (Vendors, Clients, Service Providers, external agencies e.g. SBI, NIC, etc.) along with GeM & other Procurement related work.
- Drafting of EoI/Tender documents, E- Procurement Portal Administration which includes Uploading of Tender & corrigendum, opening of e-bids and other DSC formalities on the e- Procurement Portal, Evaluation of e-bids as a member of Evaluation Committee, Processing of orders on GeM portal as a consignee.
- Knowledge of office Noting, Drafting, filing etc.
- Conduct ISO Quality Audit & Certification for organization.
- Domain Software Application related services viz. Development of new software /

applications and Management of existing applications currently running on M/s ICSIL.

➢ E-mail services related support, Management of VLAN. Management of Service and Switches. Website Support etc.

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

6. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
7. **a)** 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.
b) 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.
c) 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 by department.
8. ICSIL does not guarantee deployment of all shortlisted candidates.
9. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
10. 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.
11. 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.
12. 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.
13. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
14. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
15. ICSIL has the right to withdraw this advertisement at any time without any notice.
16. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
17. Incomplete application shall be summarily rejected.
18. Candidate must keep on watching our ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
19. 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.
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. **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 ICSIL department.**
    2. **After completing contractual liabilities with ICSIL as per appointment letter.**