

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//Urdu Academy/Various posts/2023-2024

Date: 5/03/2024

Online applications are invited for the various posts purely on Contractual Outsourced basis to be deployed in **Urdu Academy**, Delhi initially for a period of One Year.

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 5:00 PM on 8/03/2024
Closing time 5:00 PM on 14/03/2024

Details of Post:-

Post Name & Nos.	Essential & Other Qualification	Work Experience	Job Description	Age Limit	Remuneration (PM) in Rs.
Chief Accountant (1 No.)	<p>Essential:</p> <p>1. Graduate degree in Commerce from a recognized University.</p> <p align="center">OR</p> <p>CA/ICWA (Inter)</p> <p>Desirable: Certificate course in Tally, Busy& Micro-soft Office from recognized Institution.</p>	<p align="center">5 Years</p> <p>Five years experience in administration/Income Tax, GST, Financial Power Rules, Receipt and Payment Rules, accounts/ finance in Govt./Autonomous Bodies.</p>	<p>Having knowledge and proficiency in computation of taxes, preparing assessment document of Income Tax and GST.Coordinate with auditors at the time of audit.</p> <p>Finalization of Balance sheet, Preparation of book of Accounts, Bank Reconciliation, preparation of tenders, all kind of revenue/ expenditure statements besides having a good command of Tally,BUSY and other relevant softwares, Knowledge of similar nature of accounting work.</p> <p>And any other work assigned by the senior officers.</p>	40 years	<p align="center">Rs. 27,000/-</p> <p align="center">OR</p> <p align="center">Rs. 35,000/-</p>
Asstt. Editor (1 No.)	<p>Essential:</p> <p>1. Bachelor Degree in Urdu (Hons.) from a recognized University.</p> <p>2. Diploma in Urdu Journalism/ Mass Communication/ Public Relation from a recognized University/Board.</p> <p align="center">OR</p> <p>Graduate/ Post Graduate Diploma in Urdu Journalism/ Mass Communication / Public Relation from a recognized University.</p> <p align="center">OR</p>	<p>Experience:</p> <p>(i) 2 years' experience in writing report/news/press release in print or electronic media.</p> <p>(ii) Experience in handling social media.</p>	<p>Selection of articles, poetry and creative writing received for publication in the magazines of the Academy.</p> <p>Editing articles, poetry, creative writing etc. (structural and line editing) and making them ready for composing.</p> <p>Proof reading of manuscripts of books and articles for publication</p> <p>Preparing draft editorials for the magazines and forewords for books</p>	40 years	Rs.35,000/-

	<p>Five Year Integrated Program in Journalism/Mass Communication/ Public Relation from a recognized University.</p> <p><u>Desirable:</u> Certificate course in Micro Soft Office from a recognized Institution.</p>		<p>Identifying suitable subjects and topics and scholars/writers for writing of articles for the monthly magazines.</p> <p>Coordinating closely with the editor, authors, graphic artists and also other departments of for publication of high quality publications.</p> <p>Any other work assigned by the senior officers.</p>		
<p>Head Librarian (1 No.)</p>	<p><u>Essential:</u> 1. Bachelor in any discipline with Urdu as an Elective subject from a recognized University. 2. Bachelor in Library Science from the recognized University.</p>	2 Years	<p>Prepare and execute the vision, goals and strategic plan for the library</p> <p>Prepare the annual budget for the library and effectively monitor its utilization</p> <p>Lay down the policies and procedures for the functioning of the library and ensure their implementation.</p> <p>Prepare a plan for digitization of all library resources and online functioning of the library through E-Granthalaya</p> <p>Undertake all routine Library related work i.e. selection of appropriate material and publications for the library categorization, classification and cataloging of books and helping users access the library. Supervise the work of the assistant librarian and other staff</p> <p>Any other work assigned by the senior officers.</p>	40 years	Rs. 28,000/-
<p>Sr. Instructor (Urdu Type & Short Hand) (1 No.)</p>	<p><u>Essential:</u> i) Graduate with Urdu as an elective subject from any recognized University. ii) Diploma in In-Page Urdu from a recognized Institution.</p>	2 Years	<p>Teaching Urdu computer and Urdu Type and Shorthand for Diploma Course in Computer Application (Multiple DTP) and other latest technologies .</p>	40 years	Rs.24,000/-

	<p>iii) Certificate in MS-Office from a recognized Institution.</p> <p>iv) Certificate in Urdu Stenography from a recognized Institution.</p>		Any other work assigned by the Sr. Officer.		
Project Officer (1 No.)	<p>Essential:</p> <p>1.Sr. Sec. with Urdu Elective recognized Board</p> <p>2.Certificate in MS Office Recognized Institution</p> <p>OR</p> <p>1.Graduate with Urdu as an elective subject from any recognized University 2.Certificate in MS Office Recognized Institution</p>	5 Years	<p>All works related to Urdu courses and projects of educational nature including Literacy Centers</p> <p>Co-ordinate the work of the field staff.</p> <p>Any other work assigned by the Sr. Officer.</p>	40 Years	<p>Rs.22,000/-</p> <p>OR</p> <p>Rs.24,000/-</p>
Jr. Computer Operator (1 No.)	<p>Essential:</p> <p>1. Senior Secondary or equivalent with Urdu as an Elective from a recognized Board/ University.</p> <p>2. Certificate in MS-Office from a recognized Institution.</p> <p>3. Diploma in In-Page Urdu from any recognized Institution.</p>	2 Years	<p>Computer composing in Urdu, Hindi and English, Digital Designing, Data Entry, Documentation and understand the computer network.</p> <p>Any other work assigned by the Sr. Officer .</p>	32 years	Rs.22,000/-
Stenographer (English and Urdu) (1 No.)	<p>Essential:</p> <p>(i)Senior Secondary or equivalent pass with Urdu as an elective subject from a recognized Board/University.</p> <p>(ii)Speed of 80 WPM in Stenography (English/Urdu)</p> <p>(iii)Transcription: 50 minutes (English)/65 minutes (Urdu) on computer.</p> <p>(iv) Typing speed 35 W.P.M in English or 30 W.P.M. in Urdu on computer.</p>	2 Years	<p>Dictation work related to the senior officers as well as prepare the notes for the official meetings and transcribe them in type note. To provide support to officers for facilitating the efficient functioning of office. operations and any other work assigned by the Sr. Officer.</p>	32 years	Rs.22,000/-
Assistant Librarian (1No.)	<p>Essential:</p> <p>1. Senior Secondary or equivalent with Urdu as an Elective Subject from a recognized Board/University.</p> <p>2. Diploma in Library Science from a recognized Institution/Board/University.</p>	2 Years	<p>Assist the Head Librarian in all work. Categorization, classification and cataloging of books and helping users access the library.</p> <p>Issue and receipt of returned books.</p> <p>work on e.Granthalaya.</p> <p>Any other work assigned by the Sr. Officer.</p>	40 years	Rs.22,000/-

Katib (1 No.)	<p>Essential: 1. Senior Secondary or equivalent pass with Urdu as an elective subject from a recognized Board. 2. Khattati (Calligraphy) Two Years Course from any Recognized Institution.</p> <p>Desirable: 1. Certificate in MS Office with specialization in Photoshop. 2. Hindi/English as one of the subject at Sr. Secondary level</p>	2 Years	<p>To teach the Urdu Calligraphy and Khattati to the students of Calligraphy Course.</p> <p>Undertake calligraphy work for the organization as and when required</p> <p>Any other work assigned by the Sr. Officer.</p>	40 years	Rs.22,000/-
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Candidates applied earlier need not to apply.

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 disproportionately 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) 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.
22. A fee of Rs. 200/- (Non-refundable) shall be taken at the time of typing test for the post of “Stenographer” and balance Rs. 800/- (Non-refundable) will be taken at the time of appointment after selection.