

**Intelligent Communication Systems India Ltd. (ICSIL)**  
**Administrative Building, 1st Floor, Above Post Office Okhla Industrial Estate, Phase-III,**  
**New Delhi-110 020**

ICSIL is providing **Data Entry Operators (Graduate)** purely on Contractual Basis (outsourced) for further deployment to various Departments of Govt. of NCT of Delhi.

For this, ICSIL intends to empanel candidates for the post of Data Entry Operator (Graduate) as per details given below for deployment to Delhi Govt. Departments in future on purely contractual basis :-

S.No.	Post	Qualification	Job Profile	Remuneration
1.	Data Entry Operator (Graduate)	Graduate with minimum English Typing Speed of 30 wpm	Office work / Typing / Ms-Office	19,572 /- As per minimum labour wages of GNCT, Delhi.  EPF & ESIC will be deducted on above wages as per govt. guidelines

**Last Date of submission of online application is :- 25/06/2020**

**Last Date of submission of 'Application Form' along with Demand Draft by speed post/registered post is : 2 /07 /2020**

**Terms & Conditions:-**

1. Interested candidates must apply ONLINE through ICSIL website (www.icsil.in) under 'Career' option.
2. The applicants are required to submit a Demand draft of Rs. 100/- (non refundable) drawn in favour of "Intelligent Communication Systems India Limited" payable at Delhi and submit it along with the "Application Form" provided online for the said post. **The Envelope must be super-scribed with**

**"Post Name – Data Entry Operator (Graduate) Job ID - \_\_\_\_\_ Application ID - \_\_\_\_\_**

The above document has to be sent to the following address **by speed post / registered post only**:-

Address- Recruitment Cell  
Intelligent Communication Systems India Limited (ICSIL),  
Administrative Building, 1st Floor, Above Post Office,  
Okhla Industrial Estate, Phase- III  
New Delhi-110020

**The candidate must write his/her name, Post Applied for, Application ID, Mobile number on the back side of the Demand Draft. Duly filled in application forms received without Demand Draft will not be accepted and will be summarily rejected.**

3. One time Registration Fees of Rs. 900/- (Non-refundable) shall be taken at the time of final Joining.
4. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility before submitting their application. Application fees once submitted is not refundable in any case.
5.
  - i) The short listing of candidates for the panel will be based on scrutiny of documents of their age, qualification and typing test 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.
6. ICSIL does not guarantee deployment of all shortlisted candidates.
7. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
8. The place of deployment will be anywhere in Delhi/NCR. Candidate may have to work in shift(s)/ rotational basis as per departmental requirement. No extra conveyance will be paid by ICSIL/the department.
9. Candidates must produce original documents as well as a set of photocopies at the time of document verification otherwise they will not be allowed to appear in the typing test / interaction.
10. The details of the candidate in the application form must be the same as mentioned in the certificate of Class 10th pass Certificate, PAN Card and Aadhaar 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 and the same changed name should be reflected in PAN and Aadhaar card.
11. Candidates will be called for the Typing Test/interaction, as per requirement of the post through SMS/E-mail. The candidate must keep their mobile connection provided for communication active for proper communication.
12. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
13. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
14. ICSIL has the right to withdraw this advertisement at any time.
15. Recruitment process may be cancelled at any stage with/without assigning any reason.

**Safety Instructions for Covid-19 have to be followed:-**

- (i) Cover your mouth and nose with a cloth face cover/mask while entering in the office. Candidate/Applicant will be allowed to enter the premises only as per prescribed time slots sent to them for appearance in ICSIL.
- (ii) Sanitize your hands while entering the office
- (iii) Social\_distancing is mandatory and should be followed at all times. A minimum distance of one metre should be maintained.
- (iv) Candidates having symptoms of flu/fever/cough & cold may avoid attending and intimate through e-mal in advance to ICSIL as soon as intimation of appearance is received.

- (v) If any area is marked as containment zone from which candidate has to come or border are sealed, such candidates may intimate ICSIL immediately as intimation of appearance is received from ICSIL.