

Applications are invited from Retired Govt servants from State/Central Govt/JV of PSUs/Govt Service/Ministry/subsidiary retired in the revised pay scales (2017 3rd PRC) of 32000-78000 (pre revised 12900-22800) IDA / 35000-87000(pre revised 14500-24750) IDA/ 39000-100000 (pre revised 16250-28300) IDA or equivalent CDA scales or above.

1. Sr. Supervisor (Manpower/Staff welfare)–01 (On contract basis)

Educational Qualifications:

Graduate in any field or 3 years Diploma Engineering in any field from a recognized University/Polytechnic/ Board of technical Education

Knowledge of MS office is a must.

Experience: Total 10 years experience out of which at least 5 years experience in Manpower handling/Personnel/Staff Welfare/Recruitment/Training in any State/Central Govt PSUs/JV of PSUs/subsidiary

Min age: 60 years on the closing date of receipt of applications.

Max age: 62 years on the closing date of receipt of applications.

Contract validity: 1 year

Consolidated Remuneration: Rs.25,000/- per month (including conveyance and telephone allowance)

2. Assistant Manager (Contract/material management) –01 (On contract basis)

Educational Qualifications:

Graduate/Diploma Engineer/B.E./B.Tech./Master's Degree in any field from any recognized University/Institute/Board of Technical Education

Knowledge of GFR 2017 rules/Procurement policy/Purchase policy is a must.

Experience: Total 12 years experience out of which minimum 06 years experience in Operations/MM/Contract Management/Procurement/Materials management /Supply Chain management/Project Management in any State/Central Govt. PSUs/JV of PSUs/Govt. Department/Ministry/Subsidiary.

Min age: 60 years on the closing date of receipt of applications.

Max age: 62 years on the closing date of receipt of applications.

Contract validity: 1 year

Consolidated Remuneration: Rs.35,000/- per month (including conveyance and telephone allowance)

Terms of Reference:

1. The above assignment is purely on terms/contract basis.
2. The Incumbent shall be paid a fixed consolidated sum as mentioned above Per month. Nothing additional shall be payable over and above the said fixed amount.
3. The whole time of the Incumbent shall be at the disposal of the ICSIL and she/he will not be allowed to take any other part time/full time employment or to engage himself/herself in any business/profession or vocation during his/her employment with ICSIL.
4. The Incumbent will have the responsibility for efficient, satisfactory and economical operation in the areas of responsibility that may be assigned to him/her from time to time
5. While in the service of ICSIL or at any time thereafter the Incumbent will not divulge any information or knowledge gained by him/her during his/her service in the ICSIL.
6. The services of the Incumbent will be for a period of twelve months, Subject to the performance of the Incumbent being satisfactory and there being need in the company, it can be further extended by ICSIL on the same terms & conditions.
7. ICSIL may take strict disciplinary action against the Incumbent in case he/she is found to be not performing his/her duties suitably and properly, or if he/she is guilty of any misconduct or breach of this agreement during the currency of the said employment.
8. This Contract shall be terminated by either party by giving one calendar month's notice in writing or one calendar month's salary in lieu thereof.
9. The Incumbent has to show continuous high degree of performance, obedience to discipline good conduct and follow all rules and regulations as applicable. The reputation of ICSIL is dependent on his/her high degree of performance. In case of any lapse that may be noted by the designated officer having administrative control over him/her, his/her services can be terminated.
10. The documents of which certified copies he/she has supplied to the management in respect to qualification and experience are subject to scrutiny and in case any defect is noticed, his/her services shall stand terminated.

11. The Incumbent is entitled for 12 (twelve) casual Leave (CL) in a calendar year. 1 (One) CL is admissible per month on pro rata basis to the Contractual Employee. He/she is allowed to take maximum 2 days leave in a month with the prior permission of ICSIL.
12. The Incumbent shall keep the ICSIL indemnified in the event the ICSIL is made liable as result of any action or omission done by Incumbent with malafide intentions during the course of employment with the ICSIL.
13. No increment, No HRA, No DA, No PF Deduction, No gratuity, no bonus will be paid to the candidate so hired. However, Ex gratia Payment, if any, can be given subject to approval as decided in ICSIL board meeting from time to time.
14. Working hours shall normally be from 9.30 am to 6.00 pm during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and /or called on Saturday/Sunday and other Gazetted holidays.
15. Applicants are required to apply on line from **01st July 2022 to 15th July 2022** through website www.icsil.in (under career section). No other mode of application will be accepted. Last date of receipt of applications is 21 days from the date of publication of advertisement. **Last date of receipt of application is 15th July 2022.**
16. **AN APPLICATION IN HARD COPY WITH SELF ATTESTED COPIES OF QUALIFICATION, EXPERIENCE, DOB AND ANY OTHER CERTIFICATE AS RELEVANT SHOULD REACH TO ICSIL HQ WITHIN 3 WORKING DAYS, BY HAND/SPEED POST/REGISTERED POST, FROM THE LAST DATE OF SUBMISSION OF APPLICATION ONLINE ON ICSIL WEBSITE. THE ENVELOPE MUST BE SUPERSCRIBED WITH THE POST APPLIED FOR AND JOB-ID GENERATED BY ICSIL WEBSITE. APPLICATION TO BE ADDRESSED TO FRONT DESK OFFICER, ICSIL, ADMINISTRATIVE BUILDING, ABOVE POST OFFICE, OKHLA INDUSTRIAL ESTATE PHASE -III, NEW DELHI – 110020. NO DOCUMENT SUBMISSION AFTER STIPULATED TIME WILL BE ENTERTAINED.**
17. Since the year column of online job portal does not support DOB entry beyond year 1965. Therefore all eligible candidate meeting the criteria between minimum age limit of 60 years and maximum age limit of 62 years are requested to fill their DOB accordingly in online application form. However actual DOB may be written in Remarks column also at the time of document verification they will write actual date of birth in physical form too.