

INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD. (ICSIL)

(Joint venture of Telecommunications Consultants India Limited (TCIL), A Govt. of India Enterprise and Delhi State Industrial & Infrastructure Development Corporation Limited (DSIIDC), an undertaking of Delhi Govt.)
Administrative Building above Post Office, Okhla Industrial Estate Phase-III
New Delhi-110 020

Phone: 011 – 26929051

Applications from Ex-Servicemen of the level of JCOs in the Indian Army/Navy/Air Force or equivalent level from Paramilitary Forces are invited for the post of Front Desk Officer cum Receptionist purely on contractual basis

ICSIL intends to recruit Front Desk Officer cum Receptionist purely on contractual basis for its Headquarter at New Delhi through **ONLINE APPLICATIONS** as per eligibility and selection criteria given below:

I Detailed Requirement

S. No.	Name of the Post	Eligibility Criteria			No. of Posts	Remuneration
		Minimum qualification	Experience	Max Age limit		
1.	Front Desk Officer cum Receptionist	Graduate	Candidate should have a) experience in dealing with company visitors/guests. b) experience of people management. c) good communication skill (Hindi & English) d) knowledge of office management tools such as MS Window & MS Office etc. e) experience of preparation of specific report relating to visitors f) experience of handling of exceptional situations similar to large gathering of candidates at the time of recruitment of various positions at office premises.	55 years as on 1 st March 2021	01	Rs. 20,430/- per month plus Conveyance @ Rs.1000/- and mobile charges @Rs. 500/- per month. Total Rs. 21,930/- per month

II Selection Criteria

S. No.	Particulars	Weightage
1.	Short listed candidates will be called for interview by the selection committee and most suitable candidate will be offered to join for the said post.	100%

III TERMS & CONDITIONS:-

1. Interested applicants are advised to go through the Eligibility Criteria carefully and ascertain that they fulfill the eligibility criteria. Scanned copies of all educational qualification and experience certificates must be uploaded online.
2. Short listing of candidates shall be based on scrutiny of their documents in respect of age, qualification, experience etc.
3. Only short listed candidates will be called for interview.
4. ICSIL does not guarantee deployment of all shortlisted candidates.
5. ICSIL may prepare a panel of candidates as per their rankings during the selection process and may use it in case the selected candidate does not join. The panel may also be used for other departments.
6. No TA/DA shall be paid to candidates for appearing for the Interview /documents verification etc. when called.
7. The place of posting will be ICSIL, Okhla Indl. Estate, Phase –III, HQ at New Delhi.
8. Candidates must bring 2 (two) passport size photographs with self attested photocopies of relevant documents related to qualification, experience, PAN card and Aadhar along with corresponding original documents for documents verification as well as at the time of interview.
9. Details of the candidate in the application form must be the same as mentioned in the class 10th examination passed certificate, PAN Card and Aadhar Card with full date of birth. In case the candidate has changed his/her name subsequent to Class 10th examination, evidence to that effect should be furnished at the time of interview/documents verification also.
10. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
11. Physical fitness:- Fresh Medical certificate from Govt. Hospital that selected candidate is fit to perform his duties, will be required and submitted to ICSIL at the time of joining, failing which joining shall not be permitted.
12. Police Clearance Certificate (PCC):- Selected candidate is required to submit PCC to ICSIL within one month after joining. The services are liable to be terminated incase PCC is not submitted.
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 without assigning any reason thereof.

IV Last date for submitting online application: 06/04/2021