

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

Walk-in-Interview for the post of Legal Assistant (1), Labour Welfare Officer (Retired Govt. official) (1)

All eligible and interested candidates are requested to visit the office of ICSIL at the address given above for Walk-in-Interview on the date and time as noted below for selection of candidates for the posts as per eligibility and selection criteria given below. These posts are required for ICSIL Headquarters purely on contractual basis.

| Sr. No. | Name of Post | Date of Walk – in – Interview | Timings |
|---------|---|-------------------------------|---------------------|
| 1. | Legal Assistant | 24 th June 2019 | 10:00 AM to 2:00 PM |
| 2. | Labour Welfare Officer (Retired Govt. Official) | 25 th June 2019 | 10:00 AM to 2:00 PM |

1. Detailed Requirement

| S. No. | Name of the Post | Minimum qualification | Experience | Age limit | No. of Posts | Remuneration |
|--------|---|--|---|--|--------------|--|
| 1. | Legal Assistant | Graduate in any field plus LL.B or 5 Years Integrated Course in LL.B Knowledge of basic computers (MS Word/Excel) | 0-1 year post qualification experience | Maximum 30 years as on 31 st May 2019 | 01 | Rs. 18,462/- (Minimum wages as per Govt. of NCT Delhi) plus allowances as per company policy |
| 2. | Labour Welfare Officer (Retired Govt. official) | Graduate/ Post Graduate in any field | 10 years experience in handling legal as well as Labour related court cases | More than 60 years but less than 65 years | 01 | To be as per the ICSIL Office order no. ICSIL/OFFICE ORDER/2017/GM(Office)/3673 dated 26.10.2017 |

2. Selection criteria for the Post of Legal Assistant

| Particulars | Weightage (%) |
|--|----------------|
| Percentage in secondary examination (10th) | 15% |
| Percentage in Sr. Secondary Examination (12th) | 15% |
| Percentage in the Graduation + LLB | 10% +30% = 40% |
| 5 Years Integrated Course in LL.B | 40% |
| Interview | 30% |
| Total | 100% |

Candidates are required to bring all relevant documents in support of their educational qualification, age, and experience for verification before interview, on the day of Walk- in-Interview. They are required to submit self attested copy of all documents alongwith two copies of latest passport size photograph.

Management of ICSIL has the right to change the date of Walk-in-Interview and any other requirement as deemed necessary.

Candidates reaching ICSIL office after 2:00 PM on 24th June 2019 & 25th June 2019 shall not be entertained.

In-charge (HR)