

Advertisement

S.No	Name of Post	Qualification	Experience
1.	P.A to Secretary	Graduate	2 Years experience in public relation job and well conversant in handling VIP and general appointments / engagements meeting schedules
2.	Accounts Assistant	B.Com/ M.Com/ MBA	2 Years Experience in relevant field
3.	Stenographer	Graduate with 80 wpm in short hand and 40 w.p.m in English	2 years
4.	Statistical Assistant	Graduate with Statistics or Economics	3 years

Online Applications are invited for the Posts P.A to Secretary/ Account Assistant/ Stenographer and Statistical Assistant to be deputed in the Govt. Organization in Delhi purely on contractual basis.

Interested candidates may apply through online portal www.icsil.in/jobs latest by 17th August, 2015, up to 5 PM.

Note: Applications will be accepted ONLINE ONLY.