

Advertisement for the Post of Account Trainee, Account Assistant, Accountant, HR Trainee, IT Assistant, Management Trainee (Finance), PR Executive, Secretarial Assistant, Statistical Assistant, Tourism / Tour Trainee and Travel Executive purely on contract basis.

Online Applications are invited for the Post of Account Trainee, Account Assistant, Accountant, HR Trainee, IT Assistant, Management Trainee (Finance), PR Executive, Secretarial Assistant, Statistical Assistant, Tourism / Tour Trainee and Travel Executive – on contract basis. Interested candidates must apply online latest by 17th November 2016 “Thursday on (ICSIL website) www.icsil.in/jobs .

(Rs. 200/- (non refundable) will be charged through Cash/ Indian Postal Order in favour of, Intelligent Communication Systems India Ltd. Payable in Delhi, at the time of test

S. No	Name & No.of the Post	Qualification	Experience	Additional Qualification	Age Limit
1.	Accounts Trainee (number of Post 1)	B.Com	Nil	Nil	Nil
2.	Account Assistant (number of Post 2)	B.Com	3 years experience	Nil	Nil
3.	Accountant (number of Post 1)	BCA	2 years experience of working on tally System / Programming	Hardware & Software Knowledge	Nil
4.	HR Trainee (number of Post 1)	Graduate	Nil	PG Diploma in HR	Nil
5.	IT ASSISTANT (number of Post 3)	BCA /MCA/ B.Tech in Computer Science Graduate with 2 year PGDCA	Nil	Nil	Nil
6.	IT ASSISTANT (number of Post 1)	Graduate	3 years relevant experience in Computer Applications/ Hardware & Networking in Computer Centre/ Lab in University/ Government/ PSU/ Private organization of repute.	Nil	Nil
7.	Management Trainee (Finance) (number of Post 1)	CA / CMA	3 years Experience	Nil	Nil
8.	Management Trainee (Finance) (number of Post 2)	CA / CMA (Inter)	Nil	Nil	Nil
9.	Management Trainee (Finance) (number of Post 4)	CA / CMA (Final	Nil	Nil	Nil
10.	PR Executive (number of Post 3)	Degree / Diploma in Journalism / Mass Communication	Nil	Nil	Nil

S. No	Name & No.of the Post	Qualification	<u>Experience</u>	Additional Qualification	Age Limit
11.	Secretarial Assistant (number of Post 3)	Graduate from a recognized University	Three years experience of providing Secretarial/ Stenographic Assistance to Senior Officer/Executive in a Govt. organization or private organization of repute. Ability to make independent correspondence within or outside organization.	Nil	Nil
12.	Statistical Assistant (number of Post 2)	Graduation with Statistics or Economics	3 Year experience relevant field	Nil	Nil
13.	Statistical Assistants (number of Post 33)	Master Degree in Statistics / Operation Research / Mathematical Statistics / Applied Statistics be given preference or Post Graduate Degree in Statistics / Operational Research / Mathematical Economics / Mathematics / Commerce (with Statistics as one of the subject / papers at degree level).		Nil	(18-27)
14.	Tourism / Tour Trainee (number of Post 3)	Degree / Diploma in Tourism		Nil	Nil
15.	Travel Executive (number of Post 1)	Graduate / Diploma in Air Ticketing		Nil	Nil

1. Candidate should bring self attested copies of all the certificates along with original certificates and 4 photographs.
2. Application(s) sent by post/personally/e-mail will not be accepted.
3. Candidate may download application form and submit duly filled in the form at the time of Interview.

NB: - ICSIL reserve its rights to amend, postpone or cancel the requirement, without assigning any reason.

Note:- Merely applying for the job dose not entitles you for getting the Job.