

Advertisement for the Post of Coordinator - on contract basis

Name of the post	:	Coordinator on contract basis
No. of Post	:	3 (Three)
Educational Qualification	:	Graduate with minimum 05 years post qualification experience, good knowledge of excel/page maker/Good knowledge of Accounts.
Desirable Profile	:	Good communication skills, Multi-tasking skills, ability to prioritize tasks & delegate when necessary, Dynamic personality & presentation skills, Great planning & accurate reporting skills. Good client management skills.
Age	:	Between 25 and 35 years as on 31st Mar 2017
Consolidated emoluments	:	Rs. 16,000/- per month.
Experience	:	05 years of experience. Preference will be given to the candidates having work experience of dealing with Govt Departments/Public Sector Undertaking.

Necessary Instructions:-

- 1. The Last date of receipt of the application is 20th Feb 2017.**
2. Experience in the relevant field shall be calculated from the date of attaining the minimum Essential qualification(s).
3. The post advertised are meant for any location in India or in ICSIL HQ's as per the requirement
4. Selection will be through interview to be held at ICSIL office.
5. No TA DA will be paid for the interview.
6. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the requirement process without any further notice and without assigning any reason thereof.
7. Incomplete /illegible/unsigned/multiple applications, applications not in the prescribed format or those received after last date will be rejected.

8. ICSIL shall not be responsible for any postal delay/loss in transit at any stage of the recruitment process. No request/appeal in this regards will be entertained.
9. The final selection will be done subject to the candidates being found medically fit as per Company's medical rules.
10. Candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements as mentioned in this advertisement and that the particulars furnished by them are correct in all respects. Candidates furnishing any false/incorrect information is liable to be rejected.
11. The above requirements are subject to change at any given point of time and the ICSIL reserves the right whether or not to fill up the post. No appeal will be entertained or accepted. It would not be obligatory on the part of the ICSIL to conduct the interview of every candidate who possesses the essential qualification and no representation in this regard will be entertained from any candidate.
12. The applicants must bring all original documents/ Certificate/Testimonials and KYC details viz Adhar Card, Pan Card at the time of verification of documents and at the time of conducting of interview.
13. The appointment for the above post shall be on " purely contract basis".
14. ICSIL reserve the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement & other academic achievements.
15. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being interviewed for above mentioned post.
16. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
17. In case of selection, the engagement shall be subject to verification of original certificates/testimonials at the time of joining and completeness of other formalities otherwise the candidature shall be rejected.

The company reserves its right to modify, postpone or cancel the requirement, without assigning any reason.

The application should reach on or before 20th Feb.2017 latest by 4pm, either Online through (ICSIL Website) www.icsil.in/jobs or offline on the following address:

*“Front Desk Officer Sub.O.P. Yadav
Intelligent Communication Systems India Limited (ICSIL),
Administrative Building, 1st Floor, Above Post Office,
Okhla Industrial Estate, Phase- III
New Delhi-110020
Tel.: 011-26929051, 26830338, 26830347”*

*Okhla Industrial Estate, Phase- III
New Delhi-110020
Tel.: 011-26929051, 26830338, 26830347”*