

Intelligent Communication Systems India Ltd. (ICSIL)

Administrative Building, 1st Floor, Above Post Office
Okhla Industrial Estate, Phase-III, New Delhi-110 020

Online applications are invited for the post of **Junior Assistant/Assistant** purely on Contractual Outsourced basis to be deployed in **Indira Gandhi Delhi Technical University for Women, Delhi** and also for empanelment of candidates for deployment to other Govt. Departments in future.

The candidate shall apply online through ICSIL website, www.icsil.in (under Career section) within a **window time slot given below:-**

Opening time 12:00 (Noon) on 22/06/2021

Closing time 12:00 (Noon) on 23/06/2021

Details of Posts:-

| S. No. | Name of Post | Essential Qualification | Experience | Age | Wages (In Rs.) | Total Number of posts |
|--------|-----------------------------------|---|--|---|---|-----------------------|
| 1 | Junior Assistant/Assistant | 1. Bachelor's Degree with at least 55% marks from a recognized University or equivalent. 2. Data Entry Speed of at least 10500 key depressions per Hour for English or 9000 key depression per hour for Hindi on Computers. | 1. At least two years' experience in the related field in a University/Govt. Department/Autonomous Body/Public Sector Undertaking. | Not exceeding 35 Years as on 22/06/2021 | 20,430/- per month (as per minimum wages notification) | 7-8 (Nos.) |

TERMS & CONDITIONS:-

1. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be charged at the time of final Joining.
2. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
3. **i)** The short listing of candidates for the panel will be based on scrutiny of documents of their age, qualification, experience etc. and as found eligible as per prescribed criteria and subsequent interaction of candidate by the department.
ii) Finally selected candidates by the department shall be considered for deployment on purely contractual / outsourced basis for a period till the posts are filled on regular basis.
4. ICSIL does not guarantee deployment of all shortlisted candidates.

5. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
6. The place of deployment will be anywhere in Delhi/NCR. They may work in shift(s)/ rotational basis as per departmental requirement. No extra conveyance will be paid by ICSIL.
7. The candidates must fill in form on the spot and paste photograph duly signed along with a set of self attested photocopies of relevant documents related to DOB, qualification and experience as per eligibility criteria mentioned.

Also Candidates must produce original documents at the time of document verification on the date of interview/interaction for document verification purpose otherwise they will not be allowed to appear in the interview/interaction.

The candidates shall follow all the Covid-19 SOPs during document verification and subsequent interview/interaction failing which they shall not be considered.

8. The details of the candidate in the application form must be the same as mentioned in the certificate of Class 10th Certificate and PAN Card and Aadhar Card. In case the candidate has changed his/her name subsequent to Class 10th, the evidence to that effect should be furnished at the time of interaction/documents verification also.
9. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
10. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
11. ICSIL has the right to withdraw this advertisement at any time.
12. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
13. Incomplete application shall be summarily rejected.