

Intelligent Communication Systems India Ltd. (ICSIL)

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

Walk-In-Interview for the post of **Sr. Accountant and Legal Assistant** purely on contractual outsourced basis to be deployed in the **Delhi Transport Infrastructure Development Corporation Limited** and also for empanelment of candidates for deployment to other Govt. Departments in future.

The details of the vacancies are given as under:-

S. No.	Name of Post	Educational Qualification	Experience	Job description	Age Limit	Remuneration (In Rs. Per Month)	Number of post	Date & Reporting Time
1	Sr. Accountant	Graduate from a recognized university or equivalent having knowledge of Accounts and Taxation matters, working knowledge of computer operations.	Three (3) years experience.	Matter related to tax, stand fees, composite fee, audit etc.	18-30 Years	21,011/-	02	11/03/2020 9:30 AM to 11:30 AM
2	Legal Assistant	Degree of LLB from recognized University.	Have practiced in any court with three years experience.	Drafting of legal replies, preparation of para-wise comments, filing of affidavit/reply/written submission in the court and various other court related works etc.	18-30 Years	24,998/-	01	11/03/2020 2:00 PM to 4:00 PM

Candidates reporting after the date and reporting time mentioned above will not be considered.

Venue for walk-in-interview: **Delhi Transport Infrastructure Development Corporation Limited (DTIDC), 2nd Floor, Maharana Pratap ISBT, Kashmere Gate, Delhi- 110006**

TERMS & CONDITIONS:-

1. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be taken 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 initially for 01 year, which may be extended on the basis of performance of the candidate.
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 qualification and experience as per eligibility criteria mentioned. Also Candidates must produce original documents at the time of document verification on the date of walk-in-interview/interaction for document verification purpose otherwise they will not be allowed to appear in the interview/interaction.**
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.