Intelligent Communication Systems India Ltd. (ICSIL)

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

ICSIL is providing **IT Assistant** purely on Contractual/outsourced basis for further deployment to various Government Schools under Directorate of Education, Govt. of NCT of Delhi.

For this, ICSIL intends to empanel candidates for the post of IT Assistant as per details given below for deployment to various Government Schools under Directorate of Education, Govt. of NCT of Delhi on purely Contractual/outsourced basis.

Interested candidates must apply online through ICSIL website, www.icsil.in (under Career section)
within a window time slot as given below: -.

- **Opening time & date for online submission of application: 12:00 hrs (Noon) on 12//09/2022**
- **Closing time & date for online submission of application: 12:00 hrs (Noon) on 13//09/2022**

No other mode of application will be accepted in any case.

Details of post: -

Name of the Post	Educational Qualification	Experience	Other Requirement	Job Description	Remuneration
I.T. Assistant	Following Qualifications should be from recognized Institutions: - Master of Computer applications (M.C.A) Or M.Sc. (Computer Science) Or B.E. (Computer) Or B.Sc. with Computer Science/IT Or Bachelor in Computer Application (B.C.A) Or Graduates in any discipline with at least one year Diploma in Computers	•Candidate must possess an experience of at least six months in the field of computer application • Candidate should be well conversant in spoken as well as written Hindi & English languages.	Candidate must have minimum typing speed of 20 wpm with minimum 80 % accuracy.	• Candidate shall work in schools at different locations in Delhi. • Candidate must possess knowledge of MS-WORD, MS-EXCEL, AND INTERNET.	• Rs.21,756/- As per Minimum wages Act (EPF & ESIC as per the govt. rules / act to be deducted.)

Terms & Conditions: -

1. The candidates will be required to appear for skill test and for Interaction. Also, the candidates will be called for verification of qualification criteria as per the eligibility for the said post. The Candidates are required to have valid email ID and active mobile number. All correspondences will be made through email/SMS only. The candidates must, therefore, regularly check their e-mail/ SMS on their registered e-mail ID and Mobile No.

2. Candidates are required to bring the original documents in support of all the educational qualification, experience and its self-attested copies when they are called for the verification / screening of document / Typing Test/interaction. All communications shall be made through E-mail / SMS mentioned by the candidate while applying online. No Hardcopies of the documents are required to be sent by post.

3. Short listing of the candidates for the advertised post will be based on meeting the prescribed eligible Qualification criteria, typing test criteria and the performance during interaction.

4. Total Registration fees of Rs.1000/ (Non-refundable) shall be taken. A fee of Rs. 200/- (Non-refundable) shall be taken at the time of typing test and balance Rs. 800/- (Non-refundable) will be taken at the time of appointment.

5. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves their eligibility before submitting the online application.

6. The shortlisted candidates shall be considered for deployment on purely contractual basis in any Government schools under Directorate of Education, Govt. of NCT of Delhi as per the requirement. Refusal to join assigned school may render the candidature cancelled.

7. Eligible candidates after the document's verification programme shall be called for interaction/ skill test etc. ICSIL does not guarantee deployment of all shortlisted candidates.

8. The deployment of the candidates to department is subject to his/her suitability in the skill test and formal interaction. The shortlisted candidates will be kept in the panel of ICSIL for deployment in the schools as and when required.

9. No TA/DA will be provided to candidates for appearing for the Interaction/ typing test.

10. The place of deployment will be Delhi only. Candidates must be willing to travel to any place in Delhi as part of their job. They may work on morning/evening shift as per school/department's requirement.

11. The qualification of the candidates must be from recognized University/ Institution as prescribed.

12. In case of any query, the candidate may call ICSIL reception, Telephone No's: 011- 40538951.

13. Candidates with last semester result awaited or incomplete degrees are not eligible to apply, and their application will be rejected.

14. Candidates must bring original and self-attested copies (one set) of all the documents (including educational/professional qualification from recognized institutions) given below for the document verification purposes:

i. Class X Certificate & Marksheet
ii. Class 10+2 Certificate & Marksheet
iii. Educational/Professional/ Diploma/Graduate/Post Graduate Degree/Marksheet as applicable.
iv. Experience Letter
v. Pan Card
vi. Aadhar card
vii. Five Passport size photographs

15. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.

16. Incomplete application shall be summarily rejected.

17. In case the information filled in online form is incomplete and not matching the prescribed criteria, their application will be rejected on the basis of form filled and ICSIL is not liable to call them for document verification/any round of screening thereafter.

18. 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 or otherwise the evidence to that effect should be furnished at the time of interaction/documents verification also.

19. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.

20. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.

21. ICSIL has the right to withdraw this advertisement at any time without any notice.

22. Candidate must keep on watching ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.

23. The panel will be valid for six months only from the date of its formation.

Safety Instruction for Covid-19 must be followed: -

(i)   Cover your mouth and nose with a cloth face cover/mask while entering in the office. Only candidate/Applicant will be allowed to enter the premises as per prescribed time slots sent to them for appearance in ICSIL or any other venue.

(ii)   Sanitize your hand while entering in the office

(iii)   Social distancing is mandatory and should always be followed. A minimum distance of two metres should be maintained.

(iv)   Candidates having symptoms of flu/fever/cough & cold may avoid attending and intimate through e-mail in advance to ICSIL as soon as intimation of appearance is received.

(v)   If any area is marked as containment zone from which candidate has to come or borders are sealed, such candidates may intimate ICSIL immediately as intimation of appearance is received from ICSIL.