

INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD. (ICSIL)

(Joint venture of Telecommunications Consultants India Limited (TCIL), A Govt. of India Enterprise and Delhi State Industrial & Infrastructure Development Corporation Limited (DSIIDC), an undertaking of Delhi Govt.)

Administrative Building above Post Office, Okhla Industrial Estate Phase-III

New Delhi-110 020

Phone: 011 – 26929051

Walk in Interaction for the post of Multi Tasking Staff (General Duty) purely on contractual basis

ICSIL intends to recruit Multi Tasking Staff (General Duty) purely on contractual basis for its Headquarter at New Delhi initially for a period of one year.

Eligibility and selection criteria is given below:

I Detailed Requirement

| S. No. | Name of the Post | Eligibility Criteria | | | No. of Posts | Remuneration | Date, Time and Venue of interaction |
|--------|------------------------------------|---|--|-------------------------------------|--------------|---|---|
| | | Minimum qualification | Experience | Max Age limit | | | |
| 1. | Multi Tasking Staff (General Duty) | 10 th pass from recognized board | The candidate should have minimum two years experience of working as MTS in any Govt. / Private organization | 35 years on the date of interaction | 01 | As per minimum wages act of GNCT Delhi in unskilled category. At present minimum wages in unskilled category are Rs. 16,792 plus Rs. 2,500/- as telephone and conveyance allowance. Total Rs. 19,292/- . ESI and EPF shall be deducted as per rules. | Date : 31/03/2023 Time: 10:00 AM to 1:00 PM Venue : Intelligent Communication Systems India Limited (ICSIL) Administrative Building, Above Post Office, Behind Modi Mill, Okhla Industrial Estate, Phase – III, New Delhi - 110020 |

II Duties and Responsibilities

1. Carrying of files and other papers within the building
2. Kitchen Management
3. Outdoor duties for Banks and other offices etc.
4. Dusting and sanitization on daily basis
5. Opening and closing of office and rooms
6. Watch and ward duties
7. Other clerical work as and when required
8. Any other work assigned by management from time to time

III TERMS & CONDITIONS:-

1. Interested applicants are advised to go through the Eligibility Criteria carefully and ascertain that they fulfill the eligibility criteria before proceeding to visit ICSIL for interaction.
2. Candidates must bring 2 (two) passport size photographs with self attested photocopies of relevant documents related to qualification, experience, PAN card and Aadhar along with corresponding original documents for documents verification as well as at the time of interaction.

3. Details of the candidate in the application form must be the same as mentioned in the class 10th examination passed certificate, PAN Card and Aadhar Card with full date of birth. In case the candidate has changed his/her name subsequent to Class 10th examination, evidence to that effect should be furnished at the time of interaction/documents verification also.
4. Short listing of candidates shall be based on scrutiny of their documents in respect of age, qualification, experience etc.
5. Only short listed candidates will be allowed to appear for interaction.
6. ICSIL does not guarantee deployment of all shortlisted candidates.
7. ICSIL may prepare a panel of candidates as per their rankings during the selection process and may use it in case the selected candidate does not join. The panel may also be used for other departments.
8. No TA/DA shall be paid to candidates for appearing for the Interview /documents verification etc. when called.
9. The place of posting will be ICSIL, Administrative Building, Above Post Office, Behind Modi Mill, Okhla Industrial Estate, Phase –III, New Delhi - 110020.
10. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
11. Physical fitness:- Fresh Medical certificate from Govt. Hospital that selected candidate is fit to perform his duties, will be required and submitted to ICSIL at the time of joining, failing which joining shall not be permitted.
12. Police Clearance Certificate (PCC):- Selected candidate is required to submit PCC to ICSIL within one month after joining. The services are liable to be terminated incase PCC is not submitted.
13. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
14. ICSIL has the right to withdraw this advertisement at any time without assigning any reason thereof.