

Walk-in-interview

Walk-in-interview for the post of **MTS** to be deployed in Delhi State Legal Service Authority, purely on Contractual Outsourced basis initially for a period of 3 months..

Schedule for walk-in-interview:-

Date: 1/09/2023 (Friday)

Time: 10 AM to 11 AM

Venue:- Ground Floor, Conference Room, Front Office, Central District Legal Service Authority, Rouse Avenue District Courts Complex, Pt. Deen Dayal Upadhyaya Marg, New Delhi-110002 (**Entry for walk-in candidates shall be allowed from Gate No. 2 between 10 AM to 11 AM**)

Details are given below:-

Name & Number of Post	Essential Qualification	Age Limit	Duties	Wages (PM)
MTS (1 No.)	10 th Pass	27 Year as on date of advertisement with relaxation in age as per reservation rules	a. Physical maintenance of records of the section b. General cleanliness and upkeep of the Section/Unit c. Carrying of files and other paper within the building d. Photocopying, sending of Fax etc. e. Other non-clerical work in the Section/Unit f. Assisting in routine office work like diary, dispatch etc, including computer g. Delivering of Dak (outside the building) h. Watch and ward duties i. Opening and closing rooms j. Cleanling of rooms k. Dusting of furniture etc. l. Cleaning of building, fixtures etc. m. Work related to his ITI qualification, if it exist. n. Driving of vehicle, if possession of valid driving license. o. Upkeep of parks, lawns, potted plants etc. p. Any other work assigned by the superior authority.	20,903/- (as per minimum wages of GNCTD)

TERMS & CONDITIONS:-

1. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be charged at the time of final joining after selection.
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 fixed period or till expiry of contract or till regular incumbents join posts.
 - iii) In case number of eligible applicants is disproportionately exceed number of positions, then short listing of applicants for interview may be made on the basis of any criteria as deemed fit and found to be rational
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.
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. Candidates must produce original documents in respect of DOB, Qualification and Experience as per eligibility criteria on the date of document verification and interview/interaction otherwise they will not be allowed to appear in the interview/interaction.
8. Candidates must bring 1 set of photocopies of all relevant documents and 2 photographs.
9. The details of the candidate in the application form must be the same as mentioned in 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.
10. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
11. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
12. ICSIL has the right to withdraw this advertisement at any time without any notice.
13. Incomplete application shall be summarily rejected.
14. Candidate must keep on watching our ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
15. In case at any stage of recruitment process the documents/information provided by the candidate is found fake or misleading his/her candidature is liable to be rejected.