

**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 “**Social Media Executive & Graphic Designer**” purely on Contractual Outsourced basis to be deployed in Delhi Tourism & Transportation Development corporation Ltd, (A Government Undertaking) Initially for a period of one year.

**Schedule (Date, Time & Venue) for Walk-in-interview is given below:-**

**Date:-** 23/10/2023

**Time:-** 10:30 AM to 12:30 PM

**Venue:-** Delhi Tourism & Transportation Development corporation Ltd, (A Government Undertaking). 18-A, DDA, SCO Complex, Defence Colony, New Delhi-110024

**Details of Post:-**

Post Name & Nos.	Essential Qualification	Essential Work Experience	Job Description	Age Limit	Remuneration (PM) in Rs.
<b>Social Media Executive</b> (1 No.)	Graduate in Journalism/Mass Communication from a recognized university.	Minimum 2 years of Managing Social Media Platforms in a Govt. Department or private company.	<ul style="list-style-type: none"><li>The Social Media (SME) will be responsible for maintaining Delhi Tourism's social media platforms (presently Facebook, Twitter, Instagram and YouTube)</li><li>Creating captivating content for all social media pages.</li><li>Monitoring user engagement and analysing feedback on daily basis.</li><li>The SME should be able to meet deadlines and multi-task effectively.</li><li>The SME shall carry out the social media campaigns of Delhi Tourism.</li><li>The SME should have a strategic mind set and always think out of the box.</li><li>The SME should possess extraordinary communication and presentation skills with the ability to pay close attention to details.</li></ul>	<b>40 Years</b>  (as on last date of advertisement)	<b>63,800/-</b>  (EPF as applicable)
<b>Graphic Designer</b> (1 No.)	Diploma in Graphic Design/Visual Arts from a reputed Govt. or private institute	2 Years as Graphic Designer	<ul style="list-style-type: none"><li>At DTTDC we see Graphic Designer as a visual storyteller who engages, informs, inspires, who can understand concepts and ideas and create visual representations in Digital, Print and Electronic Media.</li><li>The GD shall be responsible for designing at every step of the design process from concept to final deliverables.</li><li>Working with media team in DTTDC, the Graphic Designer should be able to take written or spoken ideas and convert them into design that connects.</li><li>Graphic Designer shall have a thorough understanding of branding and marketing and be able to find the right style and layout for every project and create and design various materials for print and digital collateral using graphic design software</li></ul>	<b>40 Years</b>  (as on last date of advertisement)	<b>50,300/-</b>  (EPF as applicable)

## **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 Criteria 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.
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](http://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.