

### 1. How to apply for Current Job

Candidate can apply for a job by visiting "Current Job" under Career Tab on official website of ICSIL <u>http://icsil.in/</u>, Candidates are advised to read the Detailed Advertisement and Eligibility Criteria first, if eligible then User Can click on Apply button which will re-direct the user to the applicant sign in/ Sign up page.

Current Jobs Show 10 v entries Search:										
Sr. No.	Job ID	Job Title	Post Name	Detailed Advertisement/Job Description	Corrigendum(If Any)	Job Location	Start Date & Time	End Date & Time	Eligibility Criteria	Apply
1	08	Plumber purely on Contractual / Outsourced basis to be deployed in Delhi State Cancer Institute, GNCT of Delhi	Plumber purely on Contractual / Outsourced basis	Download		Delhi	30-09- 2022 12:00pm	01-10- 2022 12:00pm	View	Apply
2	07	Programmer purely on Contractual Outsourced basis to be deployed in Agricultural Produce Marketing	Programmer purely on Contractual Outsourced basis	Download		Delhi	30-09- 2022 12:00pm	01-10- 2022 12:00pm	View	Apply

Figure-1

	T		
	All Fields are mandatory. User Name '	в	
3	Password * Captcha	a, 5 A € 83	
Lioi	Login Create an account	Forgot Password?	

Figure-2

For the first time user, please create a new account by clicking on "create an account " hyperlink text, which will redirect the user to applicant signup form wherein applicant needs to make necessary entry





and email ID and mobile Number verification through OTP as shown in Figure-3

Existing users can login by entering their username, Password and Captcha as shown in the *Figure-2* 

#### 1.1 Applicant Sign Up:

ICSIL			
All Fields are mandatory. Name as per Aadhaar	۲		
DOB	雦		
Aadhaar Number			
Email Address	Verify	defe .	
Mobile 📞	Verify	A	
Signup Already h	ave an Account?		
	-		



Once the applicant clicks on create an account, he will be re directed to the sign-up page as shown in *Figure-3*.

#### Step to create an account:

- Fill in the mandatory details in the fields available in the signup page (Name as per Aadhar, Date of Birth, Aadhar Number, email address & Mobile Number)
- To verify the email address, click on Verify Button in front of email address (One time Password will be sent to the filled email, Use the OTP Sent to verify your email address.
- To verify the Mobile number, click on verify button in front of mobile number (One time password will be sent to the shared mobile Number), Use the OTP sent to verify your mobile number.
- Once the required/mandatory filed are being filled and verified click on Sign-Up button to create an account.
- User Name and Password will be shared to the applicant to their verified Mobile number and Email address.
- User can login into his/her account using the user Name and password shared on his/her Mobile number and Email address.



#### 2 Applicant Dashboard

- Once the applicant logs in to his/her account using the username and password then He/She will be redirected to the profile section.
- After 5 wrong entry of user credentials by the user, due to security reasons, the user account will be blocked, for un-blocking the same users need to click un-block option, link for un-blocking of user account is <a href="https://icsil.in/app/login/unlock\_userid">https://icsil.in/app/login/unlock\_userid</a>.
- User needs to update the mandatory fields in the profile section to view and Apply for applicable Job.
- Candidates are advised to enter complete details of their Educational Qualification (starting from high School To Highest level of qualification) and experience in their profile.
- To add qualification/experience candidate may please click on "+" button.
- In order to apply for a post, the candidate's profile must match the eligibility criteria mentioned in the advertisement for the post.
- Candidates can update their profile.

Sharma Ma int )	nage - Profile								
Se	ction:1 Personal Deta	ils							
obs 1.	Name of Applicant*		2. Fa	ther's/Husband Name*			3. Spouse Name		
s	Mohit Sharma		Tes	at User			Spouse Name		
t Letter									
4.	Date Of Birth*		5. En	nail Id*			6. State *		
	01-09-1995			hit@yopmail.com			Uttar Pradesh		
		Your Age: 27							
	District *		1	1 Code*			9. Gender *		
	Agra	~	20	1014			Male		
10	Phone Number.		11. M	lobile Number*			12. Alternate Num	ber	
	Phone no.		738	38259072			Alternate Numb	er	
	. Photograph • Choose File No file cho ximum image uploading si B(only png/jpg/jpeg/gif)	Mankand.9		orrespondence Address at Address	•		15. Upload scanne Choose File N Maximum image up 2MB(only png/jpg/jp	No file chosen	_
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м м 2N 1	Choose File No file chr ximum image uploading si B(only png/pg/peg/gf) Qualification Secondary Sc V	Ze Courses	Tes	Board/University CB8E	Year of Passing	Stream/ Subjects SCIEN	Choose File   N Maximum image up 2MB(only png)pg)pg Percentage(%) Percentag	No file Chosen Joading size peg) Certificate Upload Choose File Nen View File Choose File Nen	
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5.No 1 2 3	Choose File No file chr dmum image uploading si B(only png/jpg/jpeg/git) Qualification Secondary Sc v Higher Secon v Bachelor's De v	Courses Courses Courses Courses		t Address Board/University CBSE CBSE DELHI UNIVERSIT	Year of Passing 1985 ~ 1986 ~	Stream/ Subjects SCIEN SCIEN ARTS	Choose File N Maximum image up 2MB(only png)pp) Percentage(%) Percentag Percentag	Vo file chosen bloading size peg) Certificate Upload Choose File Nen View File Choose File Nen View File Choose File Nen	
5.No 1 2 3 4	Choose File No file cho domum image uploading si B(only png/jpg/jpeg/git) Qualification Secondary Sc v Higher Secon v Bachelors De v Others v	Courses       10th       12th       Others       Other	Tes ~ ~ ~	t Address to and/University CBSE CBSE DELHI UNIVERSIT AICTE	Year of Passing         Year of           1985         ~           1986         ~           1999         ~           2004         ~	Stream/ Subjects SCIEN SCIEN ARTS DIPLOI	Choose File N Maximum image up 2MB(only png)pg)g Percentage(%) Percentag Percentag Percentag	No file chosen aloading size peg) Certificate Upload Choose File Nen View File Choose File Nen View File Choose File Nen View File Choose File Nen View File	

Figure-4



#### 2.1 Applicable Jobs

(Applicant )	в	Excel PDF							
upplied Jobs	S. No.	Job Title	Post Name	Job ID	Location	Posted Date	Last Date of Submission	Search: Advertisement Copy	Action
ppointment Letter	1	Test Advertisement 4	Test 4	06	Delhi	29-09-2022	06-10-2022	View	Apply
lotification	2	Test Advertisement 3	Test Advertisement 3	05	Delhi	22-09-2022	01-10-2022	N/A	Applied
	3	Test Advertisement 2	Test Advertisement 2	04	Delhi	22-09-2022	05-10-2022	N/A	Apply
	4	Test Advertisement 1	Test Advertisement 1	03	Delhi	22-09-2022	01-10-2022	N/A	Apply
								Previou	s 1 Next

Figure-5

Step to apply for a currently available Job:

- Click on the apply button under action tab for the job the user wants to apply
- Applicant will be re directed to the application form for the job applying.

	Intelligent Communication	لم <mark>ا</mark> Ma	nage Profile ~				
Mohit Sharma (Applicant.)	Application - Form						
Applicable jobs	Application form						
	Post Name	Job ID	Date of filling Application/Register of	nline			
Q Applied Jobs	Test 4	06	30-09-2022				
Appointment Letter	h.						
Notification	Name of Applicant Father's/Husband Name		Date Of Birth				
	Mohit Sharma Test User		01-09-1995				
	Email Id	State	District				
	mohit@yopmail.com	Uttar Pradesh	✓ Agra	~			
	Pincode	Gender	Phone Number.				
	201014	Male	♥ Phone no.				
	Mobile Number	Alternate Number	Photograph	Mankindite			
	7388259072	Alternate Number		- the second			
	Company and an an Address		Sianatura				

Figure- 6

- User can validate the pre-filled details in the application form which were saved by the applicant while updating their profile.
- User can edit the details by clicking on Edit button, which will redirect the user to his/her profile section.
- Once all the details are, being verified user can submit the details by clicking on submit button.



WEB PORTAL – INTELLIGENT COMMUNICATION SYSTEMS INDIA LIMITED (ICSIL)

# Application Guide v1.0

#### 2.2 Applied Jobs

Mehit Sharma (Applicant)	Applicant - Applied Job
😋 Applicable jobs	Show Io Ventries Excel PDF Search:
Q Applied Jobs	S. No. Application Id Department Post Job ID Location Posted Date Last Date of Submission TransID Payment Status Status
Appointment Letter	No matching records found
Notification	Previous Next



User can view the list of all the applied jobs in applied jobs section in the user panel.

Excel :- Excel button enables the user to download all the applied job list in .xls format PDF :- PDF Button enables the user to download all the applied job list in PDF format

#### 2.3 Appointment Letter

	E Intelligent Communication Systems India Limited (ICSIL)
Mohit Sharma (Applicant )	Applicant - Appointment Letter Issued
Applicable jobs	Note : In case you don't accept the offer, the link shall expire after five days of issuance of the letter.
Q Applied Jobs	Show to Ventries Excel PDF Search:
Appointment Letter	Show to vertice Excel PDF Search:
Notification	S. Application D. Post Job Location On Applied Appointment Letter Action Joining Reports D Date Employment Status
	No matching records found
	a la constante de la constante
	Previous Next





Once selected, applicants can view their appointment letter generated for the job applied in the Appointment letter section of the user panel.

Excel :- Excel button enables the user to download all the appointment letter generated for the applied job in .xls format

PDF :- PDF Button enables the user to download all the appointment letter generated for the applied job PDF format.

#### 2.4 Notification

🌀 ICSIL	Intelligent Communication Systems India Limited (ICSIL)							
Mohit Sharma (Applicant )	Applicant - Notification							
Applicable jobs	Show 10	✓ entries.			Search:			
Q Applied Jobs	S.No.	Туре	Message	Attached File	Action			
Appointment Letter	1	Panel List	jikmbjmb	N/A	Read It.			
Notification	2	Resend Meeting Notice	dbdfhgh	View File	Read			
	3	Meeting Notice	Test	View File	Read			
					Previous 1 Next			

Applicant can view all the notification under Notification section of User panel.

For submitting request for un-blocking, the blocked user accounts or for any other support/queries in online application process, users, may please contact the below mentioned officer: -

#### **Front Desk Officer**

Intelligent Communication Systems India Ltd. Administrative Building, 1st Floor, Above Post Office, Okhla Industrial Estate, Phase – III, New Delhi-110020. Telephone: 011-40538951, 011-35001276 Email Id: <u>sanjay.prakash@icsil.in</u>

### Thank you

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