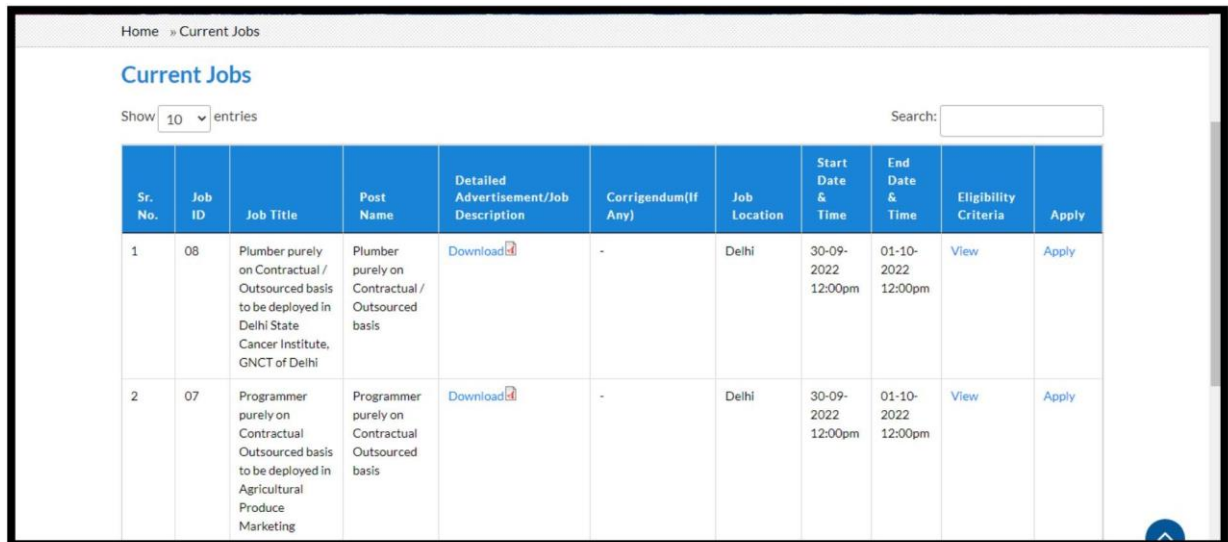# Application Guide v1.0

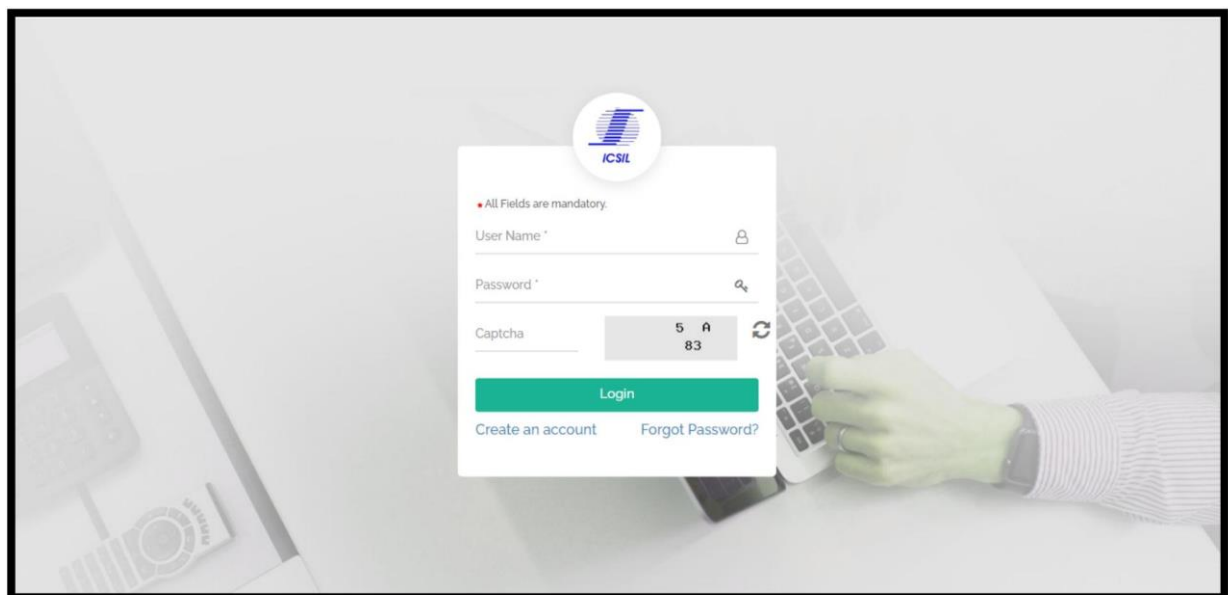## 1. How to apply for Current Job

Candidate can apply for a job by visiting "Current Job" under Career Tab on official website of ICSIL http://icsil.in/ , 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.

Figure-1

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

Application Guide v1.0

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*
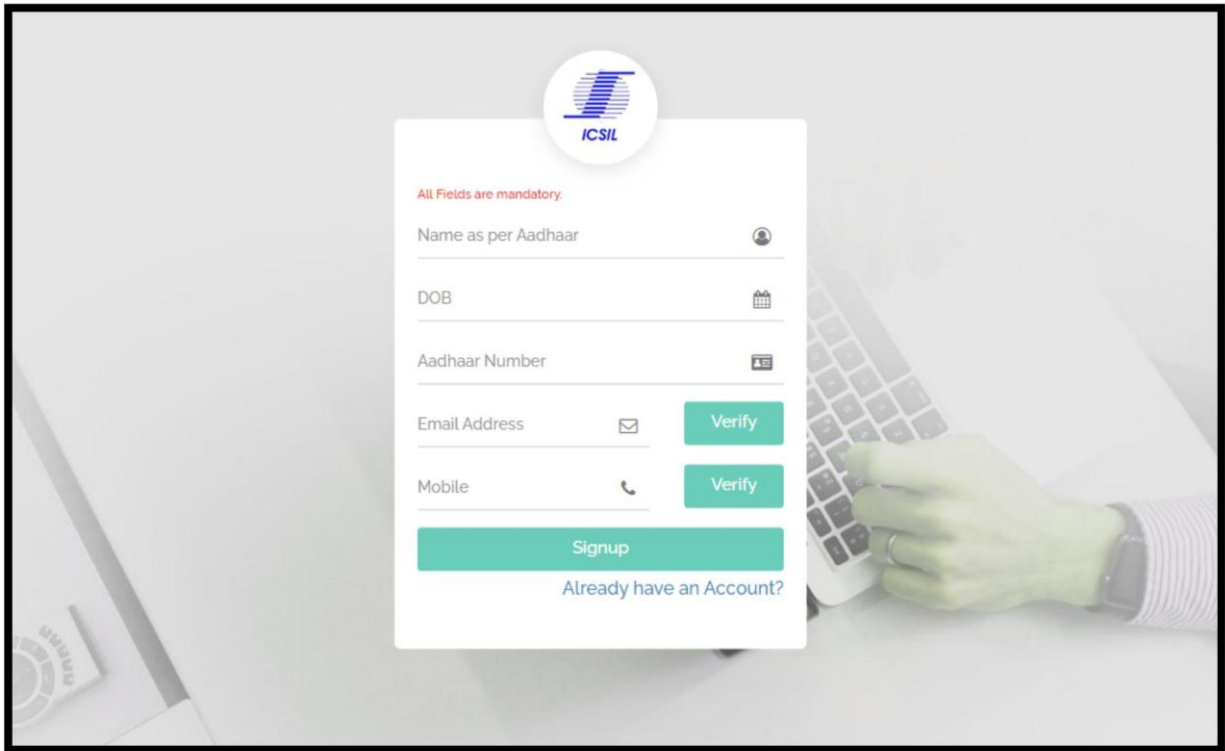
1.1 Applicant Sign Up:

Figure-3

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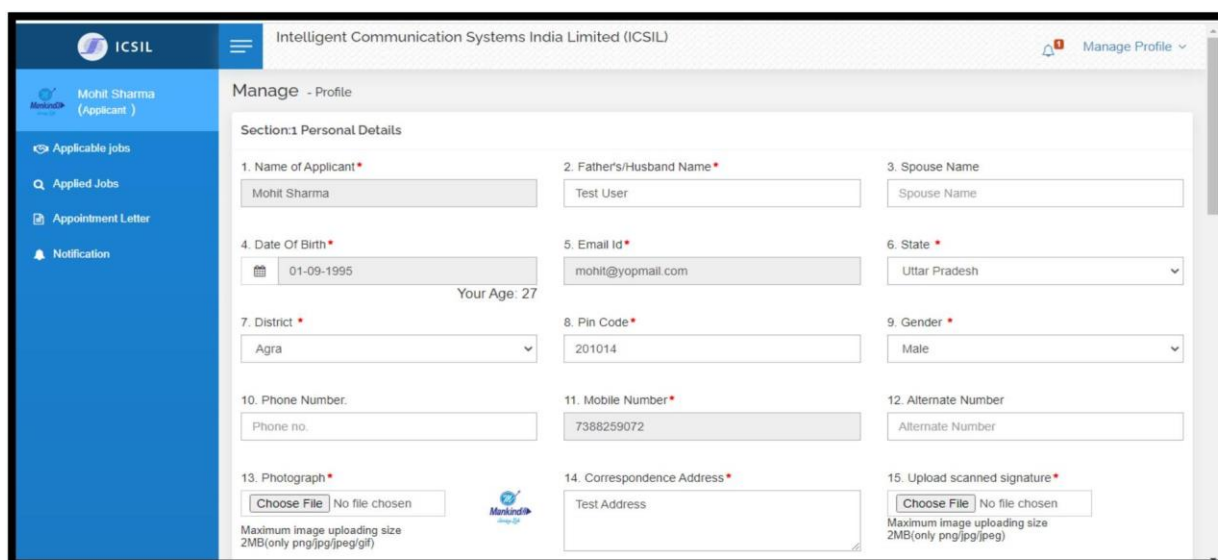
Step to create an account:

- 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.

Application Guide v1.0

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 https://icsil.in/app/login/unlock_userid.
- 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.

Figure- 4

Application Guide v1.0

2.1 Applicable Jobs

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.
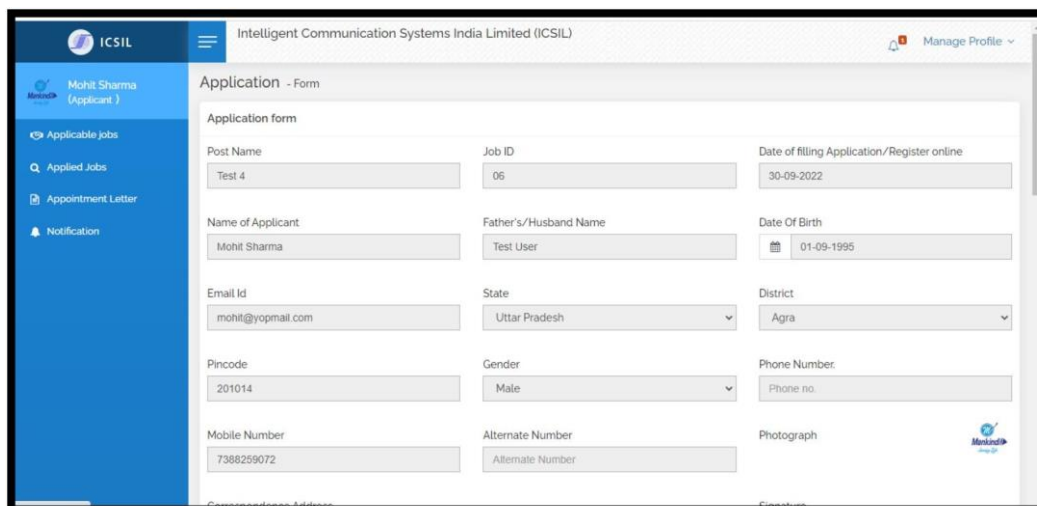

Figure- 6

- 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.

Application Guide v1.0
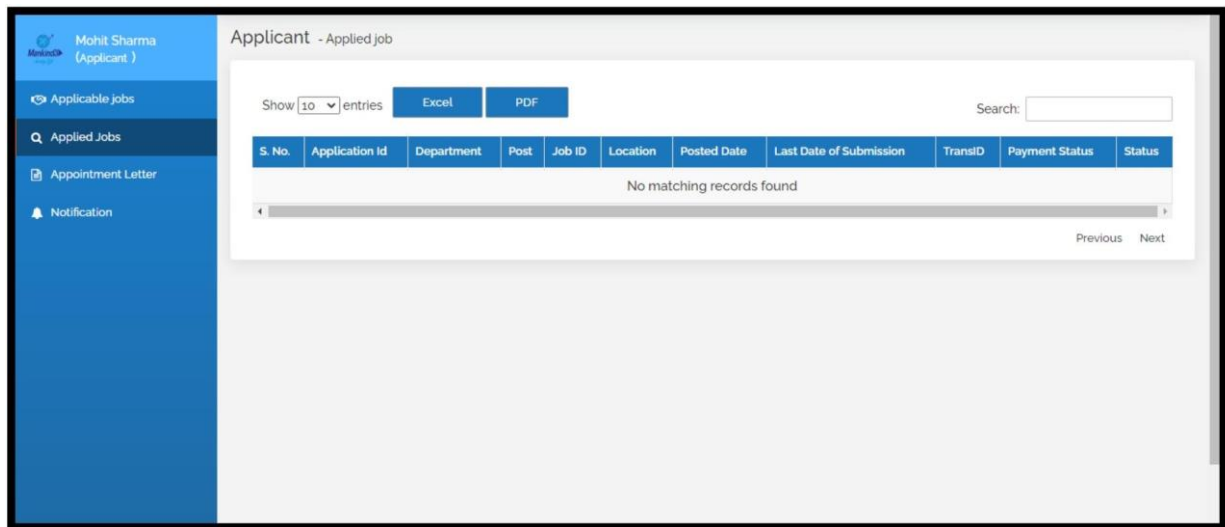
2.2 Applied Jobs

Figure – 7

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
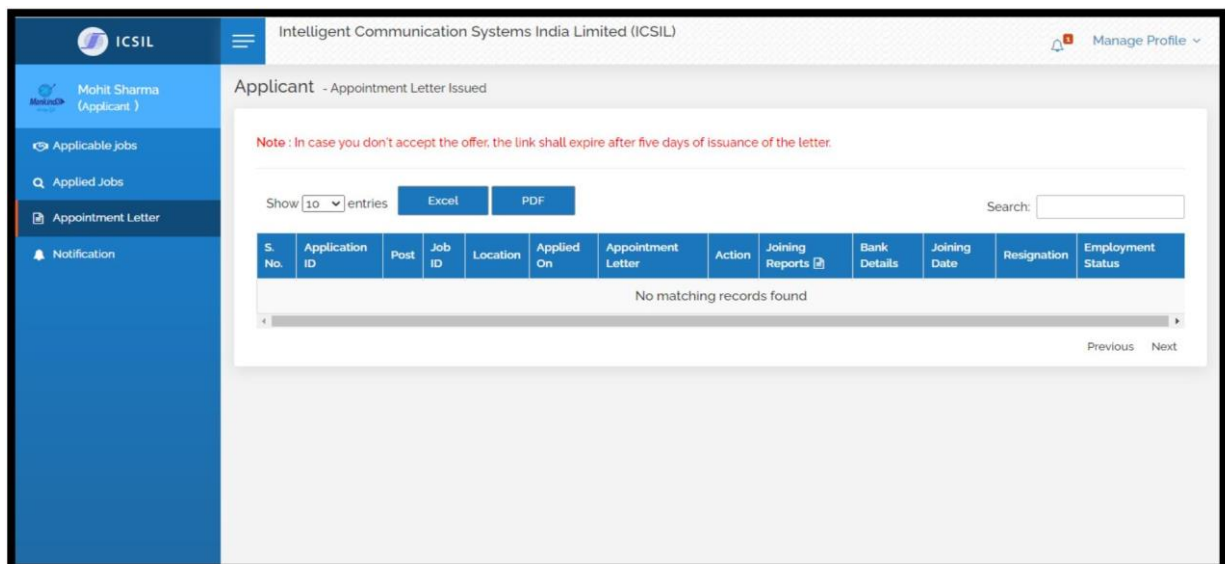
2.3 Appointment Letter

Figure – 8

Application Guide v1.0

Once selected, applicants can view their appointment letter generated for the job applied in the Appointment letter section of the user panel.
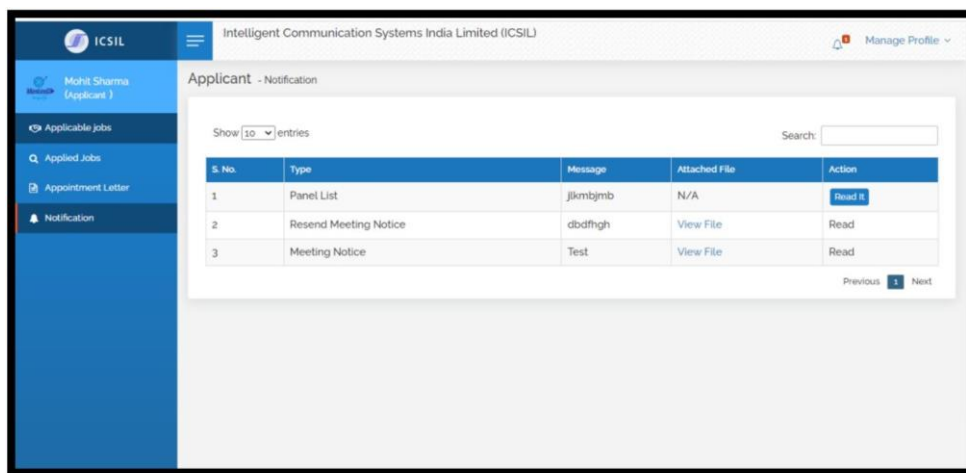
Excel :- Excel button enables the user to download all the appointment letter generated for the applied job in .xls format

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

2.4 Notification

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: sanjay.prakash@icsil.in

Thank you

_____:_____