

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.

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 Mackation	Programmer purely on Contractual Outsourced basis	Download		Delhi	30-09- 2022 12:00pm	01-10- 2022 12:00pm	View	Apply

Figure-1

			-	
	All Fields are mandatory. User Name " Password *	<u>A</u>		
2	Captcha Login	5 A 2		
01	Create an account Fo	(got 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:

As per the updated regulation, a ONE-TIME REGISTRATION (OTR) fee of Rs 590/- is mandatory.

	ICSIL				
	All Fields are mandatory.				
	Name as per Aadhaar	۲			
	Date of Birth (DD-MM-YYYY)	曲			
	Aadhaar Number				
	Email Address	Verify	486		
	Mobile 📞	Verify	5	2	
1000	Signup		T		
Lion	Already have	e an Account?			

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 mobilenumber.
- Once the required/mandatory filed are being filled and verified , users are requested to click on Sign-Up button to create an account.
- User will be redirected to payment page for payment of One Time Registration (OTR) Fee.
- Only after Successful payment of OTR, User Name and Password will be shared to the applicant to their verified Mobile numberand Email address.
- For Failed Transactions, if fee amount has been debited from users' bank account, user is advised not to repeat the transaction rather than wait for 1-2 working days for update of transaction.
- If user name is not received or candidate has forgotten the same, it is to clarify that User Name is combination of characters before @sign in the registered email ID e.g. if the registered email id abc@gmail.com then username is abc, user may retrieve/reset password using reset password link received on the registered email id of the user
- User can login into his/her account using the user Name and password shared on his/herMobile 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 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.

Sharma Ma ant)	inage - Profile								
Se	ction:1 Personal Deta	ils							
0D5 1.	Name of Applicant*		2. Fa	ther's/Husband Name*			3. Spouse Name		
S	Mohit Sharma		Tes	st User			Spouse Name		
t Letter									
4.	Date Of Birth *		5. En	nail Id*			6. State *		
	01-09-1995	Vaus Anno 27	mo	hit@yopmail.com			Uttar Pradesh		
		Your Age: 27							
	Aara		8. Pir	1014			9. Gender •		
	Ayra	Ŷ	20	1014			wate		
10	Phone Number.		11. M	tobile Number*			12. Alternate Num	ber	
	Phone no.		738	88259072			Alternate Numb	er	
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Figure-4



2.1 Applicable Jobs

	Int	elligent Communicatio	on Systems India Limit	ed (ICS	IL)			لي Manage Profile ×		
Mohit Sharma (Applicant)	Applica	nt -List of Applicable Job	5							
Applicable jobs	Excel PDF									
Q Applied Jobs	S. No.	Job Title	Post Name	Job ID	Location	Posted Date	Last Date of Submission	Advertisement Copy	Action	
Appointment Letter	1	Test Advertisement 4	Test 4	06	Delhi	29-09-2022	06-10-2022	View	Apply	
Notification	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	Systems India Limited (ICSIL)	0 <mark>0</mark> N	lanage Profile 🗸
Mohit Sharma (Applicant.)	Application - Form			
75 Applicable jobs	Application form			
G Appecable jobs	Post Name	Job ID	Date of filling Application/Register	online
Q Applied Jobs	Test 4	06	30-09-2022	
Appointment Letter	11. 			
Notification	Name of Applicant	Father's/Husband Name	Date Of Birth	
	Mohit Sharma	Test User	節 01-09-1995	
	Email Id	State	District	
	mohit@yopmail.com	Uttar Pradesh	✓ Agra	~
	Pincode	Gender	Phone Number:	
	201014	Male	Y Phone no.	
	Mobile Number	Alternate Number	Photograph	Mankindite
	7388259072	Alternate Number		
	Company and an an Address		Clanatura	

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 v2.0

2.2 Applied Jobs

Mehit Sharma (Applicant)	Applicant - Applied Job
🝘 Applicable jobs	Show 10 - entries 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	C Deviaur Next
	Převious 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

	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 Mantrias Excel PDF
Appointment Letter	Search:
Notification	S. Application Post Job ID Location On Applied Appointment Letter Action Joining Reports D Date Cargination Employment Status
	No matching records found
	I I
	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	Intellig	رم Manage Profile			
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

Applicants 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
