

Intelligent Communication Systems India Ltd. (ICSIL)
Administrative Building, 1st Floor, Above Post Office
Okhla Industrial Estate, Phase-III, New Delhi-110 020

Advt. No: - ICSIL/RC/10-A/321/IGDTUW/2025-26

Date-5/12/2025

Walk-in-Interview/Interaction for the posts of **Assistant and Multi Tasking Staff (MTS)** purely on a Contractual Outsourced basis to be deployed in **Indira Gandhi Delhi Technical University for Women, Delhi.**

- Applicants are advised to make payment of One Time Registration (OTR) Fee before **One Day** of the Walk-In-Interview. Otherwise ICSIL will not be responsible for late receipt/update of OTR fee.
- Only those candidates who have registered online and made one time registration fee of **Rs. 590/- (non-refundable)** on the ICSIL website will be entertained for walk-in interview as per the scheduled.
- Applicant is mandatory to bring a proof of payment one time registration fee of **Rs. 590/-** (to be printed out from their manage profile) at the time of Walk-In interview.

Details of Posts and schedule:-

Post Name and Number of posts required.	Essential Qualification*	Age	Job Responsibilities	Wages (PM)	Date, Time and Venue for Walk-In-Interview
Assistant (02 Nos.)	(1) Bachelor Degree from any recognized University/ Institution (2) Two years of experience preferably worked in the University administration / Educational Institution / Government Institutions etc. (3) Speed in English Typing @35 wpm or speed in Hindi Typing @30 wpm Desirable :Proficiency in typing, Computer applications, noting and drafting	40 years	An assistant at the University is responsible for a variety of administrative and clerical tasks, including managing correspondence, maintaining records, handling office errands, and providing general administrative support. Key duties include filing, data entry, word processing, and assisting with the organization of common areas and meetings.	Rs. 24,356/- (Per Month) (As per minimum wages notified by Labour Department, GNCT of Delhi).	Date: 10/12/2025 (Wednesday) Time: 11:00 AM to 1:00 PM Venue: Administrative Block, IGDTUW, Kashmere Gate, Delhi
Mutli Tasking staff (MTS) (02 Nos.)	Matriculation from a recognized Board / Institution	40 years	The job responsibilities for a Multi-Tasking Staff (MTS) position at the University are diverse, non-clerical in nature, and generally involve office maintenance, physical record keeping, general assistance, and other duties as assigned by superiors. The specific tasks can vary slightly depending on the department or section of the university where the individual is posted.	Rs. 22,411/- (Per Month) (As per minimum wages notified by Labour Department, GNCT of Delhi).	

***Period of engagement- Initial six months further extension on performance/requirement basis**

Terms & Conditions

1. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
2.
 - 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/interview of the candidate with the department.
 - ii) Finally selected candidates by the department shall be considered for deployment on a purely contractual/outsourced basis for a fixed period or till expiry of contract or till regular incumbents join posts.
3. ICSIL does not guarantee deployment of all shortlisted candidates.
4. No TA/DA will be provided to candidates for appearing for the interaction/documents verification etc.
5. 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.
6. 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.
7. Candidates must bring 1 set of photocopies of all relevant documents and 2 photographs.
8. 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.
9. Canvassing in any form shall disqualify the candidate. No candidate is permitted to influence the recruitment process by approaching any official of the organization directly or indirectly. This includes, but is not limited to, seeking recommendations, lobbying through intermediaries, or attempting to gain favor through political, personal, or other means. Any such act will lead to immediate disqualification from the current recruitment process and may also affect the candidate's eligibility for future opportunities with the organization.
10. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
11. ICSIL has the right to withdraw this advertisement at any time without any notice.
12. Incomplete application shall be summarily rejected.
13. Candidate must keep on watching our ICSIL website (www.icsil.in) for any corrigendum/notification in respect of this vacancy.
14. 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.
15. One month salary to be deducted from the selected candidate as security in two parts i.e. 50% in first month and 50% in second month. This shall be refunded to the candidate with saving bank interest as applicable after comply with following:-
 1. **No Dues certificate is received from the client department.**
 2. **After completing contractual liabilities with ICSIL as per appointment letter.**
16. The engagement is purely on a contractual/temporary basis for a fixed period and does not guarantee any claim for regular appointment in the organization.
17. The selected candidates will be engaged under specific project/scheme as per departmental requirements, and statutory compliances will apply as per the laws of the land.
18. The selection may include personal interview/skill test, or written test, depending on the position.

19. Mere appearance in the walk-in interview does not guarantee selection.
20. The decision of the interview panel/committee shall be final and binding.
21. Candidates are expected to maintain professional behaviour during the process.
22. Any form of misconduct or indiscipline may result in disqualification.

For queries/assistance in this regard, 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.

Phone Number: - 011-40538951