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/AMDA/Various Post/2025-26   **Date-9/01/2026**

Walk-in-Interview/Interaction for the various posts purely on a Contractual Outsourced basis to be deployed in **Association of Municipalities and Development Authorities (AMDA), New 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-refundabl**e) 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 -	Detailed Job Profile/Roles and Responsibilities	Age Limit	Remuneration (PM)	Date, Time and Venue for Walk-In-Interview for all posts
I.T. Expert (1 No.)	B.Sc. in Computer Science/IT **Or** BCA with minimum 2 years of relevant experience	**System and network management**: Maintain computer hardware, Software, networks, and applications at AMDA **Website Maintenance**:- Maintain and updation of AMD's official website. **Troubleshooting and support**:-Diagnose and resolve technical issues for users, including hardware malfunctions and software faults. **Security**:- Implement and maintain security protocols, such as fireballs, to protect against cyber threats. **User support and training**:- Set up user accounts, provide technical assistance to end user and conduct training sessions to improve productivity. **Data Management and Documentation**:- Maintain detailed records of systems processes and solution to past issues for future reference. **Performance optimization**:- Monitor system performance and make adjustments to optimize efficiency and reliability. **Day to Day functioning**:- Perform various functions related to day to day functioning of the organization and assist in secretarial work	28 Years (As on interview date)	**24,356/-** (EPF as applicable)	**Date: 21/01/2026 Time:11:00 AM to 1:00 PM** **Venue:-** Intelligent Communication Systems India Limited, Administrative Building, Post Office, Okhla Industrial Estate, Phase-III, New Delhi-110020

P.A. to Chairman (1 No.)	Graduation in any stream with minimum One Year Diploma in Secretarial Practice from a recognized institute. Shorthand speed of 100 words per minute and typing speed of 40 words per minute in English. "O" or higher level certificate course conducted by DOEACC or equivalent as recognized by University /Institute of Govt. of India. **Desirable**: proficiency in MS Word, preparation of PPT, Excel sheets etc.	**i.** Maintain and manage the appointments, meetings and schedule. **ii.** Screen, prioritized, and respond to emails, phone calls and correspondence. **iii.** Draft, review and format official letters, reports, memos and presentation. **iv.** Organize and coordinate meetings, prepare agendas, and take minutes. **v.** Handle confidential and sensitive information with discretion. **vi.** Act as a liaison between the internal departments or external stakeholders, especially government departments utilizing outsourced manpower. **vii.** Track and follow up on pending issues, approvals and compliance related to work. **viii.** Office management and Technical support to the designated authority. **ix.** Maintain proper filing and documentation system (Both physical and electronic) **x.** Support logistical arrangements for meetings, workshop and field visits. **xi.** Any other work assigned by authorities time to time. **Skills:** **i.** Proficient in MS Office (Word, Excel, PowerPoint, Outlook) **ii.** Excellent written and verbal communication in English and Hindi. **iii.** Strong organizational, time management and multitasking abilities. **iv.** Ability to handle confidential matters professionally. **v.** Familiarity with government office procedure and formats is desirable.	30 Years (As on interview date)	**25,190/-** (EPF as applicable)	

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. **Fifteen (15) days 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