

## Intelligent Communication Systems India Ltd. (ICSIL)

Administrative Building, 1st Floor, Above Post Office  
Okhla Industrial Estate, Phase-III, New Delhi-110 020

Online applications are invited for the post of **Clerk-cum-Computer Operator/Data Entry Operator** purely on Contractual / Outsourced basis to be deployed in **Delhi Building and Other Construction Workers Welfare Board (DBOCWWB), GNCT of Delhi** and also for empanelment of candidates for deployment to other Govt. Departments in future.

The candidate shall apply online through ICSIL's website [www.icsil.in](http://www.icsil.in) (under Career section) within a time slot given below:-

**Opening time 12:00 (Noon) on 21/02/2022**

**Closing time 12:00 (Noon) on 22/02/2022**

The details of the vacancies are given as under:-

Name of Post & Number of Posts	Educational Qualification	Post Qualification Experience	Wages	Minimum Age
Clerks-cum-Computer Operator/Data Entry Operator  24 Nos.	(i) Bachelor Degree (ii) Typing speed 30 w.p.m. (iii) Good Working knowledge of English & Computer Application like MS-Office.	<b>Desirable:-</b> 01 years experience in the relevant field in any reputed organization	As per Minimum Wages Act of GNCTD for Graduate & above	21 Years as on 1 <sup>st</sup> January 2022

### TERMS & CONDITIONS:-

1. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be charged at the time of final joining after selection.
2. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
3.
  - i) The short listing of candidate(s) for the panel will be based on scrutiny of documents related to their age, qualification, and experience etc. and as found eligible as per prescribed criteria and subsequent interaction of candidate by the department.
  - ii) Finally selected candidate(s) by the department shall be considered for deployment on purely contractual / outsourced basis for a fixed period or till expiry of the contract or till regular incumbents join posts.
4. ICSIL does not guarantee any deployment of all the shortlisted candidate(s).

5. No TA/DA will be given to the candidate(s) for appearing for the Interaction/documents verification etc. when called.
6. The place of deployment will be anywhere in Delhi/NCR. The candidate(s) may have to work in shift(s)/rotational basis as per departmental requirement. No extra conveyance will be paid by ICSIL.
7. The Candidate(s) 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.

**The candidate(s) shall follow all the Covid-19 SOPs during document verification and subsequent interview/interaction failing which they shall not be considered.**

8. The details of the candidate in the application form must be the same as mentioned in the certificate of Class 10<sup>th</sup>, PAN Card and Aadhaar Card. In case the candidate has changed his/her name subsequent to Class 10<sup>th</sup>, the evidence to that effect should be furnished at the time of interaction/documents verification also.
9. Canvassing/trying to influence ICSIL's employees to secure the job in any manner shall disqualify the candidate(s).
10. ICSIL has a 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 giving any notice.
12. Candidate(s) must furnish correct information regarding their age, qualification and experience while submitting the online form.
13. An incomplete application shall be summarily rejected.
14. The Candidate(s) must keep on watching ICSIL's website ([www.icsil.in](http://www.icsil.in)) for any corrigendum/notification in respect of this vacancy.
15. In case the information filled online is incomplete and not matching the prescribed criteria, the application will be rejected on the basis of form filled and ICSIL is not liable to call them for document(s) verification/any round of screening thereafter.
16. In case at any stage of recruitment process the documents/information provided by the candidate(s) is found fake or misleading his/her candidature is liable to be rejected.
17. **Candidates will be called for screening/document verification/typing test in the ratio of 1:30 in order of application ids or as per the requirement.**