

## 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 Data Entry Operators on Contractual Outsourced basis to be empanelled for the **Directorate of Education, GNCT of Delhi/any other department** for future deployment.

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

**Opening time 12:00 (Noon) on 13/09/2021**

**Closing time 12:00 (Noon) on 16/09/2021**

### Details of Posts:-

Name of Post	Essential Qualification & Experience	Wages (In Rs.) (as per minimum Wages GNCT of Delhi)
Data Entry Operator	10+2 Pass and working knowledge of MS Office  Typing Speed: 30 wpm	19,291/-

### Terms & Conditions: -

1. The candidates will be called for verification of qualification criteria as per the eligibility for the said post. And candidates will also be required to appear for skill test and for Interaction. Also, the Candidates are required to have valid email ID and active mobile number. All correspondences will be made through email/SMS only. The candidates must, therefore, regularly check their e-mail/ SMS on their registered e-mail ID and Mobile No.
2. Candidates are required to bring the original documents in support of all the educational qualification, experience and its self-attested copies when they are called for the verification / screening of document / Typing Test/interaction. All communications shall be made through E-mail / mobile no. mentioned by the candidate while applying online. No Hardcopies of the documents are required to be sent by post.
3. Short listing of the candidates for the advertised post will be based on meeting the prescribed eligible Qualification criteria, typing/skill test criteria and the performance during interaction.
4. Total Registration fees of Rs.1000/ (Non-refundable) shall be taken. A fee of Rs. 200/- (Non-refundable) shall be taken at the time of typing test and balance Rs. 800/- (Non-refundable) will be taken at the time of appointment.
5. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves their eligibility before submitting the online application.
6. The shortlisted candidates shall be considered for deployment on purely contractual basis in any Government school under Directorate of Education/any other department, Govt. of NCT of Delhi as per the requirement. Refusal to join assigned school/any other department may render the candidature cancelled.
7. Eligible candidates after the document's verification programme shall be called for interaction/skill test etc. ICSIL does not guarantee deployment of all shortlisted candidates.
8. The deployment of the candidates to department is subject to his/her suitability in the skill test /formal interaction. The shortlisted candidates will be kept in the panel of ICSIL for deployment in the schools/any department as and when required.
9. No TA/DA will be provided to candidates for appearing for the Interaction/ typing test.

- 10.** The place of deployment will be Delhi only. Candidates must be willing to travel to any place in Delhi as part of their job. They may work on morning/evening shift as per school/department's requirement.
- 11.** The qualification of the candidates must be from recognized Board as prescribed.
- 12.** In case of any query, the candidate may call ICSIL reception, Telephone No's: 011- 40538951.
- 13.** Candidates must bring original and self-attested copies (one set) of all the documents (including educational/professional qualification from recognized institutions) given below for the document verification purposes:
  - i. Class X Certificate & Marksheet
  - ii. Class 10+2 Certificate & Marksheet
  - iii. Pan Card
  - iv. Aadhar card
  - v. Two Passport size photographs
- 14.** Candidate must furnish correct information regarding age and qualification while submitting the form online.
- 15.** Incomplete application shall be summarily rejected.
- 16.** In case the information filled in online form is incomplete and not matching the prescribed criteria, their application will be rejected on the basis of form filled and ICSIL is not liable to call them for document verification/any round of screening thereafter.
- 17.** The details of the candidate in the application form must be the same as mentioned in the certificate of Class 10th Certificate and PAN Card and Aadhar Card. In case the candidate has changed his/her name subsequent to Class 10<sup>th</sup> or otherwise the evidence to that effect should be furnished at the time of interaction/documents verification also.
- 18.** Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
- 19.** ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
- 20.** ICSIL has the right to withdraw this advertisement at any time without any notice.
- 21.** Candidate must keep on watching ICSIL website ([www.icsil.in](http://www.icsil.in)) for any Corrigendum/notification in respect of this vacancy.