

Intelligent Communication Systems India Ltd. (ICSIL)

**(A Joint venture of TCIL - A Govt. of India Enterprise and
DSIIDC - an undertaking of Delhi Govt.)**

**Administrative Block, 1st Floor, Okhla Industrial Estate,
Phase-II, New Delhi-110020**

M/s ICSIL Intends to fill up posts of Graphic Designer (01 Post), Finance Executive (01 Post), PR Executive (02 Posts), Law Assistant (01 Post), IT Assistant (03 Posts), Assistant HR Executive (01 Post) purely on contractual outsourced basis to be deployed in Delhi Tourism & Transportation Development Corporation Limited (An Undertaking of the Government of Delhi), initially for a period of one year.

Interested candidates may visit website www.icsil.in (under "Career" option) for complete details regarding eligibility criteria, qualification, remuneration and experience, last date & future amendments, if any.

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 **various posts** purely on Contractual Outsourced basis to be deployed in **Delhi Tourism & Transportation Development Corporation (DTTDC), GNCTD.**

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

Note: Opening time 6:00 PM on 23/07/2024
Closing time 6:00 PM on 06/08/2024

Note: Candidate may apply for any job through ICSIL website only after depositing one time registration fee of Rs. 590/- (Non-refundable).

Details of Post:-

S.No.	Post Name & Nos.	Essential Qualification	Essential Work Experience	Job Description	Age Limit	Remuneration (PM) in Rs.
1	Graphic Designer (1 No.)	Diploma in Graphic Design / Visual Arts from a reputed government or private institute.	02 years as a Graphic Designer	<p>At DTTDC we see Graphic Designer (GD) as a visual storyteller who engages, informs, inspires, who can understand concepts and ideas and create visual representations, in Digital, Print and electronic media.</p> <p>The Graphic designer shall be responsible for designing at every step of the design process, from concept to final deliverables.</p> <p>Working with media team in DTTDC, the graphic designer should be able to take written or spoken ideas and convert them into a design that connects.</p> <p>Graphic Designer shall have a thorough understanding of branding and marketing, and be able to find the right style and layout for every project and create and design various materials for print and digital collateral, using graphic design software's</p>	35 years	Rs.50300/- per month EPF as applicable
2	Finance Executive (1 No.)	Qualified CA/CMA with minimum 2 years of experience. Knowledge of Taxation, finalization of accounts / Balance Sheet.	02 years	<p>Consolidation and Preparation of Balance Sheet / finalization of accounts.</p> <p>Proficiency in computation of advance tax, computation of TDS, TCS, GST, GST TDS, DVAT etc.</p> <p>Knowledge of preparing assessment document for Income Tax Department and GST Department and VAT Department.</p> <p>Coordination with Statutory Auditor, Internal Auditor and CAG Auditors. Statutory compliances as per various Acts, having knowledge of Companies Act, 2013.</p>	30 years	Rs.60,000/- 70,000/- per month (Based on knowledge and experience) + EPF as applicable
3	PR Executive (2 Nos.)	Candidate should be Graduate from reputed university with good academic background. Post Graduates degree or diploma	Candidate should have 2-3 year experience in writing contents for brochures booklets, leaflet etc. Developing Media Relations /	The candidate should be able to write content on topics such a Tourism, Travel, India History and Cultural. Proficiency in designing and should be able to create effective impactful and ethical creative to market Delhi as a Tourist Destination. Timely execution of activities through effective planning	32 Years	Rs, 63,800 + EPF

		in Mass Communication / Journalism with excellent command over written English. Desired Qualifications: Experience writing contents for brochures, leaflet etc. Developing Media Relations / editing news reports, articles, press release etc.	editing news reports, articles, press release etc. and should be also to create original content for website and online media marketing. Excellent writing edition and communication skills in English and computer skills/ internet marketing and usage skills	and time management. Ability to handle pressure.		
4	Law Assistant (1 No.)	Having degree of Law from a recognized University (enrolled with Bar Council of India	3-7 years experience in dealing of arbitration cases, civil, and contract law / labour laws and service matters	Candidate is timely attending the Court matters before various Courts and Arbitral Tribunals / judicial / Quasi Judicial Authorities and also watched the daily cause list of High Court so that matter can be timely attended and to avoid any ex-party orders against the department.	32 Years	Rs, 40,000 + EPF
5	IT Assistant (3 Nos.)	Graduate 01 year advance diploma in computer application	5 years in any Government organization/PSU/ Deptt.	IT Assistant will be used to look after the work of data preparation, related to all divisions of DTTDC. He will also coordinate to organize virtual meetings whenever required and preserve / update records of all divisions, for their respective offices. IT Assistant required for GAD Division will be used for co-coordinating with various manpower agencies, for preparation of consolidated monthly absentee and to check that agencies are paying their contribution towards PR/ESI. he will also be handling the works related in GeM procurement and will assist in the yearly audit of GeM procurement.	37 Years	Rs.48,000/- Per Month EPF as applicable.
6	Assistant HR Executive (1 No.)	MBA in HR /Graduate with PG Diploma in Personnel Management from reputed University / Institute.	3-5 years experience in HR Field.	Personnel/ Service matter & policy related matter with typing and computer knowledge.	33 Years	Rs, 50,300 + EPF

TERMS & CONDITIONS:-

1. Candidates are advised to go through the link [How to apply for current Jobs](#) which is available on Current Job section under Career tab
2. 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.
3. In order to apply for a post the candidate's profile must match the eligibility criteria mentioned in the advertisement for the post.
4. Candidates can update their profile.
5. 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](tel:011-40538951)

6. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
Documents produced physically at the time of document verification must match with the documents uploaded while applying for the job, otherwise the application will not be considered for further processes.
7.
 - 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 of candidate by the department.
 - ii) Finally selected candidates by the department shall be considered for deployment on purely contractual / outsourced basis for a fixed period or till expiry of contract or till regular incumbents join posts.
 - iii) In case number of eligible applicants is disproportionately exceed number of positions, then short listing of applicants for interview may be made on the basis of any criteria as deemed fit and found to be rational.
8. ICSIL does not guarantee deployment of all shortlisted candidates.
9. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
10. 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.
11. 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.
The candidates shall follow all the Covid-19 SOPs during document verification and subsequent interview/interaction failing which they shall not be considered.
12. 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 10th, the evidence to that effect should be furnished at the time of interaction/documents verification also.
13. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
14. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
15. ICSIL has the right to withdraw this advertisement at any time without any notice.
16. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
17. Incomplete application shall be summarily rejected.
18. Candidate must keep on watching our ICSIL website (www.icsil.in) for any Corrigendum/notification in respect of this vacancy.
19. 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.
20. 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.