

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

**Advertisement for the post of Secretariat Assistant for a Department of Govt. of NCT Delhi, purely on contract basis.**

**The Last date of receipt of the application is 27.07.2017. Candidates must apply ONLINE ONLY through careers tab on ICSIL official website i.e. <http://www.icsil.in>**

Applications from the eligible candidates are invited to fill up One (1) posts of Secretarial Assistant purely on contract basis

**PROFESSIONAL REQUIREMENTS:**

- CS Executive (CS Intermediate) from the Institute of Companies Secretaries of India

**Experience:**

- I- Exposure to Corporate Laws & Practices is a must. Candidate should be well conversant with the provision of Companies Act, 2013 & the rules framed there under and have exposure of annual & routine filling of ROC forms and maintaining stator records.
- II- The candidates who have already completed their training requirements under the guidelines of Institute of company Secretaries of India may only apply.
- III- Experience of working of Government Department would be preferred.

- Posting will be in Delhi.

- Maximum age limit : 30 Years (as on 31/07/2017)

**Remuneration:**

**I. Remuneration will be paid Rs 21000/-per Month**

**Selection Process:-**

Selection will be carried out by an employee selection committee after scrutiny of document at ICSIL's office.

**GENERAL TERMS & CONDITIONS:**

- I- Interested candidates must apply online only latest by ..... on our website [www.icsil.in](http://www.icsil.in). Applications received by post or personally or email etc. will not be entertained. Aadhaar Card and PAN Card are mandatory.
- II- The above requirements are subject to change at any given point of time and the ICSIL reserves the right whether or not to fill up any post. No appeal will be entertained or accepted. It would not be obligatory on the part of ICSIL to call for selection every candidate who possesses the essential qualification and no representation in this regard will be entertained from any candidate.
- III- The appointments for the post of Secretarial Assistant shall be on "purely contractual basis.
- IV- ICSIL reserves the right to restrict the number of candidates for selection to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement & other academic achievements.

- V- ICSIL also reserves the right of rejecting any or all the application without assigning any reasons therefore.
- VI- No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct selection process and reasons for not being called screening.
- VII- The candidates applying for the Test should bear the cost of travelling and stay under their own arrangement and no refund will be allowed under any circumstances. The candidates must check their eligibility in terms of qualification and experience etc. from the website of ICSIL.
- VIII- Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
- IX- In case of selection, the employment shall be subject to verification of original certificates/testimonials and KYC details at the time of joining and completion of other formalities otherwise the candidature shall be rejected.
- X- - ICSIL shall not be responsible for any postal delay / loss in transit at any stage of the recruitment process. No request in this regard will be entertained.
- XI- - The post advertised is meant for different locations in Delhi as per the requirement.
- XII- - Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/curtail the recruitment process without any further notice and without assigning any reason thereof.
- XIII- - Candidates are advised to ensure while applying that they full fill the eligibility criteria and other requirements mentioned in this advertisement and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not full fill the eligibility criteria and/or does not comply with other requirements of this advertisement and/or he/she has furnished any false/incorrect information or has suppressed any material fact(s), their candidature is liable to be rejected. If any of the above shortcomings are detected, even after appointment, their services are liable to be terminated without any notice.
- XIV- **ICSIL reserve the right to modify, postpone or cancel the requirement without assigning any reason.**

**Applications received in response to this advertisement will be valid for three months from the date of conclusion of the advertisement. Note:- Merely applying for the job dose not entitles you for getting the Job.**