REQUIREMENT FOR THE POST OF <u>FACILITATOR & PROGRAM MANAGER</u> PURELY ON CONTRACT BASIS

Interested candidates must apply **ONLINE latest by 24/01/2018, 17:00 hours**.

Details of the post are as under:

S.No.	Post Name	Essential Qualification	Age Limit	Experience	JOB DESCRIPTIONS	Remuneration (In Rs.)
1.	Facilitator	Master or Bachelor Degree	40 Years	3 Years Experience in the fields of related task forces.	Facilitator shall coordinate between allocated task force and Department authority, For the purpose, he/she will keep track of functioning of allocated task force as per schedule/parameters/ as decided by department authorities. He/she will document the requirements intimated by allocated Task Forces in terms of resources, information and other items related to their assigned areas. The said requirements then will be reported to the authorities of department. He/she will obtain reports from the Task forces with regard to the assignment given to them as per parameters/proformas as required by department authorities.	36000/- per month
1.	PROGRAM MANAGER	Master or Bachelor Degree in any stream	40 Years	Experience in the field of related task forces.	Program Manager will define, set up and monitor all internal and external programs, projects and tasks. He/she will closely follow the road map, drive publishing citizen engagement, crowd sourcing and be responsible to deliver up to date status, information and projects.	36000/- per month

Period of Contract :- Initially period of contract up to 31/03/2018 & may be extended.

TERMS & CONDITIONS:-

1. Applicants are required to apply ONLINE from 03/01/2018 to 24/01/2018 through the website www.icsil.in (under Careers Section). No other mode of application will be accepted in any case.

2. Applicants after applying "ONINE" as above are required to submit Hard copies of the documents pertaining to Qualification, Experience or any other document asked for, duly self attested with application job ID on the envelope within 3 working days after the last date of advertisement at the following Address

Your "ONLINE" application will not be considered, in case hard copies of relevant documents as above are not received within the stipulated time as above.

ICSIL Reception, Desk Officer (Mr. O. P. YADAV)
INTELLIGENT COMMUNICATION SYSTEMS INDIA LIMITED (ICSIL)
ADMINISTRATIVE BUILDING, 1st Floor, Above Post Office,
OKHLA INDUSTRIAL ESTATE, PHASE – III,
NEW DELHI -110020

3. **Candidates will be called for the interaction, as per requirement of the post through SMS/ E-mail.**

4. One time Registration fees of Rs. 1000/- (Non-refundable) shall be taken at the time of final Joining.

5. The interested applicants are advised to go through the Eligibility Criteria's carefully and ascertain themselves regarding their eligibility.

6. The shortlisted candidates shall be considered for deployment on purely contractual basis in various Departments of Govt. of NCT, Delhi as per the requirement of the Department.

7. Final selection of candidates for the panel will be based on the performance in the interaction and as found eligible as per prescribed criteria. **ICSIL does not guarantee deployment of all shortlisted candidates from panel.**

8. The deployment of the candidates from the panel to any department is subject to his/her suitability in the formal interaction conducted by user department. The shortlisted candidates will be kept in the panel of ICSIL for deployment in the departments.

9. No TA/DA will be provided to candidates for appearing for the Interaction.

10. The place of deployment will be Delhi/NCR. Candidates must be willing to travel to any place in Delhi/ NCR as part of their job. They may work on shift/ rotational basis as per department requirement.

11. The qualification of the candidates must be from recognized University/ Institution.

12. Candidates with last semester result awaited or incomplete degrees are not eligible to apply.

13. Candidates must bring following documents (in Original and one copy of self attested documents) on the date of interaction for verification purpose otherwise they will not be allowed to appear in the interaction.

    i.   Class X Certificate
   ii.   Class 10+2 Certificate
  iii.   Graduation or Post Graduation Certificate
  iv.   Experience Certificate in relevant field
   v.   Pan Card
  vi.   Aadhar card
 vii.   One Passport size photograph

14. The name of the candidate in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to Class X, the evidence to that effect should be furnished at the time of interaction.

15. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.

16. ICSIL has right to accept or reject the application without assigning any reason thereof.

17. ICSIL has the right to withdraw this advertisement at any time.

18. Last Date of Online registration is 24/01/2018.