Online applications are invited for the post of "Data Entry Operator" purely on Contractual Outsourced basis to be deployed in **Delhi Urban Shelter Improvement Board (DUSIB)**,and also for empanelment of candidates for deployment to other Govt. Departments in future.

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

Note: Opening time 12:00hrs (Noon) and date 12/01/2021

Closing time 12:00hrs (Noon) and date 13/01/2021

Details of Posts:-

S. N o.	Post Name	Essential/ Desired Qualification	Experience	Age Limit	Remuneration (Per Month)	No. Of posts
1	Data Entry Operator	1. Graduate 2. Typing Speed 45 wpm and above. 3. Certificate course "O Level" from DOEACC Society.	Two (2) Years experience of E-Tendering, reply of RTI/PGMS/CPGRA etc. in Govt. Deptt.	NIL	20,430/- As per minimum wages of GNCT of Delhi	Two (2)

TERMS & CONDITIONS:-

1. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be charged at the time of final Joining.
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 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 initially for a period of one year which may be extended on the basis of performance of the candidate / project extension whatever the case may be.

4. ICSIL does not guarantee deployment of all shortlisted candidates.
5. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
6. 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.

7. The candidates must fill in form on the spot and paste photograph duly signed along with a set of self attested photocopies of relevant documents related to qualification and experience as per eligibility criteria mentioned.

Also, Candidates must produce original documents at the time of document verification on the date of interview/ interaction for document verification purpose 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.

8. 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.

9. Canvassing/trying to influence ICSIL employees to secure the job in any manner shalldisqualify the candidate.

10. ICSIL has 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.