Advertisement For Website

ICSIL invites applications from Eligible Candidates to fill up vacancies of about **670 numbers of IT Assistants and formation of a panel for further vacancies arising in various Government Schools in Delhi on purely contractual basis** as follows:

S. No.	Name of the Post	Qualification	**Experience**	Other Requirement	Job Description	Remuneration
1	I.T. Assistant	Master of Computer applications (M.C.A.) Or M.Sc. (Computer Science) Or B.E. (Computer) Or B.Sc. with Computer Science/IT Or Bachelor in Computer Application (B.C.A.) Or Graduates in any discipline with at least one year Diploma in Computers.	• Candidate must possess an experience of at least six months in the field of computer application • Candidate should be well conversant in spoken as well as written Hindi & English languages.	Candidate must have minimum typing speed of 20 wpm with minimum 80 % accuracy.	• Candidate shall work in schools at different locations in Delhi. • Candidate must possess knowledge of MS-WORD, MS-EXCEL AND INTERNET.	• Rs.18332/- As per Minimum wages Act (EPF & ESIC as per the govt. rules / act to be deducted.)

NOTE:
- The process for short listing of the Eligible Candidates will be initiated simultaneously during the period of ONLINE submission of applications itself.
- The candidates will be called in the order of Application ID in phases for verification of qualification criteria as per the eligibility for the said post. Subsequently, the eligible candidates will appear for typing test and for Interaction. Candidates are required to have valid email id and active mobile number. All correspondences will be made through e-mails/sms only. The candidates must, therefore, regularly check their e-mail ids/ sms on their registered e-mail ID and Mobile No.
- Candidates must bring all of their original documents as given below and its self attested photocopies with the application form duly filled in. The application form can be downloaded from the website.
- Short listing of the candidates for the above mentioned post will be based on meeting the prescribed eligible Qualification criteria, typing test criteria and the performance during interaction.

TERMS & CONDITIONS:-

1. Applicants are required to apply ONLINE from 17.04.2018 to 07.05.2018 through the website www.icsil.in (under Careers Section). No other mode of application will be accepted in any case.

2. Candidates are required to bring the original documents 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 / SMS mentioned by the candidate while applying online. No Hardcopies of the documents are required to be sent by post.

3. Total Registration fees of Rs.1000/ (Non-refundable) shall be taken. Fees 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.)

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

5. The shortlisted candidates shall be considered for deployment on purely contractual basis in any Government school under Directorate of Education, Govt. of NCT, Delhi as per the requirement.

6. Candidates eligible after the typing test shall be called for interaction/ skill test. **ICSIL does not guarantee deployment of all shortlisted candidates.**

7.The deployment of the candidates to department is subject to his/her suitability in the formal interaction. The shortlisted candidates will be kept in the panel of ICSIL for deployment in the schools as and when required.

8. No TA/DA will be provided to candidates for appearing for the Interaction/ typing test.

9. 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 requirement.

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

11. In case of any query the candidate may call the Front Desk Officer Sh. O.P Yadav Telephone no 011-26830347/ 011- 26830338.

12. ICSIL reserves the right to restrict the number of candidates for typing test/interaction to a reasonable limit on the basis of number of vacancy.

13. Candidates with last semester result awaited or incomplete degrees are not eligible to apply and their application will be rejected.

14. Candidates must bring original and self attested copies (two sets) of all the document given below for the verification purpose. Candidates meeting the eligibility criteria will be allowed to appear for typing test.

    i.   Application form duly filled in and signed alongwith Application ID generated after submitting online application.
   ii.   Class X Certificate
  iii.   Class 10+2 Certificate
  iv.   Graduate Degree as mentioned above.
   v.   Experience Letter
  vi.   Computer Diploma (Wherever required)
 vii.   Pan Card
viii.   Aadhar card
  ix.   Five Passport size photographs

15. The name and DOB of the candidate in Aadhar Card and Pan Card should be same and there should not be mismatching.

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

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

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

19. Last Date of Online registration is 07.05.2018.