

**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 12:00 hrs (Noon) on 25/11/2023**  
**Closing time 12:00 hrs (Noon) on 10/12/2023**

**Details of Post:-**

S.No .	Post Name & Nos.	Essential Qualification	Essential Work Experience	Job Description	Age Limit	Remuneration (PM) in Rs.
1	<b>Graphic Designer</b> (1 No.)	Diploma in Graphic Design/Visual Arts from a reputed Govt. or private institute	<b>2 Years</b> as Graphic Designer	<ul style="list-style-type: none"><li>At DTTDC we see Graphic Designer as a visual storyteller who engages, informs, inspires ,who can understand concepts and ideas and create visual representations in Digital, Print and Electronic Media.</li><li>The GD shall be responsible for designing at every step of the design process from concept to final deliverables.</li><li>Working with media team in DTTDC, the Graphic Designer should be able to take written or spoken ideas and convert them into design that connects.</li><li>Graphic Designer shall have a thorough understating 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</li></ul>	<b>40 Years</b>  (as on last date of advertisement)	<b>50,300/-</b>  (EPF as applicable)
2	<b>Travel Executive</b> (1 No.)	Graduate with Diploma Course conducted by IATA/UFTAA Or a Graduate in Tourism with a certificate course in Ticketing Reservation, Fare Construction etc. approved by IATA.	<b>Five years'</b> experience in the international air ticketing reservation, fare construction etc. out of which <b>4 years</b> recent experience should be with approved IATA agent.	Booking of Air Tickets (Domestic as well international ) including preparation and booking of travel , boarding and lodging arrangement	<b>40 Years</b>	<b>63,800/-</b>  (EPF as applicable)
3	<b>Assistant Travel Executive</b> (1 No.)	Graduate with Diploma Course conducted by IATA/UFTAA Or a Graduate in Tourism with a certificate course in Ticketing Reservation, Fare Construction etc. approved by IATA.	<b>Three years'</b> experience in the international air ticketing reservation, fare construction etc. out of which <b>2 years</b> recent experience should be with approved IATA agent.	Booking of Air Tickets (Domestic as well international ) including preparation and booking of travel , boarding and lodging arrangement	<b>40 Years</b>	<b>50,300/-</b>  (EPF as applicable)

4	<b>Stenographer (English)</b> (2 Nos.)	12th pass from a recognised Board / University  Shorthand Speed 100 words per minutes Typing Speed 40 words per minutes	2 Years	<p>Stenographers are tasked with accurately transcribing and documenting the speeches of senior officers. These written records are essential for maintaining official communication and historical records.</p> <p>Stenographers often attend official meetings, where they diligently take notes and transcribe them in typed note.</p> <p>Stenographers maintain a well-organized and efficient filing system for all official documents. This includes records, reports, and important correspondence, ensuring easy retrieval and reference when needed.</p> <p>Stenographers play a crucial role in ensuring that all proceedings are conducted smoothly. They provide valuable support to officers, facilitating the efficient functioning of government operations.</p> <p>As part of the governmental side, Stenographers help in shaping the government's image on various issues.</p>	35 Years	<b>Rs.36,200/- per month</b>  <b>(EPF as applicable)</b>
5	<b>Finance Executive</b> (2 Nos.)	Qualified CA/CMA with minimum 2 years of experience. Knowledge of Taxation, finalisation of accounts / Balance Sheet.	02 years	<p>Consolidation and Preparation of Balance Sheet / finalisation 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 (Candidates working in DTTDC will be given relaxation in age and experience by one year)	<b>Rs.60,000/- per month (Based knowledge and experience)</b>  <b>(EPF as applicable)</b>
6	<b>Jr. Finance Executive</b> (5 Nos.)	CA/CMA (Inter) with 2 years experience and working knowledge of Tally & Good knowledge of Excel. OR M.Com with 3 years experience and working knowledge of Tally & Good knowledge of Excel OR B.Com with 5 years experience and working knowledge of Tally & Good knowledge of Excel.	2 Years   3 Years   5 Years	<p>Maintenance of Books of Account, Bank reconciliations, Debtor and Creditor reconciliation, Sales record, purchase record, preparation of E-invoicing.</p> <p>Preparation of TDS Data, GST and DVAT data, debtor creditor aging reconciliation revenue and expense.</p> <p>Preparation of operating revenue statement.</p> <p>Preparation of Advance tax reconciliation of 26AS.</p>	30 years (Candidates working in DTTDC will be given relaxation in age and experience by one year)	<b>Rs.30,000/- per month (Based knowledge and experience)</b>

**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. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be charged at the time of final joining after selection.
7. 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.
8. **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 disproportionally 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.
9. ICSIL does not guarantee deployment of all shortlisted candidates.
10. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc. when called.
11. 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.
12. 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.**
13. 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.
14. Canvassing/trying to influence ICSIL employees to secure the job in any manner shall disqualify the candidate.
15. ICSIL has right to accept or reject the application(s) without assigning any reason thereof.
16. ICSIL has the right to withdraw this advertisement at any time without any notice.
17. Candidate must furnish correct information regarding age, qualification and experience while submitting the form online.
18. Incomplete application shall be summarily rejected.
19. Candidate must keep on watching our ICSIL website ([www.icsil.in](http://www.icsil.in)) for any Corrigendum/notification in respect of this vacancy.
20. 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.
21. 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.

