

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

Intelligent Communication Systems India Limited (ICSIL) is a joint venture with majority stake of Telecommunications Consultant India Limited (TCIL), a Government of India Enterprise and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC), a Government of Delhi undertaking.

ICSIL is an ISO 9001:2015 certified company and holds status of a Public Sector Undertaking. ICSIL undertakes works pertaining to Telecom / Hardware / Software / IT Solutions & Manpower Outsourcing.

Online applications are invited from eligible officers/employees of **Central/State Government Departments, Autonomous Bodies and Central/State PSUs** for appointment to the following posts in ICSIL on **deputation basis through proper channel**.

Interested candidates shall first **register and apply online** through the ICSIL website www.icsil.in under the **Careers** section within the following window:

Opening: 06:00 PM on 28/09/2026

Closing: 06:00 PM on 19/10/2026

Thereafter, the duly completed **Annexure-I including Employer's Forwarding Letter** shall be submitted **offline in a sealed envelope** at the address specified in the Advertisement, before the prescribed deadline.

Note: Candidates shall pay a **one-time, non-refundable registration fee of INR590/-** before applying online. The fee is applicable for registration with ICSIL.

1. Details of Posts

Name of Post	No. of Posts	Minimum Educational Qualification	Eligibility	Maximum Age Limit as on 25/09/2026	Pay Scale as per IDA pattern
Assistant General Manager (HR & Admin.) (E4 grade)	One	Graduation in any discipline plus MBA(HR) (MBA by correspondence not allowed)	Currently holding post at E3 – IDA in Central / State PSU or level 10 of CDA pay matrix (7 th PRC). Overall 15 year relevant experience with minimum 3 years in the current scale.	45 years	E 4 Grade 70,000/- 3% - 2,00,000/- + allowances as applicable
Deputy General Manager (Outsourcing) (E5 Grade)	One	Graduation in any discipline plus MBA(HR) (MBA by correspondence not allowed)	Currently holding post at E4 - IDA in Central / State PSU or level 11 of CDA pay matrix (7 th	45 years	E5 Grade 80,000/- 3% - 2,20,000/- + allowances

			year relevant experience with minimum 3 years in the current scale.		ble
Deputy General Manager (Projects)	One	Bachelor of Engineering (Full Time) in IT/Computer Science/Electronics & Communication /Electrical Engineering/Electrical & Electronics/AMIE Or MCA (MCA by correspondence not allowed)	Currently holding post at E4 - IDA in Central / State PSU or level 11 of CDA pay matrix (7 th PRC). Overall 20 year relevant experience with minimum 3 years in the current scale.	45 years	E5 Grade 80,000/- 3% - 2,20,000/- + allowances as applicable
Junior Accounts Officer (Finance & Accounts)	One	M.COM/ CA-INTER/ ICMA – INTER	Currently holding post in the pay scale of 32,000/- to 78,000/- in Central / State PSU or equivalent level in CDA pay matrix. Overall 10 year relevant experience with minimum 3 years in the current scale.	45 Years	N7 Grade 35,000/- 3% - 87,000/- + allowances as applicable.
Sr. Accountant (Finance & Accounts)	One	MCOM/CA-INTER/ICMA – INTER	Currently holding post in the pay scale of 28,000/- to 74,000/- in Central / State PSU or equivalent level in CDA pay matrix. Overall 05 year relevant experience with minimum 3 years in the current scale.	40 Years	N6 Grade 32,000/- 3% - 78,000/- + allowances as applicable

Sr. Supervisor (Outsourcing)	One	Graduate + MBA (HR) (MBA by correspondence not allowed)	Currently holding post in the pay scale of 28,000/- to 74,000/- in Central / State PSU or equivalent level in CDA pay matrix. Overall 05 year relevant experience with minimum 3 years in the current scale.	40 Years	N6 Grade 32,000/- 3% 78,000/- + allowances as applicable
Supervisor (Outsourcing)	Two	Graduate + MBA (HR) (MBA by correspondence not allowed)	Currently holding post in the pay scale of 24,500/- to 63,000/- in Central / State PSU or equivalent level in CDA pay matrix. Overall 0-2 year relevant experience	35 Years	N5 Grade 28,000/- 3% 74,000/- + allowances as applicable
Sr. Supervisor (Legal)	One	Graduate + LLB (Regular) (LLB by correspondence not allowed)	Currently holding post in the pay scale of 28,000/- to 74,000/- in Central / State PSU or equivalent level in CDA pay matrix. Overall 05 year relevant experience with minimum 3 years in the current scale.	40 Years	N6 Grade 32,000/- 3% 78,000/- + allowances as applicable

Junior Engineer Gr. 1 (Projects)	One	10 th + 3 years regular diploma course in IT/Projects	Currently holding post in the pay scale of 32,000/- to 78,000/- in Central / State PSU or equivalent level in CDA pay matrix. Overall 10 year relevant experience with minimum 3 years in the current scale.	45 Years	N7 Grade 35,000/- 3% - 87,000/- + allowances as applicable.
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2. Eligibility

Officers working in the **Central Government/State Government, Autonomous Bodies, Central/State PSUs or other Government organizations** and possessing the requisite qualifications, experience and eligibility criteria as prescribed for the respective post may apply.

3. Terms of Deputation

The appointment shall be made on **deputation basis** for an initial period of **three years**, which may be extended for a further period of two years as per the applicable rules and the requirements of the Company.

The terms and conditions of deputation shall be governed by the applicable rules and guidelines of the lending organization and the terms prescribed by ICSIL from time to time.

4. Job Description/Responsibilities

Assistant General Manager (HR & Administration)

- I. **Control, supervise & monitor the HR and Administration team.**
- II. **Recruitment and On boarding:** Assist with sourcing, screening, and interviewing candidates; manage on boarding processes.
- III. **Employee Relations:** Address employee queries and concerns, handle employee relations matters, and conduct exit interviews.
- IV. **HR Administration:** Maintain employee records, manage time and leave, and ensure compliance with HR policies and labour laws.
- V. **Performance Management:** Support performance appraisal processes and employee development initiatives.
- VI. **Training and Development:** Coordinate training programs and workshops.
- VII. **Payroll and Benefits:** Assist with payroll processing, benefit administration, and maintaining relevant records.
- VIII. **Communication:** Serve as a liaison between management and employees.
- IX. **Administration:** Oversee office upkeep, security, and asset safety.
- X. **Others:** May assist with audits, policy formulation, and various HR-related projects.

Deputy General Manager (Outsourcing)

- I. **Control, supervise & monitor the team of Manpower & Recruitment cell officials.**
- II. Supervision and coordination with Manpower coordinators for timely processing of files related to Tax invoice/ billing on receipt of verified attendance, maternity bills, PBGs, processing of contract agreement, its renewal, follow up with client for information related to labour license and its renewal.
- III. To supervise the Recruitment processes (Walk-in, Advertisement, takeover) for deployment of various kind of manpower in different departments within stipulated time.
- IV. Evaluate & Prioritize requirement as received from client for its disposal/roll out/deployment within the stipulated time.
- V. Consolidation of master record in respect of manpower deployed by ICSIL, agreements signed with client labour license etc. on receipt of the same from Coordinators.
- VI. To analyze the client requirement and propose solution to client.
- VII. Coordination with client department for various manpower projects. Renewal of agreements, extension of contracts
- VIII. Certification/ validation of attendance as received from client, submission of invoice/bills in hardcopy to client, timely payment realization from client and release of salary within stipulated time.
- IX. Supervision of maintenance of all file records original and copy (in hard as well as soft copy) related to old arbitration cases/ projects.
- X. Disposal of any enquiry/reply/clarification to the old or new Manpower Project/works sought internally or by agency /department/audit/RTI.
- XI. Reconciliation of payments, if any with the client as per the details provided by the Finance division
- XII. Solving queries/ grievances raised by department in respect of outsourced employees regarding ESIC, EPF, Maternity, billing, bonus, arrears, GST , TDS etc.
- XIII. Processing of joining reports, resignation letters termination letters, on roll certificate etc. of outsourced employees.
- XIV. Any other work as and when entrusted by the management.

Deputy General Manager (Projects)

- I. Control, supervise & monitor the IT & MM officials.
- II. To lead and oversee the complete lifecycle of IT & Telecom projects from concept to commissioning, ensuring they finish on time, within scope, and under budget.
- III. To float tenders for procurement of goods & services for projects.
- IV. To facilitate management in finding new business in various govt. departments.
- V. To explore new business opportunities in various govt. departments.
- VI. To explore new contractors and review material quality.
- VII. To monitor the pending payments of old projects.
- VIII. Any other work as and when entrusted by the management.

Junior Accounts Officer / Sr. Accountant (Finance & Accounts)

- I. Responsible for release of all salary bills of outsourced employees / In-house employees.
- II. Payment to vendors.
- III. Director honorarium and retainer ship payments.
- IV. Post and process daily journal entries.
- V. Manage accounts payable and receivable.
- VI. Handle bills, receipts, and cash.
- VII. Issue invoices to customers and vendors.
- VIII. Bank Reconciliation.
- IX. Assist in preparation of balance sheet.

Sr. Supervisor / Supervisor (Outsourcing)

Sr. Supervisor (Legal)

- I. To prepare reply and attend court cases as per records available in files.
- II. To see vigilance cases.
- III. To send reply against RTI received.
- IV. To prepare reply and appear in labour courts.
- V. Draft, review, and edit standard contracts, agreements, and corporate filings.
- VI. Ensure all legal paperwork complies with current internal policies and standard operating procedures.
- VII. Maintain accurate records and secure databases for legal correspondence.

Jr. Engineer – Gr. 1

He shall be responsible to assist DGM (Projects) in all his activities.

5. Submission of Applications

Eligible and interested officers may submit their applications in the prescribed format through the proper channel. Applications should be forwarded by the concerned **Cadre Controlling Authority/Competent Authority** along with:

- a. Complete application in the prescribed format;
- b. Attested copies of educational, professional qualification and experience certificates;
- c. Vigilance Clearance Certificate;
- d. APARs attested copies for the last five years;

Applications received after the last date or not forwarded through the proper channel may not be considered.

6. Pay & Allowances: Pay and allowances, as admissible to the officer, will be as per aforementioned DPE OM dated 26.11.2008 and DoP&T's O.M., dated 17.06.2010.

7. Necessary Instructions:

- a. Before applying, the candidate should ensure he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- b. Experience in the relevant field shall be calculated from the date of attaining the minimum essential qualification(s).
- c. The posts advertised are meant for ICSIL HQ at Okhla Industrial Estate, Phase III, New Delhi -110020. However they may be posted in any part of India/Abroad as per company needs.
- d. Mode of selection will be interview. ICSIL reserves the right to modify the selection procedure, if deemed fit.
- e. ICSIL reserves the right to increase /decrease the number of vacancies and cancel the recruitment process at any stage.
- f. ICSIL reserves the right to shortlist applicants for interview and not bound to call all candidates meeting eligibility criteria.
- g. The decision of ICSIL in all matters would be final and binding, and no correspondence i n

- h. Candidate may send advance copy of forwarding letter from employer directly to ICSIL. However in case the application through proper channel is not received up to last date, it will not be entertained.
- i. Incomplete/unsigned applications and applications received after the last date of receipt will not be entertained and the application form in the prescribed format without the self- attested copies of all relevant certificates i.e. Educational/Professional Qualifications, Date of Birth, proof of Salary, Experience (s) are liable to be rejected. ICSIL does not bear any responsibility for any delay in post/courier for any reason whatsoever.
- j. Name of the post applied for should invariably be mentioned on the top of the envelope containing the application form. Each envelope should contain single application only indicating Vacancy & post applied.
- k. Interested candidates should send their **Annexure-I** including **Employer's Forwarding Letter**) in the prescribed format only in offline mode addressed to **"The Deputy General Manager (HR), Intelligent Communication Systems India Limited, First Floor, Above Post Office, Okhla Industrial Estate, Phase III, New Delhi – 110020** up to the last date of receipt of applications.

l. Last date of receipt of application through proper channel: 19/10/2026

Interested and eligible officers may visit the official website of ICSIL for the prescribed application format and detailed eligibility criteria.

For further details, please contact:

Deputy General Manager
Human Resources Division
Intelligent Communication Systems India Limited (ICSIL)
Email: hrdivision@icsil.in
Website: www.icsil.in

Date: 25/09/2026

Place: New Delhi

(Pankaj Sharma)
Authorized Signatory