

Intelligent Communication Systems India Ltd. (ICSIL)

Administrative Building, 1st Floor, Above Post Office
Okhla Industrial Estate, Phase-III, New Delhi-110 020

Advt. No: ICSIL/RC/10-A/Forest Deptt. (North)/2025-26

Date: 17/03/2026

Online applications are invited for the post of “**Project Associate (Documentation and Design Support)**” purely on Contractual Outsourced basis to be deployed in **Department of Forest and Wildlife, GNCT of Delhi-110002**

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

Opening time 6:00 PM on 20/03/2026

Closing time 6:00 PM on 4/04/2026

Note: Candidate may apply for any job through ICSIL website only after depositing one time registration fee of Rs. 590/- (Non-refundable).

Details of Post:-

Post Name and No. of post	Educational Qualification	Essential Work Experience	Job Description	Age Limit	Remuneration (PM)
Project Associate (Documentation and Design Support) (2 Nos.)	Bachelor's Degree in any discipline from a recognized University/Institution. In addition to, Diploma in Graphic Design/Visual Arts from reputed Govt. or private institute is desirable. Proficiency in computer applications, particular MS Power Point, MS Word, and MS Excel.	Minimum 02 years' experience in relevant field. Experience in preparation, designing in Adobe, CANVA, designing and editing of presentation (PPTs) reports, brief, and other official documents. Experience in content drafting, proof reading and formatting in Hindi/English language , as applicable. Experience of working in a Government /PSU/Autonomous Body will be preferred.	The candidate shall be responsible for designing and preparing high-quality Power-Point presentations with graphics, animations and visual layouts for Review Meetings, presentations to senior officers, and other official purpose. The candidate shall also assist in designing and formatting repots, briefs, presentations and other official documents the candidate should be able to conceptualize and develop visual content info graphics and digital/print materials using graphic design tools such as CANVA, Adobe or similar software. The candidate shall ensure proper documentation, formatting, proofreading and presentation of official material in Hindi/English as required.	Up to 32 Years	46,000/- PM (without EPF)

How to apply:-

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.

Terms & Conditions

1. The interested applicants are advised to go through the Eligibility Criterion carefully and ascertain themselves regarding their eligibility.
2. **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/interview of the candidate with the department.
ii) Finally selected candidates by the department shall be considered for deployment on a purely contractual/outsourced basis for a fixed period or till expiry of contract or till regular incumbents join posts.
3. ICSIL does not guarantee deployment of all shortlisted candidates.
4. No TA/DA will be provided to candidates for appearing for the interaction/documents verification etc.
5. 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.
6. 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.
7. Candidates must bring 1 set of photocopies of all relevant documents and 2 photographs.
8. The details of the candidate in the application form must be the same as mentioned in 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 in any form shall disqualify the candidate. No candidate is permitted to influence the recruitment process by approaching any official of the organization directly or indirectly. This includes, but is not limited to, seeking recommendations, lobbying through intermediaries, or attempting to gain favor through political, personal, or other means. Any such act will lead to immediate disqualification from the current recruitment process and may also affect the candidate's eligibility for future opportunities with the organization.

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 without any notice.
12. Incomplete application shall be summarily rejected.
13. Candidate must keep on watching our ICSIL website (www.icsil.in) for any corrigendum/notification in respect of this vacancy.
14. 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.
15. **Fifteen (15) days salary** to be deducted from the selected candidate as security in two parts i.e. 50% in first month and 50% in second month. This shall be refunded to the candidate with saving bank interest as applicable after comply with following:-
 1. **No Dues certificate is received from the client department.**
 2. **After completing contractual liabilities with ICSIL as per appointment letter.**
16. The engagement is purely on a contractual/temporary basis for a fixed period and does not guarantee any claim for regular appointment in the organization.
17. The selected candidates will be engaged under specific project/scheme as per departmental requirements, and statutory compliances will apply as per the laws of the land.
18. The selection may include personal interview/skill test, or written test, depending on the position.
19. Mere appearance in the interview does not guarantee selection.
20. The decision of the interview panel/committee shall be final and binding.
21. Candidates are expected to maintain professional behaviour during the process.
22. Any form of misconduct or indiscipline may result in disqualification.
23. **The candidate for these posts should be willing to work with department for a period of at least One Year, failing which experience certificate from the department will not be issued.**
24. **In case of resignation from these posts, the candidate should inform 90 days in advance to the department in writing, failing which the outstanding /due remuneration will not be released.**

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