

**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 work of “**Meter Reading and Field Supervision**” purely on Contractual Outsourced basis to be deployed in Delhi Jal Board, **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 11:00 hrs on 07/03/2023**

**Closing time 11:00 hrs on 10/03/2023**

**Details of work for which manpower is required:-**

<b>S. no</b>	<b>Name of position &amp; No. of Manpower required</b>	<b>Qualification</b>	<b>Preferably Age Limit</b>	<b>Duties</b>	<b>Remuneration (in Rs.) PM</b>
1	<b>Meter Readers</b>  (486 Nos.)	Minimum 12th passed	Minimum 18 Years Maximum 30 Years	<ul style="list-style-type: none"><li>• Taking meter reading, capturing of image of meter reading/site position, generation of bill through the provided device and deliver the bill to the assigned consumers.</li><li>• Detecting cases of unauthorized water connection, construction cases for levy of cost of water, misuse of water and wastage of water etc. distribution of notices to the consumers. Ensuring billing in appropriate category of consumers.</li><li>• Assisting ZRO in special programme/scheme/campaigning/survey/camps/and any other programme taken up by the DJB concerned</li><li>• Providing assistance in disconnection drive.</li><li>• Any other work as may be assigned by ZRO/HQ</li></ul>	<b>Rs. 20,357/-</b> <b>As per minimum wages (EPF &amp; ESI as applicable)</b>

2	<b>Field Supervisors</b>  <b>(97 Nos.)</b>	Minimum Graduation	Minimum 21 Years Maximum 35 Years	<ul style="list-style-type: none"> <li>• Supervise work of assigned Meter Reader, inspect/verify water connections billed with meter status “other than OK” like stop premise lock, meter lock, access denied meter tempered, meter reversed etc. and take action in case of any discrepancy. Ensure billing of all connections assigned to his Meter Readers. Give feedback in respect of performance of Meter Readers to ZRO and in case performance of Meter Readers is not satisfactory take action against the concerned Meter Reader.</li> <li>• Ensure bills with proper meter reading and correct meter status are generated by Meter Reader.</li> <li>• Keep proper supervision and control over the functioning of assigned Meter Readers.</li> <li>• Processing of disputed cases. Monitoring of VIP reference and ensuring appropriate action within given time limit.</li> <li>• Auditing of reading through audit manual in Revenue Management Systems as may be prescribed from time to time. Inspect the area for detection of unauthorized water connections, appropriate categorization of consumers as per tariff. Detection of misuse of water for construction purpose etc. and issue notice for recovery of charges as per rules.</li> <li>• To inspect the site for field report for new connection request, mutation, disconnection, reopening, change of category etc. Inspect the site on receipt of grievance/take report from the Meter Reader/take necessary action on discrepancies, if any, and to send reply/submit reply to ZRO for communication to consumer, updating status online on the Revenue Management System, grievance lodging website/portal etc. Field inspection for mutation, disconnection, reopening, recovery etc.</li> <li>• Recovery of arrear cases. Disconnection drive with the help of enforcement staff. Organizing recovery camps.</li> <li>• Maintain proper record of consumers grievances and resolution provided in respect of assigned area.</li> <li>• Any other work as may be assigned by ZRO/HQ</li> </ul>	<b>Rs. 22,146/-</b> <b>As per minimum wages (EPF &amp; ESI as applicable)</b>
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## 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 the job, the candidate's profile must match the eligibility criteria mentioned in the advertisement for the contractual Job.
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

6. One time Registration Fees of Rs. 1,000/- (Non-refundable) shall be charged at the time of final joining from those candidates who will be issued appointment letters and come for joining.
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) In case number of eligible applicants is disproportionally exceed number of positions, then shortlisting of applicants for interview may be on made on the basis of any criteria as deemed fit and found to be rational.  
ii) 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.  
iii) 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.  
iv) Finally selected candidates will have to undergo through compulsory field activities for seven days as a part of Selection Process without any extra remuneration.
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.