



## BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED

(A Government of India Enterprise under Ministry of Information & Broadcasting)  
(A Mini Ratna Company)

**Head Office:** 14-B, Ring Road, I.P. Estate, New Delhi-110002, Phone: 011-23378823

**Corporate Office:** BECIL Bhawan, C-56/A-17, Sector-62, Noida-201307

**Phone:** 0120-4177850 / 4177860 **Fax:** 0120-4177879 **Website:** www.becil.com

### VACANCY ADVERTISEMENT NO. 443

Applications are invited for recruitment of following manpower purely on contract basis for deployment in National Board of Accreditation (NBA) vide Ref. Email dated 07.03.2024.

S. No.	Name of Post	No. of post	Qualification & Experience Required	Basic skills	Monthly Remuneration (Negotiable depending on qualifications and Experience)
1	Hospitality Assistant	01	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup> pass</li> <li>➤ Minimum five years of Experience as Hospitality Assistant in a reputed organization.</li> </ul>	Courteous & professional service to staff and committee members. Serving food clean-up food serving and office area	Rs.19,279/-
2	Photocopy Operator	01	<ul style="list-style-type: none"> <li>➤ 8<sup>th</sup> Pass</li> <li>➤ Minimum five years' experience in photocopier operations in a reputed organization.</li> </ul>	Operation of latest photocopiers, set-making and binding, etc.	Rs.19,279/-
3	Record Keeper	01	<ul style="list-style-type: none"> <li>➤ 10<sup>th</sup> pass</li> <li>➤ Min. five years' experience as store keeper in a reputed organization.</li> </ul>	Organize and manage all records and files	Rs.21,215/-
4	Assistant Store Keeper	01	<ul style="list-style-type: none"> <li>➤ HSC (12<sup>th</sup>) pass</li> <li>➤ Minimum five years' experience as store keeper in a reputed organization.</li> </ul>	Store keeping and verification	Rs.21,215/-
5	Data Entry Operator (Under Graduate)	02	<ul style="list-style-type: none"> <li>➤ HSC 12<sup>th</sup> pass, Speed of more than 15000 key strokes/ hour</li> <li>➤ 3 years' experience in Data Entry Operations in a reputed organization</li> </ul>	Basic knowledge of use of computer and typing skills	Rs.21,215/-
6	Data Entry Operator (Graduate)	02	<ul style="list-style-type: none"> <li>➤ Graduate, Speed of more than 15000 key strokes / hour</li> <li>➤ 3 years' experience in Data Entry Operations in a reputed organization</li> </ul>	Basic knowledge of use of computer and typing skills	Rs.23,082/-
7	Office Assistant	03	<ul style="list-style-type: none"> <li>➤ Graduate</li> <li>➤ 2 years' experience as Office Assistant in a reputed organization.</li> </ul>	Graduate in any discipline with expertise of MS word, MS Excel	Rs.23,082/-
8	Receptionist	01	<ul style="list-style-type: none"> <li>➤ Graduate</li> <li>➤ 2 years' experience as Receptionist in a reputed organization</li> </ul>	Graduate in any discipline with excellent communication skills	Rs.23,082/-
9	MTS	01	<ul style="list-style-type: none"> <li>➤ Matriculate</li> <li>➤ 3 years' experience as MTS in a govt./ Pvt. Organization</li> </ul>	Knowledge of Hindi & English Should be able to make diary and dispatch entries.	Rs.21,215/-

10	Young Professionals	02	<ul style="list-style-type: none"> <li>➤ Graduate degree with at least five years of experience of working in Government Department/ Ministries or in an autonomous body.</li> <li>➤ Desirable: postgraduate degree in science or commerce.</li> </ul>	<p><b>Core Competencies:</b> Core competencies that young professionals must possess should include:</p> <ul style="list-style-type: none"> <li>➤ Data Analysis and Presentation: Proficient in data analysis and presentation.</li> <li>➤ Documentation and report writing: Strong skills in documenting processes, procedures and preparing comprehensive reports tailored to the requirement of NBA.</li> <li>➤ Capacity Building: Experienced in developing and implementing capacity building programs to enhance the skills and knowledge of evaluators and other stake holders.</li> <li>➤ VIP References: Knowledge of processing of references received from VIPs / PMO / Ministries / Parliamentarians, etc.</li> <li>➤ Parliament Question: Coordination of activities related to answering Lok Sabha and Rajya Sabha question.</li> <li>➤ Coordination and Administrative Support: Proven ability to coordinate tasks efficiently and provide administrative support to streamline organizational operations.</li> <li>➤ Liaison: Skilled in establishing and maintaining effective communication channels with stakeholders, parent ministry, and fostering positive relationships.</li> <li>➤ Event Management: Capable of planning, organizing, and executing events to meet your organizational goals.</li> </ul>	Rs.60,000/- (Negotiable depending on qualifications and experience)
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• **The Age limit for post of Young professionals should not exceed 40 years.**

1. Selection will be made as per the prescribed norms and requirement of the job.
2. Preference will be given to local candidates and who are already working in the same/similar department.
3. No TA/DA will be paid for attending the test/ document verification / personal interaction /joining the duty on selection etc.

4. Application must be submitted ONLINE only for the above post.
5. For applying, please visit the BECIL's website [www.becil.com](http://www.becil.com). Go the 'Careers Section' and then click 'Registration Form (Online)'. Please read the terms and conditions carefully before applying and making online payment of fee. The instruction (How to Apply) for filling up the ONLINE Application/ Registration is attached for reference. Registration fee once paid will not be refunded under any circumstance. Therefore, candidate/ applicant must ensure their eligibility (**age, qualification, experience etc.**) before applying for the post. BECIL will not take responsibility for wrong application/ ineligible condition.
6. Candidates will be informed via email / telephone for their Skill Tests/Interview/Interaction.
7. Candidates must review their application forms carefully before final submission. BECIL will not accept any request for changes to be made in the information submitted by the candidates wrongfully.
8. Only shortlisted candidates as per above eligibility criteria will be called for skill test / selection process. So please mention your complete educational qualification and work experience details in online application form. Mere filling the registration form will not confirm your suitability/selection for the post.
9. Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.
10. BECIL will not be responsible for any typographical errors (i.e Email IDs, Mobile Number etc.) in the application forms submitted by applicant.
11. Candidates are requested to upload document in support of their claim regarding educational qualification, experience etc. Incomplete applications shall be summarily rejected.

**Disclaimer:** Terms and conditions given in the advertisement are guidelines only. In case of any ambiguity, decision of BECIL will be final and binding on candidates.

In case of any doubt/help please email as below:

For technical problem faced while applying online

: [techquery11@gmail.com](mailto:techquery11@gmail.com)

For queries other than technical

: 0120-4177860

**Last date for submission of application forms is 25.03.2024.**

Sd/-  
GM (Project-III)

# BECIL REGISTRATION PORTAL

## HOW TO APPLY:

1. Candidates are required to apply online through website [www.becil.com](http://www.becil.com) or <https://becilregistration.in> only. No other means/ mode of application will be accepted. **(Before applying for registration candidates are advised to have their Photo, Signature, Birth Certificate/ 10th Certificate, Caste Certificate scanned images for upload the file size should be not more than 100kb.)** If you want to apply for more than one post against the same advertisement, you need to register once only. The fee chargeable will vary according to the number of posts applied for.
2. Candidates are required to have a valid personal e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new E-mail ID before applying online
3. Candidates are required to go to the website of BECIL i.e. [www.becil.com](http://www.becil.com) or <https://becilregistration.in> and click on the link "Career".
4. Candidates are required to follow below process for registration.
5. Registration to be completed in 7 steps:
  - **Step1: Select Advertisement Number**
  - **Step2: Enter Basic Details**
  - **Step3: Enter Education Details/ Work Experience**
  - **Step4: Upload scanned Photo, Signature, Birth Certificate/ 10<sup>th</sup> Certificate, Caste Certificate**
  - **Step5: Application Preview or Modify**
  - **Step6: Payment Online Mode (via credit card, Debit card, net banking, UPI etc.)**
  - **Step7: Email your scanned documents to the Email Id mentioned in the last page of application form.**
6. Candidates will have to upload scanned copy of passport color photo, signature scan copy, size of these scanned copies should be within 100kb and in jpg/ .pdf files only.
7. Only online payment of registration & application processing fees (non-refundable) is applicable. **There will not be any other mode of payment of registration & application processing fee. Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheque, postal stamps etc., will not be accepted, towards registration & application processing fee.**

Category-wise registration & application processing is given below:

- General- Rs.885/- (Rs.590/- extra for every additional post applied)
- OBC- Rs.885/- (Rs.590/- extra for every additional post applied)
- SC/ST- Rs.531/- (Rs.354/- extra for every additional post applied)
- Ex-Serviceman – Rs.885/- (Rs.590/- extra for every additional post applied)
- Women- Rs.885/- (Rs.590/- extra for every additional post applied)
- EWS/PH- Rs.531/- (Rs.354/- extra for every additional post applied)

**Note: Bank and payment gateway charges on the above amount will be borne by the applicant.**

8. BECIL will not be responsible for any network problems in submission of online application.
9. Candidates are advised to fill the post judiciously as per the advertisement released by BECIL.
10. All the communications be made either on registered email or registered mobile number.
11. In case of submission of any false information or false documents, action, as per rules in addition to complaint with local authorities be made, on the desecration of BECIL.
12. No candidate shall make any communication with our client.
13. Candidates are requested to enter the details in the online application format carefully. Before final submission of application, there will be a preview available to the candidates in case of modification required. After submission of the application, no modification will be permitted and fees once paid will not be re-funded.

**\*Candidates are advised to apply through abovementioned website only, candidates will be solely responsible for submitting their through any other website. The candidates are requested to check their email & messages regularly. BECIL will inform the selected candidates through email & sms. BECIL will not be responsible for any delay on candidate's part.\*\***