



## 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.310

Applications are invited for recruitment of following manpower purely on contract/adhoc basis for the office of Global Automotive Research Centre (GARC), Plot E1, SIPCOT Industrial Growth Centre, Mathur post, Sriperumpathur Taluk, Oragadam, Tamil Nadu 602105.

S.No.	Posts	Description		Remuneration (Per month)
1	<b>PA to Director 1 (One)</b>	Educational and other qualification	<ul style="list-style-type: none"> <li>- Graduate from any stream with 60% marks or equivalent.</li> <li>- Knowledge of Shorthand will be given preference.</li> <li>- Fluent in Speaking Tamil Language.</li> </ul>	Rs. 35,000/-
		Age Limit	- Not above 45 years as on 1st Jan of the year of recruitment	
		Tenure, if any	- Initially for One year which can be extended for 2 years.	
		Nature of Post & No. working days	<ul style="list-style-type: none"> <li>- Outsource / Contractual</li> <li>- 6-day working</li> </ul>	
		Experience	- Minimum 3 years post -qualification experience in secretarial work with the Senior Level.	
		Duties and Responsibilities of the post	<ul style="list-style-type: none"> <li>i. Day-to-day planning and organization of the Director's diary.</li> <li>ii. Set up meetings and appointments, organizing venues and hospitality for visitors etc.</li> <li>iii. Document minutes of all meetings as directed by the Director.</li> <li>iv. Undertake mailings and communication as directed by the Director.</li> <li>v. Maintain the filing systems for the secretariat.</li> <li>vi. Arranging travel and accommodation for the Director.</li> <li>vii. Any other work as assigned from time to time.</li> </ul>	
		Language Knowledge	<ul style="list-style-type: none"> <li>- English, Tamil, and Hindi</li> <li>- (Excellent oral and written communication, with attentive listening abilities)</li> </ul>	
		Skill Set	<ul style="list-style-type: none"> <li>i. Good Computer Knowledge (Word, Excel and PPT)</li> <li>ii. Good analytical skills.</li> <li>iii. Good Interpersonal and communication skills.</li> <li>iv. Analytical mindset.</li> </ul>	
2	<b>Engineer (Auto PLI &amp; Business Development) - Adhoc  1 (One)</b>	Educational and other qualification	<ul style="list-style-type: none"> <li>- B.E./B. Tech in Electricals, Electronics, Instrumentation. Background in automotive would be preferable.</li> <li>- Fluent in Speaking Tamil Language.</li> </ul>	Rs.50,000/-
		Tenure, if any	- Initially for One year which can be extended for 2 years.	
		Nature of Post & No. working days	<ul style="list-style-type: none"> <li>- Outsource / Contractual</li> <li>- 6-day working</li> </ul>	
		Experience	- Minimum 5 years post -qualification experience	

S.No.	Posts	Description		Remuneration (Per month)
		Duties and Responsibilities of the post	1. Estimation and Documentation of chain of invoices for a product 2. Coordinate with the manufacturers and participation in vendor meetings 3. Coordinate with OEMs for product evaluation 4. Preparation of technical & commercial reports as assigned 5. Administrative works related to business	
		Skill Set	1. Good Computer Knowledge (Word, Excel and PPT) 2. Knowledge in Electrical and Automotive 3. Understanding of accounting principles 4. Good Interpersonal and communication skill 5. Experience in working in business / administrative environment	

1. Selection will be made as per the prescribed norms and requirement of the job. Reservation Policy will be followed as per Government Directives.
2. Number of vacancies may get increase or decrease as per the requirement.
3. Preference will be given to local candidates, preferably who are already working in the same/similar department of posting.
4. No TA/DA will be paid for attending the test/ interview/ joining the duty on selection.
5. Application must be submitted ONLINE only for the above post.
6. 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 before applying for the post. BECIL will not take responsibility for wrong application/ ineligible condition.
7. Candidates will be informed via email / telephone for their Skill Tests/Interview/Interaction.
8. 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.
9. 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.
10. Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.
11. Candidates who have applied earlier vide advt. no.293 need not to apply again. Their candidature will be considered with this advertisement.

**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

: [khuswingersingh@becil.com](mailto:khuswingersingh@becil.com)

For queries other than technical

: [sanyogita@becil.com](mailto:sanyogita@becil.com) OR 0120-4177860

**Last date for submission of application forms is 25.04.2023.**

Sd/-  
DGM (MR)

## 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.com> only. No other means/mode of application will be accepted. **(Before applying for registration candidates are advised to have their Photo, Signature, Birth Certificate/10<sup>th</sup> 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.com> and click on the link "Career".
4. Candidates are required to follow below process for registration.
5. Registration to be completed in 7 steps:
  - **Step 1: Select Advertisement Number**
  - **Step 2: Enter Basic Details**
  - **Step 3: Enter Education Details/Work Experience**
  - **Step 4: Upload scanned Photo, Signature, Birth Certificate/ 10th Certificate, Caste Certificate**
  - **Step 5: Application Preview or Modify**
  - **Step 6: Payment Online Mode (via credit card, Debit card, net banking, UPI etc.)**
  - **Step 7: 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 100 kb 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, Cheque, 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 refunded.

**\*\*Candidates are advised to apply through above mentioned 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, calls & sms. BECIL will not be responsible for any delay on candidate's part.**

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