



## 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. 323

Applications are invited for recruitment of following manpower purely on outsource basis for deployment **at National Institute of Industrial Engineering (NITIE), Mumbai.**

S. No.	Name of the post and number of positions	Essential and Desirable Criteria	Job responsibilities	Age	Consolidated Fee
1.	Junior Engineer – Civil  01 Post	<p><b>Qualification:</b> B.Tech/BE or equivalent degree with minimum 60% marks in Civil Engineering from a recognized Institute.</p> <p><b>Experience:</b> At Least 03 years' relevant experience in civil construction &amp; maintenance jobs in a reputed organization preferably Central/State Govt. Undertakings. OR Diploma in Civil Engineering with 60% marks from a recognized Institute with a minimum of 5 years relevant experience in civil construction &amp; maintenance jobs in reputed organizations preferably Central/State Govt. Undertakings. Knowledge of computer operations is essential.</p>	<ul style="list-style-type: none"> <li>Daily reporting to Junior Engineer (Civil/Maintenance)</li> <li>Weekly report of work done (On Friday every week) and monthly report (before last day) to Associate Dean (IP&amp;D) cc PIC</li> <li>Be in tune with project from start to finish to ensure high quality, innovative and functional design</li> <li>Identify NITIE requirements and put together feasibility reports and design proposals</li> <li>Develop ideas keeping in mind NITIE's need building's usage and environmental impact</li> <li>Assess detailed blueprints and make any necessary corrections</li> <li>Compile projects specifications</li> <li>Keep within budgets and timeliness</li> <li>Ensure that all works are carried out to specific standards, building codes, guideline and regulations</li> <li>Make on site visits to check on project status and report on project</li> <li>Cooperate and liaise with construction professionals</li> <li>Fellow architectural trends and advancements</li> <li>Put up proposals to improve aesthetics, visual appeal of buildings</li> <li>Put up proposals to improve interiors</li> <li>Put up proposals to improve landscapes</li> <li>Any other projects as assigned by PIC Estate/Associate Dean/Estate Team</li> </ul>	Not exceeding 40 years (as of the last date) on receipt of the application	Rs.40,000/- to Rs.45,000/-

			<ul style="list-style-type: none"> <li>• Consultation on all processes related to Estate</li> <li>• Consultation on all pre-construction activities and planning</li> <li>• Consultation on all during construction activities</li> <li>• Consultation on all during construction activities</li> <li>• Consultation during all closing of works and handling over taking over activities.</li> </ul>		
2.	Senior Assistant PGP Hostel  01 Post	<p><b>Qualification:</b> Graduate from a recognized University with minimum 60% marks <b>or</b> Post-Graduate from a recognized university with minimum 55% marks. Knowledge of typing &amp; use of personal computers with MS Office and related applications/web applications, etc.</p> <p><b>Experience:</b> 2 years of administrative experience in Educational Institute/ Autonomous Body / University / reputed Private firm or MNCs.</p> <p><b>Desirable :</b> Hotel Management (Graduate)</p>	Overall supervision and maintenance of all hostels. Coordination with the hostel authority and staff. Communication with student committees and student in general relating to hostel matters.	Preferably below 35 years	₹ 30,000 – ₹ 35,000/- per month (Consolidated and all inclusive), based on experience.
3.	Telephone Operator cum Junior Assistant  01 Post	<p><b>Qualification:</b> Graduate from a recognized university with minimum 50% marks. Knowledge of Computer is desirable.</p> <p><b>Experience:</b> One year of working experience in PSU Government organization/private institute of repute.</p>	<ul style="list-style-type: none"> <li>• Attain phone calls and transfer accordingly.</li> <li>• Receive visitors/guest/outsider and guide them to the respective personnel as required.</li> <li>• Received all types of documents, deliver these properly and maintain records.</li> <li>• Dispatch outgoing letters properly and maintain records.</li> <li>• Check Telephone lines on a regular basis to ensure smooth operations, raise complaints to relevant department for rectification.</li> <li>• Maintain complain book, contact with service provider and ensure proper maintenance by taking signature after repair of the intercom line/set.</li> <li>• Keep a record of all telephone numbers and update intercom list including all other sister concern.</li> <li>• Any other activity assigned by Institute's management from time to time.</li> </ul>	Preferably below 35 years	Rs.18,000/- to Rs.22,000/-

1. Selection will be made as per the prescribed norms, reservation policy and requirement of the job.
2. No TA/DA will be paid for attending the test/ written exam/ interview/ joining the duty on selection.
3. Application must be submitted ONLINE only for the above post.
4. 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.
5. Candidates will be informed via email / telephone/ SMS for their Skill Tests/Interview/Interaction.
6. 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.
7. Only shortlisted candidates as per above eligibility criteria will be called for 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.
8. Candidates are requested to take printout of their Application Forms after online submission and retain with them for future reference.

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 :

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

**Last date for submission of application forms is 28<sup>th</sup> May 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.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:
  - **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, 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 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 & sms. BECIL will not be responsible for any delay on candidate's part. \*\***

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